

ALL SAINTS BIDDENDEN PCC

Minutes of a meeting of the PCC held on Tuesday 23rd July 2019 at 7.30pm in the Cabin

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

Item		Action
1	The meeting opened in prayer.	
2	Apologies for absence. Joanna Winston, Peter Cutts	
3	Minutes of the previous meeting on 7th May 2019 were presented. The minutes were discussed and no amendments required. Adopted and signed by Alex Bienfait. Minutes of the combined meeting on 17 th June were presented. The minutes were discussed. Adding to minutes when discussing the 5 Year plan, that congregation numbers have decreased. Adopted and signed by Alex Bienfait.	
4	<p><u>Matters Arising from 7th May:-</u></p> <ul style="list-style-type: none"> • Lone working section of Risk Management letter of 2015 was sent to Ann by Julie. Action Ann to amend and send to Insurers, to include that welcomers can now work alone if they have their own phone, and also to note that 24hr CCTV has been installed. Office to be copied. • Fire presentation Action Alex to speak with Duncan Horlock again. • Finance – online access needs to be addressed Action Peter to follow up. <p><u>Matters Arising from 17th June:-</u></p> <ul style="list-style-type: none"> • Item 3 - Margaret Wheatley letter about Parish Share. A letter has been sent to Julian Hills of Diocesan House by the Office to address the concerns on Parish Share accountability Action Office to distribute the letter to both PCC groups. • Item 7 - 5 Year plan. Paul raised his concern on the issue of the stark decline of the congregation numbers in Biddenden. (Congregation average used to be around 35-37, and is now often 27-30.) Action Paul will draft a review of the congregation average age to assess how the decline will impact All Saints in 5-10 years time and will present this at the September meeting. • Item 11 – Mark Wilson's organist contract needs to be reviewed as Mark is not playing on the 3rd Sunday so will be working less hours than originally agreed therefore the stipend needs to be reduced. Action Alex to liaise with Mark. • 	<p>AC</p> <p>AB PC</p> <p>Office</p> <p>PW</p> <p>AB</p>
5	<p>Open Forum</p> <ul style="list-style-type: none"> • Churchyard Burial Proposal – Alex sent out the proposal before the meeting. Julie proposed and Paul seconded the motion, agreed unanimously. Proposal to be sent to the DAC. Details also to be sent to Parish Council, and to appear in Church, magazine and website. • Churchyard maintenance – Chris Cox will be retiring at the end of 2020. A replacement co-ordinator needs to be found. Action Office to add to the agenda for September. • Paschal candle is broken – Julie circulated a summary of the situation. She has spoken to a restorator who has confirmed it is Georgian. It would cost £350 to restore it. An alternative proposal is to create a totally new stand, and Alex circulated an image that the PCC found attractive. It was noted that the Flower Fund (Jeannette Oatway) have offered to put £200 towards the new candle holder Action Alex is seeking a quote for specially fabricated metal stand from Charlie Ridley. 	<p>Office</p> <p>AB</p> <p>PW</p>

	<ul style="list-style-type: none"> • Rectory Pizza evening this coming Saturday for the PCC members. • Hand sanitiser – Smarden church will be introducing this but Ann asked that this is not introduced in Biddenden. All in favour. • QR fundraising codes – Paul suggested that we use these as a way of fundraising. A visible code could enable congregation and visitors to donate to the church very easily. Action Paul to present details to the September meeting. The Deanery are organising a meeting 11th February 2020 to demonstrate electronic payments methods. 	
6	<p>Correspondence</p> <ul style="list-style-type: none"> • A significant donation of £2400 was received for church funds, a thank you letter was sent by the Office. 	
7	<p>Finance report</p> <ul style="list-style-type: none"> • Peter sent out a report to the PCC last week. • PCC members to send individual questions to Peter about the report. • Insurance payment for 2019 was queried. A letter sent to FAB by the Office in January 2019 requesting payment of the insurance premium. Action Office to ask Peter to ask what this figure is and if he has requested this. If not, Office to send a letter to FAB requesting it. • Thank you to Peter Table -itemising the individual cheques and the inclusion of Table 3 – Summary of receipts and Payments 	PCC Office
8	<p>Welcomers' project update</p> <ul style="list-style-type: none"> • No update 	
9	<p>John Mayne school</p> <ul style="list-style-type: none"> • Leavers have been given bibles last week at the Leavers Assembly. 	
10	<p>Ministry Update and Service Planning</p> <ul style="list-style-type: none"> • Mark Wilson is now part of the SP team. • Keith Fazzani has offered to help with services and will come to Biddenden for one service a month and be part of the worship team. PCC are all in favour. He will be taking the Remembrance Sunday service and Christmas night at Smarden. • Anne Webster accompanying Alex on home communion visits, with a view to being part of a home visit team. • New photocopier has been set up in the rectory office. Old p/copier is in the rectory. We are awaiting instruction from our former supplier, a letter was sent to confirm that payments would stop in July. • Alex now Area Dean. 	
11	<p>Magazine</p> <ul style="list-style-type: none"> • No updates 	
12	<p>FAB</p> <ul style="list-style-type: none"> • Jazz event –low turnout and the event only made a profit as expenses were not taken by FAB members. 	
13	<p>Churchwardens report</p> <ul style="list-style-type: none"> • Licensing service for Alex as Area Dean was very pleasant. 	
16	<p>Fabric update</p> <ul style="list-style-type: none"> • Julie circulated the fabric report before the meeting. • Car park resurfacing – No further progress from the Parish Council. • Ashford BC planning application, retrospective for the lychgate, and for the new entrance surface has been submitted by Ann and now in consultation period. • Boiler services and certificate is due to be done on 30th July. There was some discussion about changing contractor. Benenden heating quoting £278.04 which includes a small discount. PCC all in favour to go ahead with this work. 	

	<ul style="list-style-type: none"> Lady chapel work discussions held with George Denny who has just sent through a proposal. Quotes were received from Cantuaria at £ 7660 without VAT, Sublimitas (Tim Cole) at £10270 and Goodsell at £82258 +VAT. George has recommended Mr Goodsell. PCC favours Tim Cole's quotation, based on the care and attention he gave to work on the tower. Action Julie to go back to ask him to split out the quote for inside and outside works before a decision can be made by the PCC. <p>There was a discussion on funding this work - grant applications, match funding with FAB alongside grant bodies? In principal, FAB will most likely be the back stop for this project.</p>	JL
17	<p>PDO and Safeguarding</p> <ul style="list-style-type: none"> Reports sent out by Julie. Following the suggestion that Mark Wilson could not get an Enhanced disclosure because he was not regularly working with children, or vulnerable adults, Alex stated that it is agreed Church of England policy that all employees must have an Enhanced Disclosure, if they potentially will be working with children. Action Julie to speak with the Canterbury Diocese Safeguarding team to clarify on this and possibly follow up with a letter or e-mail. Diocese have done a Safeguarding audit on our website and we have received 5/5. 	JL
18	<p>Events and fundraising</p> <ul style="list-style-type: none"> Report sent out by Julie. 	
	Date of the next meetings are 17th September and the budget meeting on 8 th October.	

The meeting closed with prayers at 9.35pm