

Minutes of the Meeting of St. James P.C.C.

Monday 16th September 2013

Present: Rev Rob Powell (Chair), Rev Johan Allen, Rev David Britton, Carol Burt, Nick Burt, Catalina Contreras, Sabeena Coulson, Judy Douglas, John Farebrother, Liz Gibbons, Antony Herbert, Dave Ingram, Laura Knight, Steve Linton, Dan Obene, Lilian Reddie, Emma Simmonds, Stephanie Sulaiman, Myles Taylor, Paula Thomas, Glynis Wilkinson, Simon James-Morse.

Apologies: Joan Botterill, Chris Hart, Alan Hollamby, Julie White

1. **Welcome:** Rob welcomed everyone to the meeting, read verses from Luke 23:32-37, and the meeting began with a time of open prayer.

2. Minutes of the Previous Meetings:

The Minutes of the meeting on 8th July 2013 were considered and accepted unanimously.

3. Matters Arising from the Minutes:

1. **Time for God Intern.** David reported that the Time for God Intern, Zsombor Ádám, had arrived and had started work. He was currently staying with Nick & Carol Burt, but would eventually stay with John Farebrother. The sign-up sheet for church members to provide Sunday lunch for Zsombor was now complete, and a bike was being sought to help him get around the neighbourhood.
2. **Church Prayer.** David reported that several questionnaires had been completed and returned, but more responses were requested.
3. **Church Centre Redecoration.** Nick reported that the Centre had been redecorated and the carpet replaced. Expenditure had been within the budgeted amounts agreed at the previous meeting. The meeting thanked everyone who had helped with the redecoration and to Nick and Carol for organising the working party.

4. Finance Report.

1. **Cheque Signatory.** Paula reported that, with Rob's arrival, the signatories to the bank account needed to be updated.

Proposal:

- (a) to add Rob Powell as a bank account signatory, and,**
- (b) to remove George Howard as a bank account signatory.**

Proposed by Paula, Seconded by Nick, agreed unanimously.

2. **Expenditure Authority Levels.** The authorisation limits were confirmed as:

i. Goods/service within normal budget activities:

1. **Up to £500:** Rector + Church Manager or Treasurer
2. **£500 - £1,000:** Standing Committee (Rector, Church Wardens, Treasurer)
3. **More than £1,000:** PCC

The PCC sets budgets for normal goods/services.

ii. Payment of Goods and Services:

- **Cheques, BACS, CHAPS, transfers between accounts:** 2 authorised signatories (Rector, Church Manager, Church Wardens, Treasurer) excluding payee.
- **Online Banking:** 2 authorisations (as above) if and when possible.
- **Charge Card:** £500 per transaction, £2,000 per month overall limit: Church Manager.

iii. Goods/services outside normal budget activities:

Proposal: that 3 or more quotations be required for expenditure of more than £2,000

Proposed by Paula, Seconded by Dave, agreed unanimously.

3. **Management Accounts.** Paula presented the Management Accounts to 31st August 2013, showing a *deficit* for the period of £17,447. Although a budget deficit of £7,053 had been forecast, the results showed an adverse variance of £10,394. This had mainly been due to lower than expected property income. The meeting welcomed Emma's offer to promote the Community Hall more widely and circulate the hall brochure at Sunday services for the next few weeks.

In view of the estimated deficit for the year of £19,694, the meeting discussed ways of addressing the shortfall. This included a review of regular teaching on giving, and a leaflet on finance based on

weekly giving and phrased in the context of mission and vision.

In response to a question raised, Paula agreed to review the numerous designated funds and to investigate what funds could be released for general use. This would be presented as a proposal at the next meeting.

4. **Benevolent Fund.** In response to recent events regarding the exceptional needs of a particular church family, the meeting discussed a proposal from the Pastoral Team for the creation of a Benevolent Fund. This would be used to provide short-term financial help to those in need, and used at the discretion of the Clergy and Church Wardens.

After discussion, the meeting agreed in principle to create the Fund, with a specific proposal being presented at the next meeting.

The meeting thanked Paula for her work on the Accounts.

5. **Use of 171 Mitcham Lane.**

Nick reported that Furzedown Churches Ltd had agreed to accept Nathan Dixon as an Oasis Student for the next 2-3 years. In support of this decision, the Standing Committee (Rector, Church Wardens, Treasurer) had agreed to allow Nathan to occupy the vacant room at 171 Mitcham Lane; moving in on Sun 15th September. The meeting ratified the decision taken by the Standing Committee, noted that the use of 171 Mitcham Lane would impact Property Income, yet rejoiced that Nathan had arrived to further enhance the Youth Ministries.

6. **Children's Work.**

Rob reported that Laura Knight had indicated her intention to resign as Children's Worker. Her leaving date was yet to be specified, but would probably be at the end of 2013. The process for seeking a replacement was introduced, which would include (i) a review of the current work undertaken, and (ii) a vision for the future of the ministry. Contingency plans would be made to cover the period immediately after Laura's departure. The meeting thanked Laura for her work over several years.

At this point, the meeting paused for prayer.

7. **Future Vision for St James.**

Rob introduced a discussion regarding the future vision for the church. This continued into small-group discussions to (i) describe the present situation at St James', (ii) describe a future dream at St James', and (iii) to suggest major priorities for St James' for the next 6 years to 2020.

The meeting continued with a brief time for small group feedback, but it was emphasised that this was the start of a significant discussion.

8. **Any Other Business**

1. **Welcome.** On behalf of the Church Wardens and the PCC members, Nick formally welcomed Rob and Claire to the church, the Team ministry and to Rob's first PCC meeting. Thanks were also expressed to all those who had helped the church during the interregnum.
2. **Safety Officers.** The meeting noted that Judy and Stephanie were the Parish Safeguarding Officers; Judy focusing on safeguarding children and youth, and Stephanie focusing on safeguarding adults who may be vulnerable.

9. **Date of Next Meetings.**

- **Monday 14th October 2013**
- **Monday 9th December 2013**
- **Monday 20th January 2014**

The meeting closed with 'The Grace' at 10:00pm

Next PCC meeting: Monday 14th October 2013 at 8:00pm