

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

## Monday 19<sup>th</sup> September 2011

**Present:** Rev George Howard, Joan Botterill, Nick Burt, Rev Sue Clarke, Judy Douglas, John Farebrother, Liz Gibbons, Chris Hart, Anthony Herbert, Alan Hollamby, Dave Ingram, Laura Knight, Pauline Pepperill, Stephanie Sulaiman, Julie White, Glynis Wilkinson, Simon James-Morse.

**Apologies:** Steve Linton, Richard Reddie, Neils Ribeiro, Carol Burt, Paula Thomas, Catalina Contreras, Chris Howard.

1. **Welcome:** George welcomed everyone to the meeting, reading from Genesis 39, and Dave opened in prayer.

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

The Minutes of the meeting on 4<sup>th</sup> July 2011 were considered and accepted unanimously.

The Minutes of the extraordinary meeting on 17<sup>th</sup> July 2011 were considered and accepted unanimously.

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

1. **FYC Report.** On Carol's behalf, Nick reported that the FYC exhibition was being held at Sprouts Community Arts, showing works produced during the summer workshops. It was noted that the FYC AGM would be held on Sunday 4<sup>th</sup> December 2011, after the joint youth-focused church service. Nick also reported that funding had been received for Engaging Furzedown from Southwark Diocese and the Church of England Youth Fund.

The week-long FYC summer workshops had been well received, with many young people asking whether the summer programme could be extended into a second week. It was noted that the FYC programme ran at the same time as the children's Summer Clubs in the church, which was stretching resources. It was agreed that, if possible, these events would not coincide in the future.

John reported that the Wandsworth Council, Save the Neighbourhood Team and Police all considered FYC a very good project, and encouraged FYC to promote the Engaging Furzedown story more widely.

2. **Summer Holiday Clubs.** Laura reported that the children's holiday club and the pre-school holiday club had both gone well. Several new contacts had been made.

3. **Holiday at Home.** Sue reported that 42 guests had attended Holiday at Home, which was more than previous years. These had been ably supported by 18 adult volunteers from all churches, plus 8-10 Brownies.

4. **Joint Youth Minister.** Nick reported that interviews took place on 9<sup>th</sup> July, but the candidate was not accepted. Following a review of the situation, the Youth Management Group (YMG) had:

1. Interviewed and appointed Becky Beckett as a Youth Coordinator on a 12 month contract to August 2012. This was currently a part-time position, but hours would be reviewed according to activity. Salary costs would be within existing budget figures.

2. Reviewed why the interview process for a Youth Minister had been unsuccessful, concluding that it had been difficult to recruit someone with experience for only 25 hours per week, as the remaining hours would be hard to fill. As a result, the YMG were asking the churches about funding the appointment of a full-time Youth Minister from September 2012. This would cost more, but attract better candidates to the job. It was noted that the increased costs would come into effect in the 2013 budget.

**Proposal:**

**That, in principle, St James move towards funding a full-time FYC Youth Worker from September 2012.**

Proposed by Nick, Seconded by Judy, agreed unanimously.

5. **Hall Management Group Report.** Judy reported that various work had been carried out in the Upper Hall. These included:

1. **Front Stairwell** had been repainted.

2. **Flooring for Front Stairwell** had been laid.

3. **Signage.** The existing notice board would be replaced and existing signs from individual hall users taken down and displayed on the new notice board.

The Management Group were thanked for the work that was being done.

#### 6. **Hall Refurbishment Update.**

1. **Heating.** Nick reported that work on installing the new boiler was underway. Simon explained that the contractor would be accessing the building through the rear doors, which would not affect hall users and not damage the new decor in the front stairwell. It was hoped that the work would be completed in October. Nick reported that an application had been made to Sita to release the first £10,000 of the grant, being the deposit paid to the supplier.
2. **Upper Hall Windows.** Nick reported that the new windows had been ordered. It was hoped that the largest windows would be installed in half-term week (week beg Mon 24-Oct-11). Simon reported that existing users had been advised that the Hall would not be available that week. The remaining smaller windows would be installed the following week.

The meeting thanked Nick for all his work in submitting the grant applications.

7. **171 Mitcham Lane Update.** Nick reported that a response from the Wandsworth planners was still awaited regarding the proposed alterations to the property. While this was being processed, a 6-month Assured Shorthold Tenancy Agreement had been agreed with Becky Beckett, with effect from 1<sup>st</sup> September. Furthermore, Frances Goldsmith, the new Careforce worker, would be moving in this week. Becky was seeking other tenants. It was noted that various cleaning and decorating works had been carried out to the property to make the accommodation habitable for tenants.

#### 4. **Furzedown Team Ministry.**

In response to a letter that had been received from the Patrons of St Albans, the PCC **agreed** the following:

- a. **That it was appropriate for the Terms of the Measure be reviewed at appropriate intervals, not less than 5 years, which could include the location of the Rector, and**
- b. **That if a Patron Board is given an extra vote for the appointment of Team Vicars, then this should be extended to all churches, and**
- c. **That vacancies would be advertised as is the existing practice in many teams.**

#### 5. **Financial Report.**

On Paula's behalf, Nick presented a financial summary of the Accounts for the seven month period, January – July 2011, detailing various explanations. Overall, the figures were encouraging; but not a reason to relax as expenditure through the autumn would be increasing.

In response to a question raised, it was noted that the strategy for addressing the budgeted deficit was to regularly present teaching on regular giving and to proactively approach new people regarding Gift Aid giving.

The meeting thanked Paula for the clear presentation of the Accounts.

1. **Computer Equipment for Church Office.** Simon reported that an assessment had been made of the existing computer equipment in the church office. A detailed report had been presented to the Wardens and the Treasurer, and the need for 3 new computers with associated software was accepted.

##### **Proposal:**

**That up to £1,800 plus VAT and delivery is spent to purchase 3 computers and software for the church office as per the detailed report.**

Proposed by Nick, Seconded by Julie, agreed unanimously.

#### 6. **PCC Co-options.**

It was noted that PCC members were officially Trustees needing to adhere to Charity Law. Furthermore, paid staff of the charity could not also be a Trustee, i.e. a PCC member. As a result, Glynis, Laura and Simon were in attendance at PCC meetings without voting rights.

##### **Proposal:**

**That Carol Burt (FYC) and John Farebrother (SPA) be co-opted onto the PCC.**

Proposed by Joan, Seconded by Dave, agreed unanimously.

#### 7. **Gala Concert & Christmas Extravaganza.**

George reported that a fund-raising Gala concert was being planned for Saturday 25<sup>th</sup> November 2011. This would be a significant event, including elements from the Christmas Extravaganza, raising the profile of the

church in the community and advertising the Advent services. More help was sought from the PCC to be actively involved in the event.

**8. Any Other Business.**

1. **Careforce Worker.** It was reported that Frances Goldsmith would be the new Careforce worker. After moving in to 171 Mitcham Lane this week, she would be attending the Careforce workers conference. As a result, she would be starting work in October.
2. **Dates of PCC Meetings.** These were agreed as:  
Monday 7<sup>th</sup> November 2011  
Monday 9<sup>th</sup> January 2012  
Monday 27<sup>th</sup> February 2012  
Monday 19<sup>th</sup> March 2012  
Sunday 1<sup>st</sup> April 2012 (APCM)
3. **Furzedown Churches.** George reported that a company had now been officially set up, made up of members of the Furzedown churches, that would be the vehicle for employing staff.
4. **PCC Away Time.** After discussion, it was agreed in principle that the PCC would have a time away in late January 2012 or early February 2012 to review the direction of the church.
5. **Growing Leaders Course.** Sue reported that the Growing Leaders Course was starting on 18<sup>th</sup> November 2011.
6. **CRB Checks.** Judy reported that, following the CRB Surgery's, 20 people had now had CRB clearances for working with church groups. However, there were still more people to follow up.

The meeting closed with the Grace at 10:15 p.m.

Next PCC meeting: Monday 7<sup>th</sup> November at 8:00pm