

**ST MARY'S CHURCH, HADLOW**

**STANDING COMMITTEE**

**Minutes of Meeting held Monday 15 November 2021**

at 7.30pm via Zoom

**1. Members present**

Michael Payne (MP), (NC), John Speed (JS), Jenny Hopkins (JH), Martin Massy (MM, Secretary)

**2. PCC**

**Standing Committee:** The minutes of the 18 October Standing Committee meeting were approved. It was requested that future Standing Committee meetings should have formal agendas.

**Finance:** MM noted the intention to table reserves policy, additional contribution to the diocese and 2022 budget at the PCC meeting on 23 November. So far 20 responses to the Stewardship campaign: 4 new standing orders, 2 new Parish Giving Scheme, 7 increases, 7 reviewed and staying the same. MM

**Meetings:** It was felt that PCC meetings should be held more frequently during the interregnum, and proposed to be held monthly instead of bi-monthly. Standing Committee meetings to be scheduled two weeks before each PCC meeting. Meetings could be cancelled if they were not needed.

**Covid-19:** Review of Covid precautions to be a standing item for PCC.

**Next meeting, 23 November:** Meeting hopefully in person, probably downstairs, i.e., in the nave. MM to email members to ask if they agree. Minutes of meetings of sub-committees to be circulated ahead of the meeting. MM

**3. Miscellaneous**

**Hadlow as a dementia-friendly village.** A flyer to be given out at the Christmas Fair does not mention the Seniors' Coffee in church (1<sup>st</sup> & 3<sup>rd</sup> Fridays), which would require specialist training for volunteers.

**Broadband:** Existing broadband connection is in Rev'd Paul White's (PW's) name. JS proposed to take it over, cancel the contract with TalkTalk and have new fibre connection installed, which will avoid the continual dropping-out experienced at present. JS

**Printer:** The existing printer would remain in the vicarage until its lease expires on 27 March 2022. A replacement would be installed somewhere else, e.g. the vestry. JS would investigate the cost of a commercial firm to print the village newsletter and service sheets. Other printing could be done on a smaller printer, which would be more easily accommodated. Printer replacement to be planned in January. MP, MM, JS

**4. Food bank**

Averaging ~4 families per week. Discussions on improved procedures, monitoring and better communication about its existence. MP

**5. Worship**

Cover for services is fully booked up to Christmas.

The Hadlow College carol service to be held on a day that would allow 48h to elapse before the church is used next, which would avoid the need for cleaning.

Sound quality for streaming is now much better; services to be streamed audio only for the time being.

More sidesmen needed.

**Nave altar:** Nave altar to be reinstated (it had to be moved for the Remembrance service).

**Layout:** MP has desired layout for seating in the nave; MP to copy to Coffee Pots & Tiny Tots. MP

**Christmas tree:** Hadlow College no longer grows Christmas trees and will not be able to donate. Newsletter/pewsheets to add appeal for donations for Christmas tree. JS

**Family service:** Sheila Perkins has expressed willingness to run a family service. To be discussed by Education Committee. Education Committee

**6. Interregnum**

**Telephone:** The PCC to take over the vicarage telephone line (850238) and the voicemail message changed. The Parish Administrator would be able to have access to voicemail from mobile phone.

**Vicarage:** MP to arrange garden maintenance. Est. £15/h? MP

**Gas and electricity:** MP to take meter readings MP

**Water:** Meter reading? MM to contact water company. MM

**Bank accounts:** MM to arrange for PW to be removed as signatory. MM

**Garden waste (brown bin):** Incumbent responsibility.

**Vicarage keys:** PW to give keys to MP or MM

**Boiler service:** PCC responsibility; MM to arrange MM

**Cleaning/windows:** TBD

**Contact details:** Contact details to be changed for website, weekly pewsheets and village newsletter.

**Facebook:** Facebook is an important communication channel. JS maintaining, but more volunteers needed. JS

**Inspection by diocese:** Letter received from Mark Trevett, Diocesan Surveyor, describing PCC responsibilities in relation to maintenance of the vicarage whilst it is vacant. MM to ask if we can meet him when he does his inspection. MM

**7. Appointment of new vicar**

A meeting of PCC and interested parties to be arranged for January 2022 to discuss the parish profile – the diocese can help facilitate. Encourage PCC and church members to canvas local opinion. N.B. The eventual job description will be agreed between the diocese and incumbent, and could include assisting other parishes in the deanery.

**8. Home communions**

Team only JH, Liz Derrick, Penny Brandling-Harris. Need more volunteers.

**9. Safeguarding**

Safeguarding Dashboard to be discussed at PCC. Cathy Brill (CB), Safeguarding Officer, in favour. Conflicting advice over whether Recruitment Officer is needed. NC can help, and will discuss with CB. NC

**10. Archdeacon’s visitation**

Checklist for visitation paperwork has been received. All documentation to be in place by January. MP, MM

Signature .....

Date: .....