

**ALL SAINTS BIDDENDEN PCC**

Minutes of a meeting of the PCC held on Tuesday 21<sup>st</sup> November September 2017 at 7.30pm in the Cabin

**Present:** Alex Bienfait(Chair), Catherine Wilson, Ann Courtness, Joanna Winston, Colin Steere, Paul Webster, Peter Cutts, Julie Lupton, Tanya Ling (Minutes secretary)

| Item |   | Action                                      |
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| 1    | The meeting opened in prayer.   |   |
| 2    | Apologies for absence.<br>None  |   |
| 3    | <p>Matters arising from the previous meetings<br/>The minutes of 12<sup>th</sup> September were discussed.<br/>Matters Arising:-</p> <ul style="list-style-type: none"> <li>• Item 9. Biddenden star was discussed with relation to the flagpole discussion with Brian. Alex had been asked to discuss with Erik to make the star after the meeting as the weight of the previous star was a safety issue when using the rope pulley. The new star has been made. The old star cannot be used due to its weight. Cost of the bulbs for the old star has been reimbursed to Martin and possibly need to see if we can return them for a refund. Does the new star need PAT testing? Alex to check.</li> <li>• Item 5. CCTV costs researched by Peter Cutts. Red Alert company , local Ashford company, contacted and quoted approx £2-3K (2 cameras, recording equipment and installation). No router in the church so would be a dumb recording device. More detailed quote would require a survey. More research required for cheaper options and data protection. Paul W to do further research on cheaper units. Needs 2-3 days recording.</li> <li>• Item 9. Ecclesiastical insurance quote researched by Peter C to see if competitive. For Peter it was cheaper but for Paul W it was a more expensive quote. Unlikely to offer a very competitive deal but very good service.</li> <li>• Item 6. Peter C to speak with Mark Clixby on utilites as he negotiated the deal with Eon. Paul to talk to Mark Clixby as to how many kilowatts the church uses and look into the possibility of alternative providers.</li> </ul> <p>Adopted and signed by Catherine.</p> <p>The minutes of Budget meeting on 10<sup>th</sup> Octboer 2017 were discussed.</p> <p>Add Julie to the attendee list.<br/>Under Item 6. It is a Stewardship presentation rather than a meeting.<br/>Under Item 7. Bullet point 2 to be amended to include (rather than increased)<br/>Adopted and signed by Alex.</p> | <p>AB</p> <p>PW</p> <p>PW</p> <p>Office</p> |

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| 4 | <p>Open Forum</p> <ul style="list-style-type: none"> <li>• GDPR – notification of new data protection law to be discussed at the Combined meeting next week. Catherine distributed documentation on this for reference.</li> <li>• 2018 Benefice Calendar – Candlemas date to be changed to Sunday 4<sup>th</sup> February 2018 (not 2<sup>nd</sup> Feb). FAB AGM is on 6<sup>th</sup> February evening – to be added to the calendar.</li> <li>• CWGC entrance sign – application has gone through but we require the smaller sign which has not been approved by the Diocese yet.</li> <li>• Biddenden Village Hall rental agreement 2018 – Alex has signed this on behalf of the PCC.</li> <li>• Canterbury DBF – briefing paper has been sent out to PCC. Increase of 2% on the Parish Share for next year. To be discussed further at the Combined meeting.</li> <li>• Chosen Charity for 2018 – Peter Whitstone has suggested Global Justice. Julie suggested we support MAF again and more impact can be made. Fiona Stevenson from MAF has approached All Saints to see if any individuals from All Saints would help support her work in Papua New Guinea. MAF has received 2 cheques this year, approx £600-700. Ann requested that we also look at a local charity to help. Carry forward to next meeting in January to decide. Homewood school are possibly due £500 this year from a previous commitment for the school worker. Alex to check on how many years has the church committed to this and draft a letter from the Appollos trust treasurer requesting the funds. Started in 2012. Peter to liaise with Alex on this. Office to check previous minutes for clarification. Would have to come out of the general pot.</li> <li>• Smart Water – for security of lead tiles, this has already been deployed.</li> <li>• Stewardship campaign – needs to be added as a separate agenda item for future meetings. In preparation for the presentation on 4<sup>th</sup> March next year, we will require a planning group for this. Smarden have had their first meeting with Charlotte McCauley. Monday 11<sup>th</sup> December agreed date for the first stewardship meeting at the cabin. Ann and Peter volunteered and would need a congregation member. Ideally the whole PCC should be involved. Data protection law allows us to only send letters to those on the electoral roll.</li> </ul> | <p>Office</p> <p>AB/PC</p> <p>Office</p> <p>Office</p> |
| 5 | <p>Church Plan priorities</p> <ul style="list-style-type: none"> <li>• Use of Needy Fund – Alex to talk to the school</li> <li>• Opening of the church – covered already in Item 3.</li> <li>• Grave availability – 3 options - close current church yard and use new church yard, new line of burials, re-use space in the churchyard. Registrar is in discssion with Commissary General and awaiting to hear back from them.</li> <li>• Tylden-Pattenson space – no update.</li> </ul>  | <p>AB</p>  |
| 6 | <p>Finance</p> <ul style="list-style-type: none"> <li>• No parish share will be paid in November and December, so the downward trend in our monthly net cash flow should hopefully turn “upwards” before the end of the year. It is expected that our final cash position should be a deficit of around £2,000.</li> </ul>  |  |

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|    | <ul style="list-style-type: none"> <li>• Tractorfest donation ceremony in early December – Peter and Paul to attend.</li> <li>• Cleaning standing order set up and first payment this Thursday. Ann to check this has gone through all ok.</li> <li>• Remove Peter Whitstone and Mark Clixby as signatories to the general fund bank account. Proposed by Peter and seconded by Ann. All in favour. Alex to sign paperwork accordingly for Peter.</li> </ul>   | AC<br>PC/AB |
| 7  | <p>Cleaning update</p> <ul style="list-style-type: none"> <li>• Coming for 6 weeks now at lunchtime. Toilet paper and towels and washing up liquid still to be supplied by the PCC. Ann and Alex to submit their expenses for these.</li> <li>• From January they will be cleaning fortnightly, then one week before Easter back to a weekly clean. Peter to amend the standing order to reflect these changes.</li> </ul>   | AB/AC<br>PC |
| 8  | <p>Ministry report</p> <ul style="list-style-type: none"> <li>• Remembrance Service went very well,. The decoration of the lychgate arranged by Jo Smith. To be kept up for Christmas. Plan for next year 2018 is for poppies cascading from the tower, need approx. 7.5K poppies.</li> <li>• December – All Age Eucharist at 9.15 on first Sunday and the Christingle service: help needed for these. Joanne has requested extra sides-people for that week.</li> <li>• Midnight service is sorted for servers. Ian Rickwood to give up after Christmas . Many thanks for all his hard work and would like to recognise his work properly.</li> <li>• Group service for All Saints on 29<sup>th</sup> April 2018, new Archdeacon of Ashford coming. Ideas for a nice welcome. Events and fundraising to come up with something.</li> <li>• Active church – numbers slightly down on last year however, good light party and planning an Epiphany party</li> <li>• All Souls service was very lovely and well attended.</li> <li>• For next year, we have one wedding booked so far.</li> <li>• Services on the website are now being updated every week</li> <li>• Coppicing day on Sat 2<sup>nd</sup> Dec,</li> <li>• Thurs 21<sup>st</sup> Dec Cranbrook band at Smarden Zion chapel</li> </ul> |             |
| 9  | <p>Correspondence</p> <ul style="list-style-type: none"> <li>• The Battle's Over – a big event on 11<sup>th</sup> November 2018, lighting of the beacon, to be done alongside with the parish council. Need to register with this organisation and liaise with the PC. Carry forward as agenda item for January.</li> <li>• Churchyard – wildlife site – site of significance for lichen</li> </ul>  | Office      |
| 10 | <p>Magazine</p> <ul style="list-style-type: none"> <li>• Extra colour now in the magazine and a slight increase in the invoice. All extra colour advertising has been sold by Ann.</li> <li>• National Church Magazine Competition – a certificate is issued and placed into the Church times. Paul to confirm if the magazine be put in.</li> </ul>   |             |
| 11 | <p>Friends of All Saints Biddenden</p> <p>Another meeting held and will save a third of monies for a rainy day event. Insurance is being paid for 2017 and a letter to be received from FAB.</p>   |             |

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|    | <p>May need further members on the committee to help with the workload. Need to now register as a charity which Paul is working on.</p> <p>By the end of end of November of any year, the PCC to send in their requests. Has the church requested the roof tile payment from FAB that they have agreed to pay. Peter to check for invoice for the roof repair payment earlier this year. In the December village magazine, FAB confirm payment of insurance and roof repair to the church.</p> <p>Looking at a black tie event at Bedgebury next year in early summer.</p>   | PC |
| 12 | <p>Health &amp; Safety</p> <p>No updates</p>   |    |
| 13 | <p>Churchwarden report</p> <ul style="list-style-type: none"> <li>• Mulled wine and mince pies to be served after the village carol service. Six bottles of Biddenden apple juice can be used.</li> <li>• Thank you to Julie for the Big Breakfast event, a great success.</li> <li>• Sides people required for Christmas week as many people away.</li> </ul>   |    |
| 14 | <p>Fabric report</p> <ul style="list-style-type: none"> <li>• Report distributed by Julie.</li> <li>• Approval required from the PCC to fix/weatherproof the cracks to start work on 27<sup>th</sup> November as it is very urgent . Previously it was £2200 in 2013. To come out of fabric fund. No quote for the current work as yet. Confirm to go ahead.</li> <li>• Julie to write letter to Mark Clixby of FAB with details of the March roof expenses of £435 and details of the north wall investigation work of approx £750.</li> <li>• Floodlighting repairs in the future – we should try and use LED lights. Possibly replace the whole system the next time there is a problem.</li> </ul> | JL |
| 15 | <p>Safeguarding report</p> <ul style="list-style-type: none"> <li>• Report distributed by Julie</li> <li>• All Smarden bell ringers have done their training and Biddenden are in progress</li> </ul>  |    |
| 16 | <p>Events and Fundraising report</p> <ul style="list-style-type: none"> <li>• Report distributed by Julie.</li> <li>• Fete will be on 14<sup>th</sup> July 2018.</li> <li>• There is a village need for a Xmas fundraiser event in the future.</li> <li>• Required to nominate a church trustee for the village hall committee. Liz Rickwood has been doing this and the PCC now nominate her for this. Julie to complete paperwork for this. All agreed.</li> </ul>   | JL |
| 17 | <p>Deanery Synod</p> <p>Gods Trees talk given at Bethersden</p> <p>Gender and Marriage talks given and future dates next year to be set.</p>   |    |
| 18 | <p>John Mayne school</p> <p>New chair for the governing body is Brian OSullivan as Guy Pullen resigned in the summer.</p>  |    |
| 19 | <p>Future Meetings</p> <p>The next Combined PCC meeting is on 4<sup>th</sup> December 2017 and the next Biddenden meeting is on Tuesday 23rd January 2018.</p>   |    |

The meeting closed with prayers at 10pm