

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

*Minutes of the meeting of the PCC on Monday 19 November 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);  
Martin Massy (MM); Barbara Smith (BS); Francis Griffiths (FG); Val Newell (VN);  
Kelly Parsons (KP); NC; Kirsty Finch (KF); David Gater (DG); Judy Gater (JG);  
Jenny Hopkins (JH); Julia Miles (JM); Rachel Packham (RP); Michael Payne (MP); Annie Young (AY)

*Minutes : Linda Yabsley (LY)*

**3. Apologies for absence**

Katerina Nixon

**4. Discussion of how to improve use of the church space  
(in the body of the church)**

The discussion was held in the church where various suggestions were reviewed and tried. It was finally agreed, as a first step, to concentrate on the carpeted area by the display cabinet. The rows of chairs were taken away and the table moved further along, thus giving a more spacious feel on entering the church and also providing greater access to view the display cabinet and notice boards. The first row of chairs on the right of the church was turned to face the font. It was agreed that the use of church space would be reviewed on an on-going basis.

**5. Approval of the Minutes**

The Minutes of the PCC meeting held on 17 September 2018 and Standing Committee held on 15 October 2018 had been circulated by email for approval and as there were no amendments, both sets of Minutes were formally approved and signed by Rev'd Paul.

**6. 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.

*Paddock Wood Food Bank (PWFB)*

Rev'd Paul informed the meeting that PWFB would be giving us a supply of food which we would hold and distribute. It will be kept in plastic storage boxes (mouse proof), probably in the vestry. It was noted that, despite the Harvest contributions, the PWFB was in need of suitable goods to give out at Christmas.

*Alpha Course*

Rev'd Paul confirmed that the intention was to start the Alpha course at the end of January 2019. This course is intended for church members and would take place on one evening each week for 10 weeks. The evening includes a meal followed by the video and discussion. It is hoped that this course will provide leaders for the Alpha course for the wider community, which will take place later in the year. It was noted that as the Alpha course will run up to Easter, there will be no Lent Course.

**7. Treasurer's Report**

DG had circulated this report to the PCC, prior to the meeting, for their consideration. The report stated that a deficit of £3.5k for the year 2018 was anticipated and contained recommendations from the Finance Committee to mitigate this deficit.

### **Treasurer's Report contd.**

The meeting discussed the recommendations of the Finance Committee, regarding payment of Parish Pledge, transfer of designated funds to the general fund, no payment of "Away Giving" grants during 2019 and that one third of the Carols in the Square collection be allocated to the Church General Fund. As a result of these discussions, it was decided that the Carols in the Square collection should be split equally between the PWFB and St Mary's.

Following the discussions, it was agreed that proposals (i) to (iv – amended as per discussions - ) of paragraph 2 of the report should be voted upon.

The proposals are as follows:

- (i) that the present holding in the designated Young Persons Fund (YOU) currently approx. £1490, be transferred to the Church General Fund.
- (ii) That the normal Away Giving grants (for which purpose in 2018 an amount of £2k was notionally budgeted) be not paid this year.
- (iii) That bearing in mind the cash flow difficulties experienced this year in paying the full amount of Parish Pledge promised to the Diocese (£60k), the intention remains to pay the outstanding Parish Pledge amounts of £5k in each of November and December, **but** on the basis that the cheque payments of £2.5k in both these months be held back until just before the end of December and only then sent if it is clear their release will not bring about a deficit situation. In addition, the September Parish Pledge cheque for £2,500 - which was not sent in September - continue to be held back until such time as it is clear that its release will not cause a deficit situation at year end.
- (iv) That one half of the collection received for the Christmas Eve Carols in the Square occasion be allocated to the Church General Fund.

The proposals (i) to (iv) were presented to the meeting and were all AGREED UNANIMOUSLY.

The meeting then discussed at some length the proposal to increase income by seeking to make greater use of the church premises (possible activities and events outlined in the report) and the various issues this would raise, as detailed in the report. BS stated that the issue of safeguarding would also need to be addressed and our obligations, and theirs, in this respect made clear to hirers

It was agreed to put this item on the Agenda for January, when the issues raised could be discussed in more detail.

DG proposed that discussion of the Budget for 2019 be deferred until the January meeting and this was agreed.

Rev Paul informed the meeting that he had purchased a new card reader, which uses the iZettle payment system. The charge is 1.75% per transaction and there are no monthly rental charges. This would be useful for collecting entry fees for events.

### **8. Sub Committee Reports**

#### **a) Finance**

It was agreed that everything in the report had already been covered.

#### **b) Education**

KP reported that the Committee had decided that there should only be 2 children's groups which meet on Sundays. Primary school children would meet every Sunday except the third, and those at senior schools on second and fourth Sundays. This arrangement would be kept under review.

*Education contd.*

It had also been agreed that the children should go back and sit with their families after communion.

The last Messy church and Beacon services had not been as well attended as before, and attendance at these services will be reviewed. There will be no Beacon service in December and the next one will be January 2019.

JM suggested that these services were publicised in the monthly News Letter and the church Facebook page.

c) *Fabric*

MM reported that the heating controls need to be replaced and we are obtaining a quote for this.

He also stated that he had been in touch with Down to Earth to enquire about trimming the yew trees on the south side of the church to let more light into the church.

Sound System – MM told the meeting that Rev'd Paul was trying out a head microphone to provide a more consistent level of sound than the lapel mics. For anyone using the lectern, the sound level has been set with the microphone on top of the lectern, and so the mic does not need to be moved.

d) *Outreach and Fundraising* – the minutes from the last meeting of the Committee had been circulated to PCC members but KF highlighted the following:

The Poetry and Jazz evening had raised £285 and the Harvest Supper £222.

KF informed the meeting that next year our Harvest event will be a Barn Dance in conjunction with the Village Hall. Costs and profits would be split between us and she had already been in touch with Committee to confirm this.

Women in Harmony/Hadlow Remembers

Ladies Breakfast this Saturday 24<sup>th</sup>.

The Christmas Tree Festival will be held on 7 – 9 December (the trees remaining in place until 16 December). The church will open both weekends as well as during regular Church Watch. We have also been asked to take part in the Parish-sponsored Christmas festival on 7 December in Old School Hall car park.

Next December – it is hoped to organise a Living Advent event for the shops in the village. It is proposed the shops sign up to display "Joseph and Mary" on one Wednesday leading up to Christmas.

e) *World Mission* – BS reported that 3 Market Stalls had been held in aid of charities we support and gave her thanks to everyone for their help.

9. **Church Fees**

Rev'd Paul reminded the meeting that it had been agreed to review the fees annually, the last review being at this time last year. He proposed that the fees be left at the 2018 levels, as these are at the right market level, and reviewed in a year's time.

BS felt that it would be helpful to have a list of the various fees before deciding to leave them at the current level and it was agreed that the item be put on the Agenda for January, before which time MM would circulate to members details of the fees for their consideration.

10. **Safeguarding**

Update by BS – 38 people in the church still need to complete C01 and would be contacted by letter offering a follow up session. BS reminded the PCC that this level is obligatory for PCC members and any who have not yet completed C01, should do so as soon as possible. This level needs to be completed by Christmas. Level C1 is recommended for those people involved in other specific activities of church life and BS would be writing to anyone who needs to complete level C1. It may be possible to hold group sessions for this level, which is more interactive, or it can be completed individually. If anyone has any queries, please ask BS.

11. **Correspondence**

Rev'd Paul confirmed that apart from the documents on the Parish Share, no other correspondence had been received from the Diocese. He also confirmed that no other correspondence had been received which required PCC attention.

12. **Any Other Business**

**Poppy Displays-** Rev'd Nicky gave her thanks to everyone (church people and the wider community) for their contribution to the poppy displays for Remembrance Day and to mark end of WW1. The response had been over and beyond expectations, particularly the number of people who had come in during the Saturday and Sunday when the church was open.

On behalf of the PCC, Rev'd Paul proposed a huge vote of thanks to everyone in the church and parish who contributed to the poppy displays and without whose support this special commemoration would not have happened.

In response to a question, Rev'd Nicky informed the meeting that the poppies would be used to create an altar frontal, and falls for the lectern and pulpit, for Remembrance Sunday each year.

Rev'd Nicky also mentioned that there were no church history leaflets and Janice Massy would be asked to print some more.

**Holiday at Home** – JH reported that a Saturday afternoon follow up had been attended by 22 people and she thanked everyone who helped with this. JH requested that Holiday at Home be on the agenda for the next meeting, so that an update on plans for the 2019 event could be presented.

**Cafe+** - Rev'd Nicky announced that, following on from the group who had met to make poppies, a new group will meet fortnightly on Wednesdays from 1 – 3 pm, providing not only time for people to meet and talk but also the opportunity for craft activities.

KF raised the subject of having a kitchen downstairs in the church and requested that this be included on the agenda for January. Stephanie Ingham (SI) would be prepared to draw up plans and costings, which would be presented to the PCC for consideration and if approved, then MM would apply for a Faculty. KF agreed to confirm this with SI.

13. **Dates of Next Meetings**

Standing Committee	Monday, 17 December 2018 (if required)
Full PCC	Monday, 21 January 2019

14. The meeting closed with the second half of Compline.

Signature .....

Date .....