

PARISH OF ST. ANDREW, ENFIELD

PAROCHIAL CHURCH COUNCIL

Minutes of the meeting held
on 15 July 2015
at 7.30 p.m. in the Church Vestry

Present: Rev. Dr. Steve Griffiths, Rev. Olive Cope, Richard Berndes, Rex Bourne, Emma Byrne, Frances Cansfield, Diane Cater, Felicity Cox, Claire Reilly, Claudia De Rienzo, Andrea Edwards, Dinos Kousoulou, Barrie Lane, Diana Lane, Stephanie Lane, Robert Paing, Imogen Seward-Evans, Mark Thebridge, Victoria Wiggins, Claire Whetstone, Patience Wilson. John Tanner (Secretary).

1. Opening Prayer

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

2. Apologies for Absence

2.1. Apologies were received from Jacky Parnell.

3. Minutes of the Last Meeting

3.1. The minutes of the meeting of 21 May 2015 were approved. It was noted that the BCP booklet had been welcomed by the 8am congregation.

4. Matters Arising

15 May 2015

4.1. There were no matters arising.

4.2. The action and decisions log was updated.

5. Vicar's Report

5.1. Steve Griffiths introduced his report, drawing particular attention to the support from the Buildings Advisory Group and near completion of the boiler installation. He also highlighted the progress on MABS and the progress of the Marks of Mission groups.

5.2. He stressed the need, pending the introduction of a more strategic approach to welcoming new attendees, for leaders to be active in welcoming new members of the congregation

5.3. In discussion of the report, the following points were raised:

- Mark 2 group will meet after Barry and Jo have taken up post;
- It was not yet possible to extend the MABS work beyond the parish boundaries.

6. Progression Paper: Quinquennial, Fabric, Legal Compliance and Health & Safety

6.1. Steve Griffiths introduced the paper. It gave a sense of how work was proceeding in terms of compliance, with 9 items completed in June.

6.2. In discussion, it was noted that the Church Copyright Licensing arrangements were being brought up to date.

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7. Finance Advisory Group

- 7.1. Financial Report - Claire Whetstone said that financial performance was currently ahead of budget with income up and expenditure below profile. There had been a small overspend on other expenses as a result of the need for the Parish Centre Service. Lettings income was up by £5,000, albeit offset by a drop in donations of £2,000. The latter was driven by a loss of a number of significant givers. Gift Aid was not also claimable up to £5,000 on small plate donations.
- 7.2. Approval of 2015 Budget – Claire Whetstone introduced the budget for approval. For the year a small surplus was being budgeted.
- 7.3. In discussion the following points were raised:
- A strategy is in place to donate to mission activities when the budget is in surplus at year end;
 - PCC fees and expenses relate to the fees from weddings etc. paid to the diocese.
- 7.4. **DECISION: The PCC agreed unanimously, proposed by Patience Wilson seconded by Rex Bourne, the draft 2015 budget. A formal note of thanks was also made to the Finance**
- 7.5. Common Fund: resolution to pay £76,000 – Steve Griffiths explained the basis on which the diocese calculated the amount required for the Common Fund, as discussed at the previous meeting.
- 7.6. There was a brief discussion on the amount to be paid, given that the diocese was asking for £76,900. It was also noted that the decision and the reasons for it would need to be communicated to the congregation as previously agreed.
- 7.7. **DECISION: The PCC resolved unanimously, proposed by John Tanner seconded by Fliss Cox, to pay £76,000 to the Common Fund**
- 7.8. Organ Appeal – Steve Griffiths noted that the project had been signed off and subject to an outstanding VAT claim the final bills could be paid. The Finance Advisory Committee will discuss later in the month the future of the account, which would probably have to be closed. It was hoped that those giving to the organ fund would transfer their regular contributions to general giving. Future maintenance would be met from the Fabric Fund once established. The disposition of the balance would need to be agreed, probably with the major donors.
- 7.9. The PCC noted its thanks to the Organ Restoration Committee and Philip Shrimpton for their work.
- 7.10. Parish Giving Group – Steve Griffiths said that there was a need to establish a group to address the issue of giving and stewardship. There was a need for members of the PCC to do this, considering the diocesan guidance and establishing a long-term strategy. Patience Wilson, Frances Cansfield and Claudia De Rienzo volunteered.
- 7.11. Sponsor A Child – Frances Cansfield outlined the history of the sponsorship and that two payments were being made. Steve Griffiths outlined his concerns about the current arrangement continuing without a level of engagement. The payments would continue to be made unless a decision was made.

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7.12. **ACTION: Steve Griffiths to write to PLAN International to terminate the current sponsoring arrangement.**

8. Buildings Advisory Group

8.1. Buildings Advisory Group Report – Steve Griffiths introduced the report.

8.2. In discussion the following points were raised:

- the progress made by the Advisory Group was endorsed;
- the children's corner is a formalisation of the current temporary arrangement. There would be opportunities to engage children in the design and decoration through artwork;
- those affected by the children's corner changes had been consulted and were content. There was no impact on disabled access;
- there was a safety issue regarding the repair of the parapets. It was important to secure a resolution in order to avoid delay and mitigate the risk of injury. Until work was commissioned and begun it would not be clear how much work would be required and the cost. When a structural engineer was on site they would also consider the issue of the repairs required to the wooden structure in the bell tower;
- the Buildings and Finance Advisory Groups would need to work collaboratively and consider effective prioritisation, recognising the need also to investing in income generation. Heritage Lottery Funding applications would be considered as appropriate.

8.3. **DECISION: The PCC agreed the following Resolution, proposed by Claire Reilly, seconded by Claire Whetstone, with one abstention: That the PCC supports the creation of a Children's Corner in the church at the back of the North Aisle. That a Faculty should be requested to remove the two pews, suitable flooring should be created, appropriate décor should be provided, and that suitable furnishings should be purchased for this area.**

8.4. **DECISION: The PCC agreed the following, Resolution proposed by Patience Wilson, seconded by Mark Thebridge: That the PCC tasks the Buildings Advisory Group and the Finance Advisory Group to move forward as swiftly as possible to make all necessary arrangements to repair and make safe the parapets on the church roof.**

8.5. Parish Centre – Hire Charges – Steve Griffiths introduced the paper and summarised the considerations and modelling undertaken by the Finance Advisory Group. It was noted the Enfield Council would be excluded from the proposed increases as they represented 35% of income. In discussion it was noted that:

- favourable rates for church members had been withdrawn following previous abuse;
- the increases were modest and feedback from users was that the rates were low compared to other church venues;
- charges for the use of the kitchen were also low.

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8.6. **DECISION: The PCC resolved unanimously, proposed by John Tanner seconded by Robert Paing, to the adoption of the proposed increases to the charges for hire of the Parish Centre.**

8.7. **ACTION: Finance Advisory Group to develop a protocol for hiring, including discounting options, kitchen charges and fee review cycle.**

8.8. Parish Centre – Room 1 Upgrade – Steve Griffiths introduced the paper setting out the proposal to refurbish and upgrade the room to increase income. In discussion the following points were raised:

- the Connie Eagles Trust would fund as a gift to the church subject to the reasonableness of cost;
- investment could increase the value and usability of the centre;
- there was a significant local demand for such facilities;
- the room would not be single use.

8.9. **DECISION: The PCC supported unanimously, proposed by Fliss Cox seconded by Emma Byrne, consideration of the upgrade to Room 1 of the Parish Centre by the Connie Eagles Trust**

8.10. Parish Centre – Proposed Use by Rangers, Sunday Evenings from September – John Tanner explained the reasons behind the proposal. The PCC agreed to the proposal

8.11. **ACTION: Secretary to notify Carole van der Watt that the Rangers could have the use of the Parish Centre on Sunday evenings from September.**

9. MABS Advisory Group

9.1. MABS Advisory Group Report – Steve Griffiths introduced the report. He highlighted the proposal for a launch service and it was agreed that this will be on 27 September.

10. Deanery Synod Update – Meeting 25 June 2015

10.1. Patience Wilson introduced the report. The report on the work of the Diocesan Board for Schools was very useful and informative. That on the work of the charitable group was less effective but had highlighted that the elderly is a growth area for the church. This was something which St Andrews would need to consider. It might form part of the longer-term development of MABs.

11. Mark of Mission 1 - Telling the Gospel

11.1. Remembrance Sunday – John Tanner summarised the proposals in the paper. In discussion the following points were raised:

- a joint service might be more effective and inclusive;
- it would be important to engage the uniformed organisations.

11.2. **ACTION: Mark 1 reference group to consider format of a joint Remembrance Sunday Service, including the minute's silence at 11am, from November 2015.**

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11.3. **ACTION: Mark 1 reference group to consider configuration and number of parade services, and arrangements for communion afterwards.**

11.4. Sanctus Bell – Steve Griffiths introduced the proposed changes to the use of the Sanctus Bell during communion services. In discussion the following points were made:

- there are multiple functions, including summoning the congregation;
- the bell had not been tested, in the absence of a rope. For the induction a microphone had been installed to make it audible;
- a hand bell could be used, rung by one of the servers;
- by welcoming some there might also be others who might feel less welcome by something seen as alien to their form of churchmanship;
- if people from other denominations were being attracted to St Andrews it was unclear why this change would be relevant to them;
- people from other denominations were being attracted by the welcome and the diversity of theological opinions held within the congregation;
- the definition of people stands of theology could be divisive rather than unifying round the centrality of Christ's divinity;
- there was a desire from the un-churched for a sense of dram into which the church had to educate then. This was a reversal of the trends of the 1980s and 1990s, reflected in the growth in cathedral congregations;
- the dramatic element could be seen as distracting from communion with God;
- this should not be seen as a step towards the use of incense in regular worship, although it might feature in other services, subject to PCC agreement;
- the use of the bell would mark the pinnacle of the Eucharistic service;
- use of the bell would be introduced with a process of education.

11.5. **DECISION: The PCC resolved by 10 votes for, 8 against, and 3 abstaining to adopt the use a sanctus bell, following a process of education to explain the reasoning for the change.**

11.6. Logo – Steve Griffiths introduced the paper and the reasoning behind the introduction of a logo. He expressed thanks to Audrey, Sue and Dan for their work. The PCC then discussed the four options. In discussion the following points were raised:

- the graphics were in black but would be in colour in the final version;
- logo 3 appeared to have an upside down cross in it;
- logo 3 could be seen as overly corporate;
- logo 4 communicated love and welcome;
- logo 2 represented the building;

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- logos 1 or 4 could be amended to show the cross on the gate in place of the heart and chi-ro, providing simplicity and a message of love;
- there was a need for a clear and articulate brand which was iconic and simple and would attract outsiders. Logo 3 might be too contemporary;
- “The welcoming church at the heart of Enfield” is potentially too long as a strapline.

11.7. DECISION: The PCC resolved with one abstention, proposed by Andrea Edwards, seconded by Olive Cope, that an amended logo based on drafts 1/4, with a white cross in the gate, should be adopted.

11.8. Music Development – Steve Griffiths introduced the paper and explained that Philip Shrimpton was willing to undertake the role of Assistant Choirmaster from 1 September 2015 on the terms outlined.

- there was strong support for the proposal;
- it should be on a fixed term contract for 12 months, thereafter renewable, to allow for flexibility on both sides

11.9. DECISION: The PCC resolved with one against, proposed by Rex Bourne seconded by Vicky Wiggins, that Philip Shrimpton should be appointed Assistant Choirmaster on a 12 month contract.

12. Mark of Mission 3 - Tending to those in need

12.1. Safer Recruitment Policy – Steve Griffiths introduced the policy. In discussion the following points were made:

- the penultimate paragraph should be extended to vulnerable adults;
- the period of time for permission was deliberately ambiguous, but it was suggested that there should be a 6 month qualification period;
- disclosure and barring was covered by the safeguarding policy;
- volunteers would need to be DBS cleared, which included the provision of references, and would have volunteer contracts.

12.2. DECISION: The PCC ratified the Safer Recruitment Policy, proposed by Claire Reilly and seconded by Emma Byrne, subject to the amendment covering vulnerable adults, with one abstention.

12.3. Lone Person Working – Steve Griffiths introduced the paper and noted that it would cover volunteers including the Wardens. In discussion it was noted that:

- words are missing from section c) “fully assessed and workers will be given guidance”;
- there was a risk in making elements of the guidance mandatory rather than issues for the individual to consider.

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12.4. **DECISION: The PCC unanimously endorsed the Lone Working document, proposed by John Tanner and seconded by Robert Paing, subject to the correction in section c).**

12.5. Security Into the parish centre – Steve Griffiths noted that he will be consulting the security adviser on 19 July. Changes would take time and require expenditure but professional advice was needed. The following points were raised in discussion:

- the security of the vicarage should also be considered;
- use of a panic alarm would raise issues of response;
- the increase in security would be welcomed;
- priority expenditure may need to be committed.

12.6. **ACTION: Report from Buildings Advisory Group on proposals to improve Parish Centre security to come to September 2015 PCC**

13. AOB

13.1. There were no items of other business.

14. Date of Next Meeting – 10 September 2015