

The Combined PCCS of
ALL SAINTS BIDDENDEN PCC and
ST MICHAEL AND ALL ANGELS

Minutes of a Combined meeting of the PCCs held on Monday 4th December 2017 at 7.30pm in
Charter Hall, Smarden

Present: Alex Bienfait (Chairman), Ruth Papworth, Peter Cutts, Catherine Wilson, Colin Steere, Paul Webster, Tom Hay, Ann Courtness, Mike Barkway, Tony Lush, Ewa Loffstadt, Tanya Ling (Minutes Secretary)

Item		Action
1.	The meeting opened with prayers led by Alex.	
2.	Apologies for Absence Apologies were received from Julie Lupton, Edward Demery, John Lowings	
3.	Open Forum <ul style="list-style-type: none"> – Office email sometimes still shows Anna Picken – this is a Google mail defect which cannot be fixed – Safeguarding training website link – send link to both PCCs for level CO to complete and confirm – Stewardship meeting minutes – confirm that they have been sent out and sign in the January 2018 meetings 	Office Office
4.	Service Planning <ul style="list-style-type: none"> – Mothering Sunday service on March 11th - All Age services for both parishes (Smarden 9.15, Biddenden 11am). – Smarden Stewardship meeting is on 18th March at 11am. Tony to confirm on what type of service this will be. – On 30th March , Stations of the Cross walking outdoors 	TL
5	GDPR – Catherine <ul style="list-style-type: none"> • Paperwork has already been sent out to PCCs to review this new data protection law for next year • Replacing the data protection act and tightening the law with what is allowed to be done with data information held by organisations such as ours • Any information about a living individual that is capable of identifying that individual such as your name and address, processing that data is storing of the data such as on paper and computers • Storage must be safe and secure and documents safe with passwords on their computer • From 18th May 2018, people need to give us consent to send them marketing and communication • Sample of consent forms are available on the website to give us guidance • PCCs are believed to be exempt from the registration fee 	

	<ul style="list-style-type: none"> We do not currently have a Data Protection policy and do we need one? We will need to undertake a data audit – this will predominantly be an office action Data Privacy Notice will need to be drafted We will need to be compliant by 18th May 2018 Negative consent will no longer used, the user has to <i>opt-in</i> going forward The wording of the consent forms has to be well drafted and the Diocese will be giving guidance on this People working in the church may need separate email accounts for church work Is this for retrospective data? Probably not but need to confirm 	Office
6	<p>Presentation of parish statistics – Peter Cutts</p> <ul style="list-style-type: none"> Peter presented the data statistics (powerpoint) with data up to 2015 for both Biddenden and Smarden. This data was received from Canterbury office. Office to request presentation file that Peter has used for future reference and send out to PCCs. It was agreed that some of the data looked incorrect and out of date and would need to re-review with Canterbury. 	Office
7	<p>Thank you letter for regular givers</p> <ul style="list-style-type: none"> Alex has drafted a thank you letter to our regular givers that is to be sent out at Christmas. Ann to review and reformat the letter and send to the PCC for sign off before sending. Need to explain fully what the Appollos Trust is. 	AC
8	<p>Update on Joint Benefice Finance</p> <ul style="list-style-type: none"> Tom confirmed that the joint account is very healthy and the monies being deposited by each church are enough to cover all expenses. Payments to remain the same for 2018 for each parish. 	
9	<p>Events</p> <ul style="list-style-type: none"> Smarden Christmas Tree festival preparations are going well Smarden Carol service is at 6.30pm this Sunday (not 6pm as per the magazine) Should the tree roots be cordoned off for the Smarden Tree festival? Agreed not to put any rope up but at some point an RA will need to be done. 	
10	<p>Dates of next meetings</p> <ul style="list-style-type: none"> The next Smarden PCC meeting is on Monday 29th January There is a Deanery Synod meeting on 23rd January where we can debate the newly worded Smarden motion concerning PCC membership so the the Biddenden PCC will now be on Wednesday 24th January 	
11	The meeting closed with prayers at 9pm.	

