

ST ERKENWALD'S CHURCH, BARKING
Secretary's Report on the proceedings of the
Parochial Church Council 2018 - 2019

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.

Below is a resume of the main business of each of the PCC meetings held during the last twelve months.

23 MAY, 2018

Young Lee opened the meeting by welcoming the two new PCC members, Tracy Harris and Palma (Tass Parchment) to their first PCC meeting. This was folled by a reading from Mark Ch 4 vs 34-38

Matters arising from the Minutes of the meeting held on 21 February, 2018

Signs for the kitchen – Caroline Blake to put all signs upon 27.5.18

Health & Safety/safeguarding – Training to be arranged. Diocese has made changes.

Review of church literature – Karen Marais Keen to be involved.

Criteria for selecting charities to be supported by way of donations. This will be a PCC agenda item led by Fola Thomas. Christians against Poverty suggested.

Church Cleaning – separate meeting to be held. More discussion needed

Electricians and Roofing contractors have been approached for quotes relating to inspections and works suggested in the Architects Quinquennial survey report

Health & Safety

Good practice has led to a Health & Safety reports being delivered to the PCC each time it meets.

Caroline stated that there was one accident reported but was not recorded in the accident book. It was reiterated the importance of all incidents being recorded. Young Lee and Caroline Blake to meet

Finance

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 April, 2018:

General fund = £9,851.14

Oasis Fund = £3,862.78

“Fun”raising – International Food Festival raised £1,485.20

Tech fund currently stands at £2,192.30

Young Lee thanked Fola Thomas for organising and planning a very successful event.

Vicar

Feedback on Easter Services 2018 –

Young Lee reported that he felt that something was missing from the Maundy Thursday Service and there was a lack of focus, with more emphasis placed on the bring and share meal. The Good Friday Service went very well and received positive feedback re the content. Easter Sunday service included several baptisms and was well attended

Building Initiative – An updated plan had been received. This was discussed both at

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Finance & Fabric Committee and with the Focal Ministry Team. It was agreed that neither plan was appropriate.

Caroline Blake has undertaken some research into the possibility of erecting a mobile structure in the car park, which would provide well needed community space. Costs to be researched.

GDPR – Young Lee introduced a paper and explained the requirements of this new legislation that comes into effect on 25th May 2018. Deborah Cornelius-Powell will be the designated Data Protection Officer and will be responsible for the safe keeping of all parish data.

Confirmation of Focal Ministry Team members and Election of Officers

Focal Ministry Team – Bill Dear, Lorraine White, Georgina Eaton. Yvonne Barnaby has stepped down. She was thanked for her dedicated service and commitment to the team.

Election of Officers:

Vice Chairs of the PCC:

Church wardens: Gill Eaton/Peter Keenan

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.

PCC Secretary: Position is currently vacant as there have been no volunteers to undertake this role. Deborah Cornelius-Powell, will trial the position.

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

Caroline Blake, Yvonne Barnaby, Gill Eaton, Fola Thomas, Pam Leech and Peter Keenan

Cleaning Committee (Adhoc)

Frances Ellis, Janet Reed, Young Lee

Dates for PCC meetings

Business meeting dates were agreed as:

PCC breakfast – dates to be advised

Business meeting dates:

23 May, 2018

18 July, 2018

26 September, 2018

14 November, 2018

2019

27 February, 2019

APCM - 28 April, 2019

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

Deanery Synod – minutes to be circulated.

Churchwardens – Churchwardens will meet with the vicar on the first Monday of each month and report back.

Any Other Business

No items of any other business received.

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18JULY, 2018

Young Lee opened the meeting by reading from John Chap 5 vs 1 -15. He urged the group to fix their eyes upon Jesus so as not to drift away.

Matters arising from the Minutes of 23 May, 2018

Review of church Literature – Young Lee and Karen Marias have been working together to develop the notice board. As a part of the ongoing work it is necessary to have a group picture of all existing PCC members. Group photograph to be taken at next PCC meeting

Church Cleaning – The cleaning committee met with Aliesha Smith. It was agreed that she would do one extra hour per week, and one additional hour per month for deep cleaning. Cover arrangements for annual leave and sickness was discussed and it was agreed that a notice should be put in the weekly bulletin, inviting interested parties to apply.

Correspondence

None received

Health & Safety

Caroline Blake reported that there had been no incidents or accidents recorded in the last reporting period..

The Health and Safety Policy is being reviewed. A copy of the policy has been sent to the Vicar and Churchwardens with a view to a meeting in august 2018 reported that:

Cleaning Products are to be left in a locked cupboard and not under the sink or

worktops. A key for the locked cupboard will be placed in a central location and all volunteers will be inducted on the use of hazardous materials.

Gill Eaton advised that Safeguarding was a very big subject for the Diocese, as a result Linda Zussman, the Church' Safeguarding Officer to attend the PCC meeting of 26th September 2018.

Finance

Yvonne Barnaby reported the following as at 5th July 2018

General Fund = £16,132.88

Oasis = £3,821.02

Tech Fund £1,692.00

Tabitha – January to May 2018 - £76.00.

There is an amount of £881.20 which represents income received in the previous year.

Confidential Item: Proposed increase to salaries for Office Administrator and cleaner.

At this point due to any conflict of interest, Yvonne Barnaby, Palma (Tass) Parchment and Debbie Cornelius-Powell left the meeting and were not present during this discussion.

The PCC agreed to review the salaries for the Office Administrator and the cleaner in order that they received the basic London Living wage per hour in order that St Erkenwald fulfilled its obligation as a fair employer which exhibited Christian values. The basis London Living wage is £10.20 per hour.

The PCC agreed to the principle that due to a change of work, complexity and volume that more hours should be offered to the Office Administrator. The PCC also

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recognised that the differential in pay between the Office Administrator and the Cleaner should be increased to reflect the difference in the roles.

Roof and Electrical work quotation

Contractors were invited to provide costs for works highlighted in the quinquennial report.

Roof cover repair works = £1,080.00 plus vat
Electrical Inspection = £1,500.00 plus vat.

Budget for this work ring-fenced from Maintenance/gift day fund.

Church PA sound system - Young Lee, Fola Thomas, and Linda Zussman to meet with Mark Smeed, who will advise on phasing of works. Update to be given at the September PCC meeting.

Carpet Cleaning

A quotation of £245.00 for cleaning the Alter, Isle and Lady Chapel carpets was received and agreed. A figure of £205.00 was also received to clean the carpets in the vicarage. It was agreed that this figure would be paid from the general funds.

Vicar

Building Initiative – Recently updated plan received which recommends 9 units minimum to make scheme work. It was agreed that a list of benefits and potential pitfalls of this new scheme be looked at before presenting to the congregation. An information pack to be prepared, for church members. The architects should be invited to another PCC meeting.

Sunday School – Anne Dear has now stepped down. Rebecca Dear and Becky Cox covering the first and second Sundays
Agenda Item 8

Lifegroups – recommence 2nd week of September focus on the prophet Elijah

Reports (only as necessary)

Churchwardens - Gill Eaton reported back following the recent Archdeacon's visitation. It was a thorough and intense audit of the Parish's policies and procedures and highlighted a number of areas which require attention.

➤ **26 SEPTEMBER, 2018**

Young Lee opened the meeting by reading from 1 Kings Ch 17 v 17 – 18. He reminded the committee that despite Elijah being a mighty man of god, there were things he could not do. He was accused, abused and blamed. He did not react but responded. He maintained a godly attitude and took the time to pray. We too can maintain the same godly attitude when we are feeling under attack by not reacting but responding with prayer, kindness, love and compassion all of which build character.

Matters arising from the Minutes of 18 July 2018

Sound System – The sub group met with Mark Smeed, who suggested undertaking the work in phases. However each phase is costly. The immediate priority was for an update of the hearing loop which could be achieved for a charge of £700.00.

CCTV quotations for Church & Vicarage

Two quotes received
Locktec Security - £2885.00 + vat
Guardian alarm systems £2432.00 + vat
Guardian alarm systems agreed. Before any work undertaken Young Lee to check if funding available from Archdeacons fund to

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assist with cost for work to be done in the vicarage.

"fun"raising – Autumn bazaar 13th October 2018. Sub group to meet to discuss the logistics of the day

Safeguarding Procedures

Linda Zussman explained that she was the main contact for all safeguarding issues and concerns for the church. An official safeguarding poster is to be placed in the church foyer and another identified area. Safeguarding has changed and as a church we need to step up our culture to ensure we are doing the right thing.

DBS – The process has changed CCPAS (Church's Child Protection Advisory Service) responsible for all applications through the Diocese.

Linda Zussamn Lead Recruiter for church. Deborah Cornelius-Powell additional recruiter.

Essential that PCC are fully aware of the implications around safeguarding to ensure the correct processes are followed for the various voluntary ministries at are undertaken at the church.

The Diocese is currently updating all policies and will be providing a range of training opportunities at different levels. All PCC members will be invited to attend training that is appropriate to their needs.

Finance

Yvonne Barnaby reported that there were a number of errors identified on the finance reports and so they were not available for the meeting. Reports to be emailed under separate cover.

Vicar

Building Initiative – A consultation meeting for the whole congregation to be arranged. A Member of the consultative team will be invited to present the options available.

Christmas Arrangements – It was agreed that instead of having a tree this year the cross would be decorated
Decoration date Sunday 2nd December 2018

Family bring and share meal – Saturday 8th December

Carol Service 16th December at 5.00 pm.
No morning service

Week commencing 19th December Carol Singing at Cromwell Lodge

Christmas Eve 5.00 pm contemplative worship and Holy Communion

Christmas day, all age worship for an hour
No decision made for service on New Years Eve

Decorations to be taken down after morning service on 6th January 2019

Reports (only as necessary)

Fabric and Finance Committee – Nothing to report

Deanery Synod – Theresa Ibrahim reported that a Bible Conference is to be held on 13th October 2018.

The Synod has suggested that a payment of £50.00 per annum from every church in the diocese be requested. This would assist with the facilitation and administration of maintaining the Deanery Synod meetings.

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Barking Churches Unite

Theresa Ibrahim reported that the Source' AGM to held on Tuesday 6th November 2018.

Any Other Business

Fola Thomas - reported that the kitchen was often left untidy and in the absence of a working dishwasher, dirty cups were being left in the sink. It was agreed that a reminder would be given to all users and volunteers in the kitchen to maintain it how they would like to find it. She also felt it essential that the church should be actively considering ways of engaging and encouraging the youth in the church to become more involved. A brief discussion was had about the types of funding available to develop children and youth work. This is an issue that will be explored in greater detail at a separate meeting.

14 NOVEMBER, 2018

Young Lee opened the meeting with worship and reminded PCC members that worship helps to refocus us and that as a PCC we are representatives of the wider church family. It is therefore imperative that we ask God to give us clear discernment for the decisions to be made. The scripture reading referred to was John 3 v 16

Matters arising from the Minutes of 26 September 2018

CCTV – Martin Court, Area Dean, cannot release the Archdeacons fund. It appears we will have to wait until the new Archdeacon is in place. Young lee to write to Bishop Peter and Elwyn Crockett

Kitchen – Young Lee personally thanked Phil Harris for all the help he has given in providing a way forward, for the outstanding works required in the kitchen. Phil has identified that in view of the ill-fitting pipe work the current dishwashers are being back filled with waste water. A new dishwasher is to be purchased. Which requires correct installation, to prevent the issues recurring

The Oasis Fund has an amount of £3,821 in the account and it was proposed that the funding for a new dishwasher would come from this budget. An amount of £350.00 was suggested for the dishwasher in addition to the installation and removal costs

Finance

Yvonne Barnaby gave an overview of the current balances as at 5th November 2018
General Fund = £15,115.36
Oasis Fund = £3821.0
The Finance and Fabric committee met prior to the PCC meeting, and the following matters were discussed:
Bazaar – raised £582.20 towards the Techie fund
The Techie fund currently stands at £2433.00
The church has received £458.66 from HMRC which represents the loose change giving.
Gift aid Taxpayers envelopes = £2688.43

Deanery Synod proposed a contribution of £50.00 per annum from each church, to support and enrich the works of the Deanery. The contribution would be used to help with the cost of paying invited guest speakers and other administrative works.

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Charitable giving – It was agreed at a previous PCC meeting that the church would tithe on a monthly basis for our charitable giving. In February 2019, we will know how much and to whom we will be tithing.

The Fabric and Finance committee propose that we donate offering from the Christmas eve Service to Christians Against Poverty and Barking Churches Unite specifically for the source. Each charity would get 50% of the total amount

London Living wage Gill Eaton reported that the London Living Wage had recently been increased, and as a moral employer the Church would like to ensure that their employees are receiving a fair wage. However, in view of the recent streamlining of salaries, and for the purposes of financial planning, this increase would not be implemented until the 1st anniversary of the first time of offering. June 2019

Tracy Harris is the person appointed to cover for Aliesha Smith. At this point Tracy put on note the good work that Aliesha does to maintain the high standards of cleaning to the building
Thanks were also noted for Brian Leech, who was the previous relief cleaner.

Health & Safety

Caroline Blake has resigned from the PCC and a new Health and Safety Officer is required. She has offered to assist the person appointed. Tracy Harris asked what the position entailed. She is happy to trial the post for six months at which time the arrangement will be reviewed.

Vicars Report

“Fun”-raising Update

Bazaar well attended. A good idea to do them on a regular basis
Young Lee felt that for future Bazaar's where tables were purchased, each contributor should give a set percentage of their takings to the church, as the point of the bazaar was to raise money for the church, A big thank you to all those involved in the coordination of a successful day.

Other “Fun”-raising Initiatives:

February 2019 Pudding Club - Frances Ellis to propose date. Avoid half term which commences 18th February.
March Travelling Trends Fashion Show
Other fun-raising initiatives will be discussed at the PCC meeting to be held on 27th February 2019.

Sound System This is a very expensive project which will need to be undertaken in stages. The first phase would be to change the sound desk and then after change the speakers and wiring. Young Lee felt that one of the first things to be done would be to fix the hearing loop at a cost of £700.00. A discussion ensued around the capacity and cost of a sound desk. The options were a 24 channel desk at a cost of £1,858.00 or a 32 Channel desk at £2,499.00. It was agreed that the most cost effective option would be to opt for 32 Channels. Young Lee to meet with Mark Smeed week commencing 22nd November 2018, at which point the proposal would be to change the sound desk to a 32 channel one and fix the hearing loop
Fola Thomas to research the possibility of London Over the Boarder Funding to assist with the cost of undertaking this project.
Young Lee and Fola Thomas to meet.

Building Initiative – A heartfelt discussion was had about this subject, as a presentation was to be made to the congregation on Sunday 25th November

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Young Lee's personal view has changed. Initially he was really for the redevelopment of the church. However through thoughtful pray and mediation he realised that this was not the right thing for St Erkenwald. What really struck him was the fact that as a church we would be unable to grow and expand if housing was built at the back of the church. It was decided that the presentation would not go ahead. Young Lee to cancel Jeremy. Gill Eaton to inform Congregation, that through the power of prayer wisdom and discernment, the PCC decided not to continue with pursuing the building initiative as we have hopes and aspirations for our own hall.

PCC breakfast 19th January 2019 at 10.00 am Brainstorm building for our future and what can be done for our children

Reports

Fabric and Finance Committee nothing to report

Deanery Synod

Theresa Ibrahim made a request for Stewards at the Borough Community Christmas Carol Service taking place at Jo Richardson School on Thursday 13th December 2018

Barking Churches Unite

Theresa Ibrahim expressed heartfelt gratitude and thanks to St Erkenwald and other local churches who give approximately £350.00 per annum which assists with the running of the source.- Barking Churches Unite AGM successful meeting. Christmas witness to be held in Vicarage fields. Assistance required

Churchwardens - No report given

27 FEBRUARY, 2019

Young Lee opened the meeting with prayer, and read from Psalm 27 v 1 - 6

Matters arising from Minutes of 14th November 2018

Safeguarding – Peter Keenan still awaiting DBS registration.

CCTV – Funding for vicarage has been applied for

Contribution to Deanery Synod -

Theresa Ibrahim reported that an account for the £50.00 contribution is still to be set up

Building Initiative – The whole congregation were in agreement with the decision taken at the PCC meeting of 14th November 2018

Finance

Yvonne Barnaby gave an overview of the current balances as at the end of 31st December 2018

General Fund = £17,653.75
Oasis Fund = £3821.02
CCLA Total = £3469.57

The Finance and Fabric committee met prior to the PCC meeting, and the following matters were discussed:
“Fun”-raising £3,960.70, it was proposed that £39.30 be added to bring the amount up to £4000.00 which is to be ring-fenced for the PA Sound equipment. This £4,000 is to be transferred to the CCLA until required.

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A discussion was had about an amount of £1,075.00 which was raised in 2017 towards building repairs. A sum of between £925.00 - 1425.00 to be submitted as church's contribution towards the LOB application for repairs to building £1,000.00 to be ring-fenced towards the cost of security around the external church building.

Health & Safety

Tracy Harris gave an update. She is getting to grips with Policies and Procedures needed.

St Erkenwald policy is comprehensive and is to be reviewed in 2020. There were a few issues that require attention or clarification.

A fire safety check needs to be organised. Fire assembly points published Who are the first aiders and fire Marshall's Training required for identified First aiders and fire Marshalls

The main concern was the use of candles, in particular tea lights with naked flames on tables where there are often young children sitting. It was agreed that battery operated tea lights would be used where necessary. When candles are used on the altar there should be a fire extinguisher ready.

Tracy to do some research on the issue and report back with recommendations

Safeguarding

St Erkenwald to formally adopt National Safeguarding Policy. The main thing around this policy is promoting the Safer Church. The things to be aware of are generally common sense. Linda Zussman currently working on safer recruitment. Safeguarding training is initially online, and then further courses are provided directly by the diocese. All training is mandatory for the relevant personnel and volunteers.

It is imperative that the PCC are fully aware of the risk and responsibilities associated with being members and in implementing the policy. In particular if using social media. If using a facebook site it needs to be approved and there needs to be a named person responsible for all social media posts and use.

Vicars Report

"Fun"-raising Update

£4000.00 in Techie fund, it was agreed that additional sources of funding would be applied for towards the cost of the PA sound equipment, in any application it would be stated that St Erkenwald' contribution would be £4000.00.

The full price for the installation and commissioning of the sound system has been received and the total cost is £15,234.00. It is possible that this price could be negotiated down to £12,000.00 with the removal of non-essential items. The installation time would be 3 to 4 days

CCTV for the Vicarage

Application to LOB City Church Fund for £1,500 submitted. The PCC's contribution will be £1000.00, and an amount of £1,600 will be requested from the Archdeacons Funds. A decision for City Church Fund proposal will be given in April.

General Plumbing Works

The quotation provided by was accepted. It was proposed that the funding for this works should be paid from the Oasis Centre budget as all works needed relate to the kitchen extension.

PCC breakfast 19th January 2019

One of the themes of the PCC breakfast was planning for building initiatives for the church, and engagement and a sub-committee is to be set up.

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Other "Fun"-raising Initiatives:

March Travelling Trends Fashion Show,
risk assessment to be carried out

The possibility of gift days was discussed.
It was agreed that a specific PCC breakfast
meeting would be held to bring forward
outstanding ideas and new ideas into the
mix. A PCC breakfast meeting will be
arranged after the APCM when the new
committee will be convened.

Easter Service update

- Lent course entitled Letters to the Church to run weekly from 12th March, every Tuesday evening at 7.30, or Friday morning at 10.30 am. Study notes to be provided.
- Ash Wednesday service 6th March 2019 at 7.30
- Maunday Thursday 18th April 2019 Simple agape meal of bread, fruit and grapes. Hand and foot washing.
- Good Friday, an hour at the cross – various stations 2.00 – 3.00.
- The idea of Easter Messy Church was considered.
- Easter Sunday normal service time to include baptism.

Offertory Bags

It was agreed that offertory bags would be trialled, as an acknowledgement of giving, as part of the church service. The current practice is that there is a collection plate left at the back of the church. Visitors to the church, are not aware of how to give if they wish to.

Communion

The Bishop of Barking has written a strong letter; the giving of grapes to children at communion service is neither biblical or good practice and is to be stopped with immediate effect..

APCM Sunday 28th April 2019 at 10.30

Reports (only as necessary)

Church Wardens

Gill Eaton reported that the petty cash float was causing lots of problems and was difficult to administer for all different reasons. Gill Eaton & Yvonne Barnaby took an executive decision to stop running a manual petty cash box. All future claims will be paid by cheque.

Deanery Synod

Teresa Ibrahim reported that at the last meeting there was an interesting from an organisation called FACT, which has a boat on blackwater, which offers different activities for children, such as water sports, training residential weekends and adventure courses. She felt that this was something that could be looked into. Clearly recognising the importance of careful risk assessment
Theresa also informed the PCC that the last Electoral roll was revised six years ago and in accordance with policy the current Electoral roll is to be closed and a new Electoral Roll is to be commenced before the next APCM on 28th April 2019
Preachers Course coming up 4th May 2019

Barking Churches Unite

There is a tremendous amount of activity happening with Barking Churches Unite and they have been approached by the Library in the town square to utilise some available space.

The Easter prayer witness will take place outside the source with a prayer garden. The Source will once again host the Trinity Choir on 30th March 2019

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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.

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.

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

This is my first year as the PCC secretary and there have been many hoops that I have needed to jump through. In particular getting these papers ready in a timely fashion. I wish to take this opportunity to thank all the PCC members, for their love, support, encouragement and prayers but particular thanks must go to Gill Eaton, Yvonne Barnaby and Young Lee.

I pray that you as my church family will continue to allow me to serve you as your PCC Secretary.