

**ST MARY'S CHURCH, HADLOW**

**PAROCHIAL CHURCH COUNCIL**

**Minutes of the PCC Meeting held on Monday 16th May 2022, 7.30pm**

**1. Opening prayer**

Prayers, welcome and compline were said.

Members present

John Speed (JS); Mike Harvey (MH); Jenny Hopkins (JH); Janice Massy (JM), Martin Massy (MM); Cathy Brill (CB), Barry Wheeler (BW), Richard Hopkinson (RH), Iris Shaw (IS), Lea Munday-Kolozsvari (LMK), Lisa Porritt (LP), Kirsty Finch (KF)

**Apologies for absence:** Michael Payne (MP) Melissa Crawshaw-Williams (MCW) Lee Kirk (LK)

**2. Approval of the Minutes of the PCC Meeting held 21 March 2022**

Minutes were approved after MM confirmed that he had corrected 2 sets of incorrect initials.

**3. Matters Arising (not otherwise covered by the agenda)**

No progress re provision of cupboards for food bank donations.

JS said it would be good to start opening the church again on a regular basis. Will need a rota.

MH asked who has keys? Is there a list? Insurance may require contact details of all key holders in case of emergency.

JM offered to do a key audit and provide a rota for opening and closing church.

JM/MM/MH/LP all kindly volunteered to be part of the rota.

**4. PCC Structure:**

JS formally welcomed IS and LMK

a. Forms: MM informed us that there was a financial liability form for all PCC members to sign as Trustees. All members present signed it.

b. Safeguarding: CB told us that she needs to submit a list of the percentage of people that have completed their online training by 30<sup>th</sup> June.

CB will contact those that still have training to complete as well as running small groups for those who are less confident about completing it on their own.

All PCC members must complete the Domestic Abuse training.

All individuals who work with children and vulnerable adults must complete online training.

JS and MP will sign the Policy for Promoting a safer Church.

CB has sent off for a copy of the Parish Safeguarding Handbook.

CB reiterated how important safeguarding is within our church.

JS thanked CB for her hard work.

c. Co-opting members: JS proposed that we co-opt NC onto the PCC. This was agreed unanimously.

d. Standing Committee: This committee can recommend decisions for the PCC.

LP volunteered to be a member.

e. Vice Chairs: It was unanimously agreed that JS and MP would be Vice Chairs.

## **5. Subcommittee Structure**

a. Membership:

LMK volunteered for Education Committee

MM asked if we could think about a new convenor for the Fabric Committee; as he would like to step down.

JS talked about 'rebranding' the World Mission Committee as just the Mission Committee.

JS would like to invite people together to decide what its remit would be. For example it could include: Coffee Pots, Hospital Transport, Anna Chaplaincy

As well as thinking about how we get the Mission Committee under way?

JM to put a date in the Pew Sheet for people to come forward with ideas.

## **6. Ministry Update**

a. Anna Chaplain:

JH gave an excellent description of the work she carries out supporting and caring for the older members of our church and community. She is also part of the team working to make Hadlow a Dementia friendly village. JH is also running Holiday at Home on 1<sup>st</sup> and 2<sup>nd</sup> August. She is also part of the Home Communion Team with 2 other members

JS thanked JH for her hard work.

b. Covid Restrictions:

No objections to collections starting again and being taken to the altar rail.

It was agreed to go back to the altar rail for communion although not to use the common cup. This will be revisited at the next meeting.

Gel by the steps if people want to use it.

More volunteers are needed to become part of the serving team. This will go into the pew sheet.

c. Approval of Distributors:

Penny, Liz, Jenny, Iris, Sue, Ian and David are all part of the team leading Home Communion and Chalice. JS and MP are also to be added to the list.

d. Other Services

- Compline: Going well. Should continue to be Lay led.

- Rogation Sunday (22<sup>nd</sup> May): Blessing the land and walking part of the Parish boundary to be led by MP (2-3pm)
- Patronal Festival: Andrew Axon recommended waiting until the new vicar starts so that they can choose which St. Mary's day to celebrate.
- Ascension Day (26<sup>th</sup> May): Pauline is being confirmed that day in Lamberhurst. All have been invited back to her house for refreshments afterwards.

## **7. Subcommittee Minutes:**

### a. Fabric:

MM told us that CES have started a lighting design for the church. these will be looked at on 1<sup>st</sup> June.

JS Pest control are coming in to review mice situation as they are causing damage, including to the Pentecostal Altar frontal which is damaged beyond repair and will need to be claimed for on insurance. They are mainly coming in from behind the organ and in the vestry. MM to instigate insurance claim.

### b. Fundraising and Outreach:

JM advised of various events approaching including Bacchus Orchestra on 22<sup>nd</sup> May, Prom and Pimms night on 3<sup>rd</sup> June and recital by Antony Le Fleming on 17<sup>th</sup> September.

No problem with holding afternoon tea at vicarage on 25<sup>th</sup> June as long as it is emphasised that we are not setting a precedent.

JS told us that he and MP would like to hold a BBQ at some point in July to say thank you to all those who have helped during the Interregnum.

### c. Education:

CB welcomed LMK

Messy church going well.

All-age Mothering Sunday service well received.

St. Mary's, Leigh Forest Church on 31<sup>st</sup> July 2.30pm; you do need to obtain tickets.

12<sup>th</sup> June is Kelly's farewell service with Bring and share lunch. Any donations welcome to go towards a stole (£399)

CB to ask Mike for any other gift ideas as stole will probably not be ready in time for 12<sup>th</sup>.

Possible ideas include: Rolling pin, staple gun, fizz/flowers

## **8. Finance Update**

MM explained that there was a small deficit of £380 for the first quarter. This is largely because of the £1800 spent on the re-decoration of the vicarage.

Regular Giving is £1,600 higher than expected; overall £1,000 extra in the first quarter.

There have also been 2 payments of £12,028 and £1,437 received from HMRC for Gift Aid.

Food Bank (Restricted Fund) has £2,700. We will discuss at next PCC meeting if this can be used to build proper storage.

Parish Giving Scheme to be promoted in pew sheet. Advising people that payments can be made by post, on the phone as well as online. Only 6 people signed up at the moment.

MP has advised that floors in the vicarage need sanding and sealing at a cost of £1100+VAT. It was agreed to go ahead if the Diocese is unwilling to pay for it (they have already paid for new boiler/kitchen/bathroom/alarm/gate) However, if new carpets are required then this will need to be agreed by the PCC separately at a later date.

Generous Giving and Tokens: JS explained that tokens can be used to place in the collection bag for people who do Standing Orders so that their contributions can be blessed too.

### **9. Interregnum Update:**

9<sup>th</sup> June shortlisting

Interviews 30<sup>th</sup> June

It was agreed to stagger arrival times with food downstairs and interviews in Upper Room.

Volunteers needed to host/tour around the village, inc vicarage, school, college.

IS has kindly offered to do a buffet.

### **10. Safeguarding**

Covered previously

### **11. AOB:**

IS has kindly offered to buy a Home Communion set in memory of Freddie.

JM to email IS times and dates for upcoming weddings and funerals as IS has kindly taken on the role of Verger.

### **12. DONM: Monday 20<sup>th</sup> June**

### **13. Confidentiality: No matters arising**

The meeting closed with compline prayers.

Signed .....

Date .....