

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

Monday 15th July 2019

Present: Rev Rob Powell (Chair), Rev Johan Allen, Liz Gibbons, Millie Miller, Grace Museve, Femi Nzegwu, Adam Seymour-Davies, Katherine Striesow, Stepheney Sulaiman, Glynis Wilkinson, Christina Contreras

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

2. Apologies: Alan Burrows, Lisa Burrows, Nick Burt, Frances Christian, John Farebrother, Peter Neill, Noah Reddie.

3. Minutes of the Previous Meetings

Rob proposed as Chair to approve the minutes of the meeting on Monday 20th May 2019.

Attendance register to be amended and signed.

4. Matters Arising from the Minutes

1. Complaints, Grievance & Whistleblowing Policy (item 4.2)

Rob proposed as Chair to accept the draft policy as no amendments had been suggested. Agreed with 8 in favour and 1 abstention.

2. Parish Support Fund (item 5.b)

The Diocese have accepted our contribution of £78,417. We received a thank you letter for our support from the Diocese.

3. Youth Ministry (item 7)

Rob reported that Sam Talbot has resigned as Furzedown Churches Youth Minister and will be moving to a new post in August. He will not be replaced due to MLBC's plans to appoint their own Children's & Youth Worker. However, until that person is in post, the current joint arrangements will continue, with young people meeting for sessions on 2 Sunday mornings per month. Ellie Steele from MLBC will be co-ordinating the work and a meeting will be called soon to plan together for the autumn and spring terms.

4. Fabric (item 8)

1. AV Screens: Christina registered the church for the Online Faculty Service and presented a faculty to replace the old AV monitors.

2. Fire Safety: All electrical works have been completed including fire alarms and emergency lighting in the church centre, the office and the hall's kitchen and boiler room. Still to complete are the fire exit steps from the hall and a kitchen fire door for the hall and a fire-retardant roller blind for the hatch in the centre's kitchen.

Fire Safety Procedures and a fire drill will be organised once we have fire wardens in place.

3. Building for the Kingdom: A Pre-Qualification Questionnaire (PQQ) for undertaking a Feasibility Study was sent out to a list of 35 architects and we have received 10 expressions of interest. Kirk and Nick are working through them and aim to begin a feasibility study in the autumn.

5. Finance Report

Management accounts for April 2019

Overall

The result shows a deficit of -£1436 v budget of -£14500, which is a variance of £13064. The inclusion of £15,000 in the budget for feasibility fees for the Building for the Kingdom project, and Fire safety measures of £12,000 which has not been spent to date. Without this the deficit for the period will be increased to £11,250 with a variance of £1,814.

Income

We have an income of £81,695 v a budget of £82,350 with a variance of -£655. This deficit is in relation to the hall lettings (note 15) being below budget, and a slight drop in giving (notes 1,2,5,6 & 7).

Expenditure

Expenditure during this period was £83,131 compared with a budget of £96,850 – an underspend of £13,719. After considering the amount set aside for the feasibility study and fire safety measures (£11,250), this leaves an overall underspend of £2,469. With no major repairs reported for property costs during this period.

Items relating to Fire Safety will be reflected in June statement.

Note on Bank charges: Awaiting a meeting with Barclays business bank manager to discuss the terminology being used on the account. It appears Barclays are using totals of both accounts (savings and current) to establish turnover, which Alan feel is incorrect. Alan will update the PCC at the next meeting.

Though we see a slight drop in income we should be faithful and know that God will continue to provide for St James as he always has.

Adam suggested if we could look into contactless giving. Adam and Christina to continue researching for more information.

6. FYC Outreach Worker Proposal

FYC's board has prepared a job description to recruit an Outreach Worker.

Rob gave time to the PCC to give their input and they've suggested few amendments. A final draft will be available at the end of the month, once all the Furzedown PCCs and boards have had their input and suggestions.

At the moment, there is enough money to cover salary for the 1st year, approx. £20,000 will be needed for the 2nd year and there is a good possibility of funding, especially from the diocese.

The post will be advertised in the autumn with the aim to have a person in place in January 2020.

We paused for prayer at this time.

7. Equal Opportunities Policy

Rob presented a draft Equal Opportunities Policy and asked the PCC to make suggested amendments before the next meeting.

8. Church Weekend Away

Jo, Adam and Carol Burt are co-ordinating the publicity for the Weekend Away with a separate information table on Sundays.

Rob reported that bookings are slowly increasing. He asked the PCC to agree to cover the costs of the guest speaker and children's worker for the weekend and also to set up a bursary fund to offer help to church members who wouldn't otherwise be able to go. The PCC approved the proposal in principle and will return to the discussion in the autumn to agree how much money to put into the fund and to decide the assessment criteria for any applicants for assistance.

9. Centre Flooring

Christina reported that the Church Centre carpet is getting to the end of its life, the carpet has been cleaned 3 times up to July and although there is improvement, it also gets stained quickly with all the activities in the Centre.

Christina has spoken to the people in charge of running activities and cleaning and they would support moving on to vinyl flooring, which will be much easier to clean and keep in good order.

Adam proposed, in principal, the change from carpet to vinyl after obtaining pertinent quotes.

Christina to obtain said quotes and to report back. Proposal approved with 8 in favour and 2 against.

10. Interim Children's Worker

Rob left the meeting at this point due to a conflict of interest, handing the Chair to Adam Seymour-Davies.

Having adopted a proposal to create a one-year temporary post of 'Interim Children's Worker', the PCC approved unanimously to a draft Job Description with minor changes. The recruitment process will start immediately, and it is hoped to have someone in post for September this year.

11. Any other business.

None.

Adam closed the meeting at 10.12pm with a prayer and the Grace.

Date of Next Meeting: Monday 16th September 2019, 8pm in the Church Centre.