

## ALL SAINTS BIDDENDEN PCC

### Minutes of the meeting of the PCC held on Tuesday 9<sup>th</sup> May 2017 in The Cabin.

**Present:** Revd Catherine Wilson (Chair), Ann Courtness (Churchwarden), Peter Cutts (Treasurer), Julie Lupton, Colin Steere, Paul Webster, Joanna Winston.

Item		Action
1.	The meeting opened with a reading and prayers.	
2.	<b>Apologies:</b> Tanya Ling ( PCC Secretary) and Alex Bienfait ( on Sabbatical). <b>Welcome:</b> Julie Lupton and Joanna Winston were welcomed onto the PCC. Julie offered to take minutes in Tanya's absence.	
3.	<b>Minutes of the meeting held on 12<sup>th</sup> March 2017.</b> Amendments: p 1 item 5 Commonwealth and Cemetery were altered. P 3 item 12: £400 was changed to £4000. The amended minutes are adopted and will be signed by CW as a correct record. <b>Minutes of the meeting held on 28<sup>th</sup> March 2017</b> were adopted as a correct record. <b>The following minutes were received:</b> <ul style="list-style-type: none"> <li>• <b>The Easter Vestry meeting held on 28<sup>th</sup> March 2017</b></li> <li>• <b>The Annual Parochial church meeting held on 28<sup>th</sup> March 2017</b></li> </ul>	TL  CW/TL
4.	<b>Matters arising from the minutes</b>	
i	Item 7 PCC plan on spending of Restricted funds: held over until return of AB.	TL
ii	Item 7 PC questioned the reading of Bequests and where the related funds are held. It was noted that recent advice from the Diocese was to continue to read the Bequests annually. It was agreed that PC and AC would investigate this matter further.	PC/AC
5.	<b>Open Forum</b>	
i	<b>Thank you letters to donors:</b> CS raised the issue of writing annually to thank regular givers and to offer the opportunity to review giving. It was agreed that this should be discussed and reinstated this year. Template letter should be available. It was noted that AB always writes thanking for significant one-off donations.	PC
ii	<b>Neighbourhood Watch Surgery:</b> PCC approved the use of the church on the last Thursday of each month from 11am for Adrian Lidgett to hold a surgery. First surgery to be on Thursday 25 <sup>th</sup> May.	TL
iii	<b>Ride and Stride coordinator:</b> PW volunteered to take on this role.	PW
iv	<b>Friends of Biddenden Wish-list:</b> item held over to be discussed under item12.	
v	<b>CWGC Entrance sign application:</b> the PCC approved putting up a sign to be attached to the current church noticeboard by the Lych Gate. Procedure for sign: PCC resolution, photograph of proposed site for sign, Archdeacon to countersign and application to be submitted. TL to progress this.	JL
vi	<b>Data protection forms for PCC members:</b> were distributed and completed.	TL
vii	<b>Notification of use of church on Friday 9<sup>th</sup> June 3pm:</b> A Dutch group of + 68 people will use the church for a lecture on Sissinghurst before visiting the Gardens. The Welcomers have been informed. CW will check whether the talk will be in English or Dutch and it will be an open lecture. PW will include a notice in the magazine if appropriate.	TL  CW/PW

viii  ix  x	<p><b>Circulation of documents for the meeting:</b> PW felt that there were too many documents circulated prior to the meeting. This was partly due to the large H&amp;S document which was only for reference. It was noted that large downloads can be difficult.</p> <p><b>Update on welcomers and sidespersons:</b> JW advised that there are now some welcomers on Mondays (the Littlewoods) and on Saturday afternoons. Pam Littlewood has volunteered to be sidesperon on the third Sunday each month when Andrew is better. Meanwhile, Chris Hautot will do third Sundays.</p> <p><b>Request to buy bulk tea and coffee:</b> PCC approved JL's request to bulk buy Fairtrade tea and coffee for the Flower Festival, the Fete etc. It was noted that the church is not currently a Fairtrade church. JL noted the request for 'decent' coffee and tea.</p>	JL
6.	<p><b>Cleaning update:</b> AC reported no progress currently. She is still keen to employ a contractor. It was noted that this will necessitate a rota for kitchen and toilet cleaning on a weekly basis.</p>	AC <small>By email</small>
7.	<p><b>Bell ringing policy:</b> the bell-ringing policy was circulated and approved with one amendment. Service ringing b) Ringing will not commence before <b>0845</b>. This policy to be posted on the church website and on the noticeboard. AC to ask the Tower Captain to give public notice in advance of extraordinary bell ringing through, when possible, the magazine, the website and notices on the church noticeboard and perhaps in the Post Office.</p> <p><b>Complaint about bell ringing:</b> AC has responded by letter to a formal complaint received by email in April following the Ashford District bell-ringers meeting.</p>	TL  AC
8.	<p><b>Finance update</b> PC gave the following information:</p> <ul style="list-style-type: none"> <li>• Current a/c balance: £18,360</li> <li>• Yr to date receipts: £27,800</li> <li>• Total outgoings: £25,150      Currently we are £2,650 in the black.</li> <li>• PC has been updating Restricted Funds which currently stand at £9,600.</li> <li>• Receipts: £4000 from The Friends for Insurance.</li> <li>• Charitable Donation to MAF: £531 + cheques payable directly to MAF.</li> <li>• Gaming and Lotteries licence will not be renewed.</li> <li>• PC is sending receipts for printing the Quarterly magazines to the Parish Council Clerk.</li> <li>• PC will attend Treasurer training on 22<sup>nd</sup> July in Canterbury.</li> </ul>	
9.	<p><b>Ministry report and service planning notes:</b> were received. Church mission plan to be emailed to all PCC members to allow time for consideration of our priorities for 2017/18 ahead of the meeting on July 11<sup>th</sup> when this will be discussed.</p>	TL
10.	<p><b>Correspondence:</b> A letter from the Parish Council has been received agreeing the procedure for reclaiming the cost of printing quarterly magazines.</p>	PC
11.	<p><b>Magazine:</b> nothing to report.</p>	
12.	<p><b>Friends update:</b> A Jazz and Curry evening to be held at Colin Daly's house on 17<sup>th</sup> June. An autumn concert is planned for 14<sup>th</sup> October. Very few people have become friends. The Friends want a wish list of projects for which to raise funds.</p>	

	It was noted that major repairs will be based on recommendations in the 2016 Quinquennial. JL to send a copy to AC.	<b>JL</b>
<b>13.</b>	<p><b><u>Health and safety update:</u></b></p> <p><b>Placing of fire notices:</b> PCC agreed notices could be put on doors and in kitchen.</p> <p><b>External muster point</b> in the event of an evacuation: suggested place of meeting to be to the north side of the Lych Gate, inside the churchyard.</p> <p><b>Emergency exit:</b> JL to arrange keys to be left in lighting box at the back of the church next to the light switch. JL to get new padlock to ensure there are enough spare keys.</p> <p><b>Emergency lighting:</b> is being checked by JL three-monthly.</p> <p><b>Key register:</b> this needs to be found and updated.</p> <p><b>Risk assessments:</b> Jeannette Oatway has carried out a generic RA for the Flower Festival. Tony Burtenshaw has done a RA for the Tower Tours. All RAs to be completed and presented at July meeting for final approval.</p>	<b>JL</b>
<b>14.</b>	<p><b><u>Churchwarden’s report:</u></b></p> <p>AC thanked everyone for their support during Alex’s Sabbatical and she expressed particular thanks to Catherine for all she has done. Everyone agreed.</p>	
<b>15.</b>	<p><b><u>Fabric Team report:</u></b></p> <p>PCC approved the request from the church architect to carry out one day’s investigative work on the supporting beams in the Tylden Pattenson Chapel. This has received DAC authority. It is anticipated this will cost in the region of £400 +VAT. It was noted that any further work would require PCC approval separately.</p> <p>When concerns were raised about priorities regarding Fabric repair it was agreed we should follow the 2016 Quinquennial recommendations.</p> <p>Brasses: still await final repair.</p> <p>PCC approved Jeannette Oatway buying a new set of stepladders for the Flower Festival.</p> <p>AC advised JL to ask for more help where necessary.</p>	<b>JL</b>       <b>JL</b>
<b>16.</b>	<b><u>PDO and Safeguarding report:</u></b> received.	
<b>17.</b>	<b><u>Terrier:</u></b> The Terrier update was signed by the churchwarden and two PCC members. AB to sign off finally on his return and Terrier to be replaced in vestry.	<b>AB/JL</b>
<b>18.</b>	<b><u>Events and Fundraising update:</u></b> received. Big Breakfast date 11 <sup>th</sup> November, not 8 <sup>th</sup> .	
<b>19.</b>	<b><u>Deanery Synod:</u></b> nothing to report.	
<b>20.</b>	<b><u>John Mayne School:</u></b> Head teacher continues to settle in. This is SATS week. OFSTED expected soon.	
<b>21.</b>	<p><b><u>Dates of forthcoming meetings:</u></b></p> <p>19<sup>th</sup> June combined meeting.</p> <p>11<sup>th</sup> July</p> <p>12<sup>th</sup> September</p> <p>10<sup>th</sup> October Biddenden Budget</p> <p>14<sup>th</sup> November</p> <p>4<sup>th</sup> December combined meeting.</p>	
<b>22.</b>	The meeting closed at 2130 with prayers and the Grace.	

