

ALL SAINTS BIDDENDEN PCC

Minutes of a meeting of the PCC held on Tuesday 7th May 2019 at 7.30pm in the Cabin

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

Item		Action
1	The meeting opened in prayer.	
2	Apologies for absence. None.	
3	Minutes of the previous meeting on 12 March 2019 were presented. The minutes were discussed and no amendments required. Adopted and signed by Alex Bienfait.	
4	<p>Matters Arising:-</p> <ul style="list-style-type: none"> • Item 5 - Lone Working policy Action Office/Julie to find historical version and send to Ann • Item 4 - Church Plan Action Office to add to Alex's To Do list. • Item 5 - Fire presentation Alex has spoken with Duncan Horlock about the fire presentation – he has asked us for some dates to come in to give a talk Action Alex to arrange a date in June • Item 5- four suitable armchairs have been purchased by Julie which are now in the church. • Item 5 - Churchwarden e-mail Action Office/Alex to resend the log-in details to Ann. • Item 12 - Notice board supports have been secured in concrete by Alex. 	<p>Office/J L Office</p> <p>AB</p> <p>Office/A B</p>
5	<p>Open Forum</p> <ul style="list-style-type: none"> • £1k was committed to be given to the Apollos Trust this year. The Lent Appeal has raised approx £549 to date which would contribute towards this. Julie queried where the balance would be paid from and when it needs to be paid. Action Office to add this to the rolling agenda for the meetings. • Joanna has bought a new visitors book • If any of the old donation envelopes (pre GDPR) are seen could PCC members dispose of them. 	Office
6	<p>Correspondence</p> <ul style="list-style-type: none"> • FAB cheque for £425 to pay for the lychgate roof repairs – queried as to whether this had been sent by FAB Action Peter to double check on this and ask Mark Clixby. • Church plate paperwork has been sent to Canterbury which includes query on insurance of loaned items. Awaiting reply from Canterbury Cathedral. 	PC
7	<p>Finance report</p> <ul style="list-style-type: none"> • The PCC has asked if Peter could present more detail on movements on the account to get a clearer picture financial health. Deficit at the start of 2019 is more substantial due to fewer donations compared to last year. • Lent appeal has raised £549 Action Office to add thanks to pew sheets. • Tower work payment needs to be made by BACs as Tim Cole does not take cheques. Peter asked approval from the PCC. All in Favour (subject to Ann and Alex being given online access as below). • Alex has requested that both himself and Ann to have access to the banking system to review the balance after such payments. It is envisaged that each time an electronic payment to be made, Ann and Alex are notified in an email 	Office

	<p>by the Treasurer. Action Peter Cutts to request access with the bank.</p> <ul style="list-style-type: none"> In addition to the above, PCC questioned whether Tom Hay should be granted online access to the Biddenden Natwest account (as the joint account is a Natwest account) Action Peter to look into this. Action Office to add this to the July agenda for further discussion. Hoffman legacy was £5K but does not seem to be included in the Church Fabric column Action Peter to double check on this. Peter asked that as FAB have more funds if they could pay for the recent Tower repairs. However the PCC affirmed that, as agreed with the Hoffman family, costs should be drawn from the £5K Hoffman legacy. This legacy is restricted and the capital must only be used for Fabric works. Stapley legacy of £200 is unrestricted funds. Breakfast church income may be placed in the Sundry Donations. Last year the PCC agreed to increase our contributions to the Joint Benefice Account which is managed by Tom Hay. Peter asked for permission for a BACs transfer of £120 to the Joint Account to keep Biddenden on track as the standing orders for January and February had not been updated to reflect the extra £60 per month payment. All in favour. Mozambique Disaster Fund – agreed by the PCC to send off the full amount that has been collected. Flower Festival – Peter will not be around on Friday 24th to write the cheques. Action Peter will need to pass the cheque book to Ann to sign the cheques on that Friday and Alex to co-sign. Peter to check the list of signatories on the Natwest account. Action Peter to liaise with Natwest. Donations from the Confirmation service (8th April 2019)– confirmed that half will go to the Apollos Trust and the other half to the Diocesan Mozambique appeal. This was decided by the Bishop. Parish Share discussions– formula to be looked at. Action Anne/Office to remind Churchwardens meeting that this item needs to be discussed further. 	<p>PC</p> <p>Office/PC</p> <p>PC</p> <p>PC/AC/AB</p> <p>PC</p> <p>AC/Office</p>
8	<p>Welcomers' project update</p> <ul style="list-style-type: none"> Joanna and Paul had a meeting and made good progress on the new leaflet. Used examples from other churches and have started to draft a proof. Action Joanna will send this to Paul to review. Alex still needs to look at the children's quiz sheet . Three welcomers have recently resigned so a very small list. At the last meeting, which was very full, there was lots of interest but this has tailed off. As the church is now open during the day, the dynamic has changed. 	<p>JW/PW/AB</p>
9	<p>John Mayne school</p> <ul style="list-style-type: none"> 22nd May a concert is being held. Lindi gave an upbeat talk to the annual parish meeting recently. 	
10	<p>Ministry Update and Service Planning</p> <ul style="list-style-type: none"> Thank you for all who helped for the confirmation service which was lovely. Service planning meeting 8th May which may be moved. Alex has spoken to Anne Webster who will consider joining a pastoral team to help Home Communion and home visits. A couple of recent funerals have been over an hour. Unusual to have funerals that long, is this a new trend? Also we were requested to provide data projector. The need to secure new Burial space is on the "to do list". Action Alex to provide a written proposal for the Commissary General to assess, in determination as to whether a faculty necessary. 	<p>AB</p>

	<ul style="list-style-type: none"> Draft contract for the organist is being dealt with by Tom Hay. Action Alex needs to meet with Mark Wilson to agree the contract. Jane Whiteley would like to offer her services, probably the 4th Sunday. Alex has been asked to be the Area Dean and this will be discussed with the churchwardens at their next meeting. P/copier contract was due for renewal in July but has been cancelled. Over the last 5 years this may have cost £3K more than we had originally been led to expect. Alex is seeking advice from a local lawyer whether we can recover any of this sum. Alex has sought proposals from alternative suppliers, however no action can take place until we have clarity on the status of the existing contract. Action Office to add this to the Combined PCC agenda for next month. 	AB Office
11	Magazine <ul style="list-style-type: none"> No updates 	
12	FAB <ul style="list-style-type: none"> 15th June Jazz Trio concert. Action Office to add to the pew sheet 	Office
13	Churchwardens report <ul style="list-style-type: none"> Good numbers over the Easter period. Planning application for lychgate and the ramp is in progress. George has done revised plans as requested by the council. The council also have confirmed the original payment has been retained, and will be applied to this new application. We are waiting for the application to be granted. Action Ann to follow up on this. 	AC
16	Fabric update <ul style="list-style-type: none"> Report sent to the PCC before the meeting. George completed the faculty application last year for the lychgate work so we need to clarify if this faculty would still apply. Perspex window cutting was being looked at by Peter Courtness – no progress to date. Action Ann to check with Peter Courtness Tim Cole (Sublimitas Ltd) has done the major works on the north and south faces of the tower which took longer than anticipated. PCC confirmed their approval, via email, from 10 to 14 days. The PCC expressed satisfaction at the quality of the work, and the excellent updates from the contractor. Tim Cole (Sublimitas Ltd) has sent further proposals for work <ul style="list-style-type: none"> Further tower repairs (18 days) Treatment of the moss on the nave roof and retreat with moss killer. (5 Days) External repairs to the East and South wall. (18 days) <p>Action Julie will like opinion of architect on these proposals and create priority list and bring to PCC for further discussion.</p>	AC JL
17	PDO and Safeguarding <ul style="list-style-type: none"> Report sent. Mark Wilson will need a DBS check Action Julie to look at this. 	JL
18	Events and fundraising <ul style="list-style-type: none"> German choir concert this Wednesday at 6pm. John Mayne School Fundraising Concert tickets are £1.50 Church fete – would Active Church be able to do the activities for the children? <p>Action Julie to speak to to Elodie.</p>	JL
	Date of the next meetings are 17 th June is the combined PCC then 9 th July.	

The meeting closed with prayers a 9.45pm