

## HADLOW ST MARY PAROCHIAL CHURCH COUNCIL

Minutes of the Standing Committee meeting on 19 February 2018, 8pm at the Vicarage

### Present

Rev'd Paul White (PW); Nicky Harvey (NH); Martin Massy (MM); Barbara Smith (BS); David Gater (DG); Judy Gater (JG)  
Minutes, Judy Gater

1. The meeting opened with prayer.

### 2. APOLOGIES FOR ABSENCE

Kelly Parsons (KP); Mark Totty (MT);

### 3. MATTERS ARISING FROM THE LAST PCC MEETING, 15 January

APCM on Sunday 29 April

It was decided that this should start at 11.30am.

Mothering Sunday would be a family Eucharist. NH would produce flyers and make sure that families attending CPTTs and WLTD0 would be invited.

The candles in the Lady Chapel had been attended to, the stand being adapted to take tea lights to avoid wax dripping onto the carpet. Rev'd Christopher Miles had done a great job in adapting the stand.

The PCC Quiet Day had been very much appreciated and would be repeated, perhaps in summer so that the outdoors could be used for contemplation.

The policy for letting the church to outside bodies was discussed. It was generally done on an ad hoc basis with familiar organisations. It was realised that some flexibility was needed when we are approached for one off and unusual needs, such as the recent letting to a film company.

Various conclusions were reached

- Charge for an all day letting should be around £600
- Cost of an evening's letting should be around £250, plus a returnable £150 deposit
- We should charge more in winter to cover heating costs

*This item should be kept on the agenda for the next PCC meeting*

Holiday at Home (HaH) was planned for August. A market stall would be held to raise funds for it. The planned date of HaH would need to be changed because of a clash with another event in church.

The chip and pin machine had been acquired and used.

The Pilgrimage to Canterbury Cathedral took place from 15 – 17 February. The 5 pilgrims were accompanied by another 5 on the first day. They were given a lovely warm welcome at the Cathedral. The

congregation were looking forward to hearing more and seeing the photos.

#### 4. EDUCATION

This would be covered at the next full PCC meeting

#### 5. FABRIC (MM)

The display unit was largely built. There was a discussion about the timing of its installation and the completion of the various displays. The left hand side would show the restoration of the church tower and the right hand side would show church and village history. Plenty of photos were needed, particularly some showing church services and events. An unveiling date of Pentecost, 20 May, was tentatively suggested. Rev'd Nicky proposed that the existing noticeboard could be adapted and used in the children's corner; this was thought to be an excellent idea.

Repair and Redecoration; a plan was being prepared and would be put to the PCC. Some items might require Archdeacon approval or a faculty.

Church Heating. There had been two problems recently

- The frost thermostat had been set too high and the boiler had cycled continuously, leading to unexpectedly high gas bills. This was now rectified.
- The programmer had stuck on OFF recently, leading to a cold church one Sunday. This had also been put right.

Maurice Wong had recently joined the Fabric Committee and was reviewing the control system.

Lighting. The intention was for the upper level lights in the nave to be replaced with LEDs over time.

Sound System. We were waiting for a second estimate. There had already been offers from members of the congregation to help out with costs.

The chair lift was not working due to an uncharged battery. An engineer would be attending to this.

#### 6. FINANCE (DG)

- DG had circulated a balance sheet and SOFA before the meeting.
- There was a small surplus on the accounts in 2017 but it was expected that there would be a deficit of about £6,000 in 2018. Some regular givers had died, others had moved away, and this had an impact on our income.
- DG suggested that we should ask the congregation to consider increasing their voluntary giving; an extra £500 per month would

be needed, which could be met by 50 people giving an extra £10, for instance.

- In view of the predicted deficit it was thought that attempts to build up our reserves should be postponed.
- The preparation of the 2017 accounts was in hand and it was hoped to present draft statements to the PCC meeting in March. They would be emailed to the PCC before the meeting. The independent examiner, David Stephens, would also be looking at the draft report, and any amendments he suggested would be included.
- Alan Knowles would be standing down from his position as bookkeeper. A replacement had been found and Alan was arranging the handover.

## 7. OUTREACH/FUNDRAISING

The minutes of the meeting on 21 January had been circulated and showed a full programme for the year.

The proceeds from the forthcoming curry evening (24 February) would go to general church funds.

## 8. WORLD MISSION (BS)

- BS had circulated minutes from the meeting on 17 January.
- WMC would be running market stalls in June, September and October to raise funds for Children's Society, Mission Aviation Fellowship and Link to Hope.
- Proceeds from Lent lunches would go to support the Community Storehouse in Paddock Wood
- The church Lent project was to raise money to provide solar lights for use in Kibakwe.

## 9. CONSIDERATION OF MISSION ACTION PLAN

Rev'd Paul explained that the PW deanery was being used to trial the Diocese's Parish Action Plan and the Deanery Action Plan. We would look at what we were currently doing and then identify a target to be met within the next 12 months.

## 10. NEW GUIDELINES ON DBS CHECKS FOR ALL PCC MEMBERS

BS had studied recent new guidelines and described them.

Everyone in the church who is involved with the wider congregation needs to follow a training course; there are no exemptions.

The course is in several parts – C0, C1, C2 and C3 are the ones likely to apply to us. BS had already completed C0 and C1 and had booked to do C2.

- C0 is a basic awareness course which applies to vergers, welcomers, choir, bellringers etc. It can be done online and takes an hour or so. It may be possible for this to be run by Rev'd Paul on a group basis.
- C1 applies to those who have contact with vulnerable people. It would need to be taken by churchwardens, servers, pastoral visitors, church administration staff etc. Again this was available to carry out online.
- The C2 course is aimed at those with leadership roles, such as churchwardens, youth workers, all home visitors etc. To take this course it would be necessary to attend at the Diocesan office for half a day.

All this is at the pilot stage at present. It was agreed that we should take every step to comply with the requirements, though the timescale was currently uncertain. *This issue would be discussed further at the next full PCC meeting*

#### 11. NEW DATA PROTECTION LEGISLATION

Rev'd Paul, Rev'd Nicky, BS and Janice Massy were to attend a course at Paddock Wood. As a church we hold several mailing lists and we need to consider carefully how to store or distribute these. A rigorous approach was needed. *This was another issue for discussion by a full PCC*

#### 12. AGENDA FOR THE NEXT PCC MEETING

Mission Action Plan

Safeguarding courses

Data protection

APCM details

Finance Report

Policy for letting church to outside bodies

#### 13. ANY OTHER BUSINESS

Snowdrops

It had been noted by the Canterbury pilgrims that many churchyard have beautiful drifts of snowdrops and there were now plans to plant snowdrops in our churchyard. Janice Massy would check with the Parish Council and arrange planting.

DG asked for approval for an increase in the payment to David Stephens, our independent examiner. It would now be £625. All present agreed with this proposal.

The meeting ended with prayer just after 10pm