

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

## Monday 10<sup>th</sup> September 2012

**Present:** Joan Botterill (Chair), Rev Johan Allen, Rev David Britton, Carol Burt, Nick Burt, Judy Douglas, John Farebrother, Liz Gibbons, Chris Hart, Alan Hollamby, Dave Ingram, Dan Obene, Pauline Pepperell, Richard Reddie, Julie White, Glynis Wilkinson, Simon James-Morse.

**Apologies:** Catalina Contreras, Sabeena Coulson, Anthony Herbert, Laura Knight, Paula Thomas.

1. **Welcome:** Joan welcomed everyone to the meeting, read from Genesis 26:25, and opened with prayer.

Nick read a letter from George and Chris Howard to the PCC thanking everyone for their partnership during their time of ministry at St James.

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

The Minutes of the meeting on 9<sup>th</sup> July 2012 were considered and accepted unanimously.

3. **Matters Arising from the Minutes of the Meeting on 25<sup>th</sup> June 2012.**

1. **Volunteer / Intern.** Dave Britton reported that, unfortunately, despite advertising the vacancy widely, there had been no applications. The search would continue.
2. **Prayer24.** Nick report that the Prayer24 event had been well received. The words left of the prayer walls had been collated by Glynis. The Planning Group were meeting on 11<sup>th</sup> September 2012 to consider what to do next.
3. **Hall Management Group.** Judy reported on various issues relating to the Community Hall, including:
  - All regular hall users had now signed Hire Agreements with effect from 1<sup>st</sup> September 2012.
  - Hall hire rates were now £25.00 per hour for everyone, except ABC Ballet (£20.00/hour).
  - One regular hall user had left at the end of July 2012.
  - The Upper Hall floor and stage area had been refurbished over the summer months.
  - The vinyl covering of the rear stairwell and kitchen would be done during half-term week.

Judy also reported that, although the Hall Redevelopment Fund was now empty, the following work was still required:

- Redecoration of the Upper Hall, approx £10,000
- External Security Lighting, approx £300

Judy was planning to arrange a working party to paint the front panelling under the stage.

4. **Finance Report.**

In Paula's absence, Nick presented an updated report of the accounts to 31<sup>st</sup> July 2012. This showed a deficit for the year to date of £14,062. Although this was less than the budgeted forecast, concern was expressed that expenses were greater than income. Particular reference was made to lower than expected Property Income, but this was due to the delayed introduction of the increased rates for hiring the Upper Hall.

It was noted that current spending was effectively being funded from Reserves; the General Fund was showing a deficit of £15,555 as at 31<sup>st</sup> July 2012. This could not be allowed to continue.

Nick also highlighted that the forecast results for the year was a deficit of £19,251. This was greater than expected.

Nick reminded the meeting that, in the PCC meeting on 21<sup>st</sup> May 2012 (item 4.4), the Budget Action Plan was accepted on condition that the ongoing financial situation was reviewed, and any remedial action taken. The meeting affirmed that the activities of the church should not be cut. As a result, the meeting agreed to undertake the following to raise the income required:

1. Regularly inform the church members of the financial situation, both by letter and at Sunday services.
2. Have an Advent Gift Day, with Bible teaching leading up to the event.
3. Continue to encourage the Gift Aiding of regular and one-off donations.
4. Appoint one or two Finance "Champions" who would be responsible for speaking with church members regarding finance.

## 5. **Parish Profile.**

Nick presented draft text of the Parish Profile document for discussion; presentation, formatting and photographs would be dealt with subsequently. The document was in two parts - a shorter, summary document presenting core values, and a more detailed document giving factual information. The meeting suggested several changes, but these were mainly aesthetic.

Nick indicated the timetable for the selection process:

- Vacancy advertised during the first 2 weeks of October 2012. This would be in the Church of England newspaper and Church Times, together with a number of websites.
- Saturday 17<sup>th</sup> November 2012: parish visit of shortlisted candidate/s.
- Wednesday 21<sup>st</sup> November 2012: interview of candidate/s.

The meeting thanked Nick and Judy for all their work in compiling the Parish Profile document.

**Proposal: to accept the Parish Profile document as presented for sending to interested candidates.**

Proposed by Nick, Seconded by Judy, agreed unanimously

At this point, the meeting paused for prayer.

## 6. **Future Events.**

The meeting noted the following events:

- **Sunday 30<sup>th</sup> September 2012 – Newcomer's Tea** from 4:00pm in the Centre.
- **Sunday 7<sup>th</sup> October 2012 – The Big Welcome.** A special initiative, with MLBC, to invite new people to come to church. Postcard invitations would be sent out.

## 7. **Any Other Business**

1. **Rev Philip Mounstephen.** The meeting was delighted to note that Rev Philip Mounstephen, former vicar of St James', had recently been elected as Executive Leader for the Church Mission Society.

## 8. **Date of Next Meetings.**

- **Monday 8<sup>th</sup> October 2012**
- **Monday 3<sup>rd</sup> December 2012**

The meeting closed with the Grace at 9:50pm.

Next PCC meeting: Monday 8<sup>th</sup> October 2012 at 8:00pm