

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

## **Monday 20<sup>th</sup> March 2017**

**Present:** Rev Rob Powell (Chair), Anthony Alale, Rev Johan Allen, Sue Allen, Carol Burt, Nick Burt, Liz Gibbons, Antony Herbert, Steve Linton, Pauline Pepperrell, Richard Reddie, Adam Seymour-Davies, Stephanie Sulaiman, Alix Taylor, Myles Taylor, Paula Thomas, Glynis Wilkinson and Christina Contreras.

**Apologies:** John Farebrother, Nat Okoro, Julie White.

1. **Welcome:** Rob welcomed everyone to the meeting and opened the meeting by giving a small reflection on Psalm 62:1-11. We prayed together.

Rob also extended congratulations to Anthony Alale on the arrival of their new baby.

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

The minutes of the meeting on 16<sup>th</sup> January 2017 were considered, accepted unanimously and signed.

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

#### **1. Lightning Conductor (item 3.1)**

Work was carried out as planned and a certificate was issued.

#### **2. First Aid Training (item 3.2)**

No leads yet, but Rob will keep on looking. 5 members of St James will be undertaking certified training with FYC/FCL in April.

#### **3. External sign (item 3.3)**

Sign was installed and it will be lit soon.

#### **4. Marriage Sessions (item 9)**

The sessions had 14 couples attending from which 6 couples renewed their vows at the Special Service including 1 couple with no connections to the church.

### **4. Finance Report**

#### **2016 Accounts**

The 2016 Accounts were presented by Paula. These have now been reviewed by the Independent Examiner and are ready for approval by the PCC. The results shown are substantially in line with the draft management accounts presented to the January meeting. It was noted that the deficit on Unrestricted Funds of £15,806 arises due to the expenditure on refurbishment of 171 Mitcham Lane, which was funded out of the Sibley Fund, which is a Designated Fund. The Statement of Funds on page 11 shows an increase in the General Fund of £18,755 during the year.

Steve Linton proposed to approve the accounts, seconded by Glynis Wilkinson and approved unanimously.

#### **February Management Accounts**

The accounts show a promising position, although there is a deficit of £4480 compared to a budget deficit of £1800, due largely to property expenditure and in particular the cost of repairing the lighting protection. Giving for the period was above budget by nearly £5k, which is encouraging, but it is too early to say if this is due to an increase in giving levels or some catch up from the Christmas holiday period. Property income is below budget due to the timing of invoicing, but there is no cause for concern.

### **5. Buildings Report**

- a. Building for the Kingdom working group is continuing to explore various options against the agreed criteria – Comfort, Flexibility, Accessibility, Sustainability and Visibility.

Their next meeting will be held on Thursday 24<sup>th</sup> March and they will be evaluating all the feedback received at the special service back in January.

Michael White will be chairing the group from now on although Rob will still be fully committed to it.

The Building for the Kingdom prayer meeting is still happening on Wednesdays at the Church Centre from 9 to 10 am.

- b. 171 Mitcham Lane tenants will not be renewing their contract after the 6 months contract and Aspire is already advertising for new tenants, the rent advertised will have a very slight increase to the previous contract. Please pray for new tenants.  
New photos of the property will be helpful now that the back fence has been fixed and whilst the property is furnished. Adam will investigate about charges for new photos.
- c. New Bookings - St John's Ambulance has signed a permanent booking on Thursday evening in the Church Centre and there is also a new booking for the Hall on Friday and Sunday nights although this does not start until May.
- d. Asbestos Inspection report showed a very small presence of asbestos in the Boiler Room in the Centre, a Do Not Enter sign has been placed in the door and as far as this is not disrupted it is not a cause for concern. Whenever this is renovated a specialist should be called out.
- e. Archdeacon's inspection was very successful.
- f. The 5-year electrical inspection of the halls has highlighted a number of items that need to be addressed. Nick proposed the following in regards to expenditure:
- FYC Lighting (mainly): £5,230 (first page of first Estimate); St James PCC to pay 1/3 = £1,743
  - Lower Hall mains supply, etc (second page of first Estimate): £730
  - Upper Hall (top half of second Estimate): £355
- Total Halls Buildings: £2,828
- Church Building (bottom half of second Estimate): £710  
(includes £360 for supply to new signboard)
- Total Estimated Cost: £3,538
- Geoff Vevers has confirmed that FYC Directors have agreed to pay the remaining 2/3 = £3,487 as their share of the lighting upgrade.
- g. A Fire Risk Assessment of the Hall buildings has been recommended after the electrical inspection and although this is not a legal requirement it will be in our benefit to have one done. This will be funded jointly by St James and FYC

## 6. Cleaner/Caretaker Post

Catalina has resigned from her post to prepare for the family's move this summer. The PCC has advertised an enhanced role including some caretaking responsibilities.

Rob extended his apologies to the PCC for not having consulted but a job description and advert had to go out very quickly. The Job Description has been extended to accommodate more small jobs.

Interviews are due to take place on Saturday 25<sup>th</sup> March; please pray for the right person for the post.

## 7. PCC Development Action Plan

Following the PCC Away Day last November it was decided to get feedback from the congregation on the following 3 questions.

1. What does the PCC do?
2. Do you know anybody who is a member of the PCC?
3. How can we improve PCC communication with church members and vice versa?

Feedback returned was very good, there is good knowledge in regards to question 1 and 2 and good suggestions for question 3.

A draft Development Action Plan has been drawn up by a small working group (Rob Powell, Adam Seymour-Davies, Rocky Deans, Nat Okoro, Susan Ribeiro) with 6 sections under the headings used on the PCC Away Day. Rob presented the draft plan (see attached).

Various suggestions to add to the plan were given:

- To add action points to PCC minutes keep track of development.
- Draw talents from church and PCC members that could be useful.
- Induction of new members is very important and their role as trustees.
- A job description for new PCC members could be given.
- A PCC member could give a presentation on a given Sunday explaining their role as a member of the PCC.

Rob suggests that Church Leaders could fill in the 'Who' and 'When' columns on the draft plan.

At this point the meeting paused for prayer.

## 8. News Sheet Review

The PCC spent some time reviewing the weekly news sheet asking questions concerning its purpose, content and design. A discussion in small groups followed. Do we really need one? Do people read it? If not, why? What do we want the newssheet to achieve?

Feedback:

- Every week looks the same.
- All the information on the front could be placed elsewhere.
- Make it different every week, so people will read it.
- If you are a first time visitor you will need information (use TV screen, different page on notice sheet, monthly what's on in an insert)
- Add website address to events like Friendship Circle and other events notices, link to the website.
- Prayer Diary, instead of being a block could be a weekly list. 'Who's Who' members can also be added and prayed for.
- It looks boring but there is information that needs to be displayed.
- A new eye catching design will be helpful.
- Notice sheet is directed to members rather than those outside the church.
- Front page should be re-vamped.
- Spotlight on different events and activities (interviews with people that run Friendship Circle, The Well, Get Set etc)
- Our busy 'What's On' calendar says a lot about our church.
- Group notices by topic. (re-structure)
- It is good to have something to take home at the end of the service.
- Colour printing or coloured paper?
- Monthly or bi-weekly
- More attractive to match our website and social media.

## 9. Safeguarding Self-Audit

Judy Douglas, as St. James Safeguarding officer for Children, has completed a Safeguarding Self-Audit online on our behalf.

The PCC confirmed their support for Judy Douglas (Children) & Stephanie Sulaiman (Vulnerable Adults) to continue in their safeguarding roles.

Adam proposed to continue accepting the Diocese of Southwark Safeguarding policies; Nick seconded the proposal and it was approved unanimously.

## 10. APCM

The annual meeting will be held on Sunday 30<sup>th</sup> April 2017. In addition to reviewing the past year and looking ahead to the next, St James will be electing 2 Churchwardens, 4 Deanery Synod representatives and 4 PCC members.

There are 3 people (Paula, Stephanie and Julie) who will be finishing their second term but can be elected as Deanery Synod representatives if they wish.

Carol Burt can be re-elected to the PCC for a second term.

Paula Thomas can continue and is happy to do so as treasurer. She would need to be co-opted after the APCM.

Steve Linton can be elected to the PCC rather than co-opted and John Farebrother can continue as SPA representative, co-opted to the PCC.

Pauline Pepperrell will be stepping down as rep on the Team Council, but will continue to serve on PCC. We will need to appoint a new Team Council rep after the APCM.

Rob asked for prayer for the APCM and encouraged all the members to approach other members in the church to fill these positions.

## **11. Events**

- Holy Week – Easter dates to be published soon.
- Volunteer's Thank you event – Saturday 10<sup>th</sup> June – Church Leaders to organise the event.
- Furzedown Churches Gospel Concert – 30<sup>th</sup> June – as part of the Furzedown Festival.
- St James, along with the Furzedown Team, will be taking part in the national 'Try Praying' campaign between Ascension & Pentecost this year – aimed at encouraging people to try praying for a week to see what happens. The campaign has lots of very attractive and practical advertisement, together with a prayer book which can be easily followed during that week. The church could be open a couple of hours each day during that week to encourage people to come and pray. Someone from the team would be on duty during those 2 hours. More details to follow in due course.

## **12. Any other business**

Rob extended his gratitude to the people that will be stepping down from the PCC.

## **13. Future Dates**

- APCM – Sunday 30<sup>th</sup> April 2017
- PCC Meeting – Monday 8<sup>th</sup> May 2017
- PCC Meeting – Monday 10<sup>th</sup> July 2017
- PCC Meeting – Monday 18<sup>th</sup> September 2017
- PCC Away Day – Saturday 18<sup>th</sup> November 2017
- PCC Meeting – Monday 11<sup>th</sup> December 2017

The meeting closed in prayer and with the Grace at 10:05 pm.