

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

Monday 13<sup>th</sup> December 2021

## The meeting was held on Zoom due to Covid-19 restrictions

**Present:** Rob Powell, Nick Burt, Liz Gibbons, Marcia Gordon, Alan Burrows, Glynis Wilkinson, David Kafuko, Marlon Ganesh, Stephanie Sulaiman.

- 1. Welcome:** Rob welcomed everyone to the meeting and opened the meeting with a prayer.
- 2. Apologies:** Peter Neill, Ailie Neill, Frances Christian, Millie Miller, Kat Striesow, Sandra Lucas, Jacqueline Gray, Lisa Burrows.

### **3. Minutes of the Previous Meetings:**

The minutes of the meetings from Monday 13<sup>th</sup> September 2021 and Monday 22<sup>nd</sup> November 2021 were approved unanimously, subject to one addition to the latter – i.e. adding Stephanie's question about seating capacity in the remodelled worship space.

### **4. Matters Arising from the Minutes from 13<sup>th</sup> September:**

**Item 7)** Rob reported that a small working group has been set up to take the issue of anti-racism forward and the group will meet in January to formulate a draft strategy to be presented to PCC.

**Item 8)** Rob reported that Alan Burrows has been appointed as the new Church Manager.

**Item 9)** Rob reported that he and John had not yet been able to meet to draw up a survey on the future of the Friendship Circle and our work with older members of the church.

**Item 10)** Rob reported that many of the fabric items mentioned in the meeting had now been carried out ( new door to Centre toilets, varnishing outside doors, fitting of crash bar to fire door near the organ, fitting of new metal shutter to Centre kitchen. The outstanding item is a new fire door to the kitchen in the hall. The remedial works have now been done to bring us up to scratch on electrical safety and a valid 5-year certificate has been awarded. Fire safety training has been given to a small group of church staff and volunteers and will be cascaded to others in the coming months.

### **Matters Arising from the Minutes from 22<sup>nd</sup> November:**

Rob reported that Mike White, the BFK Chair, will be writing to all PCC members in the next few days to summarise the discussions at the last PCC meeting and to remind members of the next steps.

### **5. Finance Report:**

#### **a) Management Accounts:**

Alan presented the management accounts as at the end of November 2021. Total Income was £2,323 over budget and Total Expenditure was £20,414 under budget giving a variance of £22,716. The PCC was once again encouraged and grateful for the sustained and generous giving of the church family throughout the ongoing Covid-19 pandemic. Rob thanked Alan for his continued hard work with the finances.

#### **b) Advent Gift Day:**

Alan reported that the latest figure for the Advent Gift Day was just over £13,600, inclusive of Gift Aid. This is a wonderful sign of God's grace and there are still a few weeks left to receive gifts with the aim of reaching our target of £17K.

#### **c) Draft Budget for 2022**

Alan presented a draft budget for 2022, showing an income of £200,450 and an expenditure of £211,308. £1,500 of this is the balance for the feasibility study to be taken from designated reserves, and £5,000 is the

contingency fund, leaving a real deficit of -£4,358. Rob reminded members that any tweaks will be made to this draft following this meeting before members are asked to give final approval at the January meeting.

**d)** Rob reported that, now Alan Burrows is employed by PCC as Church Manager, it would be wise to replace him as PCC Treasurer. This is not a legal requirement, but it would be good to ensure all the financial management and admin doesn't rest on one person's shoulders.

#### **6. Covid Restrictions in Church**

Rob informed members that, as from Sunday 12<sup>th</sup> December, it is once again a legal requirement to wear a faced covering in church services. He has also withdrawn the chalice again over concern with the new Omicron variant.

#### **Pause for Prayer**

#### **7. Proposal for Monthly Prayer Gathering**

Rob reported that there are discussions underway to open up a new monthly church prayer gathering from January, to be led by Jacqueline Gray. This will begin online (The Upper Zoom) but hopefully will move to in-person in due course. Rob also reported that Jacqueline had volunteered to take on compilation of the weekly prayer list from Johan with effect from January.

#### **8. Christmas**

Rob reminded members of the arrangements for Christmas and New Year services, as advertised. He reported that mulled wine and mince pies would not be served at the carol services on 19<sup>th</sup> December, but instead each child at the 3.30pm service will receive a net of gold chocolate coins and each adult at the evening service will receive a goodie bag containing a tree decoration, a candy cane, a home-made cookie and an evangelistic booklet called: Is Christmas Unbelievable?

#### **9. Safeguarding:**

There had been no safeguarding incidents to report since the last meeting.

#### **10. A.O.B. - none**

#### **Future Dates**

24<sup>th</sup> January - PCC

28<sup>th</sup> March – PCC

23<sup>rd</sup> May - PCC

The meeting concluded at 9.00pm with The Grace.