

PARISH OF ST ANDREW ENFIELD

PAROCHIAL CHURCH COUNCIL

Minutes of the meeting held on 16th January 2018 at 7.30 p.m. in the Church Vestry

1. Present: Rev. Dr. Steve Griffiths, Rev. Lizzie Baughen, Emma Byrne, Frances Cansfield, Claire Reilly, Diane Cater, Claudia De Rienzo, Andrea Edwards, Dinos Kousoulou, Barrie Lane, Mark Thebridge, Victoria Wiggins, Patience Wilson, Illy Duce, Rex Bourne, Adele Barwood-Symmons, Emma Oppong-Addai, Ruth Mackay, Damian Browne

2. Opening Prayer

2.1. The Rev. Dr. Steve Griffiths opened the meeting with a prayer.

3. Apologies for absence received from: Felicity Cox, Robert Paing, Rob Barwood-Symmons, John Tanner,

4. Minutes of the Meeting held on 13th November 2017

The minutes of the meeting of 13th November were approved and signed.

5. Matters Arising and Actions and Decisions.

5.1 Chancel organ. The meeting noted that the work has been completed and a thanksgiving concert is to be arranged.

5.2. Cath Mann - attendance at PCC. Steve reported that Cath had agreed to attend the PCC twice a year.

5.3. Discipleship Worker. Claire and Patience gave feedback from the appointment process which everyone found very positive with 13 adults and 6 children involved. The appointment of Nana Otchere was felt by all involved to be the right decision.

5.4. ALMA Link. Dinos reported that St James's in Morrumbala had been identified as a link Parish and that a Parish profile had been received. It was noted that identifying a Portuguese speaker would be helpful to establish a strong link. Lizzie thought that she might have someone who would be willing to help with translation.

5. Vicar's Report

5.1. Rev Dr Steve Griffiths introduced his report. The main points to highlight were:

- Christmas services attendance figure, compared favourably with 2016.
- Attendance figure for 2017 - again the meeting noted that these had held up well compared with 2016 when certain factors such as the cessation of the Monday evening Prayer Service was taken into account.

6. Finance Advisory Group (FAG). There was no formal report from the FAG. Steve informed the meeting that the Auditors had been asked to complete the Annual accounts for a fee of approximately £700. It is anticipated that there will be a surplus of between £7200 and £8000. This is the result of increased giving and a tight control on expenditure.

The ability to donate via Text is to be introduced including the ability to Gift Aid any donation.

The meeting gave a vote of thanks to Darren Smith for the work he undertook in reconciling the accruals on the accounts.

PARISH OF ST ANDREW ENFIELD

7. Parish Administrator's Job Title. The meeting noted that the current title did not reflect the duties currently undertaken which were mainly connected with managing the Parish Centre. The meeting agreed that the Job Title should be changed to Centre Manager and a new Job Description produced which should include those tasks currently performed in connection with Parish based duties.

Action: Rev. Dr Steve Griffiths to revise the Job description and issue a revised contract to Simone Berndes.

8. Deanery Synod. The next meeting of the Deanery Synod is the 31st January and a report will be presented to the next PCC meeting.
9. MABS Youth Discipleship Worker Appointment. The meeting noted that Nana Otchere has been appointed and will be commencing her duties on 1st April.
10. Mark of Mission 5 – Cycle Racks. The proposal to install 3 cycle racks near the entrance of the Parish Centre was considered by the meeting and after a brief discussion it was agreed that - **3 cycle racks should be purchased and installed in the most cost effective way. Proposed by Vickie and seconded by Illy. The proposal was carried unanimously.**
11. St Andrew's School. Rex gave a brief synopsis of the current Governor arrangements for the school as well as an update on the school finances, admission policies and recent OFSTED Reports. The development of the former caretaker's bungalow into an additional meeting space for the school was noted as was the decline in admissions to the nursery class.

Rex was thanked for his report.

12. Church Choir -the discussion paper written by Rex had been circulated prior to the meeting and its contents noted. Mark gave a view as a member of the Choir and various members of the PCC who have augmented the choir also expressed their views. The consensus of the meeting was that without some form of leadership, which Philip was not in a position to give, it would be difficult to develop the musical element of the Church's worship. The PCC noted the continued and valuable support that Philip and the Choir continue to give to the worship in the Church. It was agreed to review the position following the results of the next listening exercise which was about to be conducted as a part of reviewing and updating the Mission Action Plan.
13. Mission Action Plan – restructuring for growth. Steve introduced his paper proposing a change to the management arrangement for the Church and the reporting lines to the PCC. The proposal was to introduce a Strategic Development Team (SDT) to co-ordinate the work of a new working groups structure, based around the 5 Marks of Mission. The SDT would in turn report to the PCC. The role of the PCC as Trustees was discussed as was the need to reduce the amount of time Steve was currently spending in meetings.

The meeting approved the recommendations to restructure the management arrangements as outlined in the paper. It was agreed that further work was needed on the presentation of the Paths to Discipleship.

It was agreed to restructure the management arrangements as outlined in Rev. Dr. Steve Griffiths paper and set up a time limited working group to develop the concept of the Paths to Discipleship. Anyone wishing to be involved in the working group should contact Steve ASAP.

PARISH OF ST ANDREW ENFIELD

14. AOB.

15.1. Eucharistic Ministry. The meeting agreed that Damian Browne should be included in the list of Eucharistic Ministers.

15.2. Oven for the Kitchen. **It was agreed that the kitchen oven needed to be replaced including a new electrical circuit. It was also agreed to ask the contractor to repair the water heater at the same time.**

15.3. Lighting in the chancel. The lighting in this part of the church is constantly failing and it is recommended that it be replaced with an LED lighting system for approximately £1600 plus Vat. This would reduce ongoing running costs and improve the lighting. **The meeting approved the replacement of the lighting in the Chancel**

Date of Next Meeting –12th March 2018 at 7.30 Venue - Church Vestry