

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

*Minutes of the meeting of the PCC on Monday 18 March 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); Kelly Parsons (KP); NC; David Gater (DG); Judy Gater (JG); Jenny Hopkins (JH); Michael Payne (MP)

Minutes : Linda Yabsley (LY)

3. **Apologies for absence**

Kirsty Finch; Francis Griffiths; Julia Miles; Katerina Nixon; Val Newell; Rachel Packham; Annie Young

4. **Approval of the last PCC Minutes and Standing Committee Minutes**

There were no amendments to the Minutes of the PCC meeting held on 21 January 2019 and these were approved and signed by Rev'd Paul.

There were no amendments to the Minutes of the Standing Committee meeting held on 25 February 2019 and these were approved and signed by Rev'd Paul.

5. **Matters Arising not otherwise covered by the Agenda**

Rev'd Paul informed the meeting that Chris Dench (CD) had been due to attend the meeting but unfortunately cannot be here. However, he will be joining us for the PCC meeting on 20 May 2019. Although CD was not present Rev'd Paul felt it appropriate to inform the meeting that the Diocese has granted his request to take a sabbatical in March, April and May 2020. Six weeks of this will be spent with MAF, somewhere abroad, taking photos and writing stories for their Communication Dept.

The sabbatical will cover 12 Sundays, including Easter, and Rev'd Nicky will be taking the vast majority of the services, with Rev. Christopher Miles taking one service a month, commitments allowing. CD will be on hand to come and help if needed. The sabbatical will allow Rev'd Nicky to gain experience in running a parish and provide Rev'd Paul with the opportunity to expand his ministry.

Rev'd Paul explained that as Rev'd Nicky is not allowed to Chair the 2020 APCM, the new Area Dean, Andrew Axon will be invited to chair the APCM, once a date has been agreed. If any of the PCC members have any questions, they should speak to Rev'd Paul or Rev'd Nicky.

Holiday at Home

JH confirmed that Holiday at Home will take place on 5/6 August 2019 and Doreen and Vanessa have been asked to help JH and Rev'd Nicky with the planning and it is hoped the first meeting will be in April.

There were no further matters arising.

6. **Treasurer's Report**

DG confirmed that in 2019 we will be paying a reduced amount of £4,584 per month as our parish pledge to the Diocese, equating to £55k per annum. The total amount of £11,334 shown in the final accounts for our Gift Aid claim includes the final tranche of £6k, which is yet to be received but is credited to the 2018 accounts.

7. **APCM**

a) *2018 Annual Report & Financial Statements*

The Annual Report & Financial Statements had been circulated to the PCC prior to the meeting and needed to be approved by the PCC and signed by the Chairman and Treasurer, in advance of the APCM. DG explained that he and Duncan Murray had spent a lot of time preparing the Report with the help of our accountants, Gabrielle and David Lear, and thanked them for their time spent helping with the preparation of this year's Report.

DG commented that the first part of the Report is of a general nature and was self-explanatory and no questions were raised.

Regarding the accounts section, DG highlighted that it had been a difficult year and had not ended in a break-even position, as he had previously indicated. The year-end position was a deficit of £7k due to (a) the discovery after the end of the financial year, that about £4k had been mistakenly allocated to income funds. Projections of the year end position had been based on the incorrect income figure. (b) The transfer of other money from "Reserves" was not classed as being 2018 money. This is reflected shown in the SOFA schedule.

DG also pointed out Page 10 – Balance Sheet – which shows the amount in the various funds.

The Report ends with Notes to the Accounts referencing the various schedules.

There was a short discussion regarding how to increase income in 2019, as it will not possible to reduce our expenditure further.

MM stated that as a charity we provide information to the Charity Commission and he felt that the Annual Report should cover as many of our activities as possible so that anyone reading it has a greater appreciation of what we do.

Rev'd Paul stated that he had no problem with the Report being presented to the APCM and there being no objections, the Meeting agreed that the Financial Accounts be signed by Rev'd Paul and DG.

b) *Church Wardens' Report*

This report is included in the APCM Booklet and has to be presented to and approved by the PCC. There were no amendments to the Report and it was approved by the Meeting.

c) *APCM Booklet*

Although the APCM documentation is put on the St. Mary's website, there will be a sign-up sheet available so that MM is aware of those members of the congregation who wish to receive a hard copy of the documentation.

There was a minor amendment to the Servers report to include Olivia Parsons and Rev'd Nicky requested that a note be put in the Music Report highlighting any achievements of the choristers.

There were no further comments on the APCM Booklet and MM requested that any other minor amendments should be given to him in the next couple of days.

d) *Electoral Roll*

MM reported to the meeting that the electoral roll was now closed. The current total was 143 – 27 people who were on the previous role had died, moved away or stopped coming – 34 others had not replied. However, there were 22 new members, some of whom were young people.

e) *PCC and CW election - candidates*

There would be up to 5 PCC vacancies to be filled at the APCM and 1 vacancy for Church Warden. (For information, the nomination forms are in the cupboard by the sound system cupboard.) MM reminded the meeting that with a membership of over 100, there should be 12 elected representatives and 5 people would bring the PCC to full strength. The meeting discussed possible candidates and the benefits of having PCC members from among the young people/Youth Council.

Church Warden – at the moment there is someone who is considering whether to be put forward for the role. Rev'd Paul encouraged members of the PCC to speak to anyone they feel might be suitable for the position.

f) *Finalise Arrangements*

The APCM is held in the church, with refreshments provided between the service and the meeting. MM requested that everyone involved with the APCM knew what was expected of them on the day so that the meeting ran smoothly.

8. Sub-Committee Reports*Finance*

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

Education

KP reported that the Minutes from the last meeting were not available but that the meeting had reviewed the young people's groups and no changes will be implemented until September 2019. Beacon and Messy Church are running on alternate months which is working well. It was pointed out that the Pew Sheet needs to be amended to reflect this. KP informed the Meeting that the study material, although better than before, does not follow the Lectionary. However, Leaders can adapt the material so that the young people gain some awareness of the Church year.

Education (cont'd)

Cheryl Trice, from the Diocese, will be meeting with our leaders, young people and parents to talk through what they want, what we can provide and what can be done. This should provide a more sustainable programme.

KP stated that she would be standing down as Convenor of the Education Committee. An existing member of the Committee or a new PCC member, may take on the role.

Fabric

MM reported that there have been problems recently with the boiler cutting out, possibly caused by the recent high winds. MM is checking on it on a regular basis.

Sound system – this is still not quite right added to which the lapel mics are cutting in and out, randomly. It is hoped this will be sorted out very shortly. With regard to streaming music through the system, MM commented that downloaded material from iTunes is protected by digital rights management and will not play wirelessly; tablet or smartphone has to be plugged in.

Downstairs Kitchen

BS had circulated, prior to the meeting, a summary of a planning meeting re the new kitchen.

Stephanie Ingham has confirmed that she has been in touch with Building Inspectors about the door to the choir vestry which we are proposing to block off. She does not believe that this forms part of the fire escape plan and is not required by current regulations.

Following discussion, it was agreed that we should not proceed with the proposed trial, until a response had been received from the Building Inspectors.

Rev'd Paul also pointed out that the proposal should be discussed with the choir before approval by the PCC.

Outreach and Fund Raising

The minutes from this committee had been circulated prior to the meeting. There were no questions on the minutes.

Rev'd Paul informed the Meeting that the Parish Council are purchasing two 17-seater mini buses which they are keen for Community groups to use as much as possible. This could provide an opportunity for us to pick up people who live in Tonbridge and find it difficult to get to church on Sunday mornings.

World Mission

BS reported that, as in previous years, the Group are providing lunch for the Lent course. Other events will be market stalls during the year and a sponsored walk on 6th April for Kibakwe and the Delhi Brotherhood. Jim May has sponsorship forms for this.

9. Church Opening

Although there is a Church Watch rota from 2-4 Monday to Friday, there is difficulty filling the rota, and therefore the Standing Committee had discussed the church being open every day, all day, until 4 or 5 o'clock. This would dispense with the challenge of filling the rota and address concerns about single working for Church Watch volunteers.

Rev'd Paul explained that the concept is to keep the church open and accessible, without being dependent on the rota. The church would be locked at the end of the day and, although EIO (Ecclesiastical Insurance) are happy for churches to be open, we will obviously have to be sensible and give thought to the security of church possessions. Rev'd Paul suggested continuing with the Church Watch rota during the trial, so that if necessary, we could revert back to afternoon opening with no difficulty.

Given that EIO do not have a problem, the PCC agreed that it would be worth trying and Rev'd Paul, Rev'd Nicky, and MM should decide which church possessions needed to be securely locked away and then monitor leaving the church open.

Rev'd Nicky suggested that we consider acquiring perhaps two more benches for the churchyard for people to use.

10. Safeguarding

- a) *Training Update* – BS reported that a C0 training session was held on Sunday 17th March 2019 for 6 people, and a further 5 people are due to take part in the next session. 78 have currently completed C0 with 15 left to complete it. The audit of the training will be held after 1st May 2019. Post APCM there will be a lot of paperwork because of the new Protocol for persons going abroad and representing church and Parish in broadest sense; this would include trips to Kibakwe.

Rev'd Paul confirmed there were no serious incidents to report.

- b) *Serious Incident Reporting* - new Serious Incident Reporting procedures prepared by the House of Bishops and approved by the Charity Commission had been issued by the Diocese and MM had circulated the documentation prior to the Meeting. He proposed that the item be put on the Agenda for the May PCC meeting for further discussion when new PCC members would be present. The Meeting accepted this proposal. The effect of the new procedures will be to channel the reporting of Safeguarding Serious Incidents through the Diocese and our approval of the Resolution in the template circulated to members ahead of the meeting is our agreement to follow the procedures set out in the guidance.

BS as our Safeguarding Officer will be responsible for contacting the Diocese if she considers a safeguarding Serious Incident may have occurred.

MM informed the meeting that he was awaiting clarification from the Diocese regarding the role of the PCC Trustee Group identified in the template document. Rev'd Paul proposed that the Standing Committee could take on this role if it proved to be necessary.

Safeguarding (cont'd)

In respect of Other Serious Incidents, e.g. fraud, these will continue to be managed directly between the Church and the Charity Commission. The PCC as Trustees agreed that where a non-safeguarding Serious Incident is identified it should be reported to a churchwarden or the Incumbent, who would then be responsible for taking action as described in the guidance issued by the Diocese.

MM proposed that the resolutions Delegating Authority as set out in the Template received from Diocese concerning the reporting of Serious Incidents to the Charity Commission be adopted and approved by the PCC. The following Resolutions were approved:

1. The Delegation of responsibility to report Safeguarding Serious Incidents to the Charity Commission in accordance with the PCC Guidance identifying the responsibilities of the PCC's Safeguarding Officer, the Diocesan Safeguarding Adviser and the Diocesan Secretary.
2. Delegation of responsibility to report all other Serious Incidents to the Charity Commission in accordance with the PCC Guidance; the responsibility for reporting to the Charity Commission is to lie with a churchwarden or the Incumbent.

The meeting agreed that MM would complete the template form and submit to the Diocese with a copy of the PCC resolutions above.

12. Correspondence

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

13. Any Other Business

There were no matters to discuss.

14. Dates of next PCC meetings:

APCM	Sunday, 14 April 2019
Full PCC	Monday, 20 May 2019

The meeting closed with the second half of Compline