

## ALL SAINTS BIDDENDEN PCC

Minutes of meeting of the PCC held on Monday 6<sup>th</sup> September 2021 at 7pm in the Cabin

**Present:** Ann Courtness (Chair), Martin Giles, Judy Grey, Roger Martin, Anne Webster, Julie Lupton, Peter Cutts, Tanya Ling (Minutes secretary)

Item		Action
1	The meeting opened in prayer.	
2	<b>Apologies for absence.</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
5	<b>Minutes of the previous meetings held on 6<sup>th</sup> July 2021</b> <ul style="list-style-type: none"> <li>• Minutes from the meeting on 6<sup>th</sup> July 2021 were adopted as a true record and approved. All in favour.</li> </ul>	
6	<b>Matters arising</b> <ul style="list-style-type: none"> <li>• Item 7 Correspondence - Martin spoke to Pat Vallas from Glebelands to discuss her subsidence claim. There has been no feedback from the insurance company since the original correspondence.</li> <li>• Item 10 – Sound system – Neil Kavanagh has not been in contact despite Julie previously texting or emailing him. <b>Action</b> Martin will attempt to contact him.</li> <li>• Item 10 – Toilet expelair – still ongoing. <b>Action</b> Martin to follow up.</li> <li>• Item 10 – Floodlight – still ongoing <b>Action</b> Martin to follow up on this. Electricians to come and Martin will ask for a quotation to renew the system of floodlighting.</li> <li>• Item 11 – Roger will update the PCC later in the meeting.</li> <li>• Item 12- FAB have covered the insurance payment.</li> <li>• Item 18 <b>Action</b> Peter to send choir account details to Ann C and Martin.</li> <li>• Item 18 Ann C will speak with Sharon Muskett about sacristan duties.</li> </ul>	<p>MG MG MG</p> <p>PC AC</p>
7	<b>Correspondence</b> <ul style="list-style-type: none"> <li>• Email from Cherry Cornelius, a local resident, who has volunteered to do the H&amp;S role – this will be covered in the H&amp;S section.</li> <li>• Mary Spry has visited the church office twice about grave space reservation. <b>Action</b> Office to remind Ann and Martin to speak with Mary.</li> <li>• Email from Alex Bienfait received today asking the PCC if Walk Church could continue under the All Saints PCC insurance until October. PCC agreed that the insurance should no longer cover Walk Church. <b>Action</b> Ann will reply to Alex.</li> </ul>	<p>Office/AC/ MG</p> <p>AC</p>
8	<b>Interregnum update</b> <ul style="list-style-type: none"> <li>• Vacancy advert closes this Thursday on Pathways and the Diocese will then be able to confirm if there are any applicants and potential interview dates.</li> <li>• Alex and Stephanie moved out of the Rectory at the beginning of August. The house and garden were visited by the Diocese to ascertain how much work is required and they will sort dates when work will start. All items from the garden have been removed.</li> <li>• Photocopier has been moved from the rectory study to the cabin - reconnected and working.</li> <li>• <b>Action</b> Peter Courtness and Simon are coming to link up the p/copier to the office PC when they are available.</li> <li>• Sally and Martin G have fully cleaned the cabin office and removed all clutter.</li> <li>• Office post box to be fitted to the front of the office cabin by John Grey. Signage will be required. Action John and Judy Grey to do this.</li> </ul>	<p>JG</p>
9	<b>Finance update</b> <ul style="list-style-type: none"> <li>• Report sent out before the meeting.</li> </ul>	

	<ul style="list-style-type: none"> <li>Unrecognised Direct Debit for £52 appeared in the current account. Peter has disabled the Direct Debit and hopefully it will be reimbursed.</li> <li>Castle Water have requested another meter reading which has occurred on 2 consecutive months. Not clear why it has been requested so frequently.</li> <li>It should be possible to amalgamate waste water and supply water suppliers for simplicity <b>Action</b> Peter will look into.</li> <li>Changing account signatories – Ann C to sign the July minutes to be sent to CCLA and NatWest to update signatories.</li> <li>Peter requested the PCC for authority to draw down £10K from the CCLA investment account to the current account to ensure the current account is in credit until end of year. Proposed by Martin and seconded by Roger. All in favour. Thanks to Peter for all his hard work on this.</li> </ul>	<p>PC</p> <p>AC</p> <p>PC</p>
10	<p><b>Fabric report</b></p> <ul style="list-style-type: none"> <li>Benenden Heating have completed the annual service of the boilers.</li> <li>Octopus Energy -smart Electric meters were to be installed but they were unable to this for 3-phase electrical supplies. They couldn't fit Smart Gas meters either as the boiler capacity was too great.</li> <li>All fire extinguishers were serviced in August – <b>Action</b> Martin will forward the invoice to Peter.</li> <li>CES are coming this week for 5 year electrical inspection and will replace the blown bulbs. MG to leave out spares bought for them. Cannot use LED.</li> <li>Work in the Lady Chapel is completed apart from painting. It will take 6 weeks for the plaster to dry and the contractor will paint when all the salt has come out. We can return the items apart from the curtain. This cannot be used again as it's too close to the wall and doesn't allow it to breathe.</li> <li>Sally G and Abi cleaned the choir vestry <b>Action:</b> Ann C will review and update the Terrier to indicate the items that were disposed of.</li> <li>Water boiler in the kitchen was installed by John Grey.</li> </ul>	<p>MG</p> <p>MG</p> <p>AC</p>
11	<p><b>Churchwardens' report</b></p> <ul style="list-style-type: none"> <li>Services are continuing. Bishop Rose kindly led us at short notice when the Archdeacon was unable to attend. We are very grateful for all the clergy who are helping us.</li> <li>Within the deanery, Judy Darkins has retired, Anthea Williams is retiring at the end of October so we are struggling from November to get clergy cover. The office is now reaching out to other PTO clergy using the CMS website.</li> <li>Smarden Christmas Tree Festival will be on the weekend of 11<sup>th</sup> and 12<sup>th</sup> December. The Smarden Carol Service will be on Sunday 12<sup>th</sup> December.</li> <li>Biddenden to decide dates for carol service and Christingle/Crib service which will need volunteers. Last year's outside carol service was a great success.</li> <li>Church website – Ann C sent out a website proposal document before the meeting. Abi Courtness has offered three suggestions for the website including 1) leaving it as it is 2) updating existing website 3) building a new website from scratch.</li> <li>It was agreed this will need to be a joint PCC decision so the matter must also be discussed at Smarden.</li> <li>PCC raised questions about the cost of the current website and it was agreed the wardens and Peter Cutts would find out exactly what the costs are now.</li> <li>Email licenses are £25.20 per month. Tom Hay tracks the movement in the joint account so can confirm if there are any other website payments.</li> </ul> <p><b>Action</b> Ann C to speak with Tom. Peter will also check recent debits to see any website charges. Thank you to Abi for the time she has spent on this proposal.</p>	<p>AC/PC</p>

12	<b>Book repository</b> <ul style="list-style-type: none"> <li>• Report sent out before the meeting.</li> <li>• Will be opening Saturday 11<sup>th</sup> September and will coincide with Ride and Stride.</li> <li>• 16 volunteers for library and hospitality.</li> <li>• Gianna Polerro, local children’s author, will hold a storytelling session at no charge at the opening.</li> <li>• Donations will be requested. Currently donations for the library will be banked in the church account as restricted. Ultimately the library may want to be a separate entity but currently it is being run as a church activity.</li> <li>• Great outreach opportunity.</li> <li>• Thank you to Roger for all his work on this.</li> <li>• Need to monitor heating costs over the next few months to see how much this would cost. <b>Action</b> Roger and Peter to look at this</li> <li>• Wifi unit installation is working and can run up to 10 devices. It is password protected.</li> <li>• Armchairs to be recovered to make them look smarter. This will be done with flame retardent material.</li> </ul>	RM/PC
13	<b>FAB</b> <ul style="list-style-type: none"> <li>• Thank you to Paul W for the Treasure Hunt weekend which was well received by the village, raising the profile of the organisation.</li> </ul>	
14	<b>John Mayne school</b> <ul style="list-style-type: none"> <li>• Ex officio member of governors query at the July meeting – Ann spoke with Tom Hay on this. John Mayne have Helen Tester who is the interim head and they are eventually to become part of Tenterden Academy. Tom was granted permission by the Archdeacon to be the Christian representative from the church. Clive Thomas is a foundation governor. Both of them sit on the governing board so Alex does not need to be replaced until the new incumbent arrives.</li> <li>• Julie will start to go into the school for Collective worship when the school agrees.</li> <li>• Sally Giles has volunteered to maintain regular links with the school.</li> <li>• Coffee on Thursdays will look to start to invite the year 6 school children again.</li> <li>• PTA involvement in the summer fete was a great success.</li> </ul>	JL SG
15	<b>Safeguarding and PDO</b> <ul style="list-style-type: none"> <li>• Report sent to the meeting</li> <li>• All training has been done apart from Ann C who has to renew Basic and Foundation Level. Both wardens are supposed to do Leadership Level during an interregnum. MG indicated he did not intend to do this. AC suggested it might be possible for only one warden to proceed to Leadership level and therefore:</li> <li>• <b>Action</b> Julie will contact the Diocese to see if just one churchwarden can do the safeguarding training as this is very time consuming.</li> <li>• Data Privacy Policy needs to be reviewed for PCC approval. <b>Action</b> Ann and Martin to look at this</li> <li>• CCTV operating details need to be updated by removing Alex Bienfait, adding Martin Giles and re-confirming Ann C. Registration with the ICO also to be updated. <b>Action</b> Ann and Martin to look at this.</li> </ul>	JL  AC/MG  AC/MG
16	<b>Fundraising and Events</b> <ul style="list-style-type: none"> <li>• Summer fete was a great success so will not combine with the 2022 Flower Festival</li> <li>• Preparations for the Big Breakfast 13<sup>th</sup> November are in progress. In due course the Fundraising cte will decide what, if any, covid-secure restrictions need to be in place.</li> <li>• John Mayne School will be celebrating its 500 year anniversary in 2022. The PTA</li> </ul>	

	will be contacting the church to discuss plans and our participation in due course.	
17	<b>Magazine</b> <ul style="list-style-type: none"> <li>• Double page spread highlighting church was included in the September magazine that went to every household in the parish.</li> <li>• Advertising income is holding up well. There are also around 400 subscriptions.</li> </ul>	
18	<b>H&amp;S</b> <ul style="list-style-type: none"> <li>• Received an email from a new local resident Cherry Cornelius, a retired H&amp;S NHS worker who has offered to take on the H&amp;S officer role. <b>Action</b> Martin and Ann to meet/call her to discuss the role. Office to send RA examples to Cherry to give her an idea of the paperwork involved.</li> </ul>	AC/MG/Office
19	<b>Prayer Meeting Rubric</b> <ul style="list-style-type: none"> <li>• Anne W circulated a proposal for a weekly prayer meeting to be held in church.</li> <li>• Anne W has prepared a format and would attend and lead as required.</li> <li>• It was suggested that Wednesday mornings at 9am could be suitable. Anne W to make final decision on timing as she will be leading this.</li> <li>• Copies of prayer meeting rubric could be left in porch.</li> <li>• PCC all in favour of this initiative taking place.</li> <li>• Great idea and thank you to Anne W.</li> </ul>	
20	<b>AOB</b> <ul style="list-style-type: none"> <li>• Martin raised Kitchen query – 2 laminated signs about the defibrillator have disappeared. Ann C to speak to Peter Courtness in case he moved them recently.</li> <li>• Home study group starts Wednesday 8<sup>th</sup> September at 13 Spinners Close.</li> <li>• Display table in the church to the left of the main door needs to be kept tidy. <b>Action</b> Judy Grey offered to do this.</li> <li>• Anne W found a candidate for the In Need fund – Sheldon in the local shop who would like a bike but has no funds. PCC all in favour. <b>Action</b> Anne will look into this further.</li> <li>• Sacristan query – candle ash on the altar clothes is making them very dirty. Anne W suggested creating a sign to advise on how to deal with this. <b>Action</b> Anne W to speak with Joanna who runs the team of sidespeople.</li> <li>• Anne W is no longer able to continue as a PCC member due to time constraints. The PCC thanked Anne for all her help as a PCC member and all she does for the church. Anne thanked Julie for supporting the Tuesday prayer meetings.</li> <li>• Peter would like to meet Ann and Martin to start the draft budget for 2022. <b>Action</b> Peter to arrange a suitable time, late September.</li> </ul>	AC JG AW AW PC/MG/A C
	Date of next meetings – 14 <sup>th</sup> December (Combined) at 7.30pm	

The meeting closed with prayers at 9.45pm