

Minutes of Leadership Team Meeting held on 23/3/2011 at 8pm in St Michael's Church Galleywood

Present : Andy Griffiths, Anne Gardener, Steve Mack, Sue Kitson, Sally Bevan, Veryan Wilson,
Rosemary Lister, Stephanie Gillingham, Phil Preston

1. Apologies

Jackie Sigournay

2. Minutes and matters arising, including reporting on youth and community worker

The minutes are already agreed, thanks to Sally for producing them.

Viewpoint – Mike Arnold is unwell and therefore unable to be involved in discussions about the future of Viewpoint and the parish magazine. Andy has informed Jane Head, the clerk to the parish council of our position, discussions are ongoing.

Reporting on youth and community worker.

It was proposed that Sue Kitson will provide a 6 monthly report on the work of the youth and community worker. This is to maintain the confidentiality of appraisals which Stephanie carries out as her supervisor. All were in agreement with this.

3. Who's standing again

Steve, Sue, Veryan, Rosemary, Phil and Anne are standing again. Andy has been told of 3 other people who wish to stand for election to PCC. We should encourage anyone else who would like to stand for election.

4. Process for Annual meeting

We should distribute the agenda 2 weeks before the AGM i.e. this Sunday.

There will be a wall of thanks where people can write things and people they are thankful for as they arrive. Steve, Anne and Andy are required to give reports. Other people wishing to give reports will be able to do so throughout the coming year.

Hilary will post a list of sidespeople which are the welcome team and the assistant wardens.

5. Draft Statement of Need

Phil has produced a document which explains why we need something big. It is a diocesan requirement to have a Statement of Need (SoN) at the early development stage. The draft SoN should be sent to the Diocesan Advisory Committee, the agenda for their next meeting on 12th April 2011 will be drawn up on 31st March. We therefore need to approve it and send it to them. The SoN that will be submitted eventually with the faculty application will need to be suitably updated to reflect how we propose to meet our need through the BIG Project

Steve proposed we accept the draft SoN as it is, Sue seconded and all were in favour.

6. Prayer
7. Finance

Steve gave out PCC Report 23 March 2011.

£3719.63 had been pledged at the Gift day, Steve was concerned that not many people had made pledges. If we are to embark on the big project we need to know that more of the congregation are behind it.

Accounts for 2008,2009 and 2010 are with the independent examiner. The examiner is concerned that the value put in the balance sheet for 13 Roughtons 2010 should reflect current market value. Steve does not wish to pay around £300 to have it valued. He therefore proposed that if the independent examiner is in agreement he will use the Land Registry Index to work out the value. All were in favour of this.

The examiner would like us to change the way we treat prepayments and accruals We need to apportion costs for items where there is some benefit over the year end between the 2 years.

For example, if Total Butler (as they did this year) deliver oil on 30/12/2010, then most of the oil will be used in the following year, and the costs should be apportioned to reflect this.

For some of our services - water, electricity for example - we now pay direct debit monthly. I have recommended that we do not apportion those between the two years. The Independent examiner is comfortable with this, but asks that I advise you.

The mortgage on 13 Roughtons has always been shown as a loan due after more than 12 months.

The Independent Examiners requires that the payments due in the immediate future be represented as creditors - i.e. the amount which is due in the next 12 months.

Steve therefore proposes

- That we follow the Land Registry option, if the Independent Examiner agrees.
- That we do not apportion those accounts where the supplier requires a monthly direct debit.
- That we follow the Independent Examiners requirement in respect of the Mortgage.
- That we present the finally examined accounts to the Church AFTER the annual meeting. We can do this in a later rolling service. We will need to continue to follow up on the giving anyway.

Steve asked the PCC to consider that at the AGM he will not ask for open questions but let people know he will be available at the back of the church after the meeting to discuss any concerns people have.

Steve will produce 2010 accounts for the PCC to approve at the May PCC meeting.

8. Missions Giving

In the past we have said we will give 10% of any money we receive which is not restricted to missionary societies. Steve has paid 10% of all planned giving to missionary societies. This leaves the unplanned giving. Steve will provide the figures for planned giving and unplanned giving and how much has been given to missionary societies for 2010 at the May PCC meeting. We agreed we do not need to give 10% of money given for the Big Project to missionary societies.

9. Update on continued fundraising events

Andy wrote to the organisations in Galleywood about the idea of a carnival. The parish council are already planning a carnival for the Diamond Jubilee in 2012 and it was felt that people only have enough energy for one carnival in the parish.

Galleywood Theatre Group are planning an Old Time Musical – the church will be given all the profits.

We should appeal for a fundraiser to co-ordinate all the activities.

10. Update on May 8

We have lots of people coming for baptism, first communion and confirmation. There is an Away Day this Sunday for confirmation candidates.

11. Alliances with other churches

Great Baddow are not in a position to form a pastoral community with us

West Hanningfield and Stock are happy to remain grouped with Downham etc

Widford are thinking about it

St Luke's Moulsham and St John's Moulsham are happy to form a pastoral community with us.

We will write to St Luke's and St John's and invite them to a social event. The pastoral communities will be launched in early June at the Deanery Synod.