

ALL SAINTS BIDDENDEN PCC

Minutes of a meeting of the PCC held on Tuesday 7 March 2017 at 7.30pm in the Cabin

Present: Revd Catherine Wilson (Chair), Ann Courtness, Peter Cutts, Peter Whitestone, Colin Steere, Paul Webster, Tanya Ling (minutes secretary)

Item		Action
1.	The meeting opened in prayer.	
2.	Appointment of chair in Alexs absence – Catherine Wilson. Proposed by Peter Whitestone and seconded by Paul Webster.	
3.	Apologies for absence Apologies received from Alex (Sabbatical)	
4.	Matters arising from the previous meeting The minutes of 10 January were looked at and clarification was asked about item no 7. Reserved Grave spaces. Catherine clarified that Alex has contacted the Diocese and awaiting a reply. Item no. 15 Fabric report requires a full name of George Denny. Item no. 18 amendment to “appointed” rather than “reappointed”. Item 13. Finance – to include that the figure of £3,100 includes monies from service collections and misc. The Minutes were adopted and to be signed by Catherine when amended.	TL TL/CW
5.	Open Forum The Friends of Biddenden require a list from the church of what they require funds for. Peter C to liaise with Mark Clixby on the insurance quote of approx £4000. Commonwealth War Graves Commission – no reply from the Commission as yet. Tanya L to contact the commission to find out progress. Cemetery safety issue raised by Ashford council – only applicible to cemeteries as run by the Borough Council. Chris Cox checks the gravestones stability. Gravestone kerbs are no longer allowed and current ones cannot be replaced. Parish council meetings dates – going forward church PCCs will not clash with Parish Council meetings. Catherine gave out hard copies of the PCC meetings calendar MAF contact requested to ensure awareness of the charity is up to date. Peter W has volunteered. Peter W to step down as PCC member from May 2017.	PC TL
6.	Cleaning update: Ann awaiting quotes from several local firms. Figures are similar to	AC

	<p>Smarden. Spring clean of Biddenden church date to be placed in the pew sheet.</p>	TL
7.	<p>Review of APCM document Include all author names of the reports in the document. Completed report to be posted onto the website after APCM when Alex returns Amend FAB to Friends of All Saints Biddenden. Paragraph formatting Tanya L to check Ann C term of churchwarden PCC membership - appointment dates to be removed Welcomers report – amend times Financial report – Peter C gave definition of restricted and unrestricted funds. Unrestricted funds can be used by the church in any way that they choose. Restricted funds are used as per the benefactors instructions. Restricted funds of approx £10K require a formal record of how they are pulled down. A plan is required by the PCC on how to spend these restricted funds including review of flower funds. This will be an agenda item at the 9th May meeting. Bequests are required to be included in the Finance section of the APCM meeting. The approved report will be amended and emailed to the electoral roll. Definition of the In Need Fund given and is a Restricted fund. Independent examiner report signed and dated by Catherine W. David Spry to sign later this week and then doc scanned for the APCM report. Accounts were accepted by the PCC. Proposed by Ann C and seconded by Peter W. Whole report, subject to amendments, accepted by the PCC. Proposed by Paul W and seconded by Ann C.</p>	<p>tbc TL TL PC</p>
8	<p>Finance Online access to Natwest bank account but not applicable to payments. Balance is approx £16500 for past 3 months, income YTD of approx £14.5K</p>	
9.	<p>Ministry report Pentecost Sunday all age service in Biddenden bi-monthly service. Smarden will have a Eucharist service. J July 30th will be a group service in Biddenden at 10am. In August, no active church or evensong. Children and Young People & Pastoral reports read and no queries. Administration – Tanya L now working in the office</p>	
10.	<p>Correspondence Personal Injury Claim email follow up – path is maintained by KCC. Alex has received an email from Diocese secretary to query what was happening. He forwarded the e-mail chain which confirms it is a KCC issue and the church is not liable PCC membership query has been clarified by the Diocese - at the APCM a formal election can be made and approved. Charity thank you letters – Childrens Society and Royal British Legion Letter to Parish council has now been sent with respect to their donation.</p>	

	Peter C to show invoice costs to Parish Council once a reply had been received from the Parish Council.	
11.	Magazine No updates	
12.	Friends of All Saints Biddenden The church is asked to provide a comprehensive list to the Friends as to what funds are needed and what for. A priority list of the fabric needs of the church to be compiled This will include the insurance premium of approx £4000 and roof repair of £900. Suggested that the bells would need a maintenance quote. A separate meeting would be needed to compile the list.	
13.	Health & Safety Julie L sent a report	
14.	Safeguarding DBS letter from the Diocese requires signatures of Ann C and Julie Lupton. It is an agreement that the Parish makes to follow the DBS policies to ensure a safe environment for young people of church. PCC to confirm they are happy to agree to letter. Catherine W proposed and Peter W seconded. Ann C signed both copies and Tanya L to get Julie L to sign them.	
15.	Churchwarden/Fabric report Julie L sent a report.	
16.	Events & Fundraising Julie L sent a report	
18.	John Mayne New head is doing well and has a positive view on church involvement.	
19.	Future Meetings The next PCC meeting is on Tuesday 9 May and the APCM on Tuesday 28 March at 730pm in the church (7pm refreshments).	
20.	Service Planning Team Meet every 3 months – require a Biddenden PCC member to attend. Paul W has volunteered.	

The meeting closed with prayers at 9.35pm