

**ST MARY'S CHURCH, HADLOW**

**PAROCHIAL CHURCH COUNCIL**

**Minutes of the PCC Meeting held on Monday 16 November 2020**

8pm via Zoom

**1. Opening prayer**

Rev'd Paul welcomed everyone, and the meeting began with prayer.

**2. Members present**

Rev'd Paul White (PW, Chair); Cathy Brill (CB); (NC); Melissa Crawshay-Williams (MW); Kirsty Finch (KF); Jenny Hopkins (JH); Lee Kirk (LK); Julia Miles (JM); Janice Massy (JCM), Martin Massy (MM); Steve Newell (SN); Val Newell (VN); Lisa Porritt (LP); Michael Payne (MP); John Speed (JS)

**Apologies for absence:** Katerina Plucknett-Nixon (KN); Lisa Porritt (LP)

**3. Welcome to new members**

PW welcomed new members to the PCC. MP and JS each read the churchwarden's declaration confirming their eligibility to serve as churchwardens and to faithfully and diligently perform the duties of the office of churchwarden, and were admitted by PW.

MM outlined the roles of the PCC and of members as trustees (documents circulated beforehand have more information). PW commissioned the new PCC with prayer.

MM also requested members to sign and return the various declarations (trustee eligibility declaration, HMRC Fit and Proper Person, Charity Commission trustee declaration, Financial Liability). MM explained that personal financial liability would only apply in situations where the PCC was grossly negligent or malfeasant in its actions – the form includes recommendations for the actions of the PCC, which members should check are implemented.

Convenors introduced the sub-committees – Outreach & Fund-Raising, Education, Fabric, World Mission and Finance; PCC members are encouraged to join at least one. Members to advise MM and the convenors of the committee(s) they would like to join. RH volunteered to join Fabric or Finance, LK and MW to join Outreach & Fund-Raising.

**4. Approval of the Minutes of:**

The minutes of the meetings of the PCC on 21 September and Standing Committee on 20 October were approved unanimously.

MM explained that in the current situation (not meeting in person) all decisions taken by PCC at the meeting would have to be confirmed in writing. MM would email list of resolutions from the meeting for members to vote.

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

**Laptop:** JS would investigate specification and cost of a laptop computer for the parish administrator, in particular to facilitate printing – the printer is located in the vicarage and the parish administrator works from home.

**Copyright Licences:** St.Mary's normally has several copyright licences, purchased through the Christian Copyright Licence International (CCLI): Church Copyright Licence, CLA Church Licence, Church Video Licence, Music Reproduction Licence ,PPL Church Licence, PRS for Music Church Licence. Given there are no choir activities at the moment it was felt that having all these licences was unnecessary; the

Church Copyright Licence has been renewed for the year from 1 October. Some or all of the other licences may be needed when normal services begin to resume.

**Live streaming:** JCM said that we have had a very generous offer of tablet computers to enable more people to participate in streamed services. Noting problem of needing Wi-Fi (perhaps from willing neighbours?), are members aware of anybody who might benefit? Tuition also available.

## 6. Treasurer’s report

The Treasurer’s report for January to October 2020 shows a potential surplus to the end of October of getting on for £3,000. However, with additional costs, e.g. printer lease, we expect to be close to break-even by the end of the year. We are maintaining our monthly payment to the diocese of £3,600.

MM presented the draft budget for 2021, based on a continuation of the situation in 2020, with lockdowns and inability to meet and worship in church. Hopefully, the outturn will be less pessimistic. Trends over recent years show a continuing gradual decline in planned giving and cash collections. The largest item of expenditure is our contribution to the diocese, known as the parish offer. MM explained how the parish offer is derived. The diocese suggests an indicative offer made up of the costs of ministry, diocesan support (e.g., safeguarding personnel, etc.), plus a contribution to support diocesan mission, e.g. for ordinands and curates.



Combined with changes in the allocation of statutory wedding and funeral fees to the diocese from 2020 and a possible absence of fund-raising events in 2021, MM explained that we would not be able to maintain our contribution to the diocese at its current level and proposed a lower level of £3,300 per month. This was accepted and approved by the PCC.

Discussion about the need to raise additional funds included:

- Need to concentrate on 2021; possible to have presentation by the diocese?
- The decline in planned giving is driven by the decline in the electoral roll – we need to grow the congregation
- Need to promote a target, e.g. raising an additional £20k per year
- Launch of Friends of Hadlow church, intended for 2020, had been postponed – possible launch in 2021? But note that ‘Friends’ schemes typically help with projects, not normal running costs.
- Music: Organist paid consistent with Royal School of Church Music (RSCM) rates. Might it be possible to have a “Friends of St.Mary’s music”? Or could the choir pay a subscription?
- Would the reduction in parish offer directly affect ministry in Hadlow? Answer: Not a direct impact, but longer term there would be an assessment of the number of priests that the deanery could support, implying a reduction.

## 7. Sub-committee reports:

### ***Outreach & Fundraising***

KF presented the minutes of the Outreach & Fund-Raising Committee on 12 November. The Advent Windows event had 23 households signed up to take part – 24<sup>th</sup> would be St.Mary's.

The question was raised as to whether it would be a good idea to give age-appropriate presents, e.g. stockings with sweets, to the food bank for distribution with food parcels. Difficult to choose who would get what, although the primary school would be better placed to understand the situation of individual families, hence could just include with food parcels. Second-hand toys would be problematic; toys would have to be new. Alternatively, treats for the whole family such as chocolates or fancy biscuits. Ask Paddock Wood food bank? However, given the limited need for the food bank at present the idea was abandoned.

### ***Fabric***

The fabric committee helps churchwardens to meet their responsibilities for the fabric of the church and the PCC concerning new projects, such as new downstairs catering facility.

Would it be possible to repaint some areas of the church? Small, self-contained areas such as west porch could be redecorated independently of the rest of the church. Fabric Committee to investigate.

### ***Education***

Messy Church bags for Harvest went down well, and Christmas/Christingle bags are planned, which would be distributed by the primary school.

### ***World Mission***

St.Mary's had made a large donation to the Delhi Brotherhood Society (DBS) in August following an appeal to church members – St.Mary's has a long relationship with DBS extending over 30 years. The DBS faces extra costs supporting people during India's lockdown, and has lost a major US sponsor. In earlier years, St.Mary's was able to give £3,000 for Away-Giving, but financial circumstances first reduced the amount to £2,000 and then, in 2019, to zero. The World Mission Committee raises money for charities through events such as Lent lunches, Saturday Coffee Mornings and occasional evening fund raising events.

## 8. Safeguarding

The PCC voted to comply with the safeguarding policies and guidance of the House of Bishops, and the specific requirements for safeguarding children and vulnerable adults, all as per the forms previously circulated by email.

Guidance from the House of Bishops requires each parish to have a Safeguarding Officer to act as point of contact, to work with the incumbent and PCC, and to oversee training and DBS checks. The PCC voted unanimously:

- i) to approve the appointment of Cathy Brill as Safeguarding Officer
- ii) that Cathy, with her agreement, be co-opted as a member of the PCC

All PCC members must complete at least the Basic (CO) safeguarding training, which is available online. MM to circulate link to the Rochester diocese safeguarding page.

PW and CB noted that there were no safeguarding issues.

**9. Worship**

***Streaming services***

The use of Zoom to livestream Sunday service was seen as very positive and should continue after things are back to normal. PW and JS looking into using better technology, e.g. remote-control camera.

The PCC wished to record its thanks to Annabelle for her help in operating Zoom.

Joining in Compline can be helpful as a regular part of private prayer, and this may be kept post-lockdown.

***Christmas:***

- Christmas services likely to be Midnight Mass and Christmas Day only.
- Six members of the East Peckham Silver Band rehearse together, but live streaming would be difficult.
- The possibility of singing on the doorstep, i.e. encouraging people to sing together outside their homes at a specific time, was discussed but felt to be too difficult. Similarly doing something live on the street, which would depend on the regulations in force at the time.
- Members were keen to have some sort of carol service, and it was felt that a streamed service would be doable. It could incorporate pre-recorded readings and carols from the Hadlow choir Christmas CD. PW to progress; technical assistance from JS.

**10. Correspondence**

No correspondence to report.

**11. Any other business**

MM requested help with taking meeting minutes. NC volunteered to take Standing Committee minutes; KF to take minutes for January PCC meeting.

**12. Confidentiality**

No issues of confidentiality.

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

Standing Committee      30 November 2020

Full PCC                      18 January 2021

The meeting closed with prayer.

Signature .....

Date: .....

**Documents circulated via email:**

1. Welcome to PCC Members.pdf
2. Trustee\_welcome\_pack\_final\_version\_v1.pdf
3. TRUSTEESHIP An Introduction for PCC members, CofE\_TrusteeBooklet-v4.pdf
4. Annual report and accounts for the most recent calendar year
5. PCC Financial Liability form.pdf
6. Trustee eligibility declaration and Fit & Proper Person forms.pdf
7. Trustee\_Declaration\_Form.pdf
8. Promoting a Safer Church\_Safeguarding policy statement, 2017.pdf. The Church of England's safeguarding policy for children, young people and adults
9. Parish Policy Statement for Safeguarding Children.pdf
10. Parish Policy Statement for Safeguarding Vulnerable Adults.pdf
11. 20200921 PCC Minutes\_DRAFT CONFIDENTIAL.pdf
12. 20201020 Standing Committee Minutes 20 Oct 2020\_DRAFT.pdf
13. 202011 Treasurer's report to PCC Nov 2020.pdf
14. Draft 2021 Budget Proposal.pdf