

ALL SAINTS BIDDENDEN PCC

Minutes of a meeting of the PCC held on Tuesday 13th March 2018 at 7.30pm in the Cabin

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

Item		Action
1	The meeting opened in prayer.	
2	Apologies for absence. Julie Lupton	
3	<p>Minutes of the previous meeting:-</p> <p>The minutes of Tuesday 24th January 2018 were discussed and amendments as follows:-</p> <ul style="list-style-type: none"> • Item 8 - amend so that it reads Carols with Cranbrook band event..... (Zion Chapel, Smarden) • Item 9 – add surname for Jo to Jo Smith • Item 10- amend so that it reads60th magazine edition edited by Paul W. • Item 11 – add surname to Colin to read Colin Daly and change Martin to Mark C <p>Adopted and signed by Alex Bienfait.</p>	
4	<p>Matters Arising:-</p> <ul style="list-style-type: none"> • Item 3 – Alex to check the exact amount for the bulbs with Peter C • Item 4 – Apollos Trust - £500 for 2016 and £500 for 2017 has now been paid by Peter. The 2nd Sept 2014 minutes (minute 8,4) were found where we agreed to renew our committment to the Apollos Trust of £500 a year (from a restricted fund). The minute does not state an end point but Alex believes that there was a 3 year term which comes to an end this year. Alex, who is chair for the Apollos Trust charity, declared an interest and absented himself from the discussion. Action – office to add to the May agenda. • Item 5 – CCTV proposal – in agenda later • Item 8 – Action - Alex to take a bottle of wine to Ian Rickwood and to draft a thank you note and send to Paul W to publish in the parish magazine. At the APCM Alex to formally thank Ian Rickwood • Item 4 – <ul style="list-style-type: none"> ○ Catherine has emailed Fiona Stevenson to confirm that Biddenden PCC have decided to offer her financial support from the Lent Appeal in 2018; she will be coming to preach in both churches on the 8th April. ○ Friends of Kent churches - Paul Webster is to talk on 13 June as previous one did not happen due to snow ○ Ann confirmed that the tower keys were found ○ Julie has looked at the door but found it was no longer stiff. ○ New ideas for Welcomers – add to the Agenda as an ongoing item as there is a lot of work to cover 	<p>AB</p> <p>Office</p> <p>AB</p> <p>Office</p>

	<ul style="list-style-type: none"> ○ Ann still to look at the possibility of a phone line in the church to enable an the provision of both an emergency contact phone and a Wifi connection. • In Need fund, Opening of Church, grave space all coming up later in the agenda 	AC
5	<p>Open Forum</p> <ul style="list-style-type: none"> • Phone mast proposal – a member of Biddenden community has a friend at Vodafone and has approached the church about the feasibility of this. The PCC are comfortable with the idea of a phone mast on the church tower. It would be inside the church tower and very discrete. It could provide the church with an income of £3k per annum Action awaiting feedback from Vodafone(Oliver Harwood) • Keys – lock on north aisle outside door has been very stiff and WD40 was used by Colin S to help free it • Welcoming is to start at the beginning of Holy Week from Tues 27th March. Joanna sent the rota out last November to all involved. Action - Office to forward a copy to Paul • Amy Sinclair has now stopped doing verging duties due to ill health. Linda and Tony Webb have volunteered to take on these duties. They will co-ordinate a team of sidespeople who will act as vergers at weddings, funerals and baptisms Action - Catherine to take Amy a bunch of flowers to say thank you and thanks to her to be noted at the APCM meeting • Anne Webster letter with respect to the chest of drawers for the vestry. Action - PCC to write a thank you letter to Karen Falzani for her support and donation towards the chest. Alex would like to record his thanks to Ann W as well for her hard work sourcing the chest of drawers. Action - letter of thanks to be sent to Anne • CWGC sign – the small sign has now been formally approved by the Diocese and sent back to the Archdeacon for implementation • Canterbury Oast Trust have sent a letter to request use of the church for the Kent Police choir event on Sat 8th December at midday. £100 donation will be given for this. As a good will gesture, the PCC were in favour of this as long as the COT sets up and clears up after the event and secures any licenses that are required. Someone from the church will need to attend to ensure all is ok. Action - Office to write a letter of confirmation accordingly 	<p>AB</p> <p>Office</p> <p>CW</p> <p>Office</p> <p>Office</p> <p>Office</p>
6	<p>Review of draft APCM document</p> <ul style="list-style-type: none"> • Action - Check messages to Paul and Joanna who did not receive the report that was sent out and to also include a Dropbox link as well to ensure all have access to the required paperwork. Resend again tomorrow morning and confirm with the end users. The APCM official document, which comes from the PCC, will be amended where required for the meeting next month. 	Office
7	<p>Church Plan priorities update</p> <ul style="list-style-type: none"> • Use of the In Need fund – a poster was placed into the magazine and as a result the fund has received an additional donation. The 	

	<p>local school have a trip coming up and Alex has let the school know that the fund is available where required</p> <ul style="list-style-type: none"> Opening of Church – CCTV camera proposal review – four cameras, two in the entrance, one in the kitchen and one at the choir vestry screen. Alex proposed and seconded by Ann for the PCC to authorise payment for a suitable CCTV system setup to £500. DIY installation will happen after Easter and we will need to display a data privacy poster and set some test open days to see how it works and assess impact. Thank you to Alex and Paul for their work on this Action Alex to purchase CCTV system after Easter and arrange with Paul an installation date Grave spots availability – Alex proposes rodding to check if the ground is suitable to establish a new area for burials. Peter Courtness and Peter Cutts to investigate other methods of checking the ground. A PCC meeting will be held on site to agree the area where the rodding is to occur. Needs to be in conjunction with the Parish Council as consultation with the PC is a requirement for the PCC to apply for the necessary Faculty. Also to discuss with the Parish Council an alternative possibility of establishing a new burial site across the A262 by the beacon. Action - Alex to discuss rod methods with the gravedigger. Action – arrange date of PCC site meeting in May (Sat am) and application for Faculty. Tylden-Pattenson space – Paul to place advert in the parish magazine to establish if there are any relatives in existence 	<p>AB/PW</p> <p>PC/PC</p> <p>AB AC</p> <p>PW</p>
8	<p>Finance Update</p> <ul style="list-style-type: none"> Peter C met with Jeanette Oatway with respect to the flower fund account. JO will update the PCC for each meeting to account for the expenditure from that account (current balance approx £1600). When flower festival asks the PCC for funding to pay for the flowers, the flower fund will have to pay back to the church account for this. Signatories for the Flower account are Vera Jones and Jeanette Oatway, who can write their own cheques if required. Parochial fees grant – small credit £35 received Sri Lanka fund - 500 raised from Smarden accidentally went into the joint a/c. Action – Peter to ask Tom for a cheque from the joint ac made payable to the Biddenden PCC a/c. Alex has successfully made a payment to the account in Sri Lanka. Action – Peter to send funds after discusssing a/c numbers with Alex. APCM document – Peter to review with David Spry (the Independent Examiner). Action – office to send out APCM document to review and sign off GDPR – after Stewardship campaign, Gift Aid letter to be sent out. Action – Peter and Office to send these out Card reader for online transactions– Action add to May agenda for further discussion 	<p>PC</p> <p>PC</p> <p>Office</p> <p>PC/Office Office</p>
9	<p>Cleaning Update</p> <ul style="list-style-type: none"> Currently fortnightly and will change to weekly at the end of March Action – Peter C to discuss with Ann when to amend standing order accordingly 	<p>PC/AC</p>

		<ul style="list-style-type: none"> Lychgate resurfacing – requires a RA on this pavement. Action – Office to ask Mark C to assess this risk. 	Office
19		PDO and Safeguarding <ul style="list-style-type: none"> Safeguarding Policies and Procedures document has been sent to Alex, Catherine and the PCC for review Action – PCC to review the document and send comments to Julie 	PCC
20		Events and Fundraising <ul style="list-style-type: none"> Refer to circulated report. Church shop – question whether we leave high value stock when the church is open? Action Add to agenda for May for further discussion 	Office
21		Date of next meeting – 17 th April APCM, Tuesday 8 th May	

The meeting closed with prayers at 9.50pm