

St Andrew's Church

PAROCHIAL CHURCH COUNCIL

Minutes of the meeting held on 5th November 2018 7.30 p.m. in the Church Vestry

Present: Rev. Dr. Steve Griffiths, Victoria Wiggins, Patience Wilson, Frances Cansfield, Diane Cater, Claire Reilly, Claudia De Rienzo, Andrea Edwards, Dinos Kousoulou, Barrie Lane, Rex Bourne, Ruth Mackay, John Tanner, Paul David, David Wiggins.

1. Opening Prayer

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

2. Welcome. Rev. Steve Griffiths welcomed Cath Mann, Head of St Andrew's School and David Wiggins (PCC Treasurer) to their first meeting of the PCC.

3. Apologies for absence received from: Paul Edwards, IllyDuce, Rob Barwood-Symmons, Adele Barwood-Symmons, Emma Oppong-Addai, Richard Berndes.

4. Minutes of the Meetings held on 16th July 2018

The minutes of the meeting of 16th July 2018 were approved and signed.

5. Cath Mann- update on St Andrew's school.

The school has progressed from "requires improvement" to "good". The relationship with the Church has improved with the school using 90% of weekly themes followed by the Church in school. The school is increasingly using the Church building as a teaching resource and for services including harvest. School policies are being reviewed with input from Rev. Steve Griffiths and Jo Griffiths. Jo Griffiths's sessions in school, particularly the mindfulness sessions, are highly valued both by pupils and by parents.

Cath Mann confirmed that there was a space in school for pray and asked the PCC to continue to pray for the school, in particular for the financial challenges it is facing.

Cath Mann was thanked by the PCC for her update and the progress being made in the school.

6. Matters Arising and Actions and Decisions.

6.1 Bible Study Groups. It was noted that the 2 Bible study groups had commenced and those participating have found the groups both helpful and enjoyable.

7. Finance Report.

David Wiggins presented the Accounts to September and the Forecast for the year. From a small surplus of £249 at September the Forecast, including high repairs and maintenance expenditure, gives rise to a shortfall of £11,246. Importantly, this also includes a Legacy received earlier in the year of £10,000.

He further indicated that a quick budget for 2019 still gives a shortfall of about £8,000. The main reasons were no Legacies and a reduction of Lettings due to further loss of income from Enfield Council. The loss from them over the last two years has been £22,000. This loss is partly offset by reducing our repairs and maintenance expenditure to a net £15,000 after any specific donations. The general donations figure of £63,000 has been left the same but this has been reducing recently.

Repairs and maintenance for the last five years were £122,000. Of this, £34,000 was for major repairs after donations, and £60,000 for improvements. *A schedule is attached.* Unrestricted Legacies for this period were £28,500 and for the last eleven years back to 2007 this figures rises to a total of £98,500.

Our General unrestricted reserve at the end of this year is estimated as £47,000 similar to the position back in 2007. David Wiggins suggested we consider £35,000 as a minimum reserve target. Our reserves had ranged from £62,000 to £32,000 during these years.

The Finance Advisory Group will meet in two weeks when the budget and necessary measures will start to be considered. This important budget and their recommendations will be offered back to the PCC for the next meeting.

8. Vicar's report.

Rev Steve Griffiths presented his report to the meeting and the meeting discussed the issue of next year's Common Fund contribution. The contributions from a number of other local churches were considered along with the information provided by David Wiggins. There was a wide debate, with concern being expressed over not paying the full suggested Common Fund contribution. The meeting acknowledged the very challenging financial position the PCC was faced with over the next few years as a result of the substantial repair and maintenance work that was needed for both the Church and Parish Centre.

It was proposed by John Tanner and seconded by Ruth Mackay that the PCC should offer to pay £60,000 towards the Common Fund and if the PCC was in a position to do so this contribution would be increased.

The proposal was carried by the majority with one vote against and one abstention.

Action: Rev Steve Griffiths to inform the Archdeacon of the PCC's decision on the Common Fund.

9. Repair and maintenance update.

The report was noted by the PCC. Rev Steve Griffiths reported that he had been in discussion with the Head of the Grammar Scholl over the possibility of a CCTV camera being placed on the school wall overlooking the church to mitigate against the antisocial behaviour that is taking place on that side of the Church.

The need to complete the safety inspection of lighting in the Church was noted and it was agreed by the PCC that while this work was being undertaken, the lighting in the Church should be upgraded to low voltage lighting. Finally the meeting noted that a Fire Risk assessment was still to be completed and that once these works had been completed all compliance work would have been undertaken. We noted that the new Lighting Conductor is to be fitted on the 16th November. The meeting thanked Rev Steve Griffiths for all the work that had been completed to get to this stage of compliance.

10. Communion Servers.

The issue of whether the Servers should be robed or not was raised, as it was felt that robing was preventing other people from volunteering to be Communion Servers. The PCC agreed that it was not necessary for Communion Servers to be robed. A wider debate took place over the lack of volunteers as Sidespersons and Eucharistic Ministers and that more people should be encouraged to be involved in Services.

The PCC agreed unanimously that Communion Servers need not robe other than for significant services.

Action Rev. Steve Griffiths to speak to current Servers regarding the Change and that John Tanner produces guidance notes for Communion Servers.

11. Mission Action Plan. The PCC were given copies of the final version of the Mission Action Plan. The MAP was very well received by the PCC. The MAP will be launched and distributed to the Congregation on the 25th November. The PCC extended its thanks to Rev Steve Griffiths for his work on producing the MAP and to the members of the congregation who had designed the document and paid for it to be produced. Rev Steve Griffiths reminded the PCC that the MAP was a result of the questionnaires and consultation process with the whole congregation's involvement and is a document everyone should be proud of.

12. A.O.B.

12.1 Caretaking. Diane Cater asked if there were plans to employ a part time caretaker as she felt it was inappropriate for the Rev. Steve Griffiths to continue to undertake this function. The meeting shared Diane's concern. However, Rev Steve Griffiths felt that due to the financial constraints the PCC was facing it was not practical in the short term to appoint a caretaker. The meeting acknowledged that as a wider church family we should look at ways of supporting Rev Steve Griffiths in the current situation. It was agreed to discuss this further at the next meeting of the PCC.

Action: Dinos Kousoulou to agenda for the next meeting of the PCC.

Closing Prayer

The meeting ended with prayer and the Grace.

Date of next meeting 16th January 2019

Appendix

St Andrews

Maintenance and repairs 2014 to 2018

	£	General £	Major repairs £
2014			
Electrical	668	668	
Fire protection	1,288	1,288	
Drains	311	311	
Clock	511	511	
Garden	1,170	1,170	
Organ	283	283	
Gasmasters	3,682		3,682
General	1,136	1,136	
	£9,049	£5,367	£3,682

2015			
Clock	289		289
Fire extinguishers	600		600
Electrical	737		737
Drains	486		486
Roof	552		552
Fans	792		792
Servicing heaters	1,160		1,160
Decorating	525		525
Security system	3,950		
Children's corner	500		
Parish office equipment	2,025		
Signage	2,879		
Boiler replacement net	13,788	**	13,788
General	979		979
	£29,262		£6,120
			£13,788
2016			
Clock	298		298
Organ	904		904
Children's corner	136		
Security system	668		668
Decorating	512		512
Office furniture	353		
Fire protection	199		199
Bell tower repairs	1,099		1,099
Renovate toilets net	2,004	**	
Cupboards	2,100		
North aisle renovation	5,880		5,880
Flat renovation	15,780		
Car park barrier	12,863		
Drain repairs	8,100		8,100
General	1,581		1,581
	£52,477		£5,261
			£13,980
2017			
Clock	306		306
Piano	330		330
Organ	858		858
Dummy cameras and signage	310		310
Tree work	751		751
Closed circuit TV	1,662		
Chancel organ net	1,143		1,143
General	1,680		1,680
	£7,040		£4,235
			£1,143

2018

Chancel organ vat recovered	-2,988		-2,988
Office furniture and curtains	646		
White floodlights in church	1,176	1,176	
New oven	1,171		
New water heater	1,392		
Bike racks	342		
Kitchen equipment and furniture net	800		
Refurbishment of gents toilet	6,000		
Dummy camera and signs	612		
Lights for parish centre	1,133		
CCTV camera	822		
Roof gulley clearance	504	504	
General	2,723	2,723	
	£14,333	£4,403	-£2,988
Electrical certification	4,500		4,500
Gas servicing	2,000	2,000	
PAT testing	500	500	
Smartwater installation	600		
Storage installation	2,000		
General	400	400	
	£10,000	£2,900	£4,500
<i>Qtr 4 forecast</i>	£24,333	£7,303	£1,512
	£122,161	£28,286	£34,105

The total in the 2018 forecast is £10,000. It is expected that some of these items may be deferred. However any shortfall on the Belltower project, currently about £5,300 will need to be included as repairs expenditure this year. These figures are net of any donations.

Some renovation projects have been paid through separate restricted reserve funds eg Chancel ceiling and chancel organ.