

Minutes of the Meeting of St James PCC

Monday 23rd May 2022

The meeting was held on Zoom

Present: Nick Burt, Liz Gibbons, Marcia Gordon, Jacqueline Gray (Lay Chair), John Talbot, Glynis Wilkinson, John Farebrother, Stephanie Sulaiman, Sandra Lucas, Yvonne Mason, Rocky Deans, Marlon Ganesh, Alan Burrows, Ailie Neill.

- 1. Welcome and Opening Prayers:** Jacqueline Gray welcomed everyone to the meeting and prayer by Rocky Deans prayed.
- 2. Apologies:** Rob Powell, Frances Christian, Peter Neill, Lisa Burrows, David Kafuko, Adam Seymour-Davies. Note, Rocky Deans excused himself for the rest of the meeting towards the end of Item 11 discussion.
- 3. Minutes of the Previous Meeting:** Minutes from previous meeting agreed and signed by Jacqueline Gray
- 4. Matters Arising from the previous Minutes:** 28/3/22

Item 5. Building for the Kingdom: Michael White's notations were addressed and no questions were raised.

- 5. Election of PCC Officers:** The PCC officers were formally adopted at this meeting for a 3-year term. Persons elected: Yvonne Mason, Rocky Deans, Sandra Lucas and Adam Seymour-Davies. Sandra Lucas is also Secretary for the said period. This was agreed.

5a: Treasurer – Alan Burrows is looking for his replacement. At the moment there is no one available and the role is carried forward.

5b: Electoral Roll Officer – Glynis Wilkinson has agreed to continue in this role and it was agreed at the meeting.

5c: Lay Chair – Jacqueline Gray agrees to carry on for another year in this capacity. It was agreed at the meeting.

- 6. Brief Introduction to the PCC and role (responsibility) of Members:** Nick Burt presented an overview of two documents, The PCC Charter and PCC Introduction, which were sent to attendees. This coverage was for the benefit of both re-joining and new members. Nick particularly ran through the 5 points of the role of a PCC member. During the coverage it was asked and established that the PCC is a charity and that members are Trustees.

PCC asked if there is more information or a course or material that expand on the responsibility of a Trustee. It was raised that the role in law is a legal responsibility to the Charity (a legal company). Nick added that a Trustee is not operating individually, but rather working in co-operation with other trustee members – that a Trustee's role is a shared responsibility.

Jacqueline suggested that anyone interested in learning material or course/training should email her by 5 June, copying in Alan Burrows.

Building for the Kingdom (BfK) Update: Mike White was away (travelling) and in his absence Nick covered three documents which were drafted by Mike and sent to the members of the PCC, these were:

- 7.1)** Thank you letter dated 27/4/22 (briefly: thanking everyone and giving everyone a final opportunity to ask questions)
- 7.2)** Job Descriptions for the roles necessary for BfK (briefly: the roles are described), and
- 7.3)** High Level Budget for BfK (briefly: along the lines of a feasibility study)

Nick mentioned that Mike has also asked for questions to be recorded and passed to him and he will work with the Working Group (WG) to answer them.

Nick raised that he had received questions by email from a PCC member and thanked them. He informed us that he could answer some questions but thought they should be sent to the WG where Mike as chair would be involved.

PCC questions were raised questions about who would fill the roles, would they need to be members, about costings, rental income . All questions raised are being passed to the working group so that a full response can be given to the PCC.

- 7. Finance: Management Accounts:** Alan apologised for the late delivery of the Management Accounts covering up to a 4-month period – April 2022. He gave a summarisation of the key areas of the accounts eg. income and deficits.

Alan mentioned donations as being down and that he was unsure why, but possibly due to reduced church attendance or cost of living.

- PCC Nick asked about previous, existing and the new Parish Giving Scheme for donations and whether e.g. the manner of moving from one method to another or even a cancellation of a direct debit have an impact on the donations received. Alan will make note of how giving through the various methods is changing.
- PCC asked about the reporting endowment value of 171 Mitcham Lane in the management accounts, the 1992 valuation and its value for insurance purposes – reported in the Annual Report and Accounts for YE 31/12/2021, Notes, Item 15 – Fixed Assets. The explanation given for the value is a convention. John concurred on this.
- PCC asked about the new system for donations - the Parish giving scheme – whether giving is erratic or not at all; Alan mentioned currently there are 7 people enrolled, others slower to change or only wanting to deal with cash; others have moved to using the card machine or continuing to use envelopes.

- PCC mentioned consistency over announcements (in church) to remind people about the plate outside etc OT be actioned in services.

8. Prayers: Pause for prayer.

9. Messy Sunday: it was agreed with Rob that messy Sunday would restart on 3 July says that starting 3rd Sunday in July Messy Sunday will restart. It is agreed in principle by all that it is a lovely good idea.

10. Children's Worker Contract:

Nick brought the motion to reemploy the current employee, Beth Powell, was proposed by Nick on behalf of the Leadership Team with the exemption of Rob Powell

"The Leadership Team recommend that the PCC should agree in principle to offer Bethany Powell a permanent position as Children's Worker for 24 hours/week, based largely on the existing Contract of Employment and Job Description, amended as necessary." [With an Annual Salary based on the existing number of hours and the London Living Wage hourly rate, plus existing Annual Leave and Pension contributions as per the current Contract of Employment].

This motion was passed at the PCC meeting on 23/5/22 with 12 members voting "For", 1 "Against", and 1 "Abstention".

Nick agreed to bring the revised Contract of Employment to the PCC Meeting on 18 July 2022 for approval. (NOTE: at the time of preparing these Minutes, the revised Contract has been circulated to the PCC members for comment.)

11. Jubilee Events – Update: Jacqueline mentioned the events for the Queens Jubilee in June for which details (inc flyer) had been made available. A cream tea to take place on Friday 3/6 at MLBC and an open-air service (with road closures) with a bring a pack lunch and something to share the following Sunday. There were also minor other details from PCC members on the matter.

12. Safeguarding – Update: There were no incidents to report.

13. Closing Prayer: Jacqueline thanked again John and Marcia for their work as Wardens especially in Covid times. She invited either John or Marcia to close in prayer. John did. Jacqueline thanked everyone at the meeting.

14. Future Dates of Meetings – each scheduled for 8pm:

Monday 18 July 2022