

ALL SAINTS BIDDENDEN PCC

Minutes of virtual Zoom meeting of the PCC held on 16 March 2021 at 7.30pm.

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

Item		Action
1	The meeting opened in prayer.	
2	Election of Chairperson Ann Courtness was nominated by Julie Lupton and seconded by Anne W. All in favour.	
3	Apologies for absence. <ul style="list-style-type: none"> • None 	
4	Minutes of the previous meetings held on 11 January <ul style="list-style-type: none"> • Minutes from the meeting on 11th January 2021 were adopted as a true record and approved online. 	
5	Matters Arising <ul style="list-style-type: none"> • Lockable filing cabinet with a key has been offered by Ann Courtness – Peter Courtness will deliver to the Cabin when he can. • Co-opting of family members onto the PCC will not be discussed any further as the interested parties are not coming forward to join the PCC. • Biddenden Welcome leaflet – Action Anne W has kindly offered to look at this alongside the work on the Parish Profile. 	AW
6	Open Forum <ul style="list-style-type: none"> • Church porch is open during the day and there are small bits of flint that are falling down from the walls. Action Julie will speak with Goodsell to see what the problem is. • Broken lantern in the churchyard needs to be looked at. Action Ann and Julie to confirm details on this. • Church clock is being fixed by Brian Bennewith as a spring has broken and the clock is currently incorrect. • Church Postbox for office post was discussed and where to place it. Deferred until Alex and Stephanie leave in June. Action Office to add to May/June agenda • Utilities will need to be addressed when the rectory house is vacant. Action Office to add to May/June agenda. 	JL AC/JL Office Office
7	Correspondence <ul style="list-style-type: none"> • Innovation Group Environmental services letter received 2nd May which looks at an historical claim on garage building subsidence claim at Glebelands due to tree roots from the churchyard. Action Ann and Office to follow up. • H&S Officer Mark Clixby has recently resigned so therefore need to look for another officer. Action Office , Anne W and Ann C to advertise in magazine, Facebook and Notice Sheet for a replacement. 	AC/Office Office/AC/ AW
7	Opening in church <ul style="list-style-type: none"> • PCC groups are looking to open the churches for face to face services starting from Palm Sunday in Smarden and in Biddenden from Good Friday. This is prompted by the decreasing local infection rates and increasing vaccination. Only a choir of three will be allowed with social distancing, masks and track and trace. From 12th April the organ will be covered by tarpaulin due to the lady chapel works – not sure we can play the organ when the pipes are covered? Action Julie to speak with Mark W on this. • The services will also be on Zoom but not interactive like previous services. • The church needs a thorough clean before the service Action Ann C will organise a team of volunteers to do this. Action Office to add something to the Notice sheet to 	JL AC Office

	<p>look for volunteers.</p> <ul style="list-style-type: none"> Ann C proposed to the PCC that we open the church and the PCC were all in favour. 	
8	<p>Interregnum update</p> <ul style="list-style-type: none"> There is a Diocesan review of all churches currently and still a decision to be made as to whether a full-time incumbent will be placed to replace Alex. The decision and discussions are currently taking place. Churchwardens are hoping to hear something soon. We cannot advertise until a decision has been made. Parish profile has been started and the first meeting held. 	
9	<p>Finance update</p> <ul style="list-style-type: none"> Peter Cutts sent a finance report to the PCC before the meeting for review. CCLI certificate has been issued after Peter processed the payment (excluding streaming license which runs out mid year this year). Parish Share wasn't paid in January as no notice given by the Diocese so we will be paying 10 months starting from February to November. Electricity and gas are currently being supplied by Octopus Energy. Peter wanted to get some guidance from the PCC as energy prices are very volatile currently. Octopus offer very good customer service with a usable website. Action VAT is currently being charged; Peter will check that this is being correctly applied. PCC decided to wait until June to see whether to continue with Octopus or to move to another utility company. Action Peter will continue to monitor energy prices. Julie will continue photographing the meters each month which she sends to Peter. 2020 Finance report for the APCM has been drafted by Peter who will send to the PCC to initially review. Action Peter to send to the PCC tomorrow. FAB – FAB AGM held recently and they have agreed to underwrite up to £7K for the south chapel works. Current cash flow forecasts predict that we will need to transfer funds from our investment account of approx £10,000 in May this year. It is likely that a further transfer will be required in September/October. If such transfers continue into 2022, reserves will effectively be exhausted by the end of 2022 and we would not be able to continue paying the Parish Share at that point. As per our reserves policy, we should aim to maintain a funds balance of around £15,000 for essential running costs. 	<p>PC/JL</p> <p>PC</p>
10	<p>Fabric</p> <ul style="list-style-type: none"> Fabric report was sent out to PCC before the meeting. Lady chapel works will start on the 12th April. Julie has spoken with Mark Wilson to cover the organ pipes while work is being done. Tylden Pattenden and North Aisle works – scaffolding erected and tilt meters installed to measure wall movement over the next year. Sound system – Neil Kavanagh took the microphone which has now been repaired. Julie will liaise with him to arrange when it will be returned. Need to clarify the legality of the wavelength of the microphone Action Julie to speak with Neil on this. Julie is monitoring the gas consumption each month. PAT testing – as we are opening the Church, Tower and Cabin they will be need to be done soon. Action Julie will arrange this and can use the Cabin key box. Expelair in the church toilet is not working Action Julie is contacting an electrician to look into this further. 5 year electrical inspection is due and it is a statutory requirement for a public 	<p>JL</p> <p>JL</p> <p>JL</p> <p>JL</p>

	building. CES Electrical are quoting £750 + vat, emergency light inspection is also required and battery replacement which is a further £120 plus vat. Action Julie to ask FAB to fund this Julie will ask M&S Electrical for a quote for comparison.	
11	Churchwardens report <ul style="list-style-type: none"> • The lent soup run is doing very well and nearly £400 raised in the last few weeks. Ann C will give all the cash for this in one lump to Brian Bennewith. • Local clergy is covering our services currently including Jeanette Kennett, David Trustram, Sue Rose, Mike Rose and Anthea Williams. Pearl Anderson helping with ministry guidance. • Update on new marriage registers, and the new rules that will start in May. Action Office to look in more detail on what is required for this. 	Office.
12	PDO & Safeguarding <ul style="list-style-type: none"> • Nothing to report. 	
13	John Mayne school <ul style="list-style-type: none"> ◦ Interim headteacher is keen for church input. Action Ann C to liaise with the school to see next steps to get the church involved. 	AC
14	Health and Safety <ul style="list-style-type: none"> • Mark Clixby has resigned and sent out relevant paperwork to the office. PCC need to find a replacement H&S officer. 	
15	Magazine <ul style="list-style-type: none"> • While the magazine has attracted ca. 10 new subscribers, there are 41 'non-renewers' from 2020. There are 378 subscribers on the database for 2021. Payment for printing has been boosted by the 2021 subscription price rising to £8 per year. 	
16	Events and fundraising <ul style="list-style-type: none"> • Report sent out before the PCC meeting for review. No flower festival this year but we will hold a summer fete which is currently booked in for 10th July. Judith Wright has written an article appealing for help with the Plant Stall. 	
	Date of the next meeting – date in May tbc on Zoom or in the Cabin, 23 rd June APCM in church.	

The meeting closed with prayers at 9.30pm