

# PARISH OF ST. ANDREW, ENFIELD

## PAROCHIAL CHURCH COUNCIL

Minutes of the meeting held  
on 10 March 2016  
at 7.30 p.m. in the Church Vestry

**Present:** Rev. Dr. Steve Griffiths, Richard Berndes, Emma Byrne, Frances Cansfield, Diane Cater, Claudia De Rienzo, Andrea Edwards, Dinos Kousoulou, Barrie Lane, Diana Lane, Stephanie Lane, Robert Paing, Mark Thebridge, Victoria Wiggins, 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 Rex Bourne, Fliss Cox Jacky Parnell, Claire Reilly, Imogen Seward-Evans and Claire Whetstone.

### 3. Minutes of the Last Meeting

3.1. The minutes of the meeting of 13 January were approved, subject to a typographical correction.

### 4. Actions and Decisions and Matters Arising – 13 January 2016

4.1. Para. 6 – Philip Shrimpton's contract will be in place from 1 April 2016.

4.2. Para. 9.5 – designs to be finalised.

4.3. The action and decision log was updated.

### 5. Vicar's Report

5.1. Steve Griffiths introduced his report. In discussion, it was noted that:

- Vincent Stokes is now working part-time and will retire in October 2016;
- Lizzie Baughen's curacy will be announced on 13 March 2016;
- It would only be possible to underwrite one organ recital, on 8 October 2016;
- Philip Shrimpton had resolved a number of snagging issues with the organ;
- Attendances were increasing. An E-zine will be launched shortly and will be used to get this information out, at minimal cost, with significant reach. It would be possible for people who do not attend church to subscribe to the E-zine. A small number of hard copies would be available in church but it was not possible to provide a hard copy for all. While social media was not ideal for everyone it would have a significant reach at much reduced cost. Joyce Lamport-Smith has the list of those to whom the magazine was previously sent and this would be cross-checked to transfer where possible. **ACTION: Diana Lane will cross-check the historic list to transition to the new media where possible;**

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- Problems with the cleaning company have been identified and pursued with them. MABS leadership has been alerted to concerns about clearing up after EXODUS meetings;
- Steve Griffiths will shortly circulate a schedule of meetings for the coming year.

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

6.1. Steve Griffiths introduced the paper. There were a small number of points to add:

- The Children's corner has been completed, with the woodwork varnished;
- New light bulbs have been placed in the chapel, which are now on all day.

### 7. Finance Advisory Group

7.1. Financial Report – Steve Griffiths introduced the papers circulated by Claire Whetstone.

7.2. Draft Annual Accounts 2015 – Steve Griffiths presented the draft accounts for 2016

7.3. In discussion the following points were raised:

- The financial turn-around achieved from 2014 to 2015 should be celebrated in terms of the work of the Finance Group, direct support and giving, increases in income and lettings;
- Claire Whetstone and David Wiggins are providing a tremendous level of commitment and service;
- As a result of the surplus, in line with the policy previously agreed, £397 can be donated to charity this year, without breaching the requirement not to go into the red; and
- The boiler has a maintenance contract in place but the company will provide three free service visits in the first 12 months.

**7.4. ACTION: Mark 4 Group to consider recipients of charitable donation of £397.**

7.5. Draft Budget 2015 – Steve Griffiths presented the draft budget for 2016. In discussion the following points were noted:

- It was prudent to budget for a reduction in giving;
- The lettings figure represents a risk given the £27,000 income projected from Enfield Borough Council;
- PCC fees are predicted to drop significantly;
- Wages and salaries reduce following the retirement of Vincent Stokes;
- Utility costs have been reduced as a result of being part of a wider parish buying scheme;
- There will be no budget for a parish magazine with the creation of the E-zine;

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- Electricity sub-station rents for a number of prior years have been transferred from the diocese and would come to the Church direct in future;
- Works are budgeted for removal of a tree in the car park; relaying of the toilet floors in the Parish Centre and the installation of cupboards in the lobby;
- There is a significant forecast increase in the cost of the works following the collapse of drains by the parish centre. These are being carried out at cost;
- General renovation covers the plaster-work in Church; and
- Overall a surplus of £835 is budgeted for 2016.

### 7.6. **DECISION: The PCC agreed unanimously to accept the draft budget for 2016, proposed by Patience Wilson and seconded by Robert Paing.**

#### 8. Buildings Advisory Group

- 8.1. Tree Felling – an application has been put into the Council to fell the tree in the car park.
- 8.2. Drains – these works are now-underway, with the increase in cost as noted above;
- 8.3. Plasterwork – it appears that the damp is coming in around the window arches. The lime plaster is drying out and falling, following the improvements in heating as a result of the boiler works. The Archdeacon has been approached and believes that he can get agreement for the work to remove the loose plaster quickly. In the meantime pews in the north aisle will remain closed;
- 8.4. Water-heaters – an urn is to be acquired by Easter. The water-heater will be assessed for repair.

#### 9. MABS Advisory Group

- 9.1. MABS Accounts 2015 and Budget 2016 – Steve Griffiths presented the draft accounts for 2015 and the draft budget for 2016.
- 9.2. In discussion the following point was raised:
  - MABS resources are currently stretched to capacity and consideration might need to be given to employing a third worker. There was no capacity to develop a junior choir. This was something which might be raised with the Head Teacher or the Governors of St Andrew's School.

#### 10. Deanery Synod Update

- 10.1. Barrie Lane introduced the report of the recent meeting of the Deanery Synod. He highlighted two points raised by the Bishop of Edmonton:
  - the celebration of the Queen's birthday; and
  - the need to thank those who provide support for and volunteer in parishes
- 10.2. A number of churches are involved in providing a night shelter on a rotational basis. This is something which St Andrews should consider being engaged with and this should be taken forward by the Mark 4 Group. **DECISION: Mark 4 Group to consider engagement with the Enfield night shelter initiative.**

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### 11. Mark of Mission 1 - Telling the Gospel

- 11.1. Feedback on midweek services – Steve Griffiths said that he was very happy with the attendance at the mid-week services and they have been well received. Between three and nine people are attending morning and evening prayer, with more attending Thursday communion. They are publicised widely.
- 11.2. Licensing of Chalice Assistants – Steve Griffiths said that there were two more names to be put forward: Sue Woollard (Sundays) and Kaya Cleare (for home communion visiting).
- 11.3. **DECISION: The PCC agreed unanimously to the nomination of Sue Woollard and Kaia Clare as chalice assistants proposed by Dinos Kousoulou and seconded by Diana Lane.**

### 12. Mark of Mission 3 – Tending to Those in Need

- 12.1. Prayer Chain - Steve Griffiths introduced his paper, setting out the prayer response team's role, and outlined the principles of confidentiality. Over time further schemes would be developed. To do this on a long-term basis it would be necessary to identify those with a spiritual gift for prayer.

### 13. Mark 4 – Transform the Unjust Structures in Society

- 13.1. ALMA Link and St Andrew's Representative for ALMA – Dinos Kousoulou said that no one had come forward following the notice in the pew sheet. Bishop Rob would now chair the working group. In the absence of a volunteer this was remitted to the Mark 4 Group. **DECISION: ALMA Link and St Andrew's representative remitted to Mark 4 Group for further consideration.**

### 14. Mark of Mission 5 – Treasure God's Creation

- 14.1. Environmental Policy – Steve Griffiths introduced the paper.
- 14.2. In discussion the following points were raised:
- developing environmental awareness would be a long-term initiative;
  - it offered an opportunity to develop further links with St Andrew's School;
  - a new contract for recycling bins is under consideration.
- 14.3. **DECISION: The PCC agreed unanimously to the environmental policy proposed by Richard Berndes and seconded by Emma Byrne.**

### 15. AOB

- 15.1. Auditors' Letter of Engagement - **DECISION: The PCC agreed unanimously to the signing of the letter of engagement from Griffin Stone Moscrop, proposed by John Tanner and seconded by Diana Lane.**
- 15.2. LEP - Diana Lane reported that two of the three Trustees of the LEP and the clergy representative are all looking to stand down in the near future. If no one comes forward before the AGM, the Trust will not be able to continue in its current form. A paper has gone to the LEP proposing that the Trust is taken over by the sponsoring groups, most of which are based at the St Paul's centre, which is the main driver of income and expenditure.

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- 15.3. The PCC expressed its thanks to both Jacky Parnell and Rex Bourne for their contribution as Warden and PCC member.
- 15.4. Steve Griffiths expressed his thanks to the PCC for their boldness and courage over the last year.
16. Date of Next Meeting – The Annual Meeting will take place on 16 April 2016 at 10am, followed by a short meeting of the newly elected PCC.