

ALL SAINTS BIDDENDEN PCC

Minutes of Zoom Budget meeting of the PCC held on Tuesday 6th October 2020 at 7pm.

Present: Alex Bienfait (Chair), Ann Courtness, Julie Lupton, Peter Cutts, Joanna Winston, Tanya Ling (Minutes secretary), Tom Hay (Smarden PCC)

Item		Action
1	The meeting opened in prayer.	
2	Apologies for absence. Paul Webster	
3	Minutes of the previous meetings held on 8th September 2020 Minutes were adopted as a true record and approved online and to be signed in the office by Alex. Proposed by Ann, seconded by Joanna.	
4	Matters Arising <ul style="list-style-type: none"> • Item 4 - Ann to meet Mark Clixby (regeneration project for the Parish Council) – Action Carry forward to next meeting in November. • Item 4 - Alex hoping to get the Advent star back to Biddenden with Simon Burgess. Action Alex to contact Simon and arrange a date. • Item 10 - Julie and Office have sent a letter to FAB to ask for funds to cover the cost of the sewer pump repairs. Cheque has been received and banked. • Item 10 Benenden heating Action Carry forward and Alex to contact Benenden heating. 	Office/AC AB AB
5	Ethos correspondence Alex has recently received a demand from Ethos Communications claiming £621.94 payment for an outstanding debt and threatening the PCC with court action over the photocopier contract relating to outstanding billing, collection and data wipe charges. We have sought legal advice from Clive Thomas with assistance from Tom Hay (from Smarden PCC) because the company refused to send out a revised invoice at the end of the contract, and we object to paying the data wipe and collection charge having stored the photocopier for 1 year. Alex sent an email this evening to the PCC before the meeting with a draft letter that he propose to send to Ethos. Alex proposes to offer £300 in full and final settlement of the claim. If Ethos reject the funds, a small claims court case may ensue. This is a debt through overcharging in the past from Ethos. We could issue a counter claim for previous overcharging but this would be a tedious and lengthy process with little guarantee of payment. The majority of the PCC agreed to pay £300 (noted that Julie was not in agreement but happy for the majority decision. Julie would prefer to pay the bill in full). Action Alex to send Peter the BACS details to make the payment tomorrow and Alex will post and email the letter to Ethos tomorrow.	AB/PC
6	Draft budget for 2021 Peter has circulated the 2021 budget for review by the PCC. 2020 has been an unusual year. It is expected that collections will be lower than normal because of less services. The Parish magazine is still very strong and not likely to change in 2021 and subs are also increasing. Weddings will probably be down as some weddings may be moved to 2022. Charity appeals will probably be less than in previous years. FAB will cover the balance of the cost of the South Chapel renovations work. Grant money raised towards this is already in a restricted fund. FAB will be invited to pay the Eccle insurance premium for 2020-2021. Joint account payments may have to increase back to £660 but will review next year. It is expected that around £10,000 will be need to be transferred from our investment	

	reserves during 2021. Even then, the overall cash flow for 2021 is likely to result in a deficit of around £6,000 The PCC approved the 2021 budget. Ecclesiastical insurance policy review Action PCC need to review the insurance policy to see if cover is for 75% or 100% rebuild excess. Need to display the Employee Liability document in the Cabin – Action Office to print and display.	PCC Office
7	Charity of the year 2021 <ul style="list-style-type: none"> Julie proposed Bin Twinning, Ann plans to propose a local charity. Decision deferred to November meeting.Action Office to add to November agenda for further discussion 	Office
8	Salaries 2021 <ul style="list-style-type: none"> Organist salary to remain the same for 2021. Office administrator salary - 2% increase suggested from January 2021 subject to approval and discussion by Smarden PCC at their budget meeting next week. 	
9	Wedding fees 2021 Organist fees , heating, choir and bells to be kept to the same for next year. Action Office to update Fees 2021 document and church website	Office
10	Structural update and structural engineer appointment <ul style="list-style-type: none"> Prior to this meeting Julie sent an email to the PCC requesting approval to appoint structural engineers, the Morton Partnership for a safety survey to be done on the structural integrity of the north aisle wall, roof, and the east end window. The PCC approved this by email. See appendices. The Morton Partnership made a site visit on 2nd October and produced a report which will be sent to the PCC alongside these minutes. PCC need to appoint a new inspecting architect to oversee the north wall investigative works and for the quinquennial. Julie sent an email to the PCC with details on this before the meeting. PCC gave approval in principal to appoint an architect before the next PCC meeting in November. See appendices. 	
11	Marriage Order request We are looking to request a marriage order for Smarden and Biddenden parishes which requires approval from both PCC groups .In these times, when there is not a regular service in each church each week, having a Marriage Order will allow Banns to be read at either church and still allow the wedding to proceed legally at either church.It gives the opportunity to swap churches at the last moment should the need arise. The PCC are all in favour. Action Alex to respond to Stephen Taylor to confirm that both PCCs are in agreement to request a Marriage Order.	AB
12	New November PCC date The November PCC date will need to change to Monday 2 nd November at 7.30pm as Alex is on holiday from Tuesday 3 rd November. Action Office to update church calendar.	Office
13	Alternative Big Breakfast proposal Julie would like to offer a pop-up market stall morning in the village halls as a fundraiser. Four or five stalls have already shown interest. Teas, coffees and bacon/sausage rolls with table service to be offered. Groups of up to 6 can create their own bubble with whom they stay with during their visit. Query on village hall insurance public liability and what will come under church insurance Action Julie will look into this. PPE to be worn by the appropriate people and social distancing to be . Risk assessments will need to be done. PCC were all in favour pending insurance query. Alex thanked Julie for her work on this.	JL
	Dates of next meetings – APCM meeting on Monday 19 th October at All Saints at 7pm for 730pm, Monday 2 nd November at 7.30pm (Zoom), Combined PCC meeting on 14 th December at 7.30pm (Zoom)	

The meeting closed with prayers at 9pm

Appendices

*Email on 21st September from Julie Lupton to PCC to Request for PCC approval to appoint a Structural engineer to carry out a safety survey as soon as possible

*Proposal to appoint The Morton Partnership dated 21st September 2020

*Email on 6th October 2020 from Julie Lupton to PCC with Updated info on the search for an architect

Email on 21st September from Julie Lupton to PCC to Request for PCC approval to appoint a Structural engineer to carry out a safety survey

Dear All,

As you are all aware, the matter of the structural integrity of the north aisle wall, roof, and the east end window has become a matter of serious concern over the last few months. At our recent PCC meeting, it was agreed that Alex and I should do a number of things including choosing/ recommending a Structural Engineer.

I now attach a paper proposing we appoint The Morton Partnership and outlining how we came to make this choice.

I would like to ask, if possible, that you consider this as soon as you can and respond with any questions or with your assent.

Ed Morton might be able to make a site visit on Wednesday 23rd September if we were able to give him the go-ahead within the next 24 hours. Failing that, he can make a visit on Friday October 2nd.

We would very much like your support in this matter.

Julie and Alex

PROPOSAL TO APPOINT A STRUCTURAL ENGINEER TO INSPECT AND ADVISE ON THE NORTH WALL MOVEMENT.

We would like PCC approval to appoint Edward Morton of The Morton Partnership, Structural Engineers, to carry out a survey of the North aisle and related movement issues at a cost of £650 + VAT.

How we reached this decision:

At the last PCC meeting Alex and I were tasked with appointing a Structural Engineer as a matter of urgency.

We approached two companies:

1. Adrian Cox Associates of Sevenoaks
2. Ed Morton of The Morton Partnership

- While we have heard of the former in relation to work on other churches, we have used the Morton Partnership since at least 2007.
- While Adrian Cox is more local, and responded promptly and helpfully to my enquiries, his fee proposal for initial investigations and reports came out more expensive than Morton Partnership.

Comparison of fees:

Adrian Cox Associates asked for £450 + VAT for a visit to the church. This would be to carry out an inspection of visible surfaces of the building and to write a letter, if need be, that there is a safety concern requiring immediate action or that they were not confident about the safe use of the church. For a full report summarising observations and making recommendations for remedial work or further investigations, an additional fee of £500+ VAT. **So for a full structural engineering report Adrian Cox Associates quoted £950 + VAT**

Ed Morton is based in London but does plenty work for Canterbury Diocese. He worked on our east end window in 2007. He quotes as follows:

- 1) Site visit to inspect church
- 2) Review any desktop information (for instance my own notes from 2007 and my father's letters etc.) and any other information available.
- 3) Provide advice on any safety works considered necessary.
- 4) Provide letter report which includes:
 - Brief description of the structure in the areas of concern;
 - Include description of potential influencing factors such as drainage, trees etc.;
 - Illustrate the report with photographs of the issues and sketches as necessary;
 - If appropriate set up manual monitoring using studs for future reading by the parish;
 - Advise on any additional investigations necessary;
 - Provide conclusions and recommendations with an indication of likely repair works if possible (as may be subject to investigations)

£650 + VAT inclusive of expenses.

Julie Lupton and Alex Bienfait. 21st September 2020

PCC approval emails to appoint Morton Partnership as structural engineer:-

I am happy to support your decision for appointing a structural engineer.

Best wishes, PeterC

Thank you Julie for making that clearer. In which case I'm afraid I really need to put the ball back firmly into yours & Alex's court & will go along with your knowledgeable choice.

Joanna.

Dear Julie,

Thank you for this paper. I should also add to your helpful notes, that both engineers have very similar hourly rates, a consideration should further work be required in future.

As is clear in the paper prepared by Julie, I fully support the suggestion to appoint Edward Morton.

I think it important to move the investigation on as soon as possible.

Best wishes

Alex Bienfait.

Email on 6th October 2020 from Julie Lupton to PCC with Updated info on the search for an architect

Dear All,

Please excuse the late arrival of this schedule and my suggestions. I hope that you will have time to look at it briefly and that it will help you understand where Alex and I have got to in our search for a new architect.

We set out to find someone to do our Quinquennial Inspection (QI) which is what I initially wrote about to most of the listed people. Events overtook us when Ed Morton, the structural engineer we appointed, said we'd be best to appoint an interim architect who will look after the investigative works etc on the North wall movement. He suggested Jo Deeming who is second on the list. For this reason, Jo has not yet been asked to quote for doing the QI.

Jo Deeming is visiting the church tomorrow, Wednesday, (at no cost to ourselves) to get a better view of the scope of the problem we are facing.

I would like to suggest that we invite at least one other architect to do the same.... To visit and to see if s/he is interested to be more involved. I would like to suggest we contact Lisa Brooks in this regard. She is highly experienced, lives in Yalding, sits on Rochester DAC and is well spoken of. She has been involved in the reconstruction of the High Street buildings after the fire and knows Biddenden well.

This needs to move forward pretty quickly so PCC approval in principle to appoint an architect before the next PCC would be welcome.

Finally, George Denny will step away from the East Chapel/ Lady Chapel project. He feels this is something our new architect might want to be involved with. This further complicates things for us but we will work through this in due course. I have invited George to invoice us for anything he considers to be outstanding. I would expect this to be at the very most 10% of the cost of the project (before VAT) ie in the region of £850. The least we can do is pay this as the main work was probably in drawing up the specifications. Only one day's work has been carried out so far.

Kind regards,

Julie