

ST MARY'S CHURCH, HADLOW

PAROCHIAL CHURCH COUNCIL

Minutes of Meeting on Monday 18 November 2019

at 8pm in the Upper Room

1. Opening prayer

Rev'd Paul welcomed everyone, and the meeting began with the first part of Compline.

2. Members present

Rev'd Paul White (Rev'd Paul, Chair); Rev'd Nicola Harvey (Rev'd Nicky); Jack Good (JG); Jenny Hopkins (JH); Julia Miles (JM); Martin Massy (MM); Katerina Nixon (KN); Val Newell (VN); Kelly Parsons (KP); Michael Payne (MP); Rachel Packham (RP)

Mike Harvey (MH) for Item 3.

Apologies for absence: Nicola Canham (NC); Kirsty Finch (KF); Francis Griffiths (FG); Lisa Porritt (LP); Barbara Smith (BS); Linda Yabsley (LY)

3. "Friends of St.Mary's" (FOSM)

Documents prepared by MH describing the establishment and operation of the "Friends of St.Peter & St.Paul, Seal" (FS) had been circulated to members prior to the meeting. MH highlighted the main points. The FS was originally set up as a separate charity, with its own bank accounts, but this had proved to be complex and suffered when volunteers could no longer be found to act as trustees.

Donations to FS were used for major repair and maintenance projects. It was noted, however, that separation from the body of the church was important for "marketing", i.e. encouraging people from outside the congregation to become involved. FS still appeals to people who have moved away. It typically raises ~£1500-£2000 per year.

Having FOSM as a separate charity has the potential for conflict between the aims of the charity and those of the church. FS eventually ended up being managed as a sub-committee under the auspices of the PCC, with its accounts managed by the church treasurer, but maintaining a separate, Restricted bank account.

Reasons for establishing FOSM include widening the circle of people involved with the church and being able to secure additional funding for repairs and refurbishment and for improving facilities. A wishlist of projects would be needed to market the FOSM idea; Fabric Committee, PCC and FOSM itself could contribute.

The PCC resolved unanimously:

- a. To proceed with establishing the "Friends of St.Mary's"
- b. FOSM would be managed by a separate committee, and would have a separate bank account
- c. To create a sub-committee to implement the FOSM, comprising Rev'd Paul (Vicar), Martin Massy (Treasurer), Mike Harvey, Katerina Nixon and Michael Payne.

4. Approval of the Minutes of:

Minutes of the meetings of the PCC on 23 September 2019 and Standing Committee on 14 October 2019 were approved by those present and signed by the Rev'd Paul.

5. Matters arising (not otherwise covered by the Agenda)

Copyright licences were purchased from CCLI in line with the PCC's decision in September.
St.Mary's has no chairs in store at Goblands Farm.

6. Standing Committee – nomination of new member from PCC

Jenny Hopkins agreed to join the Standing Committee to replace Kelly Parsons, who had resigned.

7. Treasurer's report

MM presented finance report for the year to end October. As a result of several major, one-off transactions there was a deficit in October of £3203. We expect a deficit at year end, 31 December, of around £5,050. We have, however, maintained our payments to the diocese (the parish offer). On a positive note, the Harvest of Talents had been very successful, raising £800 to date, with more to come.

MM also presented a "2020 Budget and Indicative Offer" paper. The 2020 budget had been prepared for income as well as expenditure with the intention of a balanced budget, i.e. expenditure = income. Income has fallen every year since 2017. The changes in expected income in 2020 include a decline in planned giving and gift aid, lower income from events (2019 has been a particularly good year) and lower income from weddings and funerals (we expect fewer weddings next year, and in future will not be able to keep the statutory fees due to the Diocesan Board of Finance (DBF)). It should be noted that the budget was prepared on the basis of things continuing much as they are at present.

Apart from economising where we can, the only item of expenditure that we can realistically control is the parish offer. For 2020, we can only commit to £3600/month, which is 21% lower than the offer for 2019. The total falls well short of the guidance issued by the diocese, called the Indicative Offer. The parish offer is intended to cover the cost of ministry in the parish plus the cost of support for parishes from the diocese (finance, safeguarding, DAC, etc.) and a contribution to the wider diocesan mission as illustrated in the graphic below:



The budget (see attachment) was approved unanimously by the PCC, including setting our parish offer to £43200.

St.Mary's should contribute more. We should therefore have a major stewardship campaign early in 2020. MM to inform the Rochester diocese Finance Director of our commitment to pay £3600 per month and our intention to share additional net income if it is higher than budgeted.

8. Sub-committee reports:

Education

The minutes from a recent Education sub-committee meeting had not been circulated. In summary:

- Beacon services have been discontinued
- Bible Study group is going well
- JH is setting up a group to reflect on the weekly sermon

Fabric

Stairlift replacement: We were fortunate in being awarded a grant from the diocese towards the cost of replacing the stairlift from the Lady Chapel to the Upper Room. MM had recommended that the contract for replacement should be given to Higher Elevation, which was approved by PCC members via email (11 replies received, all in favour). Approval had been received from the Chancellor for work to proceed without the customary public notice.

Downstairs kitchen: The PCC agreed that the downstairs kitchen would be a good project for Friends of St.Mary's to support. Additional funds could make it possible to use better quality materials.

Chancel window: Approval had been received from the Chancellor for work to proceed without the customary public notice. The contractor, Clifford Durant, was told.

Other faculty applications: Approvals also received from the Archdeacon to fit curtains over the alcoves in the Occasional Vestry, and to install new, smart heating controls.

Nave lights north: Linda Wong had reported that the high-level lights on the north side of the nave had failed following a blue flash; the failure was corroborated by Rev'd Paul. The lights for the display unit had also failed.

Outreach & Fundraising

The Outreach & Fundraising were planning to meet soon to discuss events/activities for 2020.

World Mission

The WM sub-committee had run several Saturday coffee events during the year.

9. Safeguarding

No serious incidents had been reported.

10. Worship

Rev'd Paul said he was conscious that some people find the handshaking for the Peace takes too long, and was trying not to let it drag on. The opinion was expressed that it was nice to hear the choir singing as ministers process to the altar; Rev'd Paul to ask the choir director, Antony Le Fleming, to make it standard practice.

Harvest: Given there were many parents there who were unused to services at St.Mary's the main service was too long, as it included choir admissions and giving of prizes for the Scarecrow Trail. The service outside was less well attended than previous years. Its informal format, however, worked well. Its location outside the West door was better than in the Square, which had to compete with traffic. After considerable discussion the PCC agreed to have just one,

informal service in future, with the East Peckham Silver Band in church, on a trial basis. This will need to be planned carefully.

11. Correspondence

There was no correspondence requiring PCC's consideration.

12. Any other business

2020 will be different, with Rev'd Paul away for his sabbatical and Rev'd Nicky leaving after she comes to the end of her curacy.

There were still no volunteers to take on the role of deputy vergger. It was suggested that a team of people could help.

Holiday at Home will take place Mon-Wed 3-5 August 2020, and is being organised by Jenny Hopkins.

13. Confidentiality

There were no issues of confidentiality.

14. Dates of next PCC meetings:

Standing Committee	Monday, 10 February
Full PCC	Monday, 16 March 2020
APCM	Sunday, 26 April 2020

The meeting closed with the second half of Compline.

Signature

Date:

Attachments:

2020 budget.

15. Attachments – 2020 Budget

Table 1 Forecast income (UNRESTRICTED FUNDS)

	SOFA	Budget	Actual YTD	Est. to YE	Budget	Δ 2019	
	2018	2019	2019	2019	2020	-2020	Notes
	£	£	£	£	£	£	
VOLUNTARY GIVING							
Cash Collections	5,180		4,858	5,830	5,800	-30	
Planned Giving	48,791		40,121	48,145	46,700	-1,445	
Tax Reclaim	11,666		9,126	12,036	11,675	-361	
Sundry Donations	3,552		4,426	4,811	3,000	-1,811	2019 incl a £2500 legacy
YPW Donations	530		544	652	580	-72	
Wall Boxes	184		313	376	400	24	
Choir Fund Donations			246	246	100	-146	
CHURCH ACTIVITIES							
Outreach	2,822		952	1,143	1,150	7	
Funerals	4,740		2,927	2,927	890	-2,037	
Weddings	2,113		5,853	5,853	880	-4,973	
FUND RAISING							
Market Stalls	446		455	546	550	4	
Boot Sales/Fetes	1,139		1,017	1,017	1,050	33	
Other Events	1,663		6,211	7,611	4,400	-3,211	
INVESTMENTS							
Bank Interest	4		9	11	11	0	
OTHER INCOME							
Upper Room - Letting	1,381		407	488	500	12	
Sundries	139		324	389	400	11	
CHOIR/ORGANIST/BELLS	323		-	-	0	0	
TOTAL INCOME	87,594		77,790	92,082	78,086	-13,997	

Table 2 Budget expenditure (UNRESTRICTED FUNDS)

	SOFA	Budget	Actual YTD	Est. to YE	Budget	Δ 2019	
	2018	2019	2019	2019	2020	-2020	Notes
	£	£	£	£	£	£	
AWAY GIVING							
Various Charities	1,513	-			0		
TRAINING AND EDUCATION							
Sunday Clubs and Young People	20	100	135	135	100	-35	
Adult		-	16	19	0	-19	
Books and Resources	891	100	-	-	100	100	
CHURCH ACTIVITIES							
Visiting Clergy	71	100	-	-	100	100	
Diocesan Offer	55,000	55,000	46,256	57,508	43,200	-14,308	Results in small deficit
YPW and Lighthouse	20			-	0	0	
Clergy Expenses	734	950	338	406	400	-6	
Vicarage Expenses	3,029	3,100	2,802	3,363	3,400	37	
Sacristy	780	966	856	1,027	950	-77	
Insurance	3,061	3,100	2,629	3,155	3,200	45	
Gas/Electric/Water	4,151	4,200	3,589	4,307	4,400	93	
Upper Room Expenses	1,189	550	206	247	250	3	
Choir Director/Organists	5,457	5,400	4,020	5,195	5,180	-15	
Outreach & Social Events	719	500	71	86	300	214	
General Church Expenses	573	1,300	735	882	1,000	118	
Retd clergy expenses		150	150	150	150	0	
Vicar's discretionary fund		250	150	150	150	0	
FUND RAISING							
Boot Sales/Fetes	150				0	0	
Other Events		150	1,097	1,097	0	-1,097	
ADMINISTRATION							
Printing, Stationery, Copier	3,405	2,750	3,354	3,907	4,000	93	
Professional & Legal Fees	700	625	700	700	700	0	
Gift Aid Envelopes	178	90	92	92	90	-2	
Post/Phone/Fax	377	400	325	389	400	11	
Secretarial Honorarium	6,197	5,700	4,767	5,720	5,820	100	
MAINTENANCE							
Church General	4,876	5,500	6,036	6,036	3,500	-2,536	
Organ/Piano	880	900	736	1,080	1,100	20	
CHOIR/ORGANIST/BELLS	635	-	1,480	1,480	0	-1480	
TOTAL EXPENDITURE	94,606	91,881	80,541	97,133	78,490	-18,643	