

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

*Minutes of the meeting of the PCC on Monday 17 September 2018  
at 8 p.m. in the Upper Room*

1. **Opening Prayer**

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

2. **Members Present**

Rev'd Paul White (Rev'd Paul); Rev'd Nicola Harvey (Rev'd Nicky); Barbara Smith (BS); Val Newell (VN); (NC); Kirsty Finch (KF); David Gater (DG); Julia Miles (JM); Katerina Nixon (KN); Rachel Packham (RP); Michael Payne (MP); Annie Young (AY)

*Minutes : Linda Yabsley (LY)*

3. **Apologies for absence**

Judy Gater; Francis Griffiths; Jenny Hopkins; Martin Massy; Kelly Parsons; Mark Totty;

4. **Approval of the Minutes of the Meeting held on 16 July 2018**

The Minutes of the meeting held on 16 July 2018 had been circulated by email for approval and as there were no amendments, the Minutes were formally approved and signed by Rev'd Paul.

5. **Matters Arising from the Minutes**

Rev'd Paul asked if there were any matters arising from the Minutes which would not be covered under Agenda Items and the following were indicated.

- **1Won Residential** - KN reported that the weekend had been a success but highlighted the need for new younger people to join the team, to replace the older members who will be leaving.
- **Paddock Wood Food Bank (PWFB)** - Rev'd Paul informed the PCC that a meeting to be arranged with PWFB to discuss the practicalities of paperwork and food supplies. The intention is that food bags will be available at the Vicar's Surgery on Thursday mornings. In response to a question from JM, Rev'd Paul confirmed that the food would be stored in sealed, heavy duty, plastic boxes.
- **Holiday at Home** - Rev'd Paul confirmed that this had been a great success and was enjoyed by all attendees. Thanks to JH for organising and to everyone who helped on both days with the activities, food, transport etc. We are intending to hold a Holiday at Home next year, and the importance of having it downstairs in the church has been noted.
- As a general point, it was agreed that there needs to be a discussion around making meeting facilities easily available downstairs. The Fabric Committee would need to be involved in any discussions.

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

DG had circulated his report and accounts to end July 2018, to the PCC. He drew attention to the break-even situation at the end of July and was able to forecast that there should be a surplus of approx £3.5k at the end of August. However, DG advised that his best estimate of the end-of-year situation was an overall deficit of £2.5-3k, mainly due to the decrease in Gift Aid, and he would be keeping a close watch on expenditure in the second half of the year. DG reminded the PCC that as a charity we cannot run a deficit on

the General Account, but we do have other funds that we can draw on to clear the deficit, should this be necessary.

Rev'd Paul suggested that it would be appropriate to discuss here the Diocesan Consultation on Parish Pledged Offers, which had been tabled for later in the meeting.

DG had circulated all the documents received from the Diocese regarding the new way of calculating Parish Pledge Offers. There was a lot to read and take in but in summary:

*The Parish Pledged Offers would remain voluntary but the Indicative Offers system would use a formula to calculate a fair and reasonable amount which Parishes could afford to pay. The formula would be based on Cost of Ministry Provision + Cost of Diocesan Parish Support + Future Ministry and Wider Diocesan Mission. (Ministry costs £41.0k, Diocesan Support Costs £9.6k and 50% of Residual Net Income). In calculating the the Indicative Offer for 2019, the Net Income for 2017 has been inflated by 2.5% for two years.*

DG had, in the last two days, received the Diocese's calculation, under the proposed new formula, of what Parish Pledge St Mary's would be required to contribute and these would be £61.5k for 2019; £63k for 2020 and £64k in 2021. We already contribute 60% (£60k) as a Parish Pledge each year and DG felt that with further possible decreases in income, we would not be able to meet the new amounts.

Following discussion of the new Indicative Offers System, it was agreed that Rev'd Paul and DG would respond to the Diocese, citing our difficulties in meeting the new amounts and the fact that our income was at a high point in 2017, and it would be much fairer to take an average of 3 years income on which to base the calculation. The Diocese to be informed that the PCC believed it was not currently feasible, on the basis of likely future income streams, for the parish to contribute a Parish Pledge in excess of the amount paid for the last 4-5 years, viz £60k p.a. Responses have to be with the Diocese by 2nd November 2018.

## 7. **Committee Reports**

The Standing Committee did not meet in August.

### *Education*

KN reported that although a report had not been circulated, the Committee had met twice since the last PCC meeting. The following Agenda items had been discussed:

- Safeguarding
- The Beacon Service and Messy Church, both of which had been well attended
- The Alpha Course
- *Young People's Sunday Groups*

Some Committee members had expressed concern regarding the acronym "CIA" (Christ in Action) being inappropriate in a church context and it was decided to rename the group "JAM" (Jesus and Me).

More people are needed to help with the groups. It would be useful to have a list of people who would be prepared to help out at short notice, to ensure that there are 2 adults with each group at all times. Any such helpers would need to be DBS checked and complete C0 and C1 safeguarding courses.

VN asked if we could make an appeal for more people who would be prepared to help out on an ad hoc basis, emphasising that it would be as helpers only - no preparation would be required. It was agreed that Rev'd Paul would put out an appeal one Sunday morning.

*Fabric*

BS reported that the notice board is virtually finished, with a couple of minor things to be done. All bills have been paid and the unit has been signed off as per our commitment to the Lottery. When the unit is completely finished there will be a service of dedication.

There followed a discussion as to how to improve the space in the corner where the display unit is situated to enable easier access to the unit and make the space more welcoming. It was agreed that the PCC members would think about ways to better utilise the space and these would be discussed at the next meeting.

**Redecoration** - as advised at the previous PCC meeting, a quotation for the re-decoration of the church had been received and is more than we can afford. However, the committee did not feel that it would be appropriate to ask for donations towards the cost at the present time. That decided, the quote for the North Porch and Bell Tower is about £5k (this includes special cleaning and lime based paint - we have to use like for like materials) and this area may be something we could aim to do next year. It is the first area of the church which people see and we should make the best first-impression we can. The Committee recommended that the church itself should be done bit by bit, as funds permitted.

*Finance*

There was nothing further to add, given the financial discussions earlier in the meeting.

*Fund Raising/Outreach*

The report for this committee, including details of Past and Future Events, had been circulated to the PCC.

St Mary's Bake Off had been a success with lots of non-church people attending.

The Poetry and Jazz evening is taking place this Friday.

RP volunteered to update the Church Facebook Page with details of outreach events.

*Memorial Service - Hadlow Remembers*

Rev'd Nicky reported that knitting poppies for the cascade to be created in the church has been really successful with around 700 poppies so far. Further Knit a Poppy sessions are planned for October - RP will put these on Church Facebook page. The church will be open all day on 10th November.

Consideration is being given to keeping the Christmas Tree Festival displays in place until New Year's Day, but this needs planning to ensure the displays are not obstructions during normal services. Rev'd Nicky confirmed that we will be having the large tree as usual.

*Market Stall* - following the success of the craft sessions at Holiday at Home, RP suggested that perhaps a craft session could be included as part of Market Stall each month. The session would be organised by the company she works for. It was agreed that this should start at January market stall.

*World Mission*

**Market Stall - October** This will be aid of Link to Hope. BS informed the meeting that leaflets had been given to the school, and Hadlow College had confirmed they would be taking part again this year. Shoe boxes would be collected on 4th November and a notice would be put in the Pew Sheet. Leaflets would be available and a reminder would be given at the beginning of the service 2 weeks before collection date.

8. **Safeguarding**

BS reported that the C0 training sessions are now taking place and once these have been completed for everyone, then further training, C1, 2 or 3, will be arranged for those people who need it.

9. **Mission Action Plan - Alpha Course**

Rev'd Paul updated the PCC on the plans for an Alpha Course. The intention would be to run a course for church members starting end of January 2019 and continuing for 10 weeks, one evening each week. The middle Saturday of the course is the Holy Spirit session, which is normally over a weekend but in our case will be just the Saturday. This would be held either in St. Mary's or an external location. As the course would cover the period of Lent, there would not be a specific Lent course as in previous years.

Rev'd Paul expressed the hope that in the Autumn of 2019 another Alpha course would be held to which the wider community would be invited. The intention is that Team Leaders for this outreach would come forward from the first course. Training is free and web based, with the provision of Team Leader Booklets.

Rev'd Paul requested that anyone interested in being part of the Steering Group and Working Team to help organise these courses, contact him.

10. **Treasurer**

DG advised the meeting that, after many years serving the church, he wished to stand down as Treasurer after the APCM in 2019. He asked the PCC to let him or Rev'd Paul know of anyone they felt might be interested in the position, as the Treasurer does not have to be a member of the PCC. For information, the Finance Team would continue as is, the new accounting software has been installed and advice is available from Gabrielle and David Lear. Rev'd Paul thanked DG for all his work as Treasurer.

11. **PCC Secretary**

Rev'd Paul informed the meeting that MM had offered to become PCC Secretary. The PCC confirmed the appointment and thanked him for taking on the role.

12. **Correspondence**

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

13. **Any Other Business**

Distribution of communion - it had been brought to Rev'd Paul's attention that some members of the congregation had difficulty negotiating the steps up to the altar to receive communion and after discussion, it was agreed that communion would be distributed in three stages, at the altar, at the nave step and then to those remaining seated. This would begin on Sunday 23rd September.

The meeting closed with the second half of Compline.

Signature .....

Date: .....

***Attachments:***

Treasurer's Report  
Diocesan Consultation documents  
Fund Raising/Outreach Report

**Meeting dates:**

Full PCC - Monday, 19th November 2018  
Standing Committee - Monday, 17th December 2018