

ALL SAINTS BIDDENDEN PCC

DRAFT Minutes of virtual Zoom meeting of the PCC held on Monday 11th January 2021 at 7.30pm.

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

Item		Action
1	The meeting opened in prayer.	
2	Apologies for absence. <ul style="list-style-type: none"> • None 	
3	Minutes of the previous meetings held on 11th November and 14th December 2020 (Combined) <ul style="list-style-type: none"> • Minutes from the meeting on 11th November were adopted as a true record and approved online. Minutes from the meeting on 14th December were adopted as a true record and approved online. 	
4	Matters Arising <ul style="list-style-type: none"> • Ann has spoken to Mark Clixby to confirm they will have a meeting once we are out of the current lockdown. • Thank you letters were delivered to Paul Webster and Joanna Winston for their services as PCC members. • Offering communion to people in their homes is still being discussed but not a pressing matter at the moment. • No lockable cabinet for the office has been found yet. • Action Office to write to the Diocesan house to update them on the Parish Share split between Biddenden and Smarden. 	Office
5	Open Forum <ul style="list-style-type: none"> • Anne Webster sent a report to the PCC before the meeting about the Christmas Meal Cheer visits project. Backed by the Parish Council, the project was a great success. Thank you to Paul and Anne Webster for this initiative. • There was a discussion on rules for co-opting members on to PCC and whether or not there were any restrictions in place preventing particular combinations of people. Action Ann C to follow this up and give feedback at March PCC • Peter Cutts wanted to confirm that the PCC still agreed to pay the 2021 parish share in full as per the September 2020 minutes. The PCC re-approved, for the record, the decision to pay in full the Parish Share in 10 installments in 2021. 	AC
6	Correspondence <ul style="list-style-type: none"> • Alex has sent an email to the congregation to confirm that services will only be on Zoom until further notice. • Letter from Bishop of Dover was received confirming tier 4 permission to close churches. The PCC had requested to suspend regular in church services due to the rising infection rates of the Covid pandemic. Permission will expire at Easter so the PCC will need to write again in March if the church is not open by then. Action Ann C to confirm at end of February as to whether the church will be open from March 	AC
7	Ministry update <ul style="list-style-type: none"> • Alex has prepared a ministry report which we will send out to the PCC Action Office to email to the PCC. • Parish Council hold fortnightly meetings which are very informative. Anne Webster will continue to attend as a church representative when Alex moves on. • Services will now be online until infection rates decrease sufficiently. Churchwardens to keep this under constant review. 	

	<p>Proposed by Alex and seconded by Ann Courtness. All in favour. Action Office to write to Bishop Rose to confirm this PCC decision.</p> <ul style="list-style-type: none"> Concern was expressed over the fact that Active church does not translate well Online and this will have to be kept under review. Outdoor Christmas Carol service was very successful. Thank you to Ann Courtness and her family for their work towards this. Attendance for the indoor Christmas services was moderate. Sad to record the recent deaths of Amy Sinclair and Barbara Bridgeman. The family would like to come to church as and when the church is fully open to celebrate her life but we are not sure when that will be. Biddenden Welcome leaflet – this will need to be looked at by the PCC this year. Possibly leverage the Smarden leaflet which is now being used. Action Office to place this on the next agenda to discuss in more detail. Rectory bins maintenance will need to be done once Alex leaves in April/May Action Anne W has volunteered to do this once Alex has left the Rectory. 	<p>Office</p> <p>Office</p> <p>AW</p>
8	<p>Finance update</p> <ul style="list-style-type: none"> Peter Cutts sent out the finance report to the PCC before the meeting for review. Continuing closure of the Church has led to reduced monthly receipts, this being primarily due to (i) lack of service collections, (ii) lack of fundraising, and (iii) reduced number of weddings. Action Office to send formal thanks to the Parish Council for their offer to raise their magazine printing subsidy for the quarterly free issues to £500 per edition 	<p>Office</p>
10	<p>Fabric</p> <ul style="list-style-type: none"> Once scaffolding is in place Julie to advise Byford Roofing. Supervised by Lisa Brooks, Byford Roofing will carry out, under guarantee, repairs to the compromised roofing fabric. Action Alex will let scaffolders into the church at 8am. Once scaffolding is in place, Byford Roofing will be able to come and start their work. Movement monitoring – Julie spoke with Lisa Brookes who recommended the tilt meters as they will give more information for 12 -18 months. Julie proposed that we accept the quotation from Moniteye to install tilt meters as per Ed Morton’s original suggestion. Seconded by Ann C. All in favour. Sound system invoice has not yet been received though they came before Christmas to service the system. Pulpit microphone taken to be fixed but not as yet returned. Suggested that microphones may need to be replaced at some point but agreed to leave this to a later date. Smart meter for gas (Octopus energy) is to be installed. Action Peter Cutts will call them to discuss this further. Advent star – there was a problem this year. Ann C has confirmed that Colin Tester will make a new one for next year. PAT testing will be done once lockdown is over. Action Julie to action this once we go back into the church and Tanya can return to work in the cabin. 	<p>AB</p> <p>PC</p> <p>JL</p>
11	<p>Churchwardens report</p> <ul style="list-style-type: none"> There are weekly churchwarden meetings with Tom, Edward and Ann. The Feb and March rota is being organised to ensure that we have a weekly service with visiting clergy. Carol service was a great success and worked very well. Great feedback was received. 	

12	PDO & Safeguarding <ul style="list-style-type: none"> Julie sent out a report to the PCC before the meeting to review 	
13	John Mayne school <ul style="list-style-type: none"> John Mayne school – Tom Hay (Smarden churchwarden) will fill the role of Foundation Governor until a new incumbent is in post.. PCC were all in favour. Tom is currently a co-opted associate governor and the Archdeacon will propose to nominate him as a foundation governor on 2nd February. 	
14	Health and Safety <ul style="list-style-type: none"> No updates from Mark as yet. Julie does not have access to tower keys. PCC to formally appoint a link person from the PCC to coordinate with Mark Clixby over Health and Safety. Action Office to include on March agenda. Mark will need to wait until the end of lockdown to complete his annual H&S report in readiness for the APCM. Action Ann C and Office to arrange a suitable date. The church is currently closed to the public due to the plaster falling and will remain closed once the scaffold is in place. 	Office Office/AC
15	Magazine <ul style="list-style-type: none"> Anne W sent out a magazine report to the PCC before the meeting to review Housekeeping to include a review of the gratis magazines due to the increasing postage costs Action Office and Anne W to liaise on this. 	Office/AW
16	Events and fundraising <ul style="list-style-type: none"> Julie Lupton sent a report to the PCC to review before the meeting. Pop up market did not go ahead but still made a profit. Simon Burgess's wedding date not yet confirmed. Summer fete date will be pencilled in July Action Office/Julie to put a tentative date in the church calendar. Julie will also book the village hall as a backup. No flower festival in May. Plant stall may do something for the August BH weekend Lent lunches cannot be held this year so a suggested alternative would be a soup and roll delivery instead. Action Julie to confirm more details on this. 	Office/JL JL
	Date of the next meeting – Tuesday 16 th March at 730pm	

The meeting closed with prayers at 9.15pm