

## ALL SAINTS BIDDENDEN PCC

Minutes of a meeting of the PCC held on Tuesday 21st January 2020 at 7.30pm in the Cabin

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

Item		Action
1	The meeting opened in prayer.	
2	Apologies for absence. None	
3	Minutes of the previous meetings on 5 <sup>th</sup> November 2019 were presented. The minutes were discussed and no amendments were required. Adopted and signed by Alex Bienfait. Julie approved and seconded by Joanna.  Minutes of the previous meetings on 9 <sup>th</sup> December (Combined) were presented. Proposed by Ann, seconded by Paul. Adopted and signed by Alex Bienfait.	
4	<p><u>Matters Arising :-</u></p> <ul style="list-style-type: none"> <li>• 5<sup>th</sup> November 2019 minutes               <ul style="list-style-type: none"> <li>○ Item 4 – Ann is in the process of working at the Lone working policy. Principle change is that the PCC is content to have people alone in church if they choose to do this. But that we expect any individual, alone in church to have a mobile phone with them at all times. Additionally we now have a CCTV providing additional security. <b>Action</b> Ann to continue on this.</li> <li>○ Item 4 – Paschal candle being made is in progress. Jeanette Oatway has promised £250 from the flower account towards the cost of the new candle.</li> <li>○ Item 10 – Alex called the Diocese but no reply as yet. Alex feels that we still need to ensure that lay team members will need to put forward for safeguarding checks. Julie confirms that once we have confirmed lay team names she will start the safeguarding checks.</li> <li>○ Item 8 – Letter and faculty petition has been received from Ann Wolfe and the church has formally objected. Anne Wolfe has lodged the petition and we are awaiting a result on this.</li> <li>○ Item 9 – Electronic payments – Alex discussed an iSettle card reader with its own sim card, each transaction will include a % that will go towards the vendor. The card reader is approx. £120. The PCC approve the purchase of the reader by Peter. Agreed to wait until after the Cashless presentation by the Diocese in early Feb. <b>Action.</b> Office to add to next agenda to carry forward.</li> <li>○ Item 12 – purchase of the new pew bibles has taken place. They have been dedicated at the 29<sup>th</sup> December service.</li> <li>○ Organist Mark Wilson does not play on the 3<sup>rd</sup> Sunday. Contract adjusted. Services covered by a 3 person rota. Fee £30 offered to those who play, however Marian Robertson not accepting this.</li> </ul> </li> <li>• 9<sup>th</sup> December 2019 minutes               <ul style="list-style-type: none"> <li>○ Xmas cards were given to most regular givers.</li> <li>○ Parish Share working group – it was discussed at the recent churchwardens meeting and are hoping to look at the Diocese calculation to understand how it works which will help with <b>Action</b> Alex to raise as an item at the next Church Wardens meeting in early February.</li> </ul> </li> </ul>	<p>AC</p> <p>Office</p> <p>AB</p>
5	Open Forum	

		<ul style="list-style-type: none"> <li>• None</li> </ul>	
6		<p>Correspondence</p> <ul style="list-style-type: none"> <li>• Faculty from Commissary General Diocese for the renovation of lychgate and ramp received.</li> <li>• Smarden motion – email received from General Synod representative to confirm that this item will probably be presented at the General Synod meeting in November 2020.</li> </ul>	
7		<p>Finance update</p> <ul style="list-style-type: none"> <li>• Peter sent out a finance report before the meeting for the PCC to review.</li> <li>• Online Natwest access is in progress for Ann and Alex. A new Lloyds account for the parish magazine is in progress.</li> <li>• Flower account has £500 less than stated in the report.</li> <li>• Parish Share -Peter has sent out before the meeting the details of what is to be paid by the PCC this year.</li> <li>• Sri Lanka funds and Apollos Trust funds (2019) need to be moved to the relevant accounts <b>Action</b> Alex to liaise with Peter on this for both accounts.</li> </ul>	AB/PC
8		<p>Churchyard Burial Proposal update</p> <ul style="list-style-type: none"> <li>• It has been publicised and the notification period has come to an end. Awaiting a response from the Commissary General.</li> <li>• DAC have sent some conditions on the Faculty that will need to be lodged with the minutes.</li> </ul>	
9		<p>John Mayne school</p> <ul style="list-style-type: none"> <li>• Several parent governors have recently joined and are very committed.</li> <li>• Still no church governor but it was suggested possibly approaching Joanna Mayne. <b>Action</b> Alex/ Julie to discuss further on this.</li> </ul>	AB/JL
10		<p>Ministry update</p> <ul style="list-style-type: none"> <li>• Alex's resignation and interregnum process <b>Action</b> Alex to send a link to COFE pathways for adverts to the PCC groups. Pauls recent document is very useful and shows that the church is ready for change and the incumbent leads these changes. Archdeacon will call a meeting (March tbc) to form 31 meeting which starts the vacancy notification process. Then there is a section 11 meeting which starts a timetable to create a parish profile. It is important to be aware of the trigger. There is a 4 week period in which the profile is drafted. A subsequent meeting, approves the profiles and the parish statement of needs, and each PCC nominates 2 representatives. A working group should be formed soon to start looking at the Statement of Need.</li> <li>• Service Planning – <b>Action</b> SP notes will be sent out by the Office this week. Alex confirms that we are in a position to start to look for cover for after Easter when he leaves.</li> <li>• Home visits – still significant number of people who need visiting.</li> <li>• GDPR – the office still needs a locked cabinet . The current one does not have a key. <b>Action</b> Alex to check if he has keys to existing 2 drawer cabinet. May need to obtain a roller cabinet for the office files.</li> <li>• PCC response to Paul Websters paper - this can be useful document for preparing our "Statement of Need"</li> </ul>	AB  Office  AB
11		<ul style="list-style-type: none"> <li>• Magazine <ul style="list-style-type: none"> <li>○ Roger Martin has recently joined the magazine team as deputy editor. Paul has worked with Roger who would like to add more sports articles and more items for a younger audience.</li> <li>○ More advertising has been requested so more pages are needed to make a</li> </ul> </li> </ul>	

		32 pages. <b>Action</b> Paul will confirm to see how much extra this may cost. Alex has asked the PCC to fully support Paul in his request to make the magazine all colour. There is more work involved in composing the magazine in its current state.	PW
12	FAB	<ul style="list-style-type: none"> <li>• Xmas concert made approx. £1180 profit.</li> <li>• FAB have agreed to pay £1066 for the ramp work to the PCC and underwrite £10,700 for the ladychapel work for which the PCC are very grateful. The result will be that FAB will be severely depleted their funds after these two payments. There is a possible need to try and get grants towards the lady chapel work.</li> <li>• <b>Action</b> Office to write a letter of thanks to FAB chair and treasurer.</li> </ul>	Office
13	Churchwardens report	<ul style="list-style-type: none"> <li>• Alex's last day will be 26<sup>th</sup> April – 10am service at Biddenden followed by lunch at Charter Hall in Smarden at 12.30.</li> </ul>	
14	Fabric update	<ul style="list-style-type: none"> <li>• Heating – A HIVE remote control device proposed. This device would also provide us with a thermostat in the church (not in the boiler room) It would be connected to the internet via 4G router. Alex has proposed that we get a price for installing a Hive system. Costs for internet would be a minimum of £6 per month, Upfront cost of router is £80. For installation of HIVE Alex proposed Hannington be invited to give a price. <b>Action</b> Alex will get a quote and then speak with Jim Oatway.</li> <li>• Ramp has been installed but grass not sewn as too cold. Will put seeds down in March.</li> <li>• Ladychapel – faculty application is in and DAC questions are being dealt with. Julie has written to some charities for donations for this work but no replies as yet.</li> <li>• Replacement of fan in the toilet with thanks to John Grey.</li> <li>• Gas meter has been replaced at no cost.</li> <li>• The Biddenden star was damaged in the wind last week and has been taken down for H&amp;S reasons. This star had originally been fabricated by Erik Ubel as an alternative to hoisting the old star to the top of the tower. The old star was heavy and dangerous to lift. <b>Action</b> Jim Oatway currently has the star and will ask Eric if he would like to fix it.</li> </ul>	AB
15	PDO and Safeguarding	<ul style="list-style-type: none"> <li>• Report sent out before the meeting</li> <li>• Some of the course labels have changed so Julie will look into this.</li> </ul>	
16	Health and Safety	<ul style="list-style-type: none"> <li>• Mark Clixby sent a report to the PCC.</li> <li>• Ann will liaise with Mark on the outstanding RAs.</li> <li>• The dead Tree in the church yard has been removed. (Permission from ABC given)</li> <li>• Handling of cash – small amounts are handled therefore not a risk.</li> <li>• North aisle emergency light lasts for 2 not 3 hours but the PCC believe that this is sufficient time to evacuate the church in this time.</li> </ul>	
17	Events and fundraising	<ul style="list-style-type: none"> <li>• Report sent to the PCC before the meeting.</li> <li>• Christian Aid week is on 10-15 May and will hold a coffee morning.</li> <li>• Flower Festival – Jeanette has said this is her last year and looking for volunteers.</li> </ul>	
		Date of the next meeting is the PCC meeting is on 10 <sup>th</sup> March 2020 at the Cabin at	

	7.30pm.	
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The meeting closed with prayers at 9.35pm