

**ST MARY'S CHURCH,
PAROCHIAL CHURCH COUNCIL**

*Minutes of the meeting of the PCC on Monday 16 July 2018
at 8 p.m. in the Upper Room*

1. **Opening Prayer**

Rev'd Nicky welcomed the members of the PCC and the meeting began with the first part of Compline.

2. **Members Present**

Rev'd Nicola Harvey (Rev'd Nicky); Barbara Smith (BS);
Francis Griffiths (FG); Val Newell (VN); Kelly Parsons (KP);
Kirsty Finch (KF); Jenny Hopkins (JH); Julia Miles (JM); Katerina Nixon;(KN)
Michael Payne (MP);

Minutes : Linda Yabsley (LY)

3. **Apologies for absence**

Rev'd Paul White; Martin Massy; NC; David Gater; Judy Gater; Rachel Packham;
Mark Totty; Annie Young

4. **Approval of the Minutes of the Meeting held on 21 May 2018**

The Minutes of the meeting held on 21 May 2018 had been circulated by email for approval and as there were no amendments, the Minutes were formally approved and signed by Rev'd Nicky.

5. **Matters Arising from the Minutes**

Rev'd Nicky asked if there were any matters arising from the Minutes which would not be covered under Agenda Items. Nothing was raised by the members.

6. **Report from Treasurer (DG)**

DG was not able to attend the meeting but had circulated his report to all members of the PCC. It was agreed that if members had any questions regarding his report they should contact DG.

7. **Committee Reports**

The Standing Committee did not meet in June.

Education

KP reported that the Committee had not met since the last PCC meeting. KP updated the meeting on :

Beacon Services - the last Beacon Service before the August break had been well attended. Work on the programme for the coming year would take place over the summer and the services would re-commence in September.

Messy Church - was going well and the next one would be in September but the date had not yet been finalised.

"1WON Residential" - this course is taking place 14/16 September and St Mary's members of the Youth Council will be attending. The weekend is being held at Ashford Activity Centre from Friday night through to Sunday. KP informed the meeting that there was money in the Young People's Fund to cover the cost of this weekend, and asked for the PCC approval for

the cost of £40 per person for the 4 (possibly 5) young people attending from St Mary's, to be taken out of the Young People's Fund.

The PCC APPROVED the cost of £40 per person for this weekend be taken out of the Young People's Fund.

KP mentioned that the Youth Council had been invited to Rochester Cathedral on Christmas Eve - more details would be available at the Residential Weekend. This could impact on our own services at Christmas and the Education Committee will discuss and report back.

Fabric

BS reported that the installation of the new display unit is virtually finished. Items to be contained in it will then be added, i.e. general notices about the church, the tower restoration, information from the Hadlow Tower Visitor Centre, history of the church. Foam boards have already been printed for the left-hand side and middle on which information can be pinned. Stephanie Ingham is overseeing this final part of the installation.

BS informed the meeting that estimates had been received in respect of the redecoration of the interior of the church building. Within the overall estimate of approx £72,000 excluding scaffolding - the costs had been split out to cover the various areas of the church, so that it could be a more manageable project. The report will be discussed at the Fabric Committee and recommendations submitted to the PCC.

In respect of the Quinquennial Inspection, BS had attended the surveyor's visit and, although we will not receive the full report for possibly 3 months, no major issues were raised at the time.

Finance

In DG's absence there was no report from the Finance Committee but matters had been covered in the Treasurer's Report.

Fund Raising/Outreach

The report for this committee, including details of Past and Future Events, had been circulated to the PCC. An update to the report was the successful Variety Evening which had raised £360.

The committee also recommended that £150 be paid to the Scouts for the use of their marquee at the Boot Fair, and this was APPROVED by the PCC.

KF reminded the meeting that St Mary's Bake Off is taking place Sunday, 22nd July from 2-4 pm. Entries will be judged on design and taste, with little decorated spoons for the winners. As this is the first time for such an event, the committee will review its success at their next meeting.

World Mission

BS informed the meeting that the current event is the opening of the Children's Society boxes, which is in progress. KF requested PCC members' help in collecting in the outstanding boxes.

8. **Safeguarding**

BS reported that we are instructed to have a specific item for Safeguarding on the agenda at all future meetings. It was agreed that, in addition, all Committees should have a specific Safeguarding agenda item.

Regarding Safeguarding in general, the meeting noted that by the end of this year, the Archdeacon requires confirmation that the majority of people who have a position of responsibility within the church, have been made aware of their commitment. Awareness courses have been designed by the Diocese with the basic level for everyone holding a position of responsibility within the church and levels above this, to be completed by those having more specific responsibilities.

The basic awareness course can either be done individually on the Diocesan website or as part of one of the group sessions which have been arranged by St Mary's. For those attending a group, BS will make a note of their attendance which will confirm completion of the basic level and for those participating on an individual basis, they should send her a copy of their completion email which has a reference on it. BS will keep a log of individuals and courses they have completed. It was agreed that as many people in the church as possible should be encouraged to complete the basic course.

9. **Paddock Wood Food Bank (PWFB)**

BS reported that Rev'd Paul and herself had attended a meeting with PWFB and it is proposed St Mary's be an agency outlet. Gifts for the PWFB should still be left in church and would be taken to Paddock Wood, as is the current practice. However, we would bring back bags of provisions, of varying sizes, to keep in church for distribution on Thursday mornings between 9.30 and 10.30, during the re-instated Vicar's Hour. The same eligibility criteria as required for PWFB will apply to those collecting bags from St Mary's. The Parish Newsletter and notice boards will be used to publicise the scheme.

10. **Mission Action Plan**

Rev'd Nicky reported that, as previously discussed at PCC, Rev'd Paul was keen to hold an Alpha course, possibly starting in the Autumn for those who attend St Mary's. The course lasts for 10 weeks and is held on one evening each week, each session lasting about 2 hours, including a bring and share meal, a video, and a time for discussion and questions. It would provide an opportunity to deepen our faith and equip us for sharing it. The dates, times etc. still need to be finalised.

Looking ahead, Rev'd Paul thought a further Alpha course, which would be open to the wider community, could be held in the Spring as a Lent course.

11. **Holiday at Home**

JH informed the meeting that details were being finalised and flyers were available. These had been left at Pop In, the Library and there are some in church. The Church Administrator was preparing booking forms for the those wishing to attend.

12. **PCC Secretary**

Rev'd Nicky reported that as yet, no-one had been appointed to the role.

13. **Correspondence**

Rev'd Nicky informed the meeting that there was no correspondence to report.

13. **Any Other Business**

- a) *Market Stall* on 21st July will be in aid of Holiday at Home
- b) *WW1 remembrance* weekend update by Rev'd Nicky - poppy designs were available for anyone able to knit poppies. The church would be open on Saturday 10th November from 10.00 to 4.00 for anyone to come in and tie on their own poppy in remembrance of a family member

- c) *2 designs* by Annemarie Woodward for new pulpit and lectern embroidered Frontals were presented to the meeting and it was agreed that she is asked to go ahead with making these.
- d) *Risk assessment* - BS raised the importance of carrying out risk assessments for activities run by the church and will draw up a pro forma risk assessment form for organisations to use.
- e) There will be no meeting in August.

The meeting closed with the second half of Compline.

Signature

Date:

Addendum

World Mission Committee – BS had circulated details of the visit to Hadlow in September 2018, of two people from Kibakwe.

Meeting dates:

Full PCC - Monday, 17th September 2018
Standing Committee - Monday 15th October 2018