

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

Monday 11th May 2015

Present: Rev Rob Powell (Chair), Rev Johan Allen, Sue Allen, Carol Burt, John Farebrother, Liz Gibbons, Antony Herbert, Dave Ingram, Steve Linton, Nat Okoro, Carol Patterson, Pauline Pepperrell, Lilian Reddie, Adam Seymour-Davies, Stephanie Sulaiman, Myles Taylor, Paula Thomas, Glynis Wilkinson and Simon James-Morse.

Apologies: Alan Hollamby, Richard Reddie, Julie White.

1. **Welcome:** Rob welcomed everyone to the meeting, especially the newly elected members of the PCC, and opened the meeting with prayer.
2. **Minutes of the Previous Meetings:**

The Minutes of the meetings on 23rd March 2015 and 19th April 2015 were considered, accepted unanimously and signed.
3. **Matters Arising from the Minutes**
 1. **Furzedown Oak Project** (item 3.2). Pauline reported that a further meeting had been held with the sculptors. It had been agreed that the revised sculpture would be a temporary and moveable piece. The design was still being worked on, but the planned timetable was that it would be included as part of a Furzedown Trail to be launched at the Furzedown Festival in 2016. Further information would be provided when specific details were known.
 2. **Nurture & Discipleship Questionnaire** (item 3.4). The meeting considered three versions of a draft questionnaire to be sent to church members to assess their views on how best the church can help them live lives for Christ. Various amendments were suggested, including a statement regarding the Data Protection Act.
Rob **agreed** to compile the final version incorporating the changes discussed. This would be presented for completion at the Sunday services throughout June 2015.
 3. **Furzedown Churches Youth Minister** (item 3.5). Rob reported that the advert for the post was now in the Christian press and being circulated to interested parties. The closing date was 16th June 2015. In response to a question raised, all Furzedown churches would be represented on the interview panel. Members were asked to continue to pray for the appointment.
4. **Mission Action Plan (MAP): Welcome & Hospitality**

The meeting divided into small groups to discuss ways of developing a welcoming culture in the church, i.e. what interaction is there with visitors beyond the initial handshake.

On resumption, the meeting shared various suggestions, including 'Name-badge Sundays', 'Pew Shuffles', discussion moments within services, a Welcome Pack and the signing of a Visitors Book.

Rob **agreed** to collate the suggestions for further discussion at the next meeting.
5. **External Signage**

In response to Minute 5.2 of the PCC Meeting on 26th January 2015 regarding MAP: Visibility & Presence, Simon presented a report, with estimated costs, regarding external signage for the St James site. This suggested the following:

 - Front Garden: High level, double-sided, lighted sign with church name and logo.
 - Front Garden: Low level, double-sided, *unlit* sign with core information, e.g. phone no, website, etc.
 - Two Notice Cases: on the church walls next to the main entrance.
 - Small Church Office Directional sign on the Welham Road corner wall.
 - Notice Case: on the wall next to the Church Office entrance
 - Two Chalkboards: for mobile advertising.

The meeting questioned whether the two Notice Cases next to the main entrance would be close enough to be read from the pavement. It was **agreed** to have a trail notice over the current notice boards. The issue of whether planning permission was required for the signage in the front garden was also highlighted.

The final decision would be made at the next meeting, with signage in place during the summer months.

6. Finance Report

Paula presented the Management Accounts to 31st March 2015, showing a *deficit* for the period of £2,565. Although a budget deficit of £4,765 had been forecast, the results showed a favourable variance of £2,200. The meeting were encouraged that Donations and Property Income were in line with budget and that total expenditure was below forecasts.

7. Parish Support Fund

Rob circulated a brochure from the Diocese, entitled 'Parish Support Fund', providing details of the scheme that would replace the Fairer Shares system from 1st January 2016. This showed that the estimated cost of having a Vicar living in a vicarage for 2016 would be £71,800. The amount would be reviewed annually.

The Diocese needed to know by 30th June 2015 how much St James would pledge in 2016. There were three options:

- a) The 2015 Fairer Shares amount plus inflation.
- b) The 2016 estimated cost, per the Parish Support Fund brochure.
- c) An amount in excess of the 2016 estimated cost.

The meeting noted that option (b) represented a 3% increase on the current payment to the Diocese.

Proposal: to pledge the 2016 estimated cost, per the Parish Support Fund brochure (option b).

Proposed by Paula, Seconded by Steve, agreed unanimously.

8. Photocopier Lease Renewal

Simon reported that the existing 5-year lease agreement for the photocopier would expire on 14th August 2015. As a result, like-for-like quotations had been received from seven organisations for a new photocopier, including a supplier linked with the Parish Buying scheme. A detailed analysis of costs and Service Level Agreements had been made, with the quotation from Parish Buying being substantially less.

Proposal: to accept the quotation from Toshiba TEC UK Imaging Systems Ltd, i.e. Parish Buying.

Proposed by Paula, Seconded by Dave, agreed unanimously.

9. Appointment of New Church Architect

Rob reported that, together with Nick Burt, a new Church Architect was being sought. Two potential candidates would be interviewed in the new few days.

The meeting **agreed** to give permission to Nick, Rob and Myles to recommend a candidate, to be decided by an email ballot of PCC members.

10. Time for God Intern

Rob reported that Kaley O'Donnell's year was coming to an end; her last Sunday at St James would be on Sunday 9th August 2015. Kaley will be returning to USA on 29th August 2015.

Rob and Claire had interviewed a replacement Time for God Intern. Claudia Lass from Germany would be arriving in UK on 9th September 2015, with her first Sunday at St James being on Sunday 13th September 2015. Claudia would be staying at the Rectory during her internship.

11. Any Other Business

1. **Summer Ball.** The meeting noted that a 'formal' Summer Ball for all the family would be held in the Hall on Saturday 18th July 2015, from 6:00pm to 9:00pm.

12. Date of Next Meetings

- Monday 6th July 2015 – PCC meeting

The meeting closed with prayer at 9:55pm.

Next PCC meeting: Monday 6th July 2015 at 8:00pm in the Centre