

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

*Minutes of the meeting of the PCC on Monday 21 January 2019
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); Kelly Parsons (KP); Kirsty Finch (KF); David Gater (DG); Judy Gater (JG); Jenny Hopkins (JH); Julia Miles (JM); Katerina Nixon (KN); Rachel Packham (RP); Michael Payne (MP)

Minutes : Linda Yabsley (LY)

3. Apologies for absence

Nicola Canham; Val Newell

4. Approval of the last PCC Minutes

The amendment to the Treasurer's Report was noted and there being no further amendments the Minutes were approved and signed by Rev'd Paul.

5. Matters Arising not otherwise covered by the Agenda

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

Church Space

The meeting noted that removing the rows of chairs had made people sit further forward, but BS had asked for the Church Wardens' seats to be moved back to their previous positions so that it was easier to carry out Church Warden duties. It would be possible to remove rows of chairs on the front side but the space would then need to be carpeted. It was also noted that Coffee Pots and Tiny Tots would need to be informed of any changes, so that they put the chairs back correctly after the activity.

It was agreed that RP, NC and the Church Wardens should discuss the issue and try to find a solution which will work and meet our needs.

Alpha Course

Rev'd Paul informed the meeting that due to time constraints, it had not been possible for him and Rev'd Nicky to plan for the course and set up a team to organize it. He hoped that it would be possible to hold the course later in the year.

Lent Course

A Lent Course will be held as in previous years, Wednesday evening and Thursday lunchtime. The meeting reviewed two books, "Church and Kingdom" and "The Lord's Prayer" and it was agreed that the Pilgrim Course booklet on The Lord's Prayer would be used. The course would run for 5 weeks up to Holy Week, the first sessions being on Wednesday, 13th March at 8.00 pm and Thursday, 14th March 12.30 for 1.00 start. Rev'd Paul will lead the Wednesday evening sessions and Rev'd Nicky the Thursday ones. The course will end 10th and 11th April and Rev'd Nicky will lead both the Wednesday and Thursday sessions that week.

Lent Course cont'd

Rev'd Paul suggested that the Pilgrim booklet "Church and Kingdom" would be an appropriate study after the Alpha Course.

Sound System

MM reported that further adjustments have been made to the system and the wi-fi bridge installed, so that we are now able to stream music from other devices to the system.

There were no more matters arising.

6. Treasurer's Report

- a) **2018** – DG reported that he did not have the complete detailed figures for the whole of 2018 as, although Duncan Murray had done all the inputting possible, Gabrielle Lear is not able to review these until the end of January. He was confident we would have the final figures for the beginning of February, having reviewed any issues Gabrielle might have. Bearing in mind the actions taken at the November 2018 meeting, DG was still of the opinion that when the final figures were available, taking into account the final tranche of Gift Aid (approx. £4k), we would end 2018 in a break-even position.

- b) **2019** – DG informed the meeting that we are fortunate to have received a legacy of £2.5k, this unexpected money helping to meet early January bills, amounting to £2,725, not taking into account regular Direct Debits nor the amount paid to the Diocese. We do have money in the Capital Reserve Account of about £3k which is not needed for repairs or any other pre-committed work, so we could draw on this.

At the November 2018 meeting, consideration of the budget paper was deferred, so that MM and DG could do more work on the budget for 2019, taking into account our average income of £7.5k. The budget paper based on income of £92k, and Treasurer's comments had been circulated to the PCC prior to the meeting for their consideration. The PCC noted that the Diocese had been told that our Parish Pledge would be £60k but in the budget this has been reduced to £55k. MM reminded the PCC that as Trustees, they must keep expenditure in line with income.

The PCC discussed various of the items on the budget sheet and what funds were available to draw on and our level of Reserves, in the Church Repair Fund and the Capital Funds. MM suggested the drafting of a Reserves policy which could be reviewed annually by the PCC.

DG asked that the PCC approve the budget sheet for use as an aid for the Treasurer and Standing Committee, when considering expenditure and income. This was AGREED.

Rev'd Paul suggested that we inform the Diocese that we are only able to contribute £55k this year, but should funds allow at the end of the year, we will make a voluntary contribution.

It was suggested that the Treasurer and Church Wardens meet more frequently so that the Treasurer is aware of any unexpected expenditure.

Treasurer's Report (cont'd)

As a result of a brief discussion about fees for the RSCM exams, Rev'd Nicky proposed that the Church pay half towards the first attempt at RSCM exams for children out of the Youth Fund. This was UNANIMOUSLY agreed.

The PCC UNANIMOUSLY accepted the budget for 2019.

DG proposed that Mr. Duncan Murray be added to the current list of cheque signatories. This was seconded by Rev'd Paul and UNANIMOUSLY agreed by the PCC.

c) Church Fees

A schedule of the 2018 fees had been circulated to the PCC for their information. Rev'd Paul pointed out that some are statutory fees and cannot be changed, whilst others are at our discretion, which he felt were at the right level.

Following a brief discussion regarding the discretionary fees, Rev'd Paul proposed that the Church Fees for 2019 be kept at the same level as those for 2018.

This was agreed UNANIMOUSLY.

7. Sub-Committee Reports

Finance

All financial items had already been covered in the Treasurer's Report.

Education

KP informed the meeting that the minutes of the last Education Committee meeting were not yet available but that the Committee had reviewed activities over the Christmas period. 40 young people and parents had attended Messy Church which had an Advent theme. Rev'd Nicky is planning for the next Messy Church in the New Year.

Virtual Bible Study Group – this is not active all the time. Advent Studies suggested by Suzy Nibloe were followed and, as always, these proved very stimulating. At the moment there only 4 people actively participating in the Study Group.

Youth Council – as previously mentioned, the Council had attended the Christingle at Rochester Cathedral.

The Committee recognised that some activities are not working well, in particular the Sunday Clubs. Rev'd Paul suggested that a small group be set up to look at this and any views from the PCC would be welcome. The Committee were also considering, as Beacon numbers are down, whether to hold this service on alternate months to Messy Church.

The following points were raised by the PCC:

- There is a big age range within the Sunday Clubs and the older children do not want to be with the younger ones;

Education Committee (cont'd)

- it was good to have tried something different for the Sunday Clubs, but it seems to have caused confusion and is not working from a parental point of view;
- possibly advertising Sunday Clubs and Beacon Service at local primary and secondary schools;
- promoting a Junior choir;
- we should not forget the two activities which are thriving- Coffee Pots and Tiny Tots and Who Let the Dad's Out. These are not services as such but could possibly feed into Messy Church.

Fabric

MM informed the meeting that we now have a more modern and up-to-date sound system than previously. The system also now includes a USB output port. The challenge is to become more familiar with all that the system can do.

Routine fabric maintenance has been completed, i.e. gutters cleared, PAT testing in November 2018, 5 yearly testing of electrical systems undertaken last week.

With reference to obtaining a quote for trimming the 3 yews trees on the south side of the church, MM has now received a quote for trimming approx. 2m round each tree. There are no health and safety concerns but some of the branches are old and in danger of falling off and also it would let more light into the church. The responsibility for the work lies with the Parish Council and MM proposed that we submit the quote of £1,400 to the Parish Council for them to deal with.

This proposal was UNANIMOUSLY agreed.

Outreach and Fund Raising

KF reported that the Committee had not met since the last PCC. She confirmed that the Christmas Tree Festival had raised £704.40 of which £211.50 was due to RP's amazing quilting. A big thanks to RP. Our total for the weekend was £1,004.40.

The next event is this Sunday when the East Peckham Silver Band are holding a concert.

Rev'd Paul thanked KF for all that she had done. He suggested that if we held another Christmas Tree Festival it would be good to plan it so that the trees could be up over Christmas. He thought that we would alternate between the Scarecrow Trail and Christmas Tree Festival. He thanked the Committee for all their hard work in 2018.

World Mission

BS informed the meeting that the Committee would be meeting this week and she will propose that they work on the same basis as last year i.e. choosing a charity for the Lent Appeal, running 3 market stalls as well as certain fund raising events, to make up for the cancellation of the Away Giving Grants.

BS shared with the meeting a request from Alan Knowles for the PCC to consider making a specific donation to the Delhi Brotherhood Society (DBS) in order to increase the amount we send them. Alan has been our link person with DBS. Our donation to DBS has decreased over the years and also DBS has now lost the support of its major American sponsor. However, he felt that more money could not be raised through the

World Mission (cont'd)

church, hence his request. BS met with Alan and assured him that we shared his concerns but that it would not be possible for the PCC to make a donation as there are not sufficient funds available.

It was suggested giving a fund raising talk to the church and then having a special collection the following week. DG said he would be happy to give the talk. It would be possible to do a Market Stall and say a curry evening in support of the DBS, as the WMG aim to have one fund raising event each year. The WMG will discuss at their meeting this week.

8. Re-ordering proposal to add kitchen facilities downstairs

KF confirmed that Stephanie Ingham is happy to do the drawings, costings etc for the project and is aware of the need for a Faculty. She has suggested the best idea would be to have a smaller group of 4 or 5 people who could put forward our "wish list" and she could then make a start. KF suggested that rather than fund-raising we could put together a "Wedding List" of requirements and build the kitchen DIY SOS style. One of the locations put forward was the choir vestry, but JM pointed out if this were to be considered, thought would have to be given as to where to move all of the contents of the room, i.e. robes, music, shelving etc.

MM pointed out that we need to decide what we actually need, taking into account how it will be used, how much it will cost, how to fund it, how we could build it and then submit a Faculty request.

The meeting agreed that Rev'd Paul, KN, KF, KP, RP form the working group and report back to the PCC.

9. APCM plan – dates for reports, meeting

Taking into account that the APCM has to be held by 30th April and Rev'd Paul's availability, it was decided to hold the APCM on Sunday, 14th April at 11.45 in church. MM had received helpful advice from Suzanne Rogers at the Diocese in preparing for the APCM and also for compiling a new Electoral Roll. He was pleased to inform the meeting that David Lear has again agreed to act as our Electoral Roll Officer.

LY will be preparing the APCM booklet and will be contacting those responsible for submitting reports so that a completed Booklet can be approved at the March PCC meeting. It is also anticipated that the Finance Report will be available by then.

10. Holiday at Home 2019

JH informed the meeting that she and Rev'd Nicky would be arranging a date, probably in early August, for the activity which would run for 2 days. As for last year, volunteers will be needed to help with the smooth running of the 2 days and it is hoped that Café Plus will feed into Holiday at Home. PCC members would be welcome to come for coffee or lunch.

11. **Safeguarding**

Rev'd Paul stated that there were no incidents to report.

BS would be sending an email/letter to those people who have yet to complete level C0, some of whom must complete this level in order to remain in their current role within the church. Depending on their role, people will be asked to complete level C1 and BS will be contacting them.

12. **Correspondence**

Rev'd Paul confirmed that there was no correspondence which needed the meeting's attention.

13. **Any Other Business**

MM reported that a letter had been received from the Diocese regarding Copyright Compliance with a form to be completed and returned by the end of February. It was agreed that Janice Massy would be asked to complete the form, confirming that we do pay the CCL Licence fee.

The meeting was also informed that Churches Together in Tonbridge were planning to hold a Sunday Fun Day on 14th July this year. We have been asked if we will be taking part and KF confirmed that the Outreach team are considering this and Janice Massy will be our contact.

The meeting agreed with a suggestion from MM that, as there had been no volunteers to run the February Market Stall, the PCC should take this on.

Rev'd Paul drew the meeting's attention to MM's retirement as Church Warden at the APCM, when he will be taking on the role of PCC Treasurer. Rev'd Paul asked the PCC to prayerfully consider whether any of them might wish to become Church Warden, or if they were aware of someone in the congregation who might be willing to take on the role

14. **Dates of next PCC meetings:**

Standing Committee Monday, 25 February 2019

Full PCC Monday, 18 March 2019

The meeting closed with the second half of Compline



UCAR.

18/3/19