

**ST MARY'S CHURCH, HADLOW
PCC STANDING COMMITTEE**

MINUTES OF MEETING HELD MONDAY 15 October 2018

at 8pm at the Vicarage

1. Opening prayer

The meeting opened with prayer.

2. Members present

Rev. Paul White (PW), Rev. Nicky Harvey (NH), David Gater (DG), Nicola Canham (NC), Barbara Smith (BS), Kelly Parsons (KP), Martin Massy (MM, Secretary)

Apologies for absence: N/A.

3. Matters arising from minutes of last PCC meeting, held 17 September 2018

Redecoration

No further action had been taken following receipt of the estimate from Bernard Stanbridge (quantity surveyor) – insufficient funds available.

Safeguarding

20 people had attended the C0 course. ~38 more people who also ought to take the course would be targeted by letter offering a follow-up session – BS to liaise with Janice Massy, the Parish Administrator.

~15 people would be required to take the next level, C1, which it was felt could also be done as a group instead of individually online. The course is required for helpers in all activities, which could include church watchers and Parish Administrator.

It is recommended that “Safeguarding” should be a substantive item on every agenda – MM to note.

Alpha Course

The initial course to be run in spring for members of St. Mary's would also identify two volunteers as leaders for the autumn course open to all.

4. Vacancies

MM indicated that he planned to stand down as churchwarden at the 2019 APCM. He would, however, consider taking on the role of Treasurer from that date. The question of a replacement churchwarden would be discussed at the next PCC meeting. No responses yet from potential volunteers to act as deputy vergers.

5. Treasurer's Report

DG noted that a regular Treasurer's conference would take place on 17 October.

Indicative Offer (parishes' future contributions to the diocese)

Various clarifications and assurances had been received regarding how the indicative offer would be calculated. As a registered charity, St. Mary's would not be able to give more than it

could afford. It should be noted, however, that lower income at diocese level will result in fewer priests. The Paddock Wood deanery is already expected to lose positions for two priests.

Finances

Cash flow is already difficult and must be managed carefully. The current account balance stands at £4,000. As a result we paid only half of September's contribution to the diocese, i.e. £2,500 instead of £5,000. We expect the next tranche of Gift Aid for 2018 will not materialise until January next year.

DG expects a deficit for FY 2018 of ~£3,000. There are options to help the cash flow situation, which will need to be decided by PCC at the next meeting. Options include:

- Reducing the £5k/month parish pledge to the diocese
- Cutting Away Giving. It was noted that £5.8k has already been given to charities this year. World Mission sub-committee to discuss in November. A final decision on Away Giving could be taken in early 2019 when it should be clearer whether money might in fact be available. Collection from Carols in the Square on Christmas Eve would be split 50:50 between the Paddock Wood Food Bank and either Shelter or Crisis.
- Drawing from the young people's fund, which is a designated fund. It was noted that £1k received from the diocese is restricted for youth work – originally intended for Lighthouse, now available for Beacon.

Reserves

The point was made that we should also be building up reserves; the Charity Commission recommends that each charity should have a Reserves Policy:

https://www.charities.gov.sg/Documents/Reserves_Policy_Guide.doc. Also see <https://www.gov.uk/guidance/charity-financial-reserves>.

6. Education

More volunteers are needed; helpers don't have opportunity to worship.

Suggested that Kelly make an appeal from the front at the beginning of a 10 o'clock service.

It was suggested that when children come down during communion they go to their families instead of sitting at the altar rail, which they do now.

7. Fabric

Heating: Maurice Wong had identified a heating control system called 'tado thermostat' that was felt would meet our needs. Our boiler contractor, John Baker (Intec), has been asked to provide a quote for installing the system.

Sound system: MM had adjusted the setting on the main choir speaker, which will hopefully resolve complaints from choir members that they could not hear what was being said. The loop system was also apparently not working at the moment. MM to resolve with the sound engineer, Neil Kavanagh. MM to confirm with Neil date and time for training on the operation of the new system.

PAT testing: Portable Appliance Testing was last carried out September 2016. MM to check how often it is required. James Menday has been asked to provide a quote for PAT testing.

8. Outreach & Fund-raising

Christmas Tree Festival planned to run 7-16 December. The church will be open over each weekend and during the regular Church Watch, i.e. 2-4pm most afternoons.

The Parish Council-sponsored village Christmas festival is planned to take place on 7 December in and around the Old School Hall. St.Mary's has been invited to take part. NH was keen to have a stall at the festival, which would promote the St.Mary's Christmas Tree Festival and services over the Christmas period; there would be a fun element too to attract attention.

9. Confidentiality

Discussion of the problems relating to the visit by Elias and Nelson from Kibakwe should be kept confidential.

10. Agenda for next PCC meeting

Items for the November PCC meeting to include:

- Discussion of use of the church space, e.g. removing the back rows
- Safeguarding

11. Conclusion

The meeting ended with prayer.

Date of next full PCC meeting 19 November 2018

Signature

Date: