

ST MARY'S CHURCH, HADLOW

STANDING COMMITTEE

MINUTES OF MEETING HELD MONDAY 10 FEBRUARY 2020

8pm at Lyndale, Court Lane

1. Opening prayer

The meeting opened with prayer led by Rev. Nicky Harvey.

2. Members present

Rev. Nicky Harvey (NH), Michael Payne (MP), Nicola Canham (NC), Martin Massy (MM, Secretary)

Apologies for absence: Rev. Paul White (PW), Barbara Smith (BS), Jenny Hopkins (JH)

3. PW's sabbatical

PW to add NH's telephone number to the vicarage answerphone message.

PW to draft text for March village newsletter to explain arrangements during his absence.

Lent Course will take place Thursday lunchtimes and Saturday breakfast, as per pewsheet.

A meeting of the Standing Committee to take place 20 April at 37, Maltings Close.

NH presented drafts of services for Mothering Sunday and Maundy Thursday.

Ascension Day communion to be held 9.30 am on Thursday 20 May instead of Wednesday 19 May. Confirmation service Wednesday 19 May at St. Mary's, Lamberhurst will include five candidates from Hadlow.

During Paul's absence, there will be an outside preacher every month, the programme being:

29 March	Roger Bishop
26 April (date of APCM)	Lisa, Andrew Axon
17 May	Ralph Godsall
31 May	Archdeacon Julie Conalty or Chris Dench

Easter service at Golden Green to be held at 8am since attendance at 12 noon is sparse – TBC. There are no services at Golden Green at the moment – to be discussed at July PCC when PW back from sabbatical. MM to add to agenda.

Paragraph concerning £271 weekly cost of running St. Mary's to stay in pewsheet for several weeks.

4. Friends organisation

To be called "Friends of Hadlow Parish Church" to distinguish clearly from the many other "St. Mary's" in the country. A leaflet inviting people to join FHPC to be professionally printed (subject to PCC approval of the cost), and distributed with village newsletter. Leaflet needs high quality pictures – NH to provide selection to the Parish Administrator, and MM to ask Roger Stanley if he has photos we could use. MP to progress leaflet with the Parish Administrator.

MM had discussed bank account with NatWest. FHPC should have a separate "community" bank account; MM to set up. (POST-MEETING NOTE: To set up a community account the bank requires information about the organisation that will not be available until FHPC has been

created, e.g., names and addresses of committee members and signatories, constitution, etc.: <https://www.business.natwest.com/business/bank-accounts/community-bank-account.html>. As an interim measure we could use the Capital Reserve Account for donations).

For clarification, FHPC should be led by someone outside St.Mary's, and have other outside committee members, but members of St.Mary's should also be involved.

5. Paddock Wood Deanery Synod

Annual subscription of £20 to go towards general expenses, especially visiting speakers, was agreed. Deanery Synod members should be feeding back information regularly – MM to add to PCC agenda as standing item.

6. Finance

Finances precarious; there are insufficient funds in the general account to meet this month's expenditure. MM to ask diocese to remit cash from the savings account they hold on our behalf if necessary.

Rochester Diocese plans to introduce "Parish Giving Scheme" this year, which is already in use at several other dioceses. Church members would be able to sign up to the scheme by direct debit. The scheme would give Gift Aid to St.Mary's each month, which would help cash flow enormously. The scheme would also contact contributors annually to propose increase in giving in line with inflation.

Is it possible to get Gift Aid more frequently? We depend on our Gift Aid secretary. Should we give FundFiler a try? FundFiler helps with managing Gift Aid. Subscription £8.50 per month or £85 per year. It was felt that we could not afford the extra cost and should concentrate on helping the Gift Aid secretary to manage the Gift Aid applications, e.g. split regular giving, small donations and other, e.g. Gift Aided donations to DBS.

We should make greater use of the yellow Gift Aid envelopes in future, e.g. give bundles to regular givers who are unable to attend church. The envelopes in boxes are not used efficiently and cost too much.

January's PCC minutes should clarify that the stated printing and photocopying costs include lease and maintenance. MM to amend.

7. APCM

David Lear had agreed to be Electoral Roll Officer.

PCC vacancies

The Church Representation Rules 2020 (CRR) say that the term of office for an elected representative to the PCC is three years (M16(1)). It has been the practice at St.Mary's that, after having served three years, a member should not be eligible for re-election until the APCM one year after the end of their three-year term. It is unclear whether that was the result of a decision of the PCC of the time, or simply custom. It has merits in terms of ensuring some change in the composition of the PCC over time.

However, Rule M16(6) of the CRR states that "A member under Rule M15(1)(j) is, subject to paragraphs (7) and (8), eligible on retirement for re-election". Rule M15(1)(j) covers "the elected representatives of the laity"; paragraphs 7 and 8 cover decisions of the annual meeting concerning eligibility.

Position to be made clear at the PCC meeting in March.

Put notice in pewsheets with reminder of APCM date "Have you thought about serving on the PCC...? We have several vacancies and would be delighted to have you join us. If you are interested please talk to one of our churchwardens, Michael and Barbara."

N.B. Need to be transparent that PCC members are strongly encouraged to also serve on a sub-committee.

8. Risk management

PCC members are encouraged to familiarise themselves with Charity Commission guidance on “Charities and risk management (CC26)” (<https://www.gov.uk/government/publications/charities-and-risk-management-cc26>). There is additional information available at www.parishresources.org.uk.

CC26 states that:

“Trustees of smaller charities with gross income below the statutory audit threshold [income of £500,000 or more] ... are encouraged to make a risk management statement as a matter of good practice.” The statement confirms that ‘...the charity trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established in order to manage those risks.’

MM to draft risk analysis based on the format provided by the parishresources website and circulate initially to SC members for comment. Document to be discussed at March PCC and reviewed at the first PCC meeting after PW’s return from sabbatical, i.e., July. Thereafter annual review on date to be agreed.

Types of risk mentioned in CC26 include:

Risk category	Examples
Governance	Inappropriate organisational structure, trustee body lacks relevant skills or commitment, conflicts of interest
Operational	Lack of beneficiary welfare or safety, poor staff recruitment and training, doubt about security of assets
Financial	Inaccurate and/or insufficient financial information, inadequate reserves and cash flow, dependency on limited income sources, insufficient insurance cover
External	Poor public perception and reputation, demographic changes, turbulent economic or political environment
Compliance with law and regulation	acting in breach of trust, poor knowledge of the legal responsibilities of an employer, poor knowledge of regulatory requirements of particular activities (eg fundraising)

Food in the fridge should be labelled with use by date.

9. Quarterly News

It was felt that a change in direction is needed. QN can serve as a useful platform for informing church members of what is going on. It is available on St.Mary’s website. Minimise cost by minimising use of colour, encouraging people to sign up for delivery by email, putting suggested donation on the cover. However, the main issue is for PCC to define its purpose.

Date of next full PCC meeting 16 March 2020

Signature

Date: