

ALL SAINTS BIDDENDEN PCC

Minutes of a meeting of the PCC held on Tuesday 17th September 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	
3	Minutes of the previous meeting on 23 rd July 2019 were presented. The minutes were discussed and no amendments required. Adopted and signed by Alex Bienfait.	
4	<p><u>Matters Arising :-</u></p> <ul style="list-style-type: none"> • Item 4 – Risk management letter Action carry over to the next PCC meeting. • Item 4 - Parish Share letter from Julian has been circulated to the PCC for review. • Item 4 - Fire presentation – Duncan Horlock has moved out of the village. Action Alex will need to make a new approach to the Fireservice. • Item 4 – Biddenden congregation numbers Action Paul will discuss his research first with Alex before bringing to PCC. • Item 5 - Paschal candle. Alex has met with Charlie Ridley who is a part time blacksmith. Charlie has quoted £250/300 and should have something by Christmas. £200 is to be used from the Flower Fund as promised by Jeanette Oatway. Action: Alex to chase. • Item 5 – QR fundraising codes. Paul e-mailed the PCC an example of a QR code and explained how it works. This can be used alongside application called izettle which works like Contactless.Action Paul and Peter to discuss further and Alex has asked if Paul could attend the Ham Street meeting in February 2020. 	<p>AC</p> <p>AB</p> <p>PW/AB</p> <p>AB</p> <p>PW/PC</p>
5	<p>Open Forum</p> <ul style="list-style-type: none"> • Churchyard Maintenance – Chris Cox is retiring at end of 2020. Action Office to add to September 2020 agenda 	Office
6	<p>Correspondence</p> <ul style="list-style-type: none"> • Ecclesiastical insurance premium letter has been received. Action Office to send email to Mark Clixby of FAB confirming if they will cover this cost as previously promised. Office to include copy of the insurance policy. 	Office
7	<p>Finance report</p> <ul style="list-style-type: none"> • Peter sent the PCC a finance report before the meeting. • Query on magazine costs which is due to some Wealden printing charging errors. The Parish Council were late for their payments for this year for June and September which have only recently been paid. Action Peter to look into this and send further details to the PCC to clarify on this. • Query on Table 2 - BACs transfer of £800 by BACS– Peter confirmed that this was a component of a donation being transferred to the Flower Account • Current bank balance today is just over £5K and this month there is approx £400/500 to pay out. Peter asked if the PCC might want to consider liquidating investment funds to top up the current account. Currently, average monthly payments are exceeding monthly receipts by over £1,500. In August this deficit was over £3,000. Action This will be further discussed at the budget meeting next month. • Account signatories to be changed for the Biddenden PCC (Individual acc) NatWest current account 96616067, Action Peter to remove Colin Steere and Catherine Wilson as signatories which will leave Alex Bienfait, Peter Cutts, Paul Webster and Ann Courtness as signatories. Online access will be given for Alex 	<p>PC</p> <p>PCC</p> <p>PC</p>

	<p>and Ann only. Alex and Ann to send Peter an electronic signature for these changes. Proposed by Paul and seconded by Alex. PCC all in favour</p> <ul style="list-style-type: none"> Account signatories to be changed for Joint Benefice Natwest account 96677945. Action PCC have agreed for Peter to remove Mark Clixby, Frances Lester, Catherine Wilson and Linda Webb as signatories from this account. PCC agreed that Alex Bienfait, Ann Courtness, Edward Demery and Tom Hay should remain as signatories and to add Peter Cutts as a signatory. Online access for Tom Hay was agreed. It was noted that with online access, Tom will be have access to the Biddenden current account. All in favour. Proposed by Ann seconded by Paul. Peter has asked Alex to use treasurer.biddenden@sbcofe.org address in future. 	PC
8	<p>Churchyard burial proposal</p> <ul style="list-style-type: none"> DAC have recently met and supported the proposal, subject to the following conditions: No gravestones should be moved or touched. There should be no planting of hedging as proposed. They have asked that we apply for faculty. Alex does not have a current plan of the churchyard. Action Ann will forward a copy a map of the churchyard to Alex and start the faculty application. One of the local residents have objected to area A that was suggested as they feel it is too near their home. It was agreed to use area B in the first instance and use area A only when area B is full. Action Alex to speak to the local resident to get a clearer picture of their objection. 	AC/AB AB
9	<p>John Mayne school</p> <ul style="list-style-type: none"> Sharon Lewis unfortunately could not speak recently at the Education Sunday service due to illness. 	
10	<p>Ministry Update and Service Planning</p> <ul style="list-style-type: none"> Home communion visit team is working well and will need a portable home communion visit kit. Alex is currently looking for one. With increased need for Home Communion visits, Alex aiming to train the lay team to do this. They would need access to reserved sacrament. In order to reserve sacrament it will be good practice for church to place a lit candle close to the aumbry. This is likely to require a faculty. Alex has a aumbry light that cost £20 from eBay. PCC in favour of supporting this faculty (Paul Webster abstained). Safeguarding disclosure will be required for the home communion lay team. Action Julie to liaise with Alex who will discuss further with Archdeacon Darren. Organ music is using a rota of 3 organists and Mark's contract will be redone to reflect these changes. New photocopier is working well. The previous p/copier company have sent some regular invoices and Alex has replied with the legal advice from Clive Thomas, a local lawyer. Alex would like to thank Clive Thomas for all his help with the letter that was sent. 	JL/AB
11	<p>Magazine</p> <ul style="list-style-type: none"> Doing very well. November issue will have extra advertising so a further £240 revenue will be made. 	
12	<p>FAB</p> <ul style="list-style-type: none"> Xmas choir concert on the 4th December with Peter Brice choir. Jane Whiteley on the organ. Retiring offering at the end of the evening. 	
13	<p>Churchwardens report</p> <ul style="list-style-type: none"> No updates. 	
16	<p>Fabric update</p> <ul style="list-style-type: none"> Julie e-mailed a Fabric report to the PCC before the meeting. New ramp – Ashford BC has given consent for the new ramp so George Denny 	

	<p>has sent the planning consent to the Faculty. The original quote was for £1455 plus VAT with Wilsons of Headcorn.. Action Office to write to FAB asking them to pay this once the faculty has been approved. We will need to ask Wilsons to requote as it has been a year since the previous quote. Cheque will not be required until Wilsons reconfirm the quote.</p> <ul style="list-style-type: none"> • Retrospective planning permission granted for the lychgate repairs and planning consent for the ramp has been given by Ashford BC. This has been sent to the Registry by George Denny to enable the completion on the Faculty application. • Lady chapel – Julie confirmed that a faculty for both inside and outside works is required. George Denny will start the faculty application. Julie has asked if FAB could cover the cost of the external work and see if a grant could cover the internal work. PCC approve that the lady chapel works should go ahead and the appointment of H Goodsell as the contractor who have quoted £8288 plus VAT. Proposed by Julie and seconded by Ann Action Office to send these minutes to George Denny as they are required for the Faculty application. George Denny has asked for a statement of need for the faculty application. Action Julie and Ann to meet to create the statement of need. 	Office Office JL/AC
17	<p>PDO and Safeguarding</p> <ul style="list-style-type: none"> • The question of agreeing the procedure for dealing with people who become unwell during services was raised. Ann has suggested that we get some church members first aid trained. Action Ann will look into this further. 	AC
18	<p>Events and fundraising</p> <ul style="list-style-type: none"> • Big Breakfast is the final event this year.. • Jeanette Oatway has said next year will be her final flower festival. 	
	Date of the next meeting is the budget meeting on 14 th October 2019 at 7.30pm in the Cabin.	

The meeting closed with prayers at 9.30pm