

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

Monday 19th March, 2018

Present: Rev Rob Powell (Chair), Rev Johan Allen, Carol Burt, Nick Burt, Frances Christian, John Farebrother, Liz Gibbons, Antony Herbert, Steve Linton, Grace Museve, Pauline Pepperrell, Susan Ribeiro, Adam Seymour-Davies, Stephanie Sulaiman, Paula Thomas, Glynis Wilkinson, Mark Pybus, Christina Contreras.

1. **Welcome:** Rob welcomed everyone and opened the meeting with prayer.

2. **Apologies:** Anthony Alale, Sue Allen.

3. Minutes of the Previous Meetings

The minutes of the meeting on 22nd January 2018 were considered, Nick proposed to accept them, seconded by Johan, agreed unanimously and signed.

4. Matters Arising from the Minutes

1. Future of Youth Provision (FYC/FCL) (item 3.2)

Discussions continue on the future shape of our joint youth provision and in particular how to encourage a greater integration between the two branches of the work.

2. Fire Safety (item 3.3)

Christina presented various quotes for the works that need to be carried out regarding emergency lighting in the upper hall and church centre, smoke alarms in the office and centre and replacement of fire doors in the upper hall, all in accordance with Fire Regulations.

Nick proposed to accept the 3 items with a ceiling of £7,000 to complete all the work and if it was to go over that amount it will be discussed again in a future PCC meeting. Johan seconded the proposal and it was agreed unanimously.

It was also agreed to clear the basement of all combustible materials. We are working on all our fire protocols and procedures.

3. PCC Away Day follow up (item 5)

Rob presented a new MAP to reflect new identified priorities agreed at the last meeting. The PCC will continue revising the MAP regularly.

Mark Pybus reported about the work that has begun on devising a new strategy for small groups.

4. Additional Needs Draft Policy (item 9)

The Additional Needs Policy for adults & children was presented. This document aims to ensure that those with additional needs who come to St James are cared for and enabled to participate appropriately. The Chair proposed to accept the Policy, it was accepted with all in favour.

5. Finance Report

Annual Report and Accounts

The accounts as presented contain only a few small amendments from the results shown in the management accounts for the year presented to the January PCC. They have been independently examined. The surplus for the year on unrestricted funds was £24,352. The PCC's attention was drawn to the Reserves Policy as stated in the Trustees report. As this states that the policy is to transfer £5,000 from the General Fund to the Building Fund each year when sufficient funds are available this had been done this year, as the General Fund now stands at an amount greater than 3 months expenditure as required by the policy. The PCC approved this transfer and confirmed the Reserves Policy.

John proposed to approve the accounts as they stand, seconded by Steve. The accounts were approved unanimously.

Glynis as PCC Secretary and Paula as Treasurer to sign annual accounts approval. Unanimously agreed.

February Management Accounts

As the accounts are only for two months it is difficult to draw many conclusions. Overall the result shows a surplus of £36 compared to a budget deficit of £2958. It is reassuring to see that donations are continuing to do well and exceeded budget for the two months. Income from Property is slightly skewed by the year end and timing differences, but the Administrator reported that bookings were doing very well. Expenditure is under budget as nothing has yet been spent on a feasibility study for the new building development.

Rob extended his gratitude on behalf of the PCC to Paula for all her work during the last 7 years and a new treasurer will be appointed at the APCM in April.

6. Church Day Out

Plans are firming up for Saturday 9th June, a timetable for the day has been agreed.

The total cost for use of Latimer Minister will be £715. The PCC agreed to cover these costs.

A 52-seater coach has been reserved and bookings will be taken on a first-come-first-served basis at a cost of £10 per person. Bursaries will be made available.

We paused for prayer at this time.

7. New Data Protection Law (GDPR)

Rob informed the PCC that the government are due to bring in a new data protection law on 25th May 2018. St James will need to review how it gathers, stores and uses people's data, and in some cases make changes to comply with the new regulations.

8. Building for the Kingdom Update

Nick Burt gave an update on the current and immediate next work of the WG, which had last met the previous week:

- The WG has spent much of the last few meetings on preparing answers to Frequently Asked Questions (FAQ's). We have now completed 24 FAQ's and are discussing the best way to get these to the whole church family, preferably before the APCM when the Ministry and Mission focus will be on the future of our buildings.
- The next task is to write the Architect's Brief for the project to allow us to seek proposals for an Architectural Feasibility Study later this year. Myles Taylor is still willing to help us with this but is very busy; he will start by drafting a table of contents. We also need to select an architectural practice for the study; we are thinking of interviewing a short list of 3 plus our existing quinquennial architect and would welcome any suggestions for short listing.
- The next immediate task is to write a Business Plan, together with a Project Mandate, which will need to be signed off by the Diocese. Sebastian Vibert has agreed to head up this work, but we are looking for someone suitably skilled and experienced to assist.
- The WG are also continuing to work on the structure and membership of the WG to facilitate the undertaking of these tasks and to prepare for the wider communication tasks as the project progresses. We are expecting to bring further proposals to the PCC meeting in May.

The WG ask for continued prayer, particularly for: the Architect's Brief and Myles' workload; the short listing and selection of an Architect; finding the right people to help the WG complete the tasks in hand in a timely manner and to tackle future work.

Other Building and Fabric

- It was noted that some high-level stonework has crumbled and fallen at the rear of the church building.

- We approved the replacement of the sink in the disabled toilet in the Church Centre and the fitting of new floor covering for health & safety reasons.

9. APCM

Reports from different ministry and mission areas in the church will be updated and presented at the APCM. This year's spotlight will be on the Building for the Kingdom Project.

We will be electing 2 churchwardens. 4 PCC members will be finishing their 1st term as PCC members, 3 members can be elected for an initial 1-year period to cover those who have left mid-term, and a treasurer will be co-opted.

10. Events

Easter – Posters, website and social media will be advertising all of our Easter Services.

CMS missionaries, Dave and Amy Roche will be visiting St James on Sunday 8th April

Safeguarding training on Saturday 9th June @ St. Alban's

11. No other business

Meeting closed at 9.45pm with the Grace.

Date of Next Meeting: Monday 19th March 2018