

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

Monday 20th January 2020

Present: Rob Powell, Johan Allen, Femi Nzegwu, Nick Burt, Liz Gibbons, Glynis Wilkinson, Stepheney Sulaiman, Adam Seymour-Davies, John Farebrother, Noah Reddie, Yvonne Mason, Millie Miller

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

2. **Apologies:** Alan Burrows, Lisa Burrows, Frances Christian, Grace Museve, Peter Neill, Kat Striesow.

3. Minutes of the Previous Meeting:

Johan proposed to approve the minutes of the meeting from Monday 9th December 2019 and they were approved unanimously.

4. Matters Arising from the Minutes:

a) **Advent Gift Day 2019 Update (Item 5a)**

£16,738.60 inclusive of Gift Aid was received for 2019, we didn't quite reach our target of £17,000.

b) **Draft 2020 Budget (Item 5c)**

There was some discussion about installing contactless facilities, a subgroup will be formed to research further into this matter and it will be followed up at the next meeting in March.

c) **FCL Covenant Renewal (Item 9)**

At First Sunday on 05/01/2020 the covenant was formally renewed at St Albans; this has been signed and the new copy is posted in the church lobby.

d) **Ashburnham (Item 6)**

Confirmation that the next planning meeting will be on Tuesday 4th February to further plan for the weekend away.

5. Finance Report:

a) **Management Accounts:**

As Alan was absent, there was no-one to present the accounts for the period to the end of November and answer any questions. Rob went through Alan's notes.

The results shown a deficit of -£15,179 v budget of -£31,900, which is a variance of £16,721 due to an underspend on the feasibility fees of £13,750 to date and a £4,568 underspend against the budgeted £11,000 regarding the Fire safety measures as of the end of November.

b) **2020 Budget Approval**

Alan was not there to present the draft budget. Its shows a projected deficit, this is because of the two exceptional items – BFK feasibility study and the remaining fire safety works. The budget was proposed by Nick Burt, seconded by Yvonne Mason and approved unanimously.

Rob confirmed that the annual finance letter and giving brochure will be sent out over the next couple of weeks.

6. Fabric & Buildings

a) **AV Screens**

The new Av Screens have now been fitted and have been in use for two Sundays. The big screen is arriving from China and will be fitted on 05/02/2020. Conversations with the company are still happening to see whether additional software can be purchased to have split screens to show PowerPoint slides as well as the live image.

Feedback regarding the new screens has been very positive. Rob reminded the PCC that the ultimate aim is to go almost paperless on Sundays and plans for this will now be progressed.

b) Fire Safety

The contractors have taken measurements for the two fire doors which need changing and for the kitchen hatch, we are waiting for the quotation. Repair of the Hall Fire Exit steps is also outstanding.

c) Building for the Kingdom

Nick Burt explained that JBKS should start work on the BFK feasibility study within the next few weeks, once the agreement has been signed.

Nick confirmed that all background checks have been made on JBKS, three references have been provided all of which were very positive.

d) Hall Boiler

A new flue has now been installed in the Hall due to a leak

Pause for Prayer

7. Christmas Review

General feedback regarding the Christmas programme was positive. Questions were raised as to whether we should re-name the Carols by Candlelight service as candles are no longer used very much in the décor. The decorations team did an exceptional job. A suggestion was made as to how we could increase the decoration at the Mitcham Lane frontage and this should be considered this year.

8. PCC+ Away Day 2020

The PCC+ Away Day is on 19/09/2020 and will be held at Holy Trinity in Redhill. This will be an opportunity to overhaul our 2020 Vision and plan for the next 5+ years.

9. Safeguarding Update

There were no safeguarding issues or concerns to report.

The diocesan safeguarding manual, A Safe Church has been reissued and every parish will be receiving a hardcopy. This is also available on the diocesan website.

10. Any Other Business

No-one had anything to raise.

11. Future Dates

- Next PCC Meeting Monday 16th March, 8pm
- APCM Sunday 26th April, 10:30am

The meeting concluded at 9:40 with the Grace.