

## ALL SAINTS BIDDENDEN PCC

Minutes of a meeting of the PCC held on Tuesday 8th May 2018 at 7.30pm in the Cabin

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

Item		Action
1	The meeting opened in prayer.	
2	Apologies for absence. None	
3	Minutes of the previous meeting:-  The minutes of Tuesday 13 <sup>th</sup> March 2018 were discussed and no amendments required.  Adopted and signed by Catherine Wilson.	
4	Matters Arising:- <ul style="list-style-type: none"> <li>• Item 4 – Alex confirmed with Peter that the refund for bulbs was £49. Money received by All Saints.</li> <li>• Item 4 – Alex has given Ian Rickwood a bottle of wine and sent a thank you article to Paul to be placed into the June magazine.</li> <li>• Item 4 – carry forward action for Ann to look into phone line for the church</li> <li>• Item 6 – Alex explained that sending e-mails from the Office should now work correctly. There was possibly a server issue that stopped PCC members receiving some e-mails from the Office.</li> <li>• Item 5 – Alex stated that the Vodafone mast proposal had gone quiet and no further correspondence received from Vodafone on this. This is due to a new Telecoms act that is changing the way new mast sites are valued.</li> <li>• Item 5 – Catherine has been to visit Amy Sinclair together with a bunch of flowers to say thank you for her contributions to the church welcoming at funerals and weddings.</li> <li>• Item 5 – Office has written and sent letters of thanks to Karen Philips - Falzani and Anne Webster.</li> <li>• Item 5 – Office has written and sent letter of confirmation to the Canterbury Oast Trust for the use of All Saints for the Kent Police Choir on 8<sup>th</sup> December.</li> </ul>	AC
5	Open Forum <ul style="list-style-type: none"> <li>• Jane Whitely Piano concert for FAB to be held on 29<sup>th</sup> September at 7.30pm. Mary Spry onboard. Donations rather than ticket sales.</li> <li>• Alex has written and sent a letter of thanks to Colin Steere for his work and contributions to the PCC.</li> <li>• Apollos Trust – discussions on further donations to the Trust will need to be held in the absence of Alex as he is a Trustee. <b>Action</b> PCC to meet separately to discuss this further. Date to be arranged by the office and the PCC (excl Alex)</li> </ul>	PCC/Office
6	CCTV implementation – Alex to purchase the CCTV package, cost up to £500, and then arrange a date with Paul to install in the church.	AB/PW

7	<p>Church Plan priorities update</p> <ul style="list-style-type: none"> <li>• Use of the In Need fund – there is a school residential coming up at the primary school. <b>Action</b> Alex to contact the School Head to see if funds are required.</li> <li>• Opening of Church – discussed in Item 6</li> <li>• Grave spots availability – Alex has identified an area for investigation and would like a PCC sub-group to meet to agree the area for rodding. <b>Action</b> Office to arrange a date for Alex and Peter to meet at the area.</li> <li>• Tylden-Pattenson space – Paul has placed advert in the June edition of the parish magazine to establish if there are any relatives in existence. <b>Action</b> Paul will be able to confirm any feedback on this at the next meeting.</li> </ul>	<p>AB  Office  PW</p>
8	<p>Finance Update</p> <ul style="list-style-type: none"> <li>• Online payments have been successfully made for the cleaning company. The online transaction only requires one person which conflicts with the two signatory requirement for cheques. This is also against Diocese guidelines. With this in mind, the PCC agreed that we should move banks (from NatWest to Lloyds) to overcome this risk. Proposed by Paul and seconded by Joanna. All in favour. <b>Action</b> Peter to look at a new account set up and discuss with Brian Bennewith and Rhona from the post office.</li> <li>• Ashford Town Parish are using a card system for donations – is this something we could use for the payment of magazine subs? A meeting is being held to look further at magazine subs payments.</li> <li>• Standing order changed to weekly for the cleaning company.</li> <li>• There is approx £12.7K of restricted money in the General Fund which does not include the Flower Fund money but does include the Sri Lanka money. There is about £2150 in the Flower Fund account and the PCC are trustees of this account. No action points.</li> <li>• Magazine receipts for year to date are over £6K (2017 was £4.8K)</li> <li>• Utilities – change from EON to SSE – paperwork submitted by Peter and awaiting acknowledgment. Deadline of 22<sup>nd</sup> May may not be met so a few days on the Eon SVR rates may inevitable.</li> </ul>	<p>PC</p>
9	<p>Cleaning Update</p> <ul style="list-style-type: none"> <li>• Currently weekly and will change to fortnightly in autumn. <b>Action</b> Ann to request that the Lady Chapel be cleaned on a monthly basis as well</li> </ul>	<p>AC</p>
10	<p>Ministry report and service planning notes</p> <ul style="list-style-type: none"> <li>• Walk Church – great success and the next one is on the 3<sup>rd</sup> June.</li> <li>• Grave dispute update – two issues were of concern – benches and irregular items added to graves. Letters were sent to both families. Glad to report that the benches have now been removed. With respect to the chippings on the grave, the family may request a Faculty and are in correspondence with Alex on this.</li> <li>• John Mayne school – no update.</li> <li>• Deanery Synod – no update.</li> <li>• Leaving Service for Catherine Wilson - Benefice Service on 8<sup>th</sup> July at Biddeden at 11am with a Bring and Share buffet lunch afterwards. <b>Action</b> Julie to co-ordinate what people are bringing.</li> </ul>	<p>JL</p>

	<p>Smarden PCC to agree on the time</p> <ul style="list-style-type: none"> <li>• Tractorfest – no update</li> <li>• All Age Service – once Catherine has left, this will be difficult to continue. The PCC are all in agreement not to continue with them from July this year. <b>Action</b> Office to email Linda to ensure there is someone to read and do the intercessions for the July service.</li> <li>• August - no 8am services due to holidays.</li> <li>• 16<sup>th</sup> September – looking at a Active Church service and bring your pet on 16th September.</li> <li>• Patronal service on 30<sup>th</sup> at Smarden with Kerry Thorpe so no services in Biddenden that day apart from the 8am Eucharist</li> <li>• Alex away on the 23<sup>rd</sup> September.</li> <li>• 7<sup>th</sup> October – Alex is considering celebrating the Harvest festival in a farm with a barn.</li> </ul>	Office
11	<p>Correspondence</p> <ul style="list-style-type: none"> <li>• Thank you letter received from the Apollos Trust.</li> </ul>	
12	<p>Magazine</p> <ul style="list-style-type: none"> <li>• Payments meeting scheduled between Alex and Peter to look at easier ways to pay subs.</li> </ul>	
13	<p>Welcomers Project</p> <ul style="list-style-type: none"> <li>• <b>Action</b> - Joanna to start the Welcomers table.</li> <li>• <b>Action</b> - Ann to review and make notes on the St. Alphege pamphlet and send to Paul to make a draft.</li> </ul>	JW AC/PW
14	<p>FAB</p> <ul style="list-style-type: none"> <li>• Looking at a an auctioneers talk including some valuations.</li> <li>• Jane Whiteley Piano Recital Concert is the main event to date.</li> </ul>	
15	<p>Stewardship update</p> <ul style="list-style-type: none"> <li>• Covenants have increased but as yet need to fully ascertain the exact amount.</li> <li>• <b>Action</b> - Office to draft a standard thank you letter to all who were posted a stewardship pack.</li> <li>• <b>Action</b> - Peter to give final figure to Paul W for the magazine to give an update.</li> </ul>	Office
16	<p>GDPR</p> <ul style="list-style-type: none"> <li>• Alex and Catherine to give an update on their training at the combined meeting in June.</li> </ul>	
17	<p>Churchwarden report</p> <ul style="list-style-type: none"> <li>• Ann has requested several quotes for new carpet and awaiting results on this.</li> <li>• Some new small tables for the church have been purchased.</li> </ul>	
18	<p>Fabric report</p> <ul style="list-style-type: none"> <li>• Upgrading of existing lighting system - in order to replace light bulbs with LED bulbs, a new dimmer switch is required. PCC felt this was currently too expensive (estimated cost £3000-£5000).<b>Action</b> - PCC agreed for Julie to buy online replacement bulbs to keep us going for a couple of years. The PCC were favourable to the idea of a larger lighting project involving the</li> </ul>	JL

	<p>replacement of the external floodlights in due course. This could be an attractive 'project' for The Friends. To be considered by the Fabric team in their 5 year plan.</p> <ul style="list-style-type: none"> <li>• Building a permanent ramp at the entrance to the church - this has become a Health and Safety issue as users cannot easily or safely lift the existing ramp. There have been a couple of incidents. All were in favour of constructing a permanent external ramp by raising the pathway gently to door height, to be in compliance with current accessibility guidelines. Julie to approach local contractors for advice and will get three competitive quotations for the work. Julie to check with DAC re need for Faculty.</li> <li>• Renovation of Lych Gate: - Julie brought three quotations for this work. George Denny, the church architect, has examined all the quotations and recommended to accept Weeks Construction and Renovation, Thorn Farm, Biddenden Road, Smarden TN27 8QQ's option 2 Quotation for a total of £4466.68 + VAT. Proposed by Joanna and seconded by Paul. All in favour. <b>Action</b> - Julie to inform Grant Weeks and then the other contractors. <b>Action</b> - JL to check with DAC re need for faculty for the lychgate and then to apply for it as soon as possible.</li> <li>• Funding for Lych Gate – <b>Action</b> - Julie to apply for grant from Friends of Kent Churches and to write short article for June parish Magazine inviting donations to PCC All Saints. Questions of the Friends' involvement was discussed. It was agreed the PCC would approach The Friends for help with this once other avenues had been followed up and we know how much we've already raised.</li> <li>• 5 Year Fabric Plan – <b>Action</b> – Paul and Julie to arrange a meeting to start discussions on this sub-group</li> </ul>	<p>JL</p> <p>JL</p> <p>JL</p> <p>JL</p>
19	<p>PDO and Safeguarding</p> <p>No update</p>	
20	<p>Events and Fundraising</p> <ul style="list-style-type: none"> <li>• Refer to circulated report.</li> <li>• Church shop – high value items not stocked any longer.</li> </ul>	
21	<p>Date of next meeting – combined meeting on 18th June, 3rd July meeting to be changed.</p>	

The meeting closed with prayers at 925pm