

## ALL SAINTS BIDDENDEN PCC

Minutes of a meeting of the PCC held on Tuesday 12th March 2019 at 7.30pm in the Cabin

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

Item		Action
1	The meeting opened in prayer.	
2	Apologies for absence. Ann Courtness	
3	Minutes of the previous meeting on meeting on 22 January 2019 were presented. The minutes were discussed and no amendments required. Adopted and signed by Alex Bienfait.	
4	Matters Arising:- <ul style="list-style-type: none"> <li>Item 7 – Peter confirmed that the FAB donation had been omitted from the last Finance report but it will be mentioned in the APCM 2018 report. The £1K was incorrect - it was £350 from Tractorfest to the Flower account.</li> <li>Item 11 – Church Plan needs further work to determine the actual objectives. <b>Action</b> Office will add this to Alex task list which will be carried over after Easter</li> </ul>	AB
5	Open Forum <ul style="list-style-type: none"> <li>New Electoral Roll for 2019 is down by 20 people – everyone was sent an application form who was on the previous roll.</li> <li>Paul Webster confirmed that Colin Daly has sent a letter to FAB about creating a meeting room in the church. <b>Action</b> Alex to raise this item at the FAB meeting next week.</li> <li>Lone Working Policy is out of date and needs to be drafted then reviewed and signed off by the PCC. Once signed off it will need to be sent to Ecclesiastical Insurance. <b>Action</b> Anne to look at this.</li> <li>Alex has been in contact with Duncan Horlcok, a local fire officer and also has contacted KRFS for them to do a presentation to the PCC on the fire risks of the church. Alex to follow up on this.</li> <li>All RAs are up to date by Julie</li> <li>H&amp;S to be added to the agenda going forward.</li> <li>Requested that chairs with arms in the church needed to help with people with mobility issue. <b>Action</b> Julie to research some ideas on this.</li> <li>Peter asked for clarification on e-mails to be used for the office and the PCC and the magazine. Paul Webster confirmed that the Biddenden magazine e-mail should be used. <b>Action</b> Alex to confirm what the Churwarden e-mail is for Ann to use.</li> <li>Alex has been given some plastic chairs as a donation (approx 15) and storage is a problem <b>Action</b> Alex will dispose of them.</li> </ul>	AB  AC  JL  AB  AB
6	Correspondence <ul style="list-style-type: none"> <li>Stapley legacy, the funeral in 2016 <b>Action</b> Alex to confirm who took the funeral in 2016 and Office to send letter of thanks to the next of kin</li> <li>Letter from Bob Barnes</li> <li>Canterbury Cathedral letter – PCC all in favour of this request. <b>Action</b> Send letter to Canterbury Cathedral as some of the items have a value of £15K each.</li> </ul>	AB/Office  Office
7	Review of Biddenden APCM report 2018 including the Finance Section <ul style="list-style-type: none"> <li><b>Action</b> Julie to send the Office a list of corrections to be amended.</li> <li>Finance section is now starting to list assets such as the churchyard equipment,</li> </ul>	JL

	<p>items that have a monetary value to them. The piano was suggested as an asset item and the cabin and its contents.</p> <ul style="list-style-type: none"> <li>• Paul Webster queried the total figure given by FAB to the church. <b>Action</b> Peter will confirm on this and send to the Office if any changes required.</li> <li>• Alex and all PCC members would like to thank Peter for his work on this finance section. This included a reconciliation of the bank account correspond with the written church accounts.</li> <li>• Alex raised the idea of approaching a local accountant to give some free guidance and ensuring they are fully transparent.</li> </ul>	PC
8	<p>Finance report</p> <ul style="list-style-type: none"> <li>• Peter sent out a report before the PCC meeting for review.</li> <li>• Maintenance of restricted funds – created a new Sri Lanka fund though MAF may be removed. Lychgate repair work still open. <b>Action</b> Office to write a letter to FAB to ask for a donation of £425 for tile work. Tanya to ask Julie for details on this.</li> <li>• Will also need to open an Apollos Trust fund for our charity of the year.</li> </ul>	Office
9	<p>Welcomer's project update</p> <ul style="list-style-type: none"> <li>• Three files sent out to PCC before the meeting.</li> <li>• <b>Action</b> Joanna to arrange to meet with Ann to sort out the leaflet work, update the paddles, welcomers table review, Joanna asked if Alex to look at the childrens quiz.</li> <li>• Welcomers rota was also sent and we are down on our number of welcomers as only 4 or 5 people who help. <b>Action</b> Office to add item to the pew sheet to ask for new welcomers.</li> </ul>	JW/AC  Office
10	<p>Keeping the Church open</p> <ul style="list-style-type: none"> <li>• This new initiative is going well and a sign is being used when the Welcomers are present.</li> <li>• People are definitely using the church as there are more names in the prayer book and more candles lit.</li> </ul>	
11	<p>John Mayne school</p> <ul style="list-style-type: none"> <li>• Proposal for school community on 22 May raising money for Save the Children fund using the church as a venue. May. PCC were all in favour of this.</li> </ul>	
12	<p>Ministry Update and Service Planning</p> <ul style="list-style-type: none"> <li>• 8<sup>th</sup> April confirmation service</li> <li>• Active Church continues and meeting to discuss succession and support for parents.</li> <li>• Visits and communion for those that cannot attend church – there are 16 people in Biddenden who require these visits. This will require a team of people possibly later this year or next year as Alex cannot do this alone going forward.</li> <li>• Bob Barnes has tended his resignation and Mark Wilson is keen to take over the role when Bob leaves. 1<sup>st</sup> 2<sup>nd</sup> and 4<sup>th</sup> services each month. Bobs last service will be the Songs of Praise service. Suggested that we have a collection for him. The PCC are happy to go ahead with Mark Wilson as the new musical director. Tom Hay is sorting out a new contract for Mark who will require a safeguarding check etc.</li> <li>• Website - our old domain name on the church board needs to be removed. <b>Action</b> Alex to secure the board posts with some concrete.</li> <li>• APCM – needs to be advertised on the church noticeboard. <b>Action</b> Office to print out poster and display.</li> </ul>	AB  Office
13	<p>Magazine</p> <ul style="list-style-type: none"> <li>• Income has increased from last year. PCC would like to thank Paul and Anne for all their hard work.</li> </ul>	

14	FAB	<ul style="list-style-type: none"> <li>• Greg Wallace evening was a great success and raised around £3.3K</li> <li>• Joanna Lumley has volunteered to come back again next year 2020</li> </ul>	
15	Churchwardens report	<ul style="list-style-type: none"> <li>• Cleaning rota to be drawn up by Anne.</li> <li>• Cleaning company may need to be reviewed</li> <li>• Ashford BC payment resolved, George to produce outline plan and submit to the council. We may need to appoint a new architect.</li> </ul>	
16	Fabric update	<ul style="list-style-type: none"> <li>• Once we have permission for the planning for the ramp, can we go back to the contractor and confirm if the quote is still valid or requote. PCC were all in favour.</li> <li>• Tower work by Tim Cole is running late. Extra PAT testing done and this was done at no charge.</li> <li>• Tower window causing issue due to a leak</li> </ul>	
17	PDO and Safeguarding	<ul style="list-style-type: none"> <li>• Report sent before the meeting.</li> </ul>	
18	Events and fundraising	<ul style="list-style-type: none"> <li>• Christian Aid week (12-18 May – fundraising for Christian Aid will be done during the Coffee Call in meeting instead of the usual tea party event.</li> </ul>	
		Date of the next meetings are the APCM meeting Monday 25 March 2019 and 7 May 2019.	

The meeting closed with prayers a 9.30pm