

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

Monday 21st January 2013

Present: Rev David Britton (Chair), Carol Burt, Nick Burt, Sabeena Coulson, Judy Douglas, John Farebrother, Chris Hart, Anthony Herbert, Alan Hollamby, Dan Obene, Pauline Pepperell, Emma Simmonds, Stephanie Sulaiman, Paula Thomas, Glynis Wilkinson, Simon James-Morse.

Apologies: Rev Johan Allen, Joan Botterill, Catalina Contreras, Liz Gibbons, Dave Ingram, Laura Knight

1. **Welcome:** Dave welcomed everyone to the meeting, read verses from 2 Corinthians 5, and opened with prayer.

2. **Minutes of the Previous Meetings:**

The Minutes of the meeting on 3rd December 2012 were considered and accepted unanimously.

3. **Matters Arising from the Minutes:**

1. **Minibus.** Simon reported that, unfortunately, both Streatham Baptist Church and Beechcroft had withdrawn their interest in the vehicle. Other avenues for selling the vehicle were being considered.
2. **Community Hall Update.** Judy reported that the external light above the entrance to the Upper Hall would be installed soon. Volunteers were sought to paint the front panels of the stage. The Halls Management Committee was considering further fund-raising events, including an auction after Easter, a Mid-Summer Ball and a Barn Dance in the autumn. Helpers were needed to take on these projects. Carol reported that, following the raising of funds, the flooring in the FYC had been refurbished and a new bar would be installed soon.
3. **Review of Christmas Events.** The meeting reviewed the various services during the Christmas season, determining that, overall, the services had been well received, well attended and had seen several new attendees. The joint service on 30th December was especially noteworthy as it reflected a cross-section of all the churches in Furzedown.

4. **Interregnum.**

1. **Appointment of Team Rector.** Nick reported that the text advertising the vacancy had been revised and would be published on 1st February; for two weeks in the Church Times, and three weeks in the Church of England Newspaper. The closing date for applications was 25th February, with short-listing on 26th February. The short-listed candidates would visit the parish on Saturday **16th March** (PCC Members, please note this date), with formal interviews scheduled for Tuesday **19th March**. The church would be opened for a Day of Prayer on Friday 1st March, from 7:00am to 7:00pm. Further details of this prayer event would follow.
2. **Vicarage.** Nick reported that the contractors were currently undertaking the remedial work in the vicarage, so there was no access to the building for Health and Safety reasons. The contractors were scheduled to complete the works by Friday 8th March; this would allow short-listed candidates to view the refurbished property on 16th March.

5. **Finance Report.**

1. **Responses to Finance Letter.** Paula reported that, overall, the response to the Finance Letter had been encouraging; 7 people had decided to start giving regularly, and 26 people had increased their regular giving. After estimating the amount of Gift Aid on these gifts, the estimated increase in total giving was approximately £9,600 per annum.
2. **Advent Gift Day.** Paula reported that the Advent Gift Day giving, including estimated Gift Aid reclaims, raised £9,484. Nick reported that, following the previous PCC meeting (see item 5.5), an email ballot had been taken to decide which external cause would be supported. The meeting noted that 11 votes were in favour of the CMS Rural Development and Health programmes in Northern Uganda and South Sudan, and 4 votes were for Tear Fund East Africa appeal. As a result, 25% of the Advent Gift Day giving, approximately £2,374, would be sent to CMS. The remainder of monies would be used for our ministry in Furzedown. The meeting also noted that over £1,300 had been received through offerings at joint services during

the Christmas and New Year season, and that these monies had been sent to Tear Fund.

The meeting then engaged in general discussion regarding the giving trends in the church, observing that many members were struggling financially, the timing of the Gift Day may need to be reviewed, and that there was an important need to communicate to members what church ministries were being funded. The meeting **agreed** that, at the next meeting, PCC members would be linked with a particular ministry in order to help promote the needs and opportunities to the church.

3. **Management Accounts.** Paula presented the accounts to 31st December 2012, subject to audit. This showed a deficit for the year of £5,015, against a budgeted deficit of £26,192. The reason for this positive variance of £21,177 was due to better than expected donations, Gift Aid receipts, the Advent Gift Day and one-off donations throughout the year.

At the end of the year, after the usual transfers from the Hall Trading Fund and Gift Day giving, the General Fund showed a deficit of £480. However, it was suggested that this would be cleared via a further transfer from the Children's Ministry Fund, which showed a surplus of £807, subject to discussions with the Children's Worker.

In response to a question raised, Paula agreed to present an analysis of Reserves at the next meeting.

4. **Budget 2013.** Paula presented an updated draft budget for 2013, showing a forecast surplus of £2,893. This reflected regular giving based on the recent responses received, a regular donor having left, and including amounts for one-off donations and net Gift Day giving previously excluded from budgetary calculations. It was noted that this was an 'optimistic budget', with the greatest challenge being to achieve the budgetary target for Property Income.

1. Mission Support Policy.

Whilst considering the Budget, the meeting reviewed the mission support policy funded from the tithing of church giving. The current policy was that 10% of regular giving (plus Gift Aid) was tithed and given to mission partners. Paula pointed out that Brownies (Upper Hall) and Furzedown Youth Centre (Lower Hall) were given rent-free hall usage.

Two further options were presented: to tithe 10% of all unrestricted donations (including one-off gifts), or to tithe 10% of all unrestricted income (including donations and property income).

After discussion the meeting voted on the three options:

- 10% of Regular Giving (i.e. no change) - 6 votes
- 10% of Unrestricted Donations - 7 votes
- 10% of Unrestricted Income - 1 vote

However, having regard to the closeness of the voting and the number of absent PCC members, the meeting decided to defer the final decision until the next PCC meeting, when Paula would also provide additional information on the effect each policy would have on the budget.

2. Staff Pay. Glynis and Simon were asked to leave the meeting for this item.

Nick reported that a pay review had not been conducted recently, and salary levels had not been increased for some time. The recent appointment of a cleaner had produced discrepancies in hourly rates for part-time staff. Furthermore, the hourly rate for the Administrative Assistant was less than the recommended London Living Wage (£8.55).

Proposal: to harmonise the hourly rate for part-time staff to £9.00 per hour, effective from January 2013.

Proposed by Nick, Seconded by Paula, agreed unanimously.

Proposal: to conduct a full and thorough pay review for all staff in Autumn 2013 in advance of drafting the Budget for 2014.

Proposed by Nick, Seconded by Stephanie, agreed unanimously.

Proposal: that the Budget be accepted, subject to any changes regarding mission tithing that would be finalised at the next PCC meeting.

Proposed by Paula, Seconded by Nick, agreed unanimously.

The meeting thanked Paula for her work and for expeditiously producing the financial information.

At this point, the meeting paused for prayer.

6. Corporate Prayer.

Due to time constraints, this item was deferred to the next meeting. However, PCC members were asked to reflect on the corporate prayer life of the church and asked to consider two questions:

- i. Should we meet together to pray as a church (in addition to Sunday mornings)?
- ii. If so, how?

It was noted that attendance to the Tuesday morning prayer gathering was now generally very small, which prompted the need for a wider discussion on the matter.

Notwithstanding the deferral of a full discussion on corporate prayer, the meeting **agreed** that, after Sunday services, there would be a short time of prayer in the church for the appointment of the new Team Rector. These gatherings would be facilitated by PCC members, with Carol agreeing to lead the first session next Sunday.

7. Safeguarding Audit.

Judy presented to the meeting a summary of the Diocesan policy for safeguarding children and the policy for safeguarding adults who may be vulnerable (please see attached), together with the Contents of the full Diocesan document. These are part of the Safe Church document initially published in November 2008 and revised in June 2010.

Judy reported that the PCC were required by the Diocese to undertake an Audit of the implementation of these policies by the end of March 2013; this would be facilitated by Judy, John, Johan and Simon, with help from others as necessary. PCC members would be required to approve the results of the Audit at the next meeting. It was noted that the Team Council had set up a liaison between the Safeguarding Officers in each parish, plus the representative from Furzedown Churches Ltd.

The full document would be made available to PCC members, who were encouraged to comment at the next meeting.

It was noted that the PCC were periodically required to review and formally adopt the Safeguarding Children and Vulnerable Adults policies. This would be undertaken at the next PCC meeting.

8. Future Events.

The meeting noted the list of future events, see below.

9. Any Other Business

1. **Furzedown Youth Centre Company Members.** Carol reported that there was a desire to include St Paul's PCC as official Members of FYC Ltd, reflecting their support for FYC. To do this, the FYC Constitution and Company Articles needed to be changed, which required the approval of all three churches. The proposed constitutional change will need to be formally approved by a meeting of all existing Members of FYC Ltd.

Proposal: to include as Company Members of the governing body of Furzedown Youth Centre Limited, the PCC of St Paul's Church , Furzedown, giving PCC members of that church voting rights and responsibilities in line with all other Members of the Company and to change Furzedown Youth Centre's Constitution and Articles to that effect.

Proposed by Carol, Seconded by Emma, agreed unanimously.

2. **Easter Production.** Glynis reported that the Brownies, with the children from St Paul's, would be presenting an Easter production in the church on Monday 25th March. All were welcome.

10. Date of Next Meetings.

- **Monday 11th March 2013**
- **APCM: Sunday 21st April 2013**

The meeting closed with the Grace at 10:00 pm.

Next PCC meeting: Monday 11th March 2013 at 8:00pm

Future Events

- **Friday 25th January –**
 - 7:30pm – Men's Group Film Night (POSTPONED)
- **Thursday 31st January –**
 - 8:00pm – Men's Group Pub Night at the Railway Tavern
- **Sunday 10th February –**
 - Afternoon – Furzedown Churches Ltd AGM in FYC
- **Wednesday 13th February –**
 - 8:00pm – Ash Wednesday Holy Communion at St Albans
- **8:00pm – Lent Course: Wednesday's during Lent at St Albans**
- **Tuesday 19th February –**
 - 8:00pm – Growing Leaders in Centre (*Please note date change*)
- **Sunday 3rd March –**
 - 4:00pm – Newcomers Tea
- **Sunday 10th March –**
 - 10:30pm – Mothering Sunday at St James
- **Monday 11th March –**
 - 8:00pm – PCC Meeting in Centre
- **Tuesday 12th March –**
 - 7:30pm – Deanery Synod at St James
- **Sunday 24th March –**
 - 10:30am – Palm Sunday at St James
- **Monday 25th March –**
 - 6:30pm – Brownies Easter Presentation at St James
- **Thursday 28th March –**
 - 8:00pm – Maundy Thursday Joint Holy Communion
- **Friday 29th March –**
 - Good Friday Joint Services
- **Sunday 31st March –**
 - 10:30am – All-Age Easter Day Holy Communion at St James
- **Sunday 21st April –**
 - 10:30am – APCM in Church