

ST ERKENWALD'S CHURCH, BARKING
Secretary's Report on the proceedings of the
Parochial Church Council 2017 - 2018

➤ **INTRODUCTION**

In the last twelve months, the PCC has met bi-monthly and our meetings have been chaired our incumbent, Young Lee taking the chair.

I have set out a resume of the main business of each of the PCC meetings held during the last twelve months.

➤ **24 MAY, 2017**

Young Lee opened the meeting by reading from 1 Samuel 1- 10 and welcomed Victoria Neal to the PCC for her first meeting of this PCC.

Matters arising from the Minutes of the meeting held on 22 February, 2017

Signs for the kitchen – Caroline Blake to organise and order.

Snagging for the kitchen – Caroline Blake and Linda Zussman to carry out.

Planned activities requiring PCC sign off – agreed that any such requests should be sent to Linda Zussman and Caroline Blake three weeks before PCC meetings.

Rearrangement of cupboards – church cleaning day. PCC agreed that this should be referred to the FMT for action and that the leaders of the Focal Ministry Teams should organise the clearing and rearrangement of the space currently allocated to their area. Young to discuss with FMT.

Deep clean of kitchen – Frances Ellis reported that she had received three quotes of varying amounts and that the best quote was from L&J Cleaning Services @ £80 +VAT. A proposal was made that £100 +VAT be allocated for deep cleaning the kitchen.

Frances Ellis was asked organise the deep clean and ensure that it met our requirements.

Safeguarding/Health & Safety training – Young, Caroline and Linda to organise and once the date has been agreed, Linda to put an item in the newsletter.

Legacy Policy – to be discussed at November PCC.

Church literature – Young to arrange a meeting of the group.

Church ministries – continue to have participants for the different ministries talk about their experience of serving in that ministry in Sunday services.

Authorised Lay Preachers – to be discussed at November PCC.

Architect interviews – Young reported that the interviews would be taking place on 14 June at 7.30 pm in the church and that two architects were being interviewed.

Health & Safety

Good practice has led to a Health & Safety report being delivered to the PCC each time it meets. At this meeting Caroline Blake and Health & Safety Officer agreed to e-mail Ministry leaders and put a notice in the newsletter regarding the reporting of accidents and incidents.

Flag waving during church services – there had been some recent incidents where young children who were unaccompanied in the chancel area during worship met with accidents caused by flag waving. Young Lee agreed that he would give a notice out from the front at the start of the next three services and put a notice in the newsletter requesting that parents and carers accompany all children who wish to join the flag waving activity in the church.

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Finance

As usual, at each meeting we were provided with an update on our current financial position.

Yvonne Barnaby reported the following balances in funds as at 5 May, 2017:

- General fund = £9,612.51
- £3,842.78 = Oasis Fund
- Tabitha total has been amended to show an opening balance of £367.50.
- £1,085 = Welfare fund
- £850.35 = money for emergencies

Yvonne Barnaby confirmed that a cash float of £100 **and not** £250 is kept as petty cash and that the accounts were adjusted to demonstrate that this is the case. There was a query regarding the cash float being historically £250 and not £100 and Fola Thomas offered to consult previous budget records and report back.

- £2,877.59 = gift aid that should be received for May.

The PCC agreed to the the recommendations made for the allocation of the money received as gift aid as follows:

- Repair of the hearing loop system including a visit from a specialist engineer totalling £250 +VAT and
- Purchase of four handheld microphones totalling £238.

Young was requested to organise the purchase of the microphones and the sound engineer's site visit

Purchase of a replacement vacuum cleaner:

The PCC agreed to the proposal that the broken vacuum cleaner is replaced with another

“Henry” style cleaner and an upright vacuum cleaner as this would allow maximum flexibility for cleaning different areas of the church.

Budget forecast for the financial year 2017 – Yvonne Barnaby was requested to ask NDFO to provide a budget forecast for the current financial year as this would prove a useful tool for our financial planning for income and expenditure.

Vicar

Young Lee reported the following:

Easter services – feedback was good and members participating in the Lent Course considered it to be very good. The Lent evening prayer was well attended and received. All attendees enjoyed the Upper Room meal on Maundy Thursday but agreed that provision for unexpected attendees when setting up should be made for future events when agreeing the table layout.

MMU – there will be a meeting of the MMU church leaders on 13 June to discuss how this moves forward.

Youth Evening Groups – invite other church leaders to develop ideas and seek to grow the offer for youth with other MMU churches.

Stewardship Campaign – 29 forms were submitted to Young with many wishing to be involved in life groups, prayer ministry and the pastoral team.

Life Groups – currently there could be three and Young will invite leaders and hosts to a meeting with him in June. The PCC were asked to pray for this meeting.

Maintenance Ministry Team – a small team will be set up to carry out odd jobs and this

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comprises of Linda Zussman, Darren Blake, Bill Dear and Brian Leech.

Focal Ministry Team – Yvonne Barnaby, Lorraine White, Georgina Eaton and Bill Dear are supporting Young for day to day work and are the link minister for different areas. There will be leaders for different areas who are currently being identified and ministries will be assigned to people by July. Young will communicate this information more widely once confirmed.

Election of Officers:

Vice Chairman of the PCC: Gill Eaton/Peter Keenan

The PCC agreed to the proposal that Gill Eaton/Peter Keenan be Vice Chairmen of the PCC.

Treasurer: This position is currently vacant and will continue to be kept under review. Yvonne Barnaby was thanked as she will continue to lead in the finance area and will liaise with the NDFO who are effectively St Erkenwald's treasurer. Yvonne Barnaby will be known as the Finance Officer. Linda Zussman, Caroline Blake and Pam Leech have been assisting Yvonne with counting money after the services and will continue to support the new Churchwardens: Gill Eaton and Peter Keenan.

PCC Secretary: Position is currently vacant as there have been no volunteers to undertake this role. Gill Eaton will temporarily cover this role but due to taking up the duties as Churchwarden stated that she cannot continue in this position and emphasised the need for a PCC secretary to be in place to cover the pre and post 2018 APCM work.

Electoral Roll Officer: Gill Eaton

The PCC agreed to the proposal that Gill Eaton be the Electoral Roll Officer.

Election of Committees

Fabric and Finance Committee

The PCC agreed to the proposal that Caroline Blake, Yvonne Barnaby, Gill Eaton, Pam Leech and Peter Keenan be members of the Fabric and Finance Committee.

Oasis Healing Committee

The PCC agreed to the proposal that Janet Reed be the PCC representative on the Oasis Healing Committee.

Dates for PCC meetings

Business meeting dates were agreed as:

PCC breakfast – dates to be advised
Business meeting dates:

24 May, 2017
19 July, 2017
27 September, 2017
15 November, 2017
21 February, 2018
APCM - 29 April, 2018

Reports

Fabric and Finance Committee

Fabric and Finance Committee

Lights – bulbs have been changed.

Kitchen – shutter problem – Caroline Blake is chasing.

Barking Churches Unite

Hope for Barking & Dagenham – the Night Shelter is looking to continue across the

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summer but some churches have stepped down from hosting the Night Shelter.

22 July – this is the date for the “One Borough Day”.

The Source is doing well with lots of volunteers and high volumes of people using its services.

Deanery Synod – minutes to be circulated.

Churchwardens – Gill Eaton informed the PCC that following the request for volunteers for Welcome, Barbara Benedetti had volunteered to be a Welcomer supporting Janet Reed on the third Sunday of the month.

Communion Assistants - Gill Eaton reminded the PCC that there will be training for Communion Assistants and that she is working with Young to identify a suitable date.

Any Other Business

Volunteer BBQ in the Vicarage garden – Young Lee advised the PCC that the BBQ will be held on Sunday, 9 July, 2017 and that individual invitations would be sent with the FMT and PCC members providing contributions toward the food and Young and Yougin providing the meat for the BBQ.

➤ **17 JULY, 2017**

Young Lee opened the meeting by reading from Romans 5 vs 18-19 and encouraged us to “let God’s grace overflow”.

Matters arising from the Minutes of 24 May, 2017

Signs for the kitchen/snagging – Caroline Blake to order signs and maintenance ministry team to carry out snagging.

Reorganising of contents of cupboards in the church – Young Lee reported that FMT are rearranging the cupboards during August including those in the bell tower where replacement cupboards may be purchased.

Health & Safety/Safeguarding meeting – to be arranged.

Church literature – Young Lee suggested that he would organise a meeting of the project team for this during this summer.

Hearing loop system in the church – Young Lee reported that the sound engineer had visited the church and diagnosed that there was a need to change to digital sound. To enable this change, a special cable would have to be purchased and installed. Young Lee agreed to organise the purchase of the cable and obtain a quote for the installation during the summer and e-mail the PCC for a decision on the expenditure.

Amount of cash in petty cash float – Fola Thomas had investigated previous budgetary records she had audited whilst serving as the church auditor and discovered that there had been no cash float recorded in them and her query regarding the amount in the cash float was therefore satisfied.

Reported that vacuum cleaners had been purchased as agreed at the last meeting.

Yvonne Barnaby confirmed that she would be asking the NDFO for a budget forecast for the current financial year ending December 2017.

Life groups – Young Lee reported that a meeting would be organised during August/early September for the Life group leaders and hosts in readiness for the launch of Life groups in September. There will be a sheet inviting church members to sign up for the Life groups and indicate whether they wish to attend a group during the day or in the evening.

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Appointment of PCC Secretary – Young Lee asked the PCC to pray about finding another person willing and able to be PCC Secretary

and to let him know if they personally felt led to undertake the role or knew of someone who could.

Church BBQ held in July – Young Lee thanked the PCC for their contribution towards this both in food and assistance on the day.

Correspondence

Reported that an e-mail had been received from Linda Zussman resigning from her membership of the PCC. Linda is reducing her church commitments and will still be leading on Safeguarding, organising the “Techie” team and being a member of it as well as coordinating and participating in the work of the Maintenance Ministry Team. The PCC expressed their gratitude to Linda for all her hard work and her continuing support and will continue to hold her in their prayers.

Health & Safety

Caroline Blake reported that there had been no accidents or injuries.

Caroline reported that:

Health & Safety notices will be purchased for the kitchen and at the same time she would be ordering the “No smoking” signs and hazard tape.

A reset key is required for the fire alarm and she will ask Debbie (church administrator) to investigate and order a key.

Youth, Children & Safeguarding

Young Lee reported that the Youth and Children's activities would be reviewed in light of the developments within the MMU for this Agenda Item 11

ministry and would arrange a meeting for the Youth and Children's leaders from the MMU churches with himself, Caroline Blake and Georgina Eaton (FMT member for Youth).

There will also be another meeting of this group to discuss future arrangement following Linda Usman's resignation from leading “Young Disciples” and it was agreed that weekday meetings for the Youth will not be held during September.

Finance

Yvonne Barnaby reported that she had not been able to obtain detailed financial reports from the NDFO due to a temporary disruption in the flow of information between them due to Yvonne's extended absence following the death of her sister. Yvonne reported the following:

General Fund = £10,940.27 @ 5 June, 2017

Oasis = £3,847.78 @ 5 June, 2017

Accounts would be circulated to the PCC as soon as they are available.

Microphones have been purchased for a total of £248.

Vicar

Youth garden project – Young Lee reported that this project would be discontinued and as a result there would be a reconfiguration of the existing space with some of the garden furniture moved to a greener area for people to sit in. All dangerous and unsightly items will be removed and a skip will be ordered not only to clear items from the church but to add the unwanted items from the garden. Young to ask Debbie (church administrator) to organise a small skip.

Stay & Play group for children under school age – Young reported that it was anticipated

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that this group would be starting in September. It was anticipated that 30 children accompanied by their parent/carer will be attending every Wednesday from 0930 hrs – 1130 hrs with parent/carer being responsible for their own child/children. The PCC agreed unanimously to this proposal made for the commencement of a Stay & Play group in principle provided there was a satisfactory Health & Safety and Safeguarding assessments carried out and were greatly encouraged that this group will be starting.

Young Lee agreed to the suggestion that the PCC will review the running of this group at the November PCC meeting.

The PCC agreed to the proposal that a small charge is made for the refreshments for the Stay & Play participants and to the proposal that a sum of £300 from the Youth and Children's budget is used for the purchase of some additional equipment for this group.

Luxury Afternoon Tea for over 60's on Saturday, 23 September – the PCC thanked the group who are organising this afternoon tea and insisted that a donation from church funds is made towards this church blessing of its members and outreach to others. Young Lee to advise Afternoon Tea group that the PCC would like to donate some money towards the cost of this initiative and agree a sum with the group.

Macmillan Cancer Care Sunday fund raising – Yvonne Barnaby asked the PCC for permission to run this event again this year with cakes being donated by church members for purchase after a Sunday service with all funds being donated to Macmillan Cancer Care. The PCC agreed that this could go ahead on Sunday, 24 September with the tables being reorganised following the Afternoon Tea event on 23 September.

Architect's appointment – Young Lee reported that the church architect, James Ford, had been appointed following a good interview and that he will be carrying out the Quinquennial Inspection within the next couple of months and would assist with a Faculty application for the heating installation.

H4BD Night Shelter – a proposal had been received requesting that the PCC consider the possibility of St Erkenwald's hosting the Night Shelter for one night a week when it recommences in November. The PCC agreed that there was the need in the first instance to contact the church insurers and ask them for their conditions, if any, for hosting the Night Shelter. The matter of communication within the Night Shelter organisers and those that are volunteering/assisting to run the shelter was raised and suggest that it needed further investigation. Young Lee informed the PCC that he would be attending the H4BD AGM on 13 September when the recommencement of the Night Shelter would be discussed and invited any member of the PCC to join him at the meeting. It was suggested that as an alternative to running the Night Shelter from St Erkenwald's that it would be run from the United Reform Church with the support of volunteers from St Erkenwald's and Young agreed to discuss this with the URC. The PCC agreed to discuss this matter again at their next meeting on 27 September.

Young Lee reported that St Erkenwald's had been left a legacy from Pauline Duggan of £30,000 on the condition that this money should be used for outreach and not maintenance. The PCC agreed that this money once received should be transferred into the fund so that it is ring fenced for outreach.

Reports

Kitchen – Gill Eaton reported that progress had been slow due to the summer holiday period

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and technical issues to get everything in place for the kitchen to be signed over for regular use. However, the Kitchen Committee were working getting the kitchen ready for use at the end of September/beginning of October. Gill also reported that the Ministry Maintenance Team would be asked to carry out the small items of snagging that were required and that Linda Zussman would be coordinating this activity.

Barking Churches Unite

Theresa Ibrahim reported BCU would become a charity with trustees and that she had been invited to be a trustee. Theresa also informed the PCC that the Source which is run by H4BD during the day time in Vicarage Fields, Barking is expected to have 10,000 visits next year but that unfortunately the funding for it was running out and it is anticipated that it will only be able to survive for another three months. Theresa suggested that the PCC might consider offering a donation for the running of The Source.

➤ 27 SEPTEMBER, 2017

Young Lee opened the meeting by reading from Ephesians 5 vs 8 – 10.

Matters arising from the Minutes of 17 July 2017

A sign for the kitchen/snagging – Caroline Blake has received the signage and will put it up once the area has been cleaned.

Reorganising of contents of cupboards in the church – Young Lee reported that this activity had been carried out during August and the cupboards had been successfully reorganised and as they are suitable for continued use, will not be replaced.

Health & Safety/Safeguarding meeting – to be arranged.

Review of church literature – Young Lee to organise a meeting of the project team.

Hearing loop system in the church – Young Lee reported that the cost of purchasing a special cable with the installation of anchorage points for it would be £660.67 without labour. As this work is connected with making the church accessible, the PCC suggested that Debbie (Office Administrator) be requested to contact the Diocese to see if there is any funding available for this type of work.

Life Groups – Young reported that these are launching in November and it is anticipated that they will meet on weeks 2 and 4 of the month. It was agreed that a signing up sheet should be placed at the rear of the church where people can indicate their preference of a geographic location.

Appointment of a PCC Secretary – Gill to take forward with suggested church member.

Luxury Afternoon Team – Young confirmed that we contributed £250 towards this event and the Afternoon Tea group contributed £250 which was an extremely generous gesture and blessing to those attending.

Stay & Play – Young confirmed that a charge of £1 per family was being made for refreshments.

Macmillan Cancer fund raising – Yvonne Barnaby confirmed that due to timescales it was not possible to organise this event for September but that she would organise this for next Spring.

Quinquennial inspection – Caroline Blake confirmed that the electrical PAC testing has been arranged.

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Kitchen snagging – reported that this has been completed by Bill Dear and Linda Zussman. The PCC conveyed their thanks to them both.

Health & Safety

Caroline Blake reported that there had been no accidents or injuries.

Caroline reported that:

Health & Safety hazard tape: this is still to be ordered.

Reset key for the fire alarm – will follow up with Debbie (church administrator) to investigate and order a key.

Uncovered radiator pipe near the rear main entrance to the church – lagging tape to be put around the pipe. Young Lee to organise before the Stay & Play group commence meeting. 2 metre lanyards have been purchased for roof access to replace the 6 metre lanyards current used which are too long.

Youth, Children & Safeguarding

Young Lee reported that the Youth and Children's activities had been reviewed with Anne Dear, Caroline Blake and Georgina Eaton. There was agreement that:

Selfie for God is running well – no change required.

Energy – this will now be meeting once a month on the second Friday of the month.

Third and fourth Fridays of the month would be used for the youth and children to prepare for the All Age Worship Sunday service which was changing to include a special drama with related craft activity and teaching.

Finance

Yvonne Barnaby reported the following:

- General Fund = £9,329.57
- Oasis = £3,862.78
- Yvonne will be meeting the NDFO and will request that a budget forecast for the next four months is produced to show the projected income and expenditure as well as a proposed budget for 2018 is available to present to the PCC at their next meeting on 15 November, 2017. Currently the projected financial situation to the financial year end is:

- Projected income = £19,300
- Projected expenditure = £19,765

Yvonne explained that the projected financial situation demonstrates that the church is just about breaking even and that expenditure from now until year end will have to be monitored.

Yvonne Barnaby suggested and the PCC agreed that the collection plate should be more actively promoted rather than just left at the rear of the church. Young Lee suggested that children should be encouraged in the discipline of giving and that he would ensure that the Welcomers are asked to take the plate to the front of the church at the end of a service and pass it to the service leader in order that an offering thanksgiving prayer is given for the collection. Young Lee agreed to put a notice in the news sheet regarding the collection and giving.

The PCC agreed that there should be a Harvest Thanksgiving service during October where members would be asked to consider giving a one-off gift towards the essential maintenance of the church following the quinquennial inspection eg the roof repairs, electrical testing etc.

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Distribution of Tithe – Yvonne Barnaby explained that there was no surplus in the accounts to distribute as a tithe. Young Lee suggested that this is a subject that would require an in-depth discussion and prayer. It was agreed that this subject would be on the

agenda for the PCC breakfast meeting on 21 October, 2017.

Fola Thomas recommended to the PCC, following a suggestion from the Fabric & Finance Committee meeting that the remaining money for world emergencies in the CCLA fund of £843.99 is given to the appeals for the earthquake in Mexico and the hurricane destruction in the Caribbean via UNICEF. The PCC agreed to this suggestion of giving to these appeals.

Vicar

Young Lee reported on the following pattern of Christmas services:

- 1/12/17 - Christmas tree delivery.
- 9/12/17 – Christmas party for children and young people.
- 17/12/17 – 1030 hrs Morning Worship and PM - evening Carol Service
- 24/12/17 – 1700 hrs – Christmas Eve nativity and 2300 hrs – Midnight Holy Communion
- 25/12/17 – 1000 hrs – Christmas Day service

H4BD - Night Shelter – the PCC agreed to Young Lee's proposal that St Erkenwald's personnel work with Kings Church at the URC venue to host the Night Shelter.

Young reported that the Men's prayer group that meets on the first Wednesday of the month would be joined by King's Church in a joint effort to reinvigorate this group.

Children and Youth training – Emma from the Deanery will be leading a training session in St Erkenwald's church on Wednesday, 4 October 2017. All those involved in the Children and Youth work will be invited to attend.

Reports (only as necessary)

Fabric and Finance Committee

Church Lighting – reported that three LED lights are not working and advice had been received that their connections should be checked. Young Lee suggested that he and Bill Dear would check on the connections and report back if further action is required.

Tea urns – these are not working and Debbie (church administrator) is following up.

Microphone – Young Lee reported that one of these is not working.

Cleaning day – Cleaning team to organise.

Barking Churches Unite and H4BD

Theresa Ibrahim reported that LOB match funding of £7,500 had been received. This will provide sufficient funding for the Source until the end of this year and in the meantime, there had been a refurbishment of the premises.

Any Other Business

Fola Thomas raised the suggestion of having wider church discussions on topical issues in life groups or perhaps a special meeting in order to receive guidance on various "topical" or controversial issues. Young Lee confirmed that it would be better if there are organised discussions which are led as required by a person with expertise in that specific area to which all church members are invited. In this respect, Young confirmed that he is organising a meeting on "sexuality" to which he will invite

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a speaker who has known expertise to lead a discussion about this matter.

➤ 15 NOVEMBER, 2017

Young Lee opened the meeting by first providing a definition of faith attributed to John Patten which was an encouragement to "Lean your whole weight on Jesus" and this was followed by Psalm 124 and the opening prayer.

Matters arising from the Minutes of 27 September 2017

Signs for the kitchen/snagging – Caroline Blake will put all signs up.

Health & Safety/Safeguarding meeting – to be arranged early 2018.

Review of church literature – Young Lee, Gill Eaton & Victoria Neal to meet week commencing 20th November 2017.

Hearing loop system in the church – Young Lee reported that the cost of purchasing a special cable with the installation of anchorage points for it would be £660.67 without labour. Debbie has now checked with the Diocese, who advised that this would be something that the PCC would have to fund. The PCC discussed how the recent Harvest thanksgiving contributions would be spent but were advised that donations were still being made and once there was a final figure; priorities for the spending of this fund would be identified. The PCC agreed to the suggestion that other avenues of funding could be explored, as this work is connected with making the church accessible and Frances Ellis was encouraged to explore these.

Appointment of a PCC Secretary – Nothing to report at this stage.

Luxury Afternoon Team – Victoria Neal, on behalf of the Afternoon Tea Group thanked the PCC for the generous donation on £250.

Finance

Yvonne Barnaby reported the following

- General fund as at 5 October, 2017 = £14,108
- Oasis fund = £3,862.78
- Yvonne has now met with NDFO and has been working on the proposed budget for 2018. The forecasted figures are as follows
- Forecasted income = £62,000
- Forecasted Expenditure = £78,360
- Projected Deficit = £16,360

The PCC discussed about ways to increase income by way of fundraising activities. This idea will be explored in greater detail at a proposed PCC breakfast to be held in February 2018, when at that time a fundraising proposal and programme will be put in place. Young to organise.

Yvonne Barnaby enquired about how the Play and Stay income is currently being dealt with. At the moment money is collected and kept separately which was not desirable and it was agreed that as a matter of good practise, this income and expenditure should be identified in the accounts. Yvonne Barnaby to take forward with NDFO/Young Lee.

Distribution of Tithe – A proposal was made to rescind the previous minute regarding tithing from our general fund and consider giving for mission. The PCC agreed to the proposal that

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the previous minute which stated that there would be an annual general tithe of 10% from the general fund would be rescinded due to a major change in our church finances during the intervening years. The PCC were asked to agree that the tithe as previously constituted would be replaced by giving £2,000 per annum for mission to different charities from the general fund.

The PCC noted that this would be a step out in faith as it will be difficult to meet this sum for mission each year but recognised that this was the action that should be taken. The criteria for deciding how charities are selected to receive donations from St Erkenwald's will be discussed at the PCC breakfast in February 2018 with input from Fola Thomas.

The PCC agreed to the proposal with Theresa Ibrahim abstaining due to a conflict of interest, that in the financial year ending 2017 the sum of £250 each would be donated to the Source and the Night Shelter with this money being topped up by the "plate" collections (excluding envelope giving) from the Christmas Carol Service and the Christmas Eve services being split equally between both organisations.

Health & Safety

Caroline Blake reported that there had been no accidents or injuries to report.

Caroline Blake reiterated the importance of pointing out fire exits and the fire evacuation procedure at the beginning of every event held in the building.

Vicars Report

Young Lee gave an update on the pattern of Christmas services:

- 1 December - Christmas Tree delivery

- 2 December - Christmas tree and church decoration
- 9 December (am) - Who let the Dads out Christmas Party
- 9 December (pm) - All Age Bring and Share Christmas Party to include games and crafts time from 3pm - 7pm
- 13 December - Stay and Play Christmas party
- 17 December - Morning Service and Candlelight Carol Service from 5.00 pm
- 24 December - No morning service. 5.00 pm Christmas Eve celebration carols and sketches. Fola Thomas to organise refreshments.
- 31 December - Morning Service

Life Group Update

Initially these groups were going to be held in conjunction with Kings Church but the format of meetings still needs discussion. It has been decided that St Erkenwald's life groups would begin in the New Year on the 2nd and 4th weeks of the month. Life groups would meet centrally at the church with meetings consisting of worship, 15 mins of teaching and then break into committed small groups.

Future Church Growth

Young Lee will put a piece in the newsletter and include the encouragement for church growth as part of his sermon series in the New Year.

Building Initiative

A letter had been received from the Bishop of Barking which suggested that there was the possibility of feasibility monies being available in relation to building new housing on church land. The PCC discussed this proposition and agreed that the relevant parties would be invited to a PCC meeting to give a presentation on what it could mean for St Erkenwald's.

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Reports

(1) Fabric and Finance Committee

- Church Lighting – reported that three LED lights are not working and advice had been received that their connections should be checked. Young Lee suggested that he and Bill Dear would check on the connections and report back if further action is required.
- Tea urns – Young Lee to contact manufacturer directly.
- Cleaning day – Noted that Frances Ellis is currently the only member of the cleaning team but will be meeting the church cleaner with Young Lee for a walk around the church and a general update. The PCC noted that a cleaning day for the church needs to be arranged in spring just before Easter.

(2) Barking Churches Unite and H4BD

- Theresa Ibrahim reported that LOB match funding of £7,500 had been received and reported that the Source is getting busier and there is the possibility of an additional person being employed to assist.

(3) Churchwardens

Gill Eaton reported that a comprehensive Quinquennial Report had been received from the new Architect which assumes a five year plan and does not contain any building maintenance which requires immediate attention. An executive summary was given to PCC members and it was suggested that the PCC should explore what essential work is required during the next two years. In the meantime, it was recommended that roofers would be invited in the spring to inspect the various church roofs and gutters and provide

quotations for repairs as well as an electrician requested to provide an electrical condition report. Caroline Blake to provide names for roofing contractors and suitably qualified electricians.

➤ **21 FEBRUARY, 2018**

Young Lee opened the meeting by discussing the death of Billy Graham today and his life as an Evangelical leader. This was followed by a reading from Philippians Ch 5 vs 13.

Minutes of the meeting of 15 November, 2017

Signs for the kitchen/snagging – Caroline Blake will put all signs up.

Health & Safety/safeguarding training – to be arranged for mid-April/early May.

Review of church literature – Young Lee, Gill Eaton & Victoria Neal to meet to discuss this matter by Easter.

Criteria for selecting charities to support by sending donations – this will be a PCC agenda item led by Fola Thomas.

Life groups – Young reported that numbers at evening meetings are not as large as anticipated but the morning meeting is well attended.

Church lights – Fittings to be checked by David Blake (Electrician) when PAT testing takes place.

Church Cleaning – Frances Ellis and Young Lee to meet Aleasha Barnaby (cleaner) for a walk around the church and general discussion. Young to arrange.

Church cleaning day – this will be held before Easter and agreed that the date for this event

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will be Saturday 17 March, 2018. This will be advertised in the bulletin and announced in services.

Electricians and Roofing contractors to be approached for quotes for inspections and works suggested in the Architect's Quinquennial survey report. Caroline Blake to supply suggested tradesperson's names and addresses.

Finance

Yvonne Barnaby reported the following

- General fund as at 5 January, 2018 = £10,864.42
- Thanksgiving = £1,070
- Year end – yet to be audited but the accounts show that we have broken even and appear to have spent less during the past year.
- Projected income and expenditure for 2018 – PCC to be updated.
- Parish share for 2018 = £3,185.24 per month and annual sum is £38,222.88.

Sound desk

Fabric and Finance committee had discussed this at their meeting and prices had been obtained following the visit made to the Good Shepherd Church (COGS) to listen, observe and discuss their sound system with their lead for this ministry. Prices ranged from £1,465 - £2,167 for new digital system desk equipment with the higher end of the range having more facilities for extra channels and therefore "future proofing" the sound desk. Young Lee informed the PCC that it had been suggested that there might be a way to resolve the current issues with a different approach. Young will be

involving others in the ongoing discussions and will invite Mark from COGS to attend our church to assist with an assessment of what we have currently in place and what we might need.

London Mayor's Fund Building Initiative – the PCC had agreed that Thomas Ford should be the architect appointed to assist St Erkenwald's to develop plans for the spare land where the church hall once stood for a development to provide more housing but also provide some more facilities for St Erkenwald's church. It had been recommended that in order to get decisions from PCC members and the church membership as well as passing on information quickly, that a sub-committee be formed for this project and it was suggested that this role was suitable for the Fabric and Finance Committee to take over but invite FMT members to join them as well as Derek White due to his professional expertise in building and architecture.

Young suggested to the PCC that it would be good to meet Canon Jeremy (Vicar at St Paul and Peters at Stratford) on 28 February in church who is leading on the financial part of the scheme and any implications for churches. This meeting will be used to learn more of the financial background and would provide a good opportunity to ask questions. Another meeting would be booked to meet the architects on 14 March, 2018 in church. To assist in guiding the discussion at the meetings, the PCC completed a session where their hopes, aspirations, vision and hope for what the new building could offer by way of outreach facilities.

Health & Safety

Caroline Blake reported that there had been no accidents or injuries to report. Caroline also reported that the safety signage would be put up around the church and the problem with the main lights was being dealt with.

ST ERKENWALD'S CHURCH, BARKING
Secretary's Report on the proceedings of the
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Vicars Report

Review of Christmas services 2017 – the PCC agreed that the publicity was unsuccessful and that other means of publicity would be used for 2018 eg a banner hung on the church outside, advertisement on Facebook where a “booster” option for £5 can be purchased to send an invitation to Christmas services to all those in the surrounding area. Christmas decorations – other options will be sought due to time constraints and less volunteers to assist in putting them up and taking them down. The PCC suggested that options such as less decoration and alternative decorations such as the large wooden cross being suitably attired and illuminated for Christmas could be considered. The Stay & Play Christmas party and All Age Christmas Bring & Share Christmas party were successful events and the PCC thanked Anne and Becky Dear for all their hard work with the games for the All Age party. It was agreed that this format should be repeated. The numbers attending the Carol Service were disappointing but the PCC suggested that this could be a result of holding two services on one day which was unavoidable and will not be the case this year. The early evening Christmas Eve service had been successful but some useful adjustments will be made to the next service especially the inclusion of more input from the younger children and the Midnight Communion service had been thoroughly enjoyed by all who attended with many commenting on how they had gained much from attending this service.

Review of Stay & Play – Young Lee reported that these sessions were growing with 15 new members and that on the date of this meeting this had been attended by 37 children. Young gave thanks to the team who support this group and do such a great job

Easter Services – Young Lee reported that there would be:

- Stay & Play Easter party
- 24 March, 2018 - Easter “Messy Church”
- 29 March, 2018 - Maundy Thursday Agape Meal
- 30 March, 2018 - Good Friday service “Hour on the Cross” from 2 pm – 3 pm
- 1 April, 2018 - Easter Sunday – Holy Communion, Infant and Teenage Baptism in font and pool respectively.

“Fun” Raising – Fola Thomas reported on the International Food Event that she was organising on Saturday, 21 April from 4 pm onwards and advised the PCC that she had formed an organising committee who would be coordinating and contributing to this event. Fola had begun advertising this event and was advising people that all money raised will be donated towards the purchase of the new Sound desk for the church.

Reports (only as necessary)

Fabric and Finance Committee – nothing to report.

Churchwardens - nothing to report.

OTHER INFORMATION

Deanery Synod

When a meeting of the Deanery Synod precedes a PCC, a report is given but please see the “Deanery Synod” report for more details.

ST ERKENWALD'S CHURCH, BARKING

Secretary's Report on the proceedings of the Parochial Church Council 2017 - 2018

Correspondence

At each meeting there is an item to include information about letters the church has received. Often these are received from the Diocese but sometimes from local clergy or church members. There are too many to include every item, especially appeals, so those included are at the discretion of the Chairman.

Information

The Minutes of the meetings are sent to PCC members after each meeting with "actions" detailed.

PCC business is communicated to church by way of the weekly bulletin and announcements in church. Church members are encouraged to ask for more details if they wish and write letters on any matter, to the Chairman and/or Secretary.

Notices of meetings are posted on the notice board near the main church door and after the Annual Parochial Church Meeting; results of elections are pinned up.

Anyone wishing to know more about the work of the PCC is encouraged to enquire.

CONCLUSION

This has been yet another busy year for the PCC and has once again been a period of decision making, transformation and looking forward whilst working with the Focal Ministry Team when appropriate. The Lord has been with us and it has been an exciting and developmental time for us all.

We have taken forward the various decisions to further transform our building here at St Erkenwald's; even though some works have

been slower and more problematic than anticipated. We continue to strive towards replacing the sound system and renovating the heating system amongst other projects which will assist us greatly as we go forward in our involvement with the local community. There have been some extra meetings with much business transacted and some exciting topics discussed such as the London Mayor's Fund Building Initiative.

The PCC has continued to have papers for its meetings circulated electronically as well as those for the APCM.

It's been a challenging year for me as I have unexpectedly remained PCC Secretary whilst being a Churchwarden at the same time and learning the fundamentals of that role. I would like to especially thank my family for continuing to support me in my church roles; especially as there have been more meetings than usual and other additional pressures. I thank those too within our church family who have assisted and supported me throughout the year in any way they can to carry out my duties and would like to especially thank our office administrator, Debbie who makes such a difference and provides such an efficient service, Pipa for all her work with inputting notices into the weekly bulletin as well as Derek, Yvonne and Young as well for supporting and working with me in such a wonderful, collegiate, prayerful way with God at the centre.

I thank the Lord for this opportunity to serve Him.

Gill Eaton (Secretary - temporary) to the PCC)

*"Whatever you do, whether in word or deed,
Do it all in the name of the Lord Jesus,
Giving thanks to God the Father through him"*

(Colossians 3:17)