

**ST MARY'S CHURCH, HADLOW**

**PAROCHIAL CHURCH COUNCIL**

**Minutes of the PCC Meeting held on Monday 17 May 2021**

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); Melissa Crawshay-Williams (MW); Mike Harvey (MH); Jenny Hopkins (JH); Lee Kirk (LK); Janice Massy (JM); Martin Massy (MM); Steve Newell (SN); Val Newell (VN); Michael Payne (MP); John Speed (JS); Barry Wheeler (BW)

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

**3. Welcome to new members**

PW welcomed Barry Wheeler and Mike Harvey to the PCC, both elected at the APCM in April.

PW commissioned the churchwardens and members of the PCC, enjoining them to seek to perform this ministry and work prayerfully and in a spirit of mutual respect and collaboration with one another and with those who lead ministry in this place, and to seek to develop the faith, gifts and skills God has given us as we share in Christ's mission and ministry here.

Members were reminded that they act as Trustees and would be financially liable for financial loss they cause or help to cause if they have acted dishonestly, negligently or recklessly. (N.B. The Charity Commission publishes online guidance for Trustees at <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>).

The new members would need to complete forms related to the Trustee – MM to put forms in church. MM

Members were reminded of the PCC sub-committees – Education, Fabric, Finance, Outreach & Fund-Raising, World Mission – and their current membership, and invited to join one. Members may move from one committee to another if they wish. The future of the World Mission Committee would be discussed at a future PCC meeting – at present it has no convenor. Action: MM. MM

**4. PCC meetings**

The full PCC and the Standing Committee meet in alternate months, normally at 8pm on the third Monday of each month, as follows:

<b>Full PCC</b>	<b>Standing Committee</b>
18 July	21 June
20 September	18 October
15 November	
17 January 2022	

The Standing Committee comprises vicar, churchwardens, secretary, treasurer and two elected members of the PCC. SN volunteered to fill the vacancy for an elected member. The Standing Committee members are therefore now: PW, MP, JS, MM, JH, SN.

The relative merits of meeting online (Zoom) versus meeting in person were discussed. It was agreed that the Standing Committee meeting on 21 June would be held online, and that future meetings of the PCC and Standing Committee would be held in person, starting on 19 July (subject to the relaxation of restrictions planned from 21 June and government and Church of England guidance.

#### 5. Approval of the Minutes of the PCC Meeting held 15 March

The minutes of 15 March 2021 were approved; MM to email resolution for formal response.

#### 6. Matters arising (not otherwise covered by the Agenda)

PW thanked Kelly Parsons for leading the Lent Course.

The asbestos survey is waiting on confirmation from bidders that their quotes include examination of the high level soffits. Action: MM, RH

#### 7. Treasurer's report

March and April continued to show surpluses, bring the total this year to £9,080. The surplus arises from a combination of higher income (£6,700) and lower costs (-£2,510) than anticipated. Note, however that the income includes an estimated £4,999 for Gift Aid accrued this financial year (i.e. 2021) – we have not (yet) received that cash, and it remains an estimate. We also received an anonymous donation of £3,000 in February (£3,750 with Gift Aid), and another of £1,000 in March (£1,250 with Gift Aid), without which we would still have a surplus, but much less at ~£4,000.

We currently spend on average ~£1,035/wk, and regular giving averages ~£1,050/wk. Administration costs currently average 7% of total expenditure. We contribute £3,300/month as our parish offer to the diocese, which is less than two-thirds (64%) of the amount requested; the £1,835 “saved” amounts to more than £7,000 over four months. We would be in deficit if we were paying the right amount to the diocese and did not have these generous gifts.

MH requested an estimate of the expected position to the end of the year. RH questioned the amount spent on maintenance (£0) – it does not include bills expected for boiler and organ and humidifier maintenance, fire protection check, etc. SN noted that donors might not want their contributions to be given to the diocese, but PW noted that we are one church and that contributions to the diocese help us too.

A Stewardship campaign is planned for September, helped by the recently-appointed Generous Giving Adviser to the diocese, Liz Mullins.

The Legacy policy was approved.

#### 8. Sub-committee and Deanery Synod reports

##### **Education**

The Education committee had met via Zoom. Cheryl Trice, head of the diocese's Children and Young People Team, would give guidance on what we should be doing for young people – striking a balance between the safety of volunteers and the needs of children. Could we do things outside? What about food? Noting that mother and toddler groups indoors are allowed, with the now customary masks, social distancing and sanitising (e.g., toys).

CPTT – could meet/relaunch in August, with barbecue.

Messy Church and Sunday groups expected to restart in September.

The Easter tokens – wooden crosses with Biblical references – distributed around the village did not get the response hoped for. Needed access to pupils in school.

**Fabric:** Nothing to report since the last meeting in February.

### **Outreach & Fundraising**

The Scarecrow Trail would take place again at the end of September. Refreshments in church.

Possible Boot Fair in August. JM to talk to Janet Jackson about use of the field. However, the field might not be available as the south end has been taken over for construction of houses opposite.

JM

Concert by Rebecca Hooper and friends to take place in October. PW to confirm date.

PW

Possible concert by Antony and Naomi? And/or by Darcy Tonkin, organist at ..., who has moved to Yalding?

### **World Mission**

Future to be discussed later.

## **9. Safeguarding**

No safeguarding issues have been reported.

LH and CB have completed leadership training. Information and training courses via Rochester diocese website. Culture is to welcome everybody; ensuring that vulnerable people are protected is the responsibility of the whole church.

Greg Barry is the Diocesan Safeguarding Lead. The diocesan safeguarding team is expanding.

New guidance on training is expected in the next month or so:

- The levels will stay as they are, although training requirements might change.
- All PCC members would be expected to complete the Basic Awareness and Foundation courses (previously called C0 and C1) – also a Charity Commission requirement.
- Churchwardens will also need to complete the Leadership course.
- CB to email PCC members about training when the new guidance comes in, and any members who have not completed the Basic Awareness.
- Greg Barry to attend PCC meeting via Zoom for 15 minutes to discuss.

CB

CB

New Safeguarding Officers to be paired with more experienced people for mentoring.

PCC members could borrow the book "Letters to a Broken Church" from CB, which covers all people, not just children.

## **10. Worship – discussion**

**WORSHIP:** There were 52 people in church on Sunday, and the arrangements are working well.

It would be good to encourage other people to play a part in the service.

Could the Reader and Intercessor use the lectern? Ans. This depends on the planned audio-visual (AV) upgrade. At the moment, it is not possible to switch the camera from the altar to the lectern easily.

Could a junior choir be reinstated in order to engage more with youth? Sally, a Time for God volunteer some years ago, managed to galvanise the youth for Sunday evening services. These could also appeal to older folk. N.B. Messy Church is also a way of worship.

Could the ritual be explained, e.g. by a small booklet or via the pewsheet? PW to address.

**FUTURE VISION:** It was agreed that a day should be set aside in the autumn, e.g. at West Malling Abbey. PW to contact a Community Engagement Advisor at the diocese to lead discussion.

PW

**AV UPGRADE:** JS to talk to other potential suppliers such as Panache Audio. JS to get quotes for a new line to church – broadband currently keeps cutting out.

JS

**11. Food bank**

About five families per week. Donations of food currently about the same level as withdrawals; the pewsheet could be used to advertise where there were particular shortages. It was agreed (one vote against) that a donation of £800 should be made from the Food Bank Fund to the Paddock Wood food bank (Community Storehouse), with whom we work closely. Not only is it a Christian thing to do, but without the PW food bank we would not have a food bank in Hadlow.

**12. Church opening, and big church clean**

Could the church be opened more regularly? Would need to clear the nave altar. The food bank could operate. Church “watchers” could be recruited via the pewsheet. It was agreed to open on Friday afternoons.

Big church clean on 2 July, subject to the relaxation of COVID regulations planned for 21 June.

**13. Us and the environment**

The General Synod has set a target for the church of net zero by 2030. Changes to accommodate new equipment would probably be allowed. To be considered by the Fabric committee.

**14. Correspondence:** No correspondence for consideration

**15. Any other business**

JH will be commissioned as an Anna Chaplain<sup>1</sup> in June. She sits on the Pop-In committee, which will help outreach to older folk in the parish. Sandra Edmonds, the Community Warden for Hadlow, is also working to make village as well as the church dementia-friendly.

**16. Confidentiality:** Nothing

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

Standing Committee	Monday 21 June
Full PCC	Monday 19 July

The meeting closed with prayer.

Signature .....

Date: .....

<sup>1</sup> The main purposes of an Anna Chaplain are:

- Offering spiritual support to older people who are living in care homes and sheltered housing complexes, their relatives and staff who look after them.
- Promoting the spiritual welfare of older people in the wider community, particularly those facing challenges living independently.

This can include working with older people, supporting relatives and carers, supporting staff working with older people, working with churches, working with the community, working across the generations. Further information at <https://www.annachaplaincy.org.uk/>.