

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

Minutes of meeting of the PCCs held on Monday 18th June 2018 at 7.30pm in Charter Hall, Smarden

Present: Rev Alex Bienfait, RevCatherine Wilson (Chair), Julie Lupton(Biddenden PCC), Sian Newman (Smarden Safeguarding officer), Ann Courtness (Biddenden PCC), Mike Barkway (Smarden PCC), Ewa Loffstadt (Smarden PCC), Vivienne Rose (Smarden PCC), Tanya Ling (Minutes Secretary)

Item		Action
1.	The meeting opened with prayers led by Alex.	
2.	Apologies for Absence Apologies were received from Edward Demery, Tom Hay, Paul Webster, Peter Cutts, Tony Lush, Joanna Winston.	
3.	<p>Open Forum/Correspondence -</p> <ul style="list-style-type: none"> • A letter for the Biddenden PCC has been received – it is a claim form from 40 Glebelands about an oak tree in the churchyard. The insurance company are claiming subsidence on the neighbour’s property. They claim that the tree is interfering with the property foundations. Paperwork states that there are no tree roots under the foundations. The property is a single skin 1960s brick wall garage which is on a slope. Alex has spoken with the insurance company who are handling the issue on our behalf but we will oppose the cutting of the tree. • All Saints have received a proposal from Jo Smith for the WW1 100 year commemoration - perspex silhouette cut out soldiers to be placed in the church. Alex would be happy for this to happen but there is no storage for the cut outs. Biddenden PCC are happy for this to go ahead, provided they are not stored in church. All in favour. • Walk Church – Alex is grateful to both PCCs for their support for this new form of worship. Two sessions have taken place and he is looking to organise another in August which would be on Sunday afternoon. Public liability insurance was required for these previous two events and Biddenden PCC agreed to this. There is no mechanism currently in the Diocese to provide this so they look to individual parishes to cover this. These sort of events require a sponsoring parish. There was no extra payment for these events for Biddenden PCC to pay. A Risk Assessment is always carried out for these walks. Alex would like to propose that Biddenden PCC continue their support for their agreement to use their insurance policy. Biddenden PCC are in favour to continue their support. Alex thanked them for this. Action Alex to contact Ecclesiastical insurance to check the policy covers the walk.. • Charity of the Year – Catherine raised the issue of our yearly charities to ensure that they continue throughout the year and not just at Easter. Action Office to add this as an agenda item for our July PCC meetings. • Co-option of Stuart Tucker onto the Smarden PCC group Stuart will be attending the 9 July PCC meeting once he has completed an electoral roll form. Members of Smarden PCC indicated their willingness to support his nomination. 	<p style="text-align: right;">AB</p> <p style="text-align: right;">Office</p>
4.	<p>Adoption of Benefice Safeguarding Policy</p> <ul style="list-style-type: none"> • Julie and Sian prepared a Safeguarding Policy Procedures Manual which was circulated previously to both PCCs and any changes needed were to be e-mailed to Julie. Edward requested that St. Michael's be changed to St. Michael the Archangel which Julie has done. 	

	<p>Mike raised some queries on the document:-</p> <ul style="list-style-type: none"> Clarification on the following sentence (3.0) was raised <i>“We operate safer recruitment processes.....”</i>. Julie confirmed that this was a standard sentence used by the House of Bishops. Mike was happy with this. Mike asked for further clarification on the following sentence <i>“to co-operate fully with the statutory agency and will not conduct their own investigations”</i>. Mike understands this to mean that if anyone makes a disclosure, or an incident is noticed, it is dealt with by the Diocese and not the PCC. Julie confirmed that this was correct. Mike queried the first paragraph <i>“We strive to ensure our churches are an environment in which children, young people and vulnerable adults are safe from abuse, individuals are not placed in a situation where there is a possibility of false accusations being made and in which any suspicion or allegation is promptly and appropriately responded to...”</i> The definition of individuals was queried and the order of the sentences. More clarity on the definition of individuals needs to be made. Julie suggested the following <i>“ We strive to ensure our churches are an environment in which children, young people and vulnerable adults are safe from abuse, and where no-one is placed in a situation where there is a possibility of accusations being made....”</i> All agreed the change in this sentence for the Safeguarding Policy Procedures Manual. Mike would like to thank Julie and Sian for their hard work and thoroughness in their work on this document. Ann and Alex (for Biddenden PCC) and Ewa and Vivienne (from Smarden PCC) proposed that we adopt this document subject to the requested changes agreed and it will be reviewed one year from now. All in favour. Action Julie will make the changes requested to the Safeguarding Policy Procedures Manual as requested and resend to the PCC and the Office . The document will be reviewed and dated every year and uploaded onto the website. Action Office to put the review dates into the church calendar and upload the document onto the Safeguarding page. Action Alex said he would provide the template and photo for the notice to be signed annually and posted on the church noticeboard. The Safeguarding Policy Statement will include a reference to the Safeguarding Policy Procedures Manual being available on the church website. The Parish Safeguarding Policy Statement will also be placed into the Safeguarding Policy Procedures document as an appendix. Action Alex will create a Safeguarding page on the church website and the completed documents will be uploaded onto this. 	<p>JL Office AB/JA AB</p>
5.	<ul style="list-style-type: none"> GDPR Update This will be a long term project as we will need to fully complete a data review and an action plan and timeline will need to be created for this. Officially we are beyond the deadline to complete this, but as long as the church is seen to be working on this, Catherine is confident this won't be an issue. We collect and hold and use data about people so these regulations apply to our church. The PCC are classed as Data Controllers. We need to have a legal basis for holding and processing our data – consent (opting in), contract (ie weddings, baptisms) and legitimate interest (eg church events for regular church members). Alex and Catherine went to Diocesan GDPR training recently and the general message was to take a steady pace in addressing all GDPR issues. Financially we have Gift Aid data so the Treasurers would need to review how they store their data. Action Office to email Ewa, Peter and Tony to query how their Gift Aid data is held. Contact lists such as weddings and baptisms contacts may give us a legitimate interest to contact them about certain events. Possibly amend the wedding and baptism application forms with a consent to contact box, phone and/or e-mail. Action Office to draft templates for these forms. 	<p>Office Office</p>

	<ul style="list-style-type: none"> Alex discussed the uses of mailing software such as Mailchimp which may be able to help us with some of this. Our first action was a Data Audit of what data we have in the office and the data held by our Treasurers and how securely it is held. The office computer user area now has a password on it. Peter Cutts has placed passwords on all his relevant data. There are physical files stored in the office – Action Office will be removing the labels from the files to protect the data that is held. The Privacy Policy is being worked on currently. Action Catherine to look further into this and create a draft Privacy Policy to be reviewed by the PCC groups. Data Protection Officer contact name will be confirmed – possibly Tanya or Alex. Catherine to confirm on this. 	Office CW
6.	<p>Service Planning</p> <ul style="list-style-type: none"> The application for a Biddenden Open Air Service at Tractorfest has not been successful. Will try again next year. Changes to the Service Planning team – Ann and Vivienne will be joining the team as we have lost John Lowings and Catherine will be leaving shortly. 	
7.	<p>Events</p> <ul style="list-style-type: none"> Confirmation that the PCC groups are happy to continue to support Walk Church events Recorder Ensemble at All Saints church on 23rd July at 6pm. Biddenden PCC are in favour of this. 	
8.	<p>Dates of next meetings</p> <ul style="list-style-type: none"> Smarden PCC meeting is on Monday 9th July at 7.30pm and the Biddenden PCC meeting is on Tuesday 17th July at 6.30pm, meeting in the churchyard. 	
9.	<p>All Saints Biddenden Business: Church ramp quotations</p> <ul style="list-style-type: none"> Julie has received three quotations for a concrete ramp to be built <ul style="list-style-type: none"> Penfolds Tarmacadam - £1450 +VAT £290=£1740 Wilson Tarmac - £1455 + VAT £291=£1746 LTJ Surfacing - £1645.29+VAT 329.06=£1974.35 Biddenden PCC approval requested by Julie which can then go into the Faculty application. All in favour. Julie has asked that use Wilson Tarmac as it very comprehensive quote with full details of the work to be done, very professional attitude. All in favour. The Diocese have pointed out that a planning application should be made for the lychgate and ramp work. Planning applications were submitted, and the cost for the applications was assumed to be zero, because they are to improve access for those with disabilities. However ABC planning department now argue the Lychgate application is not zero rated and a £234 fee is due. The PCC were not prepared to approve payment of this fee. Action Ann to liaise with Julie to work on next steps to make progress on this. 	AC/JL
10	The meeting closed with prayers at 8.55pm.	