

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

## Monday 21<sup>st</sup> May 2018

**Present:** Rev Rob Powell (Chair), Anthony Alale, Rev Johan Allen, Alan Burrows, Lisa Burrows, Carol Burt, Nick Burt, Frances Christian, John Farebrother, Liz Gibbons, Monica Gordon, Yvonne Mason, Grace Museve, Peter Neill, Femi Nzegwu, Mark Pybus, Susan Ribeiro, Adam Seymour-Davies, Stephanie Sulaiman, Glynis Wilkinson, Christina Contreras.

1. **Welcome:** Rob welcomed the new PCC members and started the meeting in prayer, thanking God for the new PCC and the diversity of it.

2. **Apologies:** Steve Linton.

### 3. Minutes of the Previous Meetings

The minutes of the meeting on 19<sup>th</sup> March 2018 were approved unanimously.

The minutes of the meeting on 29<sup>th</sup> April 2018 were amended to include Susan Ribeiro as present and approved unanimously.

### 4. Matters Arising from the Minutes

#### 19<sup>th</sup> March

#### 1. Future of Youth Provision (FYC/FCL) (item 4.1)

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. Rob asked for continued prayer to be able to hear God's voice clearly, especially as they will face challenges in regard to staffing.

#### 2. Fire Safety (item 4.2)

Christina reported that unfortunately the current Fire Risk Assessment has proven to be very vague and is finding difficulty getting quotes for the work. Most companies will require blue prints of the building to draw a plan for the emergency lighting and fire alarm system. Once the job is done it will have to be commissioned by a certified company. This will be a lot more expensive than was predicted.

Christina will continue looking into companies that could investigate this work as the building stands now and a system that could be re-utilised in the future building redevelopment also.

We will ask for advice from the Fire Brigade, MLBC and the Diocese.

#### 29<sup>th</sup> April

#### 3. Appointments (item 1c)

Adam Seymour-Davies was appointed as the PCC Vice-chair and Nick Burt as deputy vice-chair.

### 5. Finance Report

Rob welcomed Alan Burrows as the new treasurer.

#### a) Management accounts for the three months to 31 March 2018

##### Overall

The result shows a surplus of £3,162 v budget of -£4,325, which is a variance of £7,487. This is largely due to the inclusion of £11,500 in the budget for feasibility fees for the Building for the Kingdom project, none of which has been spent to date. Without this the budget for period would have been reduced by £2,875 with a variance of £4,612. This is largely due to expenditure being lower than budget at this stage. However, it is still early in the year so whilst encouraging it is difficult to draw significant conclusions at this stage.

##### Income

Overall income is pretty much on target (£49,295 v £48,891) but the breakdown of this shows that donations are above budget largely from envelope giving and one-off gifts; income from property is below budget largely due to the timing of receipts and other income is above budget due to fees received, some of which will then be paid over to the Diocese. But the overall picture is good especially from giving and income from letting the church centre.

##### Expenditure

Expenditure for the period was £46,133 compared with a budget of £53,216 – an underspend of £7,083. After taking into account the amount set aside for the feasibility study which wasn't spent, this leaves an underspend of £4,508 which arises in several areas the most significant being property costs where there were no repairs in this period. There are also some timing differences which affect some of the figures.

## **b) Parish Support Fund**

Rob informed the PCC that the Parish Indicative Costs for St James for 2019 have been set as £76,200 by the Diocese, this is slightly less than the usual cost to other churches because we are part of the Furzedown Team Ministry.

We are contributing more in 2018 than we were asked for - £75,000.

After an informative discussion, Adam proposed that we contribute £78,000 to the Diocese of Southwark Parish Support Fund for 2019 – an increase of £3,000 on this year, which exceeds the figure we have been asked for by £2,800. Peter Neill seconded the proposal. The proposal was approved - 12 members in favour, 6 against and 1 abstention.

## **c) Church Manager Pension**

The PCC agreed to increase their pension contribution for the Church Manager from 3% to 4% effective from 6<sup>th</sup> April 2018. Proposed by Yvonne Mason and seconded by Liz Gibbons, all in favour.

## **d) Bank Signatories**

The PCC agreed to take Paula Thomas off as a signatory in CAF and Barclays accounts and add Alan Burrows on as the new treasurer. Proposal from the chair and agreed unanimously.

## **6. Review of Corporate Prayer**

Rob suggested to roll this item over to a future meeting as it will need to be discussed in detail and time was running short.

We paused for prayer at this time.

## **7. Safeguarding Policy Renewal**

Nick Burt proposed to renew the PCC commitment to our two safeguarding policies – for children and vulnerable adults – Glynis seconded the motion and was agreed unanimously (Policy attached)

The Chair proposed to reappoint Judy Douglas and Stephanie Sulaiman as our Parish Safeguarding Officers. Agreed unanimously.

## **8. Building for the Kingdom Update**

Nick Burt gave an update on the current and immediate next work of the WG.

- Work on the Architect's Brief, which will lead to commissioning a feasibility Study, has been slow but the 1<sup>st</sup> draft is expected soon. Myles Taylor is helping 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 feasibility 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 begin the process of writing a Business Plan, the first stage of which is to produce a Project Mandate, which will need to be signed off by the Diocese. Sebastian Vibert has agreed to head up this work.

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.

## **9. GDPR (Data Protection)**

The PCC heard that preparations are being made at St James to comply with the new data protection law (GDPR). New Privacy Notices and a Consent Form have been drafted and a new Welcome Card and Giving Envelope are in the process of being designed.

Rob explained that we have sought advice from the Diocesan legal department, and Nick Burt proposed that we follow that advice, in not seeking renewed consent from those whose data we already hold, on the basis that consent could reasonably be assumed to have been given when the data was originally collected. Consent will be requested for new members from this point on. This was agreed with 1 abstention.

## **10. Small Group Strategy**

Mark Pybus reported on the progress being made on a new Small Group strategy. This will include creating new groups with new leaders; providing on-going training for leaders; and linking small group material more closely with our Sunday sermons.

## **11. No other business.**

Meeting closed at 9.50pm with the Grace.

Date of Next Meeting: Monday 9<sup>th</sup> July 2018