

ALL SAINTS BIDDENDEN PCC

Minutes of a meeting of the PCC held on Tuesday 24th January 2018 at 7.30pm in the Cabin

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

Item		Action
1	The meeting opened in prayer.	
2	Apologies for absence. Colin Steere	
3	<p>Matters arising from the previous meetings</p> <p>The minutes of Tuesday 21st November 2017 were discussed.</p> <p>Matters Arising:-</p> <ul style="list-style-type: none"> • Item 3. Bulbs have been returned and the refund (minus £5) given to Alex. Alex to pay the remaining money to Peter Cutts. • Item 5. Paul has found a cheaper CCTV option of £300 with 2 cameras and Paul has sent the details to Alex. A formal proposal is required • Item 4. Apollos Trust (not Homewood school) may be due £500 still needs to be followed up. • Item 8. Ian Rickwood has given up as a server - Alex to give a bottle of red wine and draft a thank you item and send to Paul to be published in the magazine. Also to be acknowledged at the APCM meeting in April. • Item 11. Mark Clixby and Paul have been working together to register FAB as a charity. <p>Adopted and signed by Alex Bienfait.</p> <p>The minutes of the combined meeting on Monday 4th December 2017 were discussed.</p> <ul style="list-style-type: none"> • Item 7. Thank you letters were sent – approx quarter were not sent as they are seen regularly. Viewed to be something that should be done every year. Put into calendar. <p>Adopted and signed by Alex Bienfait.</p> <p>The minutes of the Stewardship presentation meeting on 26th September 2017 were discussed. No matters arising.</p> <p>Adopted and signed by Alex Bienfait.</p>	<p>AB</p> <p>AB/PW</p> <p>Office/A B</p> <p>AB/PW/ Office</p> <p>Office</p>
4	<p>Open Forum</p> <ul style="list-style-type: none"> • Chosen Charity for 2018 – MAF was previously proposed. Alex mentioned a local charity, the March Wood project, a local wood that works with children with special needs. They have recently lost a lot of their equipment in a fire. 	

	<p>We would like to support Fiona Stevenson working in Papua New Guinea for MAF. Ann mentioned a local charity that provide wireless for blind people (Vicky). This is something we could look at both the March Wood project and the wireless project for our charities for 2019 . Action – office to add to December PCC agenda MAF item required for the magazine for the March issue. Action - Catherine to send to Paul and Julie. Catherine to email Fiona to confirm our support of her work this year.</p> <ul style="list-style-type: none"> • Tower keys in the vestry are missing, Julie last saw them when the star went up. Action – Ann to check with Peter • Friends of Kent Churches – visit requested on 13th June with a talk, Action - Ann to check with Peter Whitestone if he can do the talk. Refreshments also requested and will give a £75 donation. • Emergency door – has been opened on 6 occasions and is very hard to open, in winter becomes very tight. Action – Julie to follow up. • New ideas for Welcomers <ul style="list-style-type: none"> ◦ Welcomers Pamphlet – giving information about what the church does, who is who, what's on, etc. Action – Alex to draft Welcome leaflet. ◦ Welcome table – white table in the porch with a welcome notice, put new leaflets, paddles, quiz sheet. Action – Joanna to arrange a table ◦ Label major items – such as the font to describe what they are for. Action – Joanna to draft and laminate A6 signs. Blu tac to be used. ◦ Update the quiz sheet that is currently in the church. Action – Alex to update quiz sheet ◦ Posters in the village and other local villages ◦ Flyer for the magazine – giving opening times. Magazine has a policy of no flyers. ◦ Phone line – needs to be fixed. Action – Ann to get quote for broadband for the church . ◦ 2018 Welcomers Diary in the drawer for all to use ◦ Photos of PCC members, etc – carry forward to the summer. 	Office CW AC AC JL AB JW JW AB AC
5	<p>Church Plan priorities</p> <ul style="list-style-type: none"> • Use of In Need Fund – In Need poster reviewed with an amendment -"Parish of Biddenden" and addition of "Requests handled in confidence". Places to put the poster – Parish Council notice board, church notice board, post office, SENCO at the school, school PTA board, parish magazine. Action – office to amend poster and distribute. • Opening of the church – CCTV will be useful for this, Paul has emailed an option to Alex (from Amazon), approx £300. Action – Alex and Paul to draft a formal proposal for the March PCC to review and approve • Grave space availability – no movement as no reply yet. Julie queried space below where the ashes are, there is still space there. Turning space for tractors is required so that may be why this space hasn't been used. 	Office AB/PW PW

		<ul style="list-style-type: none"> Tylden-Pattenson space – there is a family connection to the pews at the back so need to confirm this. Action – Paul to put notice in the magazine to check this and to check the Tylden-Pattenson website to establish any living family members. If we wish to make a change any family would need to approve 	
6	Finance	<ul style="list-style-type: none"> Restricted funds table -before there were two funds(church upkeep and fabric fund) which have now been merged into one fund. Cleaning spend is low to date as still owe them some unpaid invoices. In Need fund is £2219 unused in 2017. Designated fund - Sri Lanka money - £1600 so far and more from Smarden so approx £2K raised. Flower Account : 2017 APCM finance report requires Flower Account transactions to be fully integrated into the financial statements. Currently, interactions between the PCC General Fund and the Flower Account are not clear. Action - Peter to arrange meeting with Jeannette Oatway to clarify. 2017 church accounts appear to be just in surplus. A great achievement compared with previous years. Donations from FAB (covering insurance), Parish Council (covering magazine printing costs) and Tractorfest have been very helpful. However, future income likely to be uncertain, so cannot be complacent.” RBL, Childrens Socitey and Justice appeal cheques were sent from collections last year. Approx £300 each and acknowledgements requested. Stewardship campaign – Charlotte McCauley has sent templates. Charlotee has mentioned photos. Action – Alex to send photos to Charlotte. APCM report in progress. CCLA - Peter recently attended seminar given by CCLA, who manage PCC’s reserves account. This comprises investments in the CBF Church of England Investment Fund, effectively a unit trust based on ethical investing. It has performed well in 2017. If anyone requires more details on this, please ask Peter. The CCLA account authorised signatories need to be changed.For this, a new mandate form should be filled out with details of the proposed new signatories. These will be Alex Bienfait, Ann Courtness, Paul Webster and Peter Cutts. Peter Cutts will also be the account correspondent. <u>A formal resolution for these changes was raised by Alex, seconded by Joanna and agreed by the PCC.</u> Action – Peter to submit the new mandate form together with these minutes, when signed (later in March). CCLI – received their notice for renewal. £189.36 (5% increase) needs to be paid. PCC are all in favour and approved this payment. Stonemasons work for last November is £960 which needs approval to be paid. Action – Peter to send invoice to Paul and Mark Clixby who will then review at the next FAB meeting. Biddenden PCC are trustees for four bank accounts. Suggested that account signatories for all accounts are reviewed and confirmed at 	<p>PC</p> <p>AB</p> <p>PC</p> <p>PC/PW</p>

	each APCM meeting. Action - Office to add to APCM meeting agenda	Office
7	<p>Cleaning update</p> <ul style="list-style-type: none"> Fortnightly cleans with no issues. Weekly clean to commence just before Easter. 	
8	<p>Ministry report</p> <ul style="list-style-type: none"> Carols with Cranbrook Band event was very good and enjoyable and booked for 2018 (Zion Chapel, Smarden) Inter generational epiphany party was a great success. Wedding preparation on Sat 4th February, only one wedding booked to date. Funeral memorial service on Tuesday 6th February . Smarden PCC had a motion at Deanery Synod approved yesterday and this will now to go to the Diocesan Synod to be debated on 11th March which is open to all. Concerns the eligibility for PCC membership - allowing non-communicant members to become members of the PCC. Walk Church appeared in the magazine and interview on Radio Kent on 11th February at 7am. 	
9	<p>Correspondence</p> <ul style="list-style-type: none"> Battles Over – village preparations starting for the Remembrance weekend. Church tower poppy cascade display to be included. Church to be kept open for the weekend and floodlighting needed. Action – Ann to liaise with Ecclesiastical insurance to confirm this is OK and to check with Jo Smith to confirm the registration process and Martin for the floodlighting. 	AC
10	<p>Magazine</p> <ul style="list-style-type: none"> Feburary was the 60th issue by Paul W. 	
11	<p>Friends of All Saints Biddenden</p> <ul style="list-style-type: none"> Paul has approached several people to look for additional members Colin Daly has stepped back as chair so Paul now to be chair and Mark Clixby is treasurer, need more personnel Bedgebury for 2018 event cannot be held as management have not given approval 	
12	<p>Health & Safety</p> <ul style="list-style-type: none"> No updates 	
13	<p>Stewardship campaign</p> <ul style="list-style-type: none"> Stewardship article to be sent to the magazine by the Stewardship team ideally for the March edition. Action – Ann to send to Paul Financial figures to be sent to Charlotte. Peter to send to Alex and Ann for feedback asap (Peter can send to Charlotte even if he does not receive feedback from Alex and Ann) 	AC PC
14	<p>GDPR update</p> <ul style="list-style-type: none"> No updates as yet 	Office/C W
15	<p>Churchwarden report</p> <ul style="list-style-type: none"> Carpet for altar being looked at. Action – Ann to sort a quote for the March PCC to review and approve 	AC

	<ul style="list-style-type: none"> • Two new tables to be bought as old ones are broken. Action – Ann to get prices for the March PCC • Christmas services were very good and went well. Thank you to all for their hard work 	AC
16	<p>Fabric report</p> <ul style="list-style-type: none"> • Electrics bill of £534 needs approval, this is a follow up from 2016 which had not been done. This will only needed every 5 years. PCC approved this payment, all in favour. They will come in on Thursday 8th February to do the work. 	
17	<p>PDO & Safeguarding report</p> <ul style="list-style-type: none"> • Report circulated 	
18	<p>Events and Fundraising report</p> <ul style="list-style-type: none"> • Report circulated • German choir will not come in 2018 and would like to come on a Friday in May 2019 	
19	<p>Deanery Synod</p> <ul style="list-style-type: none"> • Already discussed 	
20	<p>John Mayne school</p> <ul style="list-style-type: none"> • Ofsted have visited recently and report to be sent out shortly. 	
21	<p>Future Meetings</p> <p>The next PCC meeting is on Tuesday 13th March 2018 and the Biddenden APCM is on Tuesday 17th April 2018.</p>	

The meeting closed with prayers at 9.40pm