

**St Mary's and St James'
Parochial Church Council**

Date: 12 February 2024 (held by MS Teams link & in person)

Present at the Meeting:

Present

Fr Robert	Fr Ross	Nancy Jirira	Rah Carter
Patricia O'Sullivan	Carleen Larrington	Di Ashby	Maureen Smith
Tom Nielsen	Issabella Gyebi	Susan Slade	

Apologies

Tom Rainbow

Nelissa Mendy

Minutes of the last meeting (4 December)

Approved and signed off.

Sherriff Centre & St James' Hall

Repairs – the glass and wooden doors have now been fixed.

St James Hall: Pictures of the hall will be taken this week for marketing purposes. Several bookings have already been received.

Plans are in progress for the 10th anniversary of the centre which is on 20th July.

For the purpose of obtaining a faculty, the PCC are asked to approve the installation of 3 digital screens which will allow advertising of the Centre, church events and possibly paid advertisements. The Sherriff Centre will meet all the costs.

The candles in front of the statues pose a health and safety risk. To mitigate this, it is proposed to remove the candle stands.

- Under the statue of Mary, a tray is to be designed to fit around the pillar and securely fixed. This will hold c. 20 votive candles. It will also have added protection in case children bump into it.

- The Sacred Heart Statue – the top of the existing plinth will be cut off and attached to the wall/pillar.

It was noted that some people in the church are unhappy about the weekly removal of the crucifix and candles from the nave altar.

Fr Ross gave an overview of the meetings held with the Sherriff Centre which covered:

- the restructuring of the licence fee agreement
- a full-time parish/Sherriff Centre role which would be 1/3 – Chaplain of the Centre, 1/3 pastoral and 1/3 other duties e.g. administration
- structure of the trustees. The Vicar is an ex-officio member of the trustees, but this presents a conflict of interest. It is proposed we seek a co-chair who can devote more time to the Centre and assist Jane, Centre Director.

It was suggested that Jane is invited to speak to the PCC to give them an insight into the financials of the Centre.

Finance & Fundraising Group (FFG)

The work on the flats in Birchington Road has now been completed apart from the installation of decking to help with rubbish bin removal. This will cost approximately £1,000.

A large amount of money is needed to renovate the flats at St James' House. There is puddling on the roof which is causing damp and mould in all the flats. There were 2 options, a quick fix for £10,000 which would last 2 or 3 years or a full replacement of the roof at approximately £25,000. The FFG recommendation to do a full replacement was **AGREED**. Once this has been done the windows and internal renovations would be necessary at a cost of approximately £10,000.

Fr Robert will approve the £500 spend for our architect to conduct a survey of the properties.

Other expenses:

The Sherriff Centre have requested permission to:

- Remove existing shed and cart away, remove plant pots from paved area and take away those not required - £350
- Cut down vegetation and remove trees as discussed - £2500
- Supply and fit new gate and fence panel - £500
- Remove old slate dpc from walls and render new sand/cement skirting with waterproofer - £600
- Assess garden walls and carry out crack repairs or partial replacement to affected areas - £5000

The FFG felt we need to categorise our expenses/running costs into essential and nice to have but not essential.

Financials

Beryl has completed the data entries for St James and has almost finished the entries for St Mary's Hall. Once complete she will work on St Mary's. Laurel's aim is for the financials to be complete and ready for the accountant by the end of February/first week of March.

Laurel advised that once the 2023 accounts were complete, she would no longer be able to continue as Treasurer.

The employment of a part-time Finance Officer (2 days a week) was discussed, and it was **AGREED** that we should take this forward.

It was noted that we need to do a stewardship campaign as it has been some time since one was done by Charlotte Shin.

Vicar's Report

1. Christmas went well, especially the messages on the trees.
2. Letters were sent to those married, baptised and those who had lost loved ones, inviting them to our Christmas services.
3. Attendance numbers are going up.
4. In Lent there will be the Lent Study groups and also Sorrowful Mysteries of the Rosary with the Sacred Heart Church.
5. He is doing the "Walk for Lent" in support of CAFOD.
6. Church Wardens – Fr Robert asked people to think about if they would like to stand as warden and also how to encourage new people to join the PCC.
7. We need to look at pastoral care and arrange for people to take communion to others.
8. Fr Robert is working with the new Vicar of Emmanuel looking at the Pastoral Assistant Scheme. One pastoral assistant would be housed in one of our properties.
9. Open Table starts again this Sunday. Fr Robert encourage people to attend and stressed it was open to all.

Safeguarding

Nancy mentioned a recent notification from the Diocese regarding someone who was not allowed to enter church buildings. We do not know what this person looks like which makes it difficult comply with but nevertheless we do need to be vigilant.

Youth Work

Youth work is going well. The numbers attending Sunday School have increased with many coming via the drop-in sessions. Messy Church and serving is also going well.

Music

Paul is great at St Mary's. There are plans to do a music audit in the parish to see if anyone plays an instrument and there will be an opportunity for adults and children to spend time after church to learn a new hymn/Taizé chant etc. An anonymous donation has been received for a music fund which will enable us to have another cantor to work with Susan.

Huge appreciation to Susan for her dedication and work she has done during the interregnum after Gina left and also for the way she's lead us during the service and with Taizé chants during communion.

Operations & Development Manager

St Mary's Community Hall Dissolution - meeting to do this will be held this week.

Hall hires have increased.

Resolution required as follows:

“To grant a licence under Faculty for the use of part of the church curtilage to Rainbowmontessorischool Ltd (trading as Rainbow Montessori School) as part of a nursery school in accordance with the draft licence submitted with this petition.”

This was unanimously **AGREED** by all those present.

The sound system is not good and needs to be dealt with - we need to delay spending on it for the time being.

Other areas of the report have been covered in other sections of the meeting/minutes.

AOB

- a) Extension of non-payment of Common Fund – **AGREED** for a further 2 months.
- b) Consideration to obtain a loan for the purpose of roof repairs to St James' House – **AGREED** we will **not** get a loan but will require 3 quotes. As this is urgent it will be deferred to the Standing Committee.

- c) Agreement to give a bonus of £1,000 to Jose Santos – this was **AGREED on this occasion**, 5 agreed, 4 disagreed and 1 abstained. Fr Robert to clarify with Jose why he isn't charging VAT.
- d) Agreement for Sherriff Centre to put a permanent fixture screen up at the side of the Post Office - **AGREED**
- e) Repair work to paving and walls at St James' - Fr Robert to speak to Jane to confirm if the full cost is for St James' or if it's a 50/50 split.
- f) Agreement to install 3 screens at St James' - **AGREED**
- g) Electoral Roll notice to inform people of the purpose of the role – the PCC were happy for Susan to display the notice she had prepared.

Signed

Chair

Actions from this meeting

1.	Confirm with Jane who is responsible for the cost of the wall and paving work	Fr Robert
2.	Stewardship Campaign – contact Charlotte Shin	Fr Robert
3.	3 Quotes to be obtained for the roof repairs at St James' House	Wilson Haagens
4.	Clarify with Jose Santos the basis for not charging VAT	Fr Robert

Outstanding Actions from Previous meeting(s)

1.	Legally worded document to be produced in relation to loans between the churches/hall and undesignating funds from St James'	FFG
----	--	-----