

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

Monday 8th October 2012

Present: Joan Botterill (Chair), Rev Johan Allen, Rev David Britton, Carol Burt, Nick Burt, Catalina Contreras, Sabeena Coulson, Judy Douglas, Chris Hart, Alan Hollamby, Laura Knight, Steve Linton, Dan Obene, Pauline Pepperell, Emma Simmonds, Stephanie Sulaiman, Paula Thomas, Glynis Wilkinson, Simon James-Morse.

Apologies: John Farebrother, Liz Gibbons, Anthony Herbert, Dave Ingram, Richard Reddie, Julie White

1. **Welcome:** Joan welcomed everyone to the meeting, read verses from Psalm 37, and opened with prayer.

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

The Minutes of the meeting on 10th September 2012 were considered and accepted unanimously.

3. **Matters Arising from the Minutes of the Meeting on 10th September 2012.**

1. **Newcomer's Tea.** Dave Britton reported that around 20 people attended the event, where new people were presented general information about St James', including finance, and given a 'Welcome Pack'.
2. **Big Welcome.** The meeting gave very positive feedback on the Big Welcome Sunday service the previous day. Special mention was made to the appropriate balance between formality and informality in the service, as well as the positive interaction between all ages in the congregation. Dave thanked everyone who had been involved in planning, preparing and facilitating the event.

4. **Finance Report.**

1. **Account Signatories.** Paula reported that a new signing mandate was required for the CCLA Deposit Account.

Proposal: to authorise Paula, Nick, Judy and Simon as signatories for the CCLA Deposit Account.

Proposed by Paula, Seconded by Nick, agreed unanimously.

2. **Management Accounts.** Paula presented an updated report of the accounts to 31st August 2012. This showed a deficit for the year to date of £19,701, and a deficit forecast for the whole year of £20,490. It was noted with thanksgiving that general giving was above budgeted forecasts. However, property income was lower than expected due to the delayed introduction of the increased rate for hiring the Upper Hall. Expenditure was not expected to change, especially as Utilities and Insurance costs were locked into an agreement until 2013.

The meeting was encouraged to hear that an anonymous gift of £5,000 had been received in September.

3. **Actions.** Nick reported that, at the last PCC meeting, it was affirmed that the ministry activity of the church should not be cut (item 4). As a result, the Leaders Group had been considering what short and medium term plans should be put in place in order to address the financial shortfall; the objective being to clear any financial deficit before the new Rector arrives. The following actions were recommended:

- a) Inform the Congregation of the Financial Situation. This would be on Sunday 14th October and Sunday 21st October, and be accompanied by a letter to church members from the Church Wardens. These presentations would focus on asking church members to review their regular giving.
- b) Advent Gift Day; Sunday 9th December 2012. This would be preceded by another letter from the Church Wardens, to explain that the focus of the Advent Gift Day was to give thanks to God. Clarification would also be given that the first portion of the Advent Gift Day monies be given to other mission agencies, with the remainder going towards offsetting the financial deficit.
- c) Compile the 2013 Budget. This would target:
 - i. A detailed review of all proposed expenditure, with major cost centres being delegated to specified budget holders.
 - ii. An increase in Property income, possibly through proactive marketing.
 - iii. The letting of the empty room at 171 Mitcham Lane.

- iv. Some potential savings arising from items 7 and 10 below.
- d) Appoint a new Gift Aid officer, to take over from Graham Spencer, and one or preferably two 'Finance Champions' who would speak with church members regarding finance.

After discussion, the meeting agreed the proposed action plan.

5. Team Rector Update.

Nick reported that the vacancy for the post of Team Rector had been published on Friday 5th October 2012 in the Church of England newspaper, Church Times and on several websites. The two-part Parish Profile document that would be sent to enquirers was shown to the meeting; this was also available on the church website.

The closing date for applications was Wednesday 31st October 2012, with shortlisted candidates selected by Monday 5th November 2012. Shortlisted candidates would visit the parish on Saturday 17th November 2012, with the interview on Wednesday 21st November 2012.

In response to a question raised, it was agreed that a prayer event for the appointment of the new Team Rector would be arranged.

At this point, the meeting paused for prayer.

6. Furzedown Churches Limited.

1. **Charitable Objectives.** Nick reported that, having set up Furzedown Churches Limited as a registered company, an application had been made to the Charity Commission to register the company as a charitable organisation. This would benefit the organisation in numerous ways, not least in being able to receive Gift Aided donations. However, the Charity Commission had indicated that the objectives of the company were not acceptable, but had suggested alternative text. It was noted that the revised wording would be more flexible than the original, whilst still retaining the Christian ethos of the company.

Proposal: That Article 2 (objects) of the Articles of Association be amended to read:

"The Charity's objects are specifically restricted to the following:

- (a) the advancement of the Christian faith for the benefit of the public in accordance with the Evangelical Alliance Statement of Faith; in particular but not exclusively by the facilitation of the Churches in Furzedown in their own charitable purposes for the benefit of the public in Furzedown, its environs, and those members of the public who are in contact with the Churches in Furzedown;**
- (b) the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantages;**
- (c) to advance in life and help young people, especially but not exclusively through leisure time activities, volunteering and pastoral support provided in the interests of social welfare, so as to develop their capabilities that they may grow to maturity as individuals and members of society;**
- (d) such other purposes for the public benefit recognised as exclusively charitable under the laws of England and Wales as the Trustees may from time to time determine."**

Proposed by Nick, Seconded by Judy, agreed unanimously.

2. **Amended Management Structure for Youth Minister.** Nick reported that, following Fiona Perham's appointment as Youth Minister, a review of the management structure had been undertaken. As a result, it had been decided to simplify the management structure, reflecting Phil Barnard (MLBC) as Fiona's Line Manager. Furthermore, when appropriate, up to three Youth Leaders (one from each member church) would now be invited to Directors meetings of Furzedown Churches Ltd to provide detailed information.

7. Minibus.

Simon reported that a review of expenditure had revealed that the Minibus had been a net cost of over £1,000 per annum for the last 3 years, and a projected cost of over £1,500 for 2012. As the minibus was used infrequently, the meeting was asked to consider selling the vehicle. During the ensuing discussion, it was noted that the provision of transport was still required, but this could be provided via community transport schemes and use of church members' cars.

Proposal: to sell the minibus before the current insurance expires on 30th November 2012.

Proposed by Nick, Seconded by Paula, agreed unanimously.

8. Community Hall.

1. **Update.** Judy reported that there had been no further progress on the renovation of the Upper Hall; the Hall Management Committee would be meeting on 1st November.
2. **External Light.** Judy reported that a fund-raising event had raised, with Gift Aid, approx £220 towards the cost of installing an external light above the entrance to the Upper Hall. However, the total cost was approx £280, a shortfall of £60. Simon emphasised that, with the winter evenings approaching, the external light was required for Health and Safety purposes.

Proposal: to install an external light for the Upper Hall.

Proposed by Nick, Seconded by Glynis, agreed unanimously.

Addendum: the shortfall of £60 was raised from donations at the PCC meeting.

9. Food Bank.

Dave, Pauline and Glynis reported on the recent meeting regarding the setting up of a Food Bank in Wandsworth Borough. This was being initiated by St Mark's, Battersea Rise, who were now seeking multiple distribution points. The Furzedown churches were considering how they could be involved.

At this point, Laura left the meeting.

10. Children's Worker Contract.

As her Line Manager, Dave reported that, at her review, various changes to Laura's Contract of Employment had been mutually agreed. The most significant change related to an increase in Laura's holiday entitlement; annual leave taken during school holiday times, with the exception of 1 week in the summer and 1 day at Easter and Christmas to facilitate holiday clubs. This increase in holiday entitlement would be reflected in a reduction in annual salary, from £24,000 pa to £22,000 pa. It was noted that this change was initiated by Laura and would have no real impact on regular children's activities on Sundays.

Proposal: to confirm the changes in the Children's Worker Contract of Employment, commencing 1st October 2012.

Proposed by Dave, Seconded by Nick, agreed unanimously.

At this point, Laura returned to the meeting.

11. Future Events.

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

12. Date of Next Meetings.

- **Monday 3rd December 2012**
- **Monday 21st January 2013**

The meeting closed with the Grace at 9:45 pm.

Next PCC meeting: Monday 3rd December 2012 at 8:00pm

Future Events

- **Saturday 13th October –**
 - 2:00pm – FYC Family Fun Run / Walk, at Tooting Athletics track
- **Sunday 14th October –**
 - 10:30am - Church Finances shared with Congregation
- **Tuesday 16th October –**
 - 7:30pm - Deanery Synod
- **Sunday 21st October –**
 - 10:30am - Church Finances shared with Congregation
 - 5:00pm – Relicensing of Johan and Julie at St Paul's
 - 6:30pm – 'Ignite' Prayer Service at MLBC
- **Wednesday 24th October –**
 - 8:00pm: Managing Personal Finances in Challenging Times
- **Sunday 11th November –**
 - 10:30am – Remembrance Sunday
 - 6:30pm – In Grateful Memory
- **Sunday 18th November –**
 - 12:30pm – Furzedown Youth Centre AGM, at FYC
- **Sunday 9th December –**
 - 10:30am – Advent Gift Day
- **Sunday 16th December –**
 - 3:00pm – Family Carol Service
 - 7:00pm –Carols by Candlelight Service
- **Sunday 23rd December –**
 - 10:30am – Holy Communion, Bishop Richard preaching and presiding