

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

Monday 16th January 2012

Present: Rev George Howard, Rev Johan Allen, Joan Botterill, Rev Dave Britton, Carol Burt, Nick Burt, Rev Sue Clarke, Judy Douglas, John Farebrother, Liz Gibbons, Chris Hart, Anthony Herbert, Alan Hollamby, Chris Howard, Dave Ingram, Pauline Pepperill, Emma Simmonds, Paula Thomas, Glynis Wilkinson, Simon James-Morse.

Apologies: Neils Ribeiro, Julie White, Steve Linton, Laura Knight.

1. **Welcome:** George welcomed everyone to the meeting and Joan opened in prayer.

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

Due to a delay in circulating the Minutes, the approval of the Minutes of the meeting on 7th November 2011 was postponed until the next PCC meeting.

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

1. **FYC Report.** Carol reported that, following the FYC AGM on 4th December 2011, there had been an encouraging financial response from all the Furzedown churches, such that, although a financial deficit had been forecast, the year had ended with a small surplus. This had had a positive impact on FYC directors and workers.
Carol asked for prayer for the FYC directors meeting on 17th January 2012, where significant strategy planning would be discussed for the next 3 years.
The meeting affirmed the holding of the FYC AGM as part of a Sunday service in early December, observing that more people had heard about the work of FYC as a result.

2. **Hall Management Group Report.** Judy reported that the next management group meeting would be on Tuesday 24th January 2012.

3. **Hall Refurbishment Update.** Nick reported that the Window and Heating contracts were now complete and the final claims for grant monies were being processed. The installing of existing and new security grills for the windows had been completed. The hot water supply for the whole building had been installed. The partition to the new boiler room had been completed. The electrical work, previously approved by the PCC, would start next week.
In response to a question raised, the need of an external handrail alongside the entrance steps to the Upper Hall was referred to the Hall Management Group for consideration.

Nick also reported that a quote had been received of £4,300 (inclu VAT) for the installation of a new kitchen. This would be for a counter top, sink, kitchen units and drinking water. A further quote of £818 (inclu VAT) for an urn had also been received.

Proposal: that up to £5,200 be spent on the Hall kitchen; the money coming from the Hall Development Fund. Details of the work would be decided by the Hall Management Group.

Proposed by Nick, Seconded by Dave Ingram, agreed unanimously

4. **171 Mitcham Lane Update.** Nick reported that there had been no further progress.
5. **Furzedown Team Ministry.** George reported that, as mentioned in the church service last week, the Church Commissioners had approved the scheme. The next stage was to publicly display notices and to seek comments from parishioners, by 13th February 2012. An Extraordinary Church meeting would then be held for final approval.
In the hope that the process would be completed without problem, George indicated that a Commissioning Service for the Furzedown Team Ministry had been set for the afternoon of Sunday 18th March 2012.

4. **Financial Report.**

1. **Accounts.** Paula presented a summary of the Accounts for the year to 31st December, adding that the figures may require minor changes by the auditors. The results showed a deficit of £16,786 on ordinary activities. This included Advent Gift Day giving which, including Gift Aid reclaims, raised £10,620, but did not include the annual transfer of £5,000 to the Building Fund.
The meeting thanked Paula for her work and for producing the information so expeditiously.

2. **Budget 2012.** George reminded the meeting that no decision was made on the 2012 Budget at the last meeting to allow further prayer and reflection on the situation. Paula presented a revised Budget which reflected the figures up to December, and forecast a deficit for the year of £29,242. The meeting then divided into small groups to share and reflect on the implications of passing a deficit budget and what people believed God was saying. When the meeting resumed and various observations were shared. George summarised these as follows:

- There was a window of opportunity to use existing financial reserves to cover the deficit in 2012. However, it was important to put credible plans in place to prepare for the long term future.
- The PCC had a responsibility to set a credible plan to cover the deficit, yet still maintaining the principle that the church trusts God to provide for its financial needs.
- The forecasted deficit was not a surprise, i.e. the challenge of sufficient finances had been present for several years.
- It was important to be good stewards; raising revenue by making more use of existing assets and ensuring cost-effective expenditure.
- Teaching on the principles of giving and the sharing of the financial situation needed to be regularly presented to the congregation. Furthermore, the practicalities of following up givers and giving needed to be clarified.

Further discussion then took place regarding the scope and detail of a credible plan to cover the deficit. This included:

- a) **Asset Use** – raising additional revenue for the hiring of the Hall and the use of 171 Mitcham Lane.
- b) **Cost Effectiveness** – reviewing all expenditure and budgetary control procedures.
- c) **Discipleship Giving** – equipping and teaching the congregation on giving, including practical actions, e.g. Gift Aid.
- d) **Communication** – presenting the vision of the church.

Proposal: to approve the 2012 Budget as presented, but conditional that a credible plan is compiled covering Hall Lettings, Usage of 171 Mitcham Lane, Cost Effectiveness, Giving and Communicating the Vision; the plans to be circulated at least one week before the next PCC meeting.

Proposed: Nick, Seconded by Paula, agreed unanimously

5. Any Other Business.

1. **Communion Helpers.** It was noted that a list needed to be compiled for approval by the Arch Deacon. The task was assigned to the Church Wardens for presentation at the next meeting.
2. **Covenant.** Discussion was deferred to the next meeting. It was hoped that the Covenant between the Furzedown Churches be ratified at the *First Sunday* service on 4th March 2012.
3. **Payment Authorisation.** Nick reported that an invoice had been received from Winkworth Sherwood Solicitors for £1,620.25, being legal fees to review the lease with FYC required by the Diocese.

Proposal: that the invoice be paid; the money coming from the Hall Development Fund.

Proposed by Nick, Seconded by Judy, agreed unanimously

4. **Gala Concert.** It was noted that the Gala Concert, raising funds for sound and vision resources, would be on Saturday 11th February 2012, starting at 6:00pm
5. **PCC Resignation.** George reported that he had received an email from Neils Riberio indicating that, having moved away from the area, he wished to resign from the PCC. The meeting accepted the resignation with sadness and thanked Neils for all his work and encouragement during his time at the church.

The meeting closed at 9:55 p.m.

Next PCC meeting: Monday 27th February 2012 at 8:00pm