

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

Monday 16th September 2019

Present: Rev Rob Powell (Chair), Rev Johan Allen, Alan Burrows, Lisa Burrows, Nick Burt, John Farebrother, Liz Gibbons, Millie Miller, Peter Neill, Femi Nzegwu, Adam Seymour-Davies, Stephanie Sulaiman, Glynis Wilkinson, Yvonne Mason, Katherine Striesow

1. **Welcome:** Rob welcomed everyone to the meeting and opened the meeting with prayer.
2. **Apologies:** Grace Museve, Susan Ribeiro, Frances Christian, Steve Linton
3. **Minutes of the Previous Meetings**
Rob proposed as Chair to approve the minutes of the meeting on Monday 15th July 2019 and they were agreed unanimously.
4. **Matters Arising from the Minutes**
 1. **Equal Opportunities policy (item 7)**
Rob proposed as Chair to accept the policy, as no amendments were brought to the meeting. All in favour.
 2. **Interim Children's Worker (item 10)**
The recruitment process led to Bethany Powell being appointed until July '20. The PCC's aim is still to employ a full-time Children's worker in the future.

5. Finance Report

a) Management accounts for 4 months to August 2019

Overall

The result shows a deficit of -£19,638 vs a budget of -£24,000, which is a variance of £4,362. The inclusion of £15,000 in the budget for feasibility fees for the Building for the Kingdom project, of which we had expected to have used £10,000 at this time. Fire safety measures of £12,000, of which £6432 has been spent of the expected £8,000 budgeted to this point. Without this, the deficit for the period will be increased to £31,206 with a variance of £7,206.

Income

We have an income of £119,277 vs a budget of £131,760, with a variance of -£12,483. This deficit is due to hall lettings being below budget together with a slight drop in giving.

Expenditure

The hall floor has been refurbished at a cost of £3,820. In total, our spending during this period was £138,915 compared with a budget of -£155,760 – an under-spend of £16,045.

b) Ashburnham Support Fund

Following a recent Church Leaders' Group meeting, it was suggested that the PCC come up with a proposal with regards to the amount which should be set aside. After discussion the proposal agreed was that we would set aside an initial amount of £2,500, plus monies required to pay for the speaker and children's worker (c. £500). It was agreed that the subsidy offered to those less able to afford the trip should be 50% of the total price. This was proposed by Nick Burt and agreed unanimously. The fund will also be open to contributions from individuals and this will be advertised in church.

c) Advent Gift Day 2019

This will be launched during the service on the first Sunday in November. As is normally the case, the PCC needs to decide where the first £3,000 should be donated to outside St James. Rob asked that PCC members let him know of any suggestions by e-mail before 7 October when he will propose any ideas to the Church Leaders group.

6. Buildings and Fabric

a) Fire Safety

We've not really moved forward; a new fire door for the hall kitchen, a hatch blind for the Centre, repair or renewal of the fire exit steps from the hall, and church basement clearing are still outstanding. We also need to train fire wardens, and then run a drill. The office is chasing quotes for the outstanding works.

b) Church Centre Flooring

A quote for new lino flooring in the centre has come back at £5,500. Others are outstanding and need to be chased. However, another company suggested that the wooden blocks under the floor also needed to be replaced, adding to the expense. Rob suggested in the short term we replace badly stained carpet tiles with spares, and he proposed that we get quotes for new carpet tiles with a Teflon-style coating. Once these quotes are in, the PCC will be able to make a decision as to which type of flooring would be most cost-effective and durable and whether to proceed at all bearing in mind the Building for the Kingdom project. This was unanimously agreed.

c) Building for the Kingdom

Nick Burt updated the PCC; we have shortlisted 5 architects and have asked them to be ready to tender for the Feasibility Study in about a month. Myles Taylor has completed the architects' brief, and this will be issued at the end of September. The working group has asked that tenders are returned by the end of October, ready for the interview process in November. The PCC will then be asked to approve a preferred architect by the end of November and the successful firm will be asked to complete their study by February 2020. Rob thanked the working group for their work to date – especially Nick and Kirk – who have moved the brief forward. He wanted to officially make a record of his huge thanks to Myles Taylor for all his efforts with the brief.

d) Tree & 4 Greyswood Street

The owners of 4 Greyswood Street have informed us of cracking to their house due to – they allege - a large tree on the corner of the church green. The Diocese is responsible for the green and Rob is awaiting a response from them.

We paused for prayer at this time.

7. Staffing

After Christina's departure, her role has now been split temporarily in to 3, and Rob updated the PCC as follows:

Joanna Seymour-Davies has taken over office administration (buildings, bookings, e-mails etc). Her hours are Monday/Tuesday 9.30am-12.30pm, Wednesday/Thursday 9.30am-1pm. The office is closed on Fridays.

Bethany Powell is covering preparations for Sunday services. She also deals with cash handling and other church administration. Her hours are 8 per week.

Alan Burrows is working for 4 hours a week looking after the financial matters.

Rob advised the PCC that the process to find a new Church Manager starts now and asked if the PCC were happy with the job description presented by Rob. It was noted that the applicant should have an Enhanced DBS check. Nick Burt proposed that we offer a salary range of between £22,500 and £27,500 depending on experience and qualifications. Rob and Alan will check that this proposal is in line with industry expectations, but in the meantime this was unanimously agreed.

8. Youth Ministry & FYC

Rob updated the PCC with interim arrangements for our children and young people following the recent departure of Sam Talbot. Young people from MLBC, St James and St Alban's are meeting together on 2nd and 4th Sunday mornings to do Youth Alpha. They will be in their own churches on 1st, 3rd and 5th Sundays. A coordinating group of Ellie Steele (MLBC), Nicky Butler (St Alban's) and Judy Douglas (St James) are heading up the work with a team of volunteers.

The FYC Outreach Worker post has now been agreed by all parties and fundraising is under way.

Concern was expressed by a PCC member about the wide age-range for club night and drop-in at FYC. The question was asked to whether this was a safeguarding issue. Rob agreed to take this matter to the FYC board.

9. Safeguarding

Rob stated the need to review and re-approve our 2 policies; one for children and the other for vulnerable adults; and to re-appoint our two safeguarding officers, Judy Douglas (Children) and Stephanie Sulaiman (Vulnerable Adults) Rob moved from the chair to recommit ourselves to these policies and to reappoint both Judy and Stephanie. All were in favour.

10. Growing Leaders Programme

Rob said that there was an information evening on October 9th for those who may be interested in attending a new course starting in 2020. This course is designed for both current and potential future church leaders.

11. PCC Away Day

Rob advised the PCC that the next scheduled away day is on 9 November. However, he thinks that there may be nothing specific to explore, as most items on the Mission Action Plan have been addressed. Given next year is 2020, our Mission Action Plan will need an overhaul at that point. So, he asked if it would be better to have a major away day next year instead. All were in favour.

A date of 25th November was agreed instead for a PCC meeting, to look specifically at recommendations for approving an architect for the BFK Feasibility Study, followed by our scheduled meeting on 9th December.

12. Events

A list of events were detailed on the agenda.

13. Any other business.

None

Meeting closed at 9.40pm with the Grace.