

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

Monday 4th July 2011

Present: Rev George Howard, Rev Johan Allen, Joan Botterill, Carol Burt, Nick Burt, Rev Sue Clarke, Catalina Contreras, Judy Douglas, John Farebrother, Liz Gibbons, Chris Hart, Anthony Herbert, Alan Hollamby, Chris Howard, Dave Ingram, Laura Knight, Steve Linton, Pauline Pepperill, Stephanie Sulaiman, Paula Thomas, Glynis Wilkinson, Simon James-Morse.

Apologies: Richard Reddie, Neils Ribeiro, Julie White.

1. **Welcome:** George welcomed everyone to the meeting, especially to Glynis, who was celebrating a significant birthday.

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

The Minutes of the meeting on 9th May 2011 were considered and accepted unanimously.

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

1. **FYC Report.** Carol circulated the schedule of FYC Summer Workshops, running from 25th to 29th July. Carol reported that a meeting had taken place with the local services to discuss the problems with children and youth in the area. A further meeting would take place on 15th July with all stakeholder agencies to establish strategies for when young people return to the community after being in detention. It was noted that FYC was building a well-known and positive reputation in the area.
2. **Joint Youth Minister.** Nick reported that interviews would take place on 9th July. Although three candidates had been shortlisted, 2 had withdrawn their application. Nevertheless, prayer was requested for the interview with the final candidate.
3. **Hall Management Group Report.** Judy reported that, following the last PCC meeting (see item 3.3), the Hall Management Group had been reconvened, particularly to address the smaller fabric issues of the Upper Hall. These included:
 1. **Front Stairwell.** A workgroup was being gathered to repaint the front stairwell on 30th July. More volunteers were sought.
 2. **Flooring for Front Stairwell.** A quote was being sought to lay vinyl flooring in the front stairwell. It was noted that the current staircase contravened Health and Safety regulations.
 3. **Door bell.** This had been repaired.
 4. **External Notice board.** The existing notice board needed to be replaced.
 5. **External Lighting.** Additional lighting was required outside the front door. This would be extended when the existing electrical system was upgraded.

It was noted that other equipment needed to be installed into the Upper Hall, e.g. sound system, but that this would only be introduced when the building was secure.

4. **Hall Refurbishment Update.**

1. **Heating.** Nick reported that negotiations were still ongoing with the heating contractor, addressing the problem that the new boiler was not a like-for-like replacement. A further quote had been received and professional advice was being sought. It was noted that the works needed to be approved and the agreement completed with the Grantor by the beginning of August. Prayer was requested for an early resolution.
2. **Upper Hall Windows.** Nick reported that a grant of £35,000 for the replacement of the windows in the Upper Hall had been provisionally agreed, subject to various conditions that were being addressed. If granted, a payment of £4,108.61 would be required from the Hall Development Fund. However, until the documentation was complete, news of the grant would not be publicised.
Proposal: to spend £4,108.61 from the Hall Development Fund.
Proposed by Nick, Seconded by Chris, agreed unanimously.

3. **Upper Hall External Doors.** Nick reported that a quote had been received for £4,442.66 (including VAT) for the replacement of the external doors for the Upper Hall. This would match the existing doors to the Lower Hall, and provide a fire exit at the rear of the hall.

Proposal: to spend £4,442.66 from the Hall Development Fund.

Proposed by Nick, Seconded by Johan, agreed unanimously.

4. **Upper Hall Electrical Wiring.** Nick reported that a quote had been received for £1,632.16 (including VAT) for the upgrading of the electrical installation in the Upper Hall. It was noted that the electrical installation did not comply with current regulations. This work would also allow for external lighting (see item 3.3.5 above).

Proposal: to spend £1,632.16 from the Hall Development Fund.

Proposed by Nick, Seconded by John, agreed with 1 abstention.

5. **Hall Outhouse (Shed).** Nick reported that the shed (next to the electricity sub-station) needed to be weatherproofed and made secure. This would provide storage for the access tower, jointly bought by St James' and MLBC. A quote for £384.00 (including VAT) had been received for this work.

Proposal: to spend £384.00 from the Hall Development Fund.

Proposed by Nick, Seconded by Dave, agreed with 1 abstention.

5. **171 Mitcham Lane Update.** Nick reported that, following a feasibility study, plans had been drawn and would be reviewed at a meeting on 25th July. Various options were being considered, particularly to convert the property into two dwellings, which would require planning permission. It was noted that the property would be vacant from 14th July, and security measures for the property would be reviewed.

4. **Furzedown Team Ministry.**

George circulated a revised draft Pastoral Measure 1983, pointing out that the main change related to Note 6. The implication of the clause was explained. It was noted that this would be the final wording of the document before being sent to the Church Commissioners for final consideration.

In response to a question, George accepted that the issue of a Furzedown Team Ministry had not been emphasised recently to the church, but had been presented clearly and openly discussed at the last APCM and PCC meetings. The document would only become law after all three churches had formally agreed.

Proposals:

- a. **That the PCC approve the Pastoral Measure 1983 in principle, emphasising that final acceptance would be at a future APCM or Special Church meeting, and**
- b. **That the PCC will inform the church about these proposals and ensure that the issue is understood.**

Proposed by Nick, Seconded by Johan, agreed unanimously.

5. **Financial Report.**

Paula presented the following:

1. **Online Banking.** An online banking facility that required two authorisations for each transaction had been located at CAF Bank 'Cash Account'. This account would be in addition to the existing Barclays account, and would be used primarily to process monthly wages. Usage on the new account would be reviewed after being introduced.

Proposals:

- a. **That a CAF Bank 'Cash Account' be opened with online banking, and**
- b. **That a CAF Bank 'Cash Account' Debit Card be obtained for the Church Manager with a limit of £500 per transaction.**

Proposed by Paula, Seconded by Stephanie, agreed unanimously.

- c. **That the authorising signatories on the CAF Bank 'Cash Account' be any two from George, Nick, Paula and Simon**

Proposed by Paula, Seconded by Dave, agreed unanimously.

2. **Accounts for Five Month Period, January - May 2011.** Paula presented a financial summary for the regular activities, detailing various explanations. Overall, the figures were encouraging; income exceeded budget and expenditure was generally in line with budget. In response to questions raised, it was noted that various budget estimates were incorrect or out of date. Paula agreed to present a revised budget and forecast for the year at the next meeting.

3. **Regular Giving.** George reported that Joan, with help from Graham Spencer, would take on the role of approaching new and existing members to highlight the importance of regular giving.
6. **Growing Leaders Course.**
Sue reported that invitations had been sent to existing and potential church leaders to attend the CPAS Growing Leaders Course. This was a year-long course, with training on one evening per month, covering a wide curriculum on leadership, both spiritual and practical. The course would start in September 2011 at St James'. Dave Britton, Nick and Sue would be leading the course.
7. **Any Other Business.**
 1. **Repair to Folding Doors in Centre.** Nick reported that a quote had been received for £1,328.74 (including VAT) to repair the runners to both sets of folding doors in the Centre.
Proposal: to spend £1,328.74
Proposed by Nick, Seconded by Judy, agreed with 1 abstention.
 2. **CRB Checks.** Judy reported that, to obtain the necessary documentation for CRB clearances from members working with children and/or vulnerable adults, two CRB Surgery's had been arranged, on Thu 14th July and Sat 16th July.
In response to a question, it was noted that all PCC members, as formal Trustees of the church, were required to have CRB clearance.
 3. **Deanery Synod Meeting.** Alan reported that there had been a significant discussion at the recent Deanery Synod meeting regarding the issue of women Bishops. The discussion focused on a provision for conscientious objections for women Bishops. It was noted that the motion was defeated.
Alan also reported that Joan had been re-elected as Lay Chair of the Deanery Synod.

The meeting closed in prayer at 9:55 p.m.

Next PCC meeting: Monday 19th September 2011 at 8:00pm