

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

Monday 9th May 2011

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

Apologies: Carol Burt, David Britton, Dave Ingram.

1. **Prayer and Welcome:** George welcomed Julie and Catalina to their first PCC meeting, and the meeting opened in prayer, led by Johan.

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

1. 7 March 2011.
2. 14 March 2011.

The Minutes of both meetings were considered and accepted unanimously.

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

1. **FYC Report.** In Carol's absence, Nick reported that the FYC directors had met recently and were having an additional meeting on 1st June to set the FYC strategy for the next year. They would also be evaluating the Engaging Furzedown programme, the centres activities, setting future priorities for the younger age group, assessing the need for more resources - both time and money - for the top age range, and the need for longer term specialist intervention. The directors asked for prayer as they met.

Nick also reported that the FYC were enquiring whether the Furzedown churches would consider providing help to 18-25 year olds, an age group currently beyond the FYC remit. This topic would be discussed at a later date.

George noted that there was currently no mechanism in place for raising wide-ranging issues with the Furzedown churches, and would discuss this shortcoming with the other church leaders at their next regular meeting.

2. **Joint Youth Minister.** Nick reported that new adverts for the position of Joint Youth Minister been posted online and in various Christian magazines. The initial response had been encouraging.

Applications would be received until the end of May, with interviews planned for early July, and a target start-date of late August. Prayer was sought for this process.

3. **Hall Refurbishment.**

1. **Heating.** Nick reported that the initial replacement boiler had been discontinued and that the new model was too big for the current space. One option was to move the walls in the kitchen. However, the company supplying the boiler were considering other options within budget and specification limitations, and their proposal was awaited. It was hoped that installation would take place in August.

2. **Upper Hall Windows.** Three quotes had been received to replace the Upper Hall windows, and an application for funding of £35,000 had been submitted to SITA. The SITA Trust Board would be meeting on 14th June to decide which applications would be shortlisted. If successful, SITA would visit the Hall, before a further Board meeting to decide the grant beneficiaries. Prayer was sought for this process.

3. **Upper Hall Flooring.** Simon reported that the floor of the Upper Hall had been cleaned and polished during the Easter break. However, if the heating and windows work progressed, then the floor would benefit from being sanded down and resealed.

4. **Furzedown Team Ministry.**

This was the main topic of the meeting, fulfilling the APCM instruction for the PCC to continue to engage with the Furzedown Team Ministry proposals.

1. **Pastoral Measure 1983.** George circulated a draft legal document, outlining the provisions of bringing together the three parishes. After the meeting had broken into smaller groups for discussion, the

general observation was that it was a measured document but with some complex and unclear wording.

1. Discussion ensued on the constitution of the Patronage Board, specifically the voting allocations for the presentation of a Rector. It was noted that there were three votes:

- a. The Bishop of Southwark, with one vote.
- b. Two Parish Representatives, with one vote.
- c. The Patrons and Team Vicars, with one vote.

The last vote (item c) would be established from separate votes by:

- i. Church Pastoral Aid Society (CPAS), with one vote.
- ii. The Church Society Trust, with one vote.
- iii. The Team Vicars, with one vote.

Additionally, and only where a Team Vicar was being appointed, the Rector would have one vote.

2. Discussion also focused on the Parsonage Property, and it was noted that the St James vicarage would remain for the Rector, but that other parsonage property would become part of the Diocesan Glebe Trust for mission resources. This clause protected parsonage property from being sold.

2. **Scheme for a Team Council.** George also circulated the specifications for the Furzedown Team Council, observing that the PCC would define this document. After the meeting had broken into smaller groups for discussion, the issues raised included:

1. Team Council (Section 3). The document gave no indication of the minimum number required for a Team Council, nor what would constitute a quorum. It was noted that, although Section 5 indicated that provisions in a PCC would be conferred onto a Team Council, the document would benefit from a clarifying clause.
2. Section 3 (c). This referred to any licensed people in the parish, e.g. a retired vicar.
3. Section 3 (f). "*Up to two lay representatives*" seemed a preferred text.
4. Section 4 (d). This retained the choice by the PCC as regards women in ministry. It was noted that the Team Council would be acting on behalf of the PCC, and clause 4(d) supported this status.
5. The document needed to indicate the life-cycle of the Team Council, e.g. elected annually.

After discussion, the meeting was encouraged and gave thanks to God for the sense of unity and agreement towards the Furzedown Team Ministry proposal.

George indicated that Pastoral Measure 1983 would next be discussed by the Diocesan Pastoral and Missions Committee. The Scheme would be reviewed and return for approval by the PCC, Patrons and Church Meeting.

5. **Financial Report.**

Paula presented the following:

1. **Letter of Representation to Auditors.** This was a legal requirement declaring to the Auditors that all appropriate information had been disclosed.
2. **Authorisation of Good and Services.** The authorisation limits were confirmed as:
Goods/service outside normal budget activities:
 1. **Up to £500:** Vicar + Church Manager or Treasurer
 2. **£500 - £1,000:** Standing Committee (Vicar, Church Wardens, Treasurer)
 3. **More than £1,000:** PCCThe PCC sets budgets for normal goods/services.
3. **Payment of Goods and Services.** The following were proposed:
 - **Cheques, BACS, CHAPS, transfers between accounts:** 2 authorised signatories (Vicar, Church Manager, Wardens, Treasurer) excluding payee.
 - **Online Banking:** 2 authorisations (as above) if and when possible.
 - **Charge Card:** £500 per transaction limit, £2,000 per month overall limit: Church Manager. Proposed by Paula, Seconded by Nick, agreed unanimously.
4. **Accounts for Three Month Period, January - March 2011.** Paula presented a financial Summary for the regular activities. Overall the figures were encouraging, but with an element of caution; income

had benefitted from a one-off donation of £5,100, and further costs were expected irregularly throughout the year.

6. Future of 171 Mitcham Lane.

Nick reported that the house at 171 Mitcham Lane had been used in the past by St James' curates, but was currently rented to a tenant that would be leaving in July/August. A decision was required as what to do with the property, e.g. divide the house into two separate dwellings, add a loft conversion, retain as a single large house, etc. Each option had cost implications, but renovation work was already required to the bathroom, kitchen, electrics and general decor. Chris Simmonds, a local architect, had been commissioned to compile a feasibility study for the property, and, if approved, would assist with any planning applications and drawings for works needed.

It was noted that, if the property was divided into two dwellings, then the ground floor section with the garden would be earmarked for use by future curates.

Proposals:

- 1. That £800 be spent to commission a feasibility study for the use of 171 Mitcham Lane.**
- 2. That, in principle, a further £1,600 be spent for Planning Applications and Architect Drawings in respect of developing the property.**

Proposed by Nick, Seconded by Judy, agreed unanimously.

7. Any Other Business.

- 1. Appointment of PCC Officers.** The following were elected:
 - 1. PCC Vice Chair:** Joan Botterill. Proposed by Nick, Seconded by Liz, agreed unanimously.
 - 2. Treasurer:** Paula Thomas. Proposed by Nick, Seconded by Chris, agreed unanimously.
 - 3. Secretary to PCC:** Glynis Wilkinson. Proposed by Johan, Seconded by Sue, agreed unanimously.
 - 4. Electoral Roll Officer:** Glynis Wilkinson. Proposed by Chris, Seconded by Nick, agreed unanimously.
- 2. Day of Prayer.** Pauline reminded the meeting that the next Day of Prayer was on Saturday 18th June.

The meeting closed at 10:15 p.m.

Next PCC meeting: Monday 4th July 2011