

St. James the Great East Malling
Minutes of the PCC meeting held on Thursday 13th September 2018 in the church
(meeting opened at 7.40 p.m.)

Present: Mrs. P. Ashbee, Mr. A. Bramley, Mrs. S. Canham, Mr. D. Chambers (chair), Mr. R. Dove, Mrs. B Hunter, Mrs. M. Neaves, Mrs. S. Payne, Dr. B. Prince, Mrs. A. Richards and Mr. M. Rogers. (Mr. Dove & Ms. Neaves arrived late following other meetings)
Apologies were received from Rev. N. Williams, Mr. N. Ashbee, Mrs. D. Hynard
NW & NA had emailed information which was shared with the PCC at the relevant points.

314 Resignation from PCC

Angus Bennison had resigned from the PCC by email on 5th September. This had been acknowledged and the Vicar had accepted his resignation and thanked him for his contribution.

315 Minutes PCC meeting of 17th July 2018

307 final paragraph (some of which...)

Minutes agreed and signed, proposed Mr. Bramley, seconded Mrs Hunter, carried.

316 Matters Arising from 17th July 2018

301 PCC representation on the Committee of the Friends of St. James

Mr. Bramley reported that Mrs. Hynard had attended the latest meeting of the Friends Committee. Questions had been asked relating to the provision of emergency lighting for which the Friends had already provided funding. (See Grounds & Buildings report for latest position on this, item 321 i)

302/285i) Churchyard - future burial space/closure

NW had met the Director of the East Malling Trust to discuss the possible purchase of land bordering the churchyard. The Director would discuss this with the Trustees and a decision would be forthcoming by the end of the month. NW reiterated that the Parish Council would support this but not financially.

302/297iv) New Sound System

A quotation from Old barn Audio in the sum of £5047.30 excluding VAT had been circulated to PCC members prior to the meeting. The PCC agreed that there should not be a piecemeal replacement of the system but that a further two quotations be sought.

303 Deanery re-organisation CONFIDENTIAL

304 Indicative Offers

Correspondence from the Diocese (5th September 2018) had been circulated the PCC. Individual parish details still awaited. After some discussion the PCC agreed that until this figure had been received they could not make a decision on the contribution to be paid by the parish. MR confirmed that at the moment we could afford to pay what we were currently paying. AR stated the PCC needed to see historic and projected figures so that they could make an informed decision. **SP to provide her with previous annual accounts so she could make an analysis to present to the PCC.**

311 Heritage Weekend

SP reported that very few riders/striders had been signed in (about 20). Several people had visited the church, some particularly to look at the Registers which were on display, others to locate graves in the churchyard. There had been good liaison between the EMCG display in the Institute and the church.

317 Finance

Mr. Rogers reported that £415 had been raised at Afternoon Teas between 1st July and 25th August. The hot water pump on the zip tap had been replaced at a cost of £145.
Mr. Ashbee would be presenting the budget for 2019 at the November PCC meeting.

318 Correspondence

Previously circulated email regarding an unofficial safeguarding audit. No action required.

319 Remembrance Sunday 2018

NW reported that following a successful grant application 'There but not There' figures had arrived. He planned some slight changes to the service, which were in hand.

He had sent out invitations to veterans he knew. The scout group would attend. If the PCC knew other groups they wished to invite please do. It was hoped to arrange a buffet lunch after the service and volunteers had been requested. More research on the war memorial names was requested, Larkfield have agreed to help with this.

PCC members Alan Bramley, Belinda Hunter and Sue Payne would work with NW to plan this and Susie Canham, Becky Prince and Elaine Greenwood would help but not attend meetings.

Susie Canham would order wreaths from RBLI at Preston Hall for scouts, brownies and PCC (having checked requirements with the relevant leaders first). The groups would reimburse the PCC for these. There was already a box of poppies in the Sacristy, there were 100 wooden crosses in the vestry cupboard and the flower arrangers had plenty of large poppies.

320 Window guards and repairs

DC explained that the Friends of St. James had agreed to release the money to fund the fitting of window guards to all the windows on the north side of the church. The quotation was £8288 + VAT. This figure was an increase of about £70 on the quotation obtained 2 years ago. A small portion of this sum would be claimed on insurance for the broken window.

The guards would be metal (similar to those already fitted to the windows on the south side) except for the window containing the medieval glass fragments which was currently protected by a polycarbonate screen. This would be replaced with a new polycarbonate screen, unless the DAC required it to be protected by isothermal glazing which would be more expensive. There was some question as to the feasibility of fitting a guard to the east window in the lady chapel owing to the state of the stonework. Also, when the stonework on this window was repaired (funds permitting in the future) the grid would need to be removed and could not be re-fitted.

RESOLUTION

THIS PCC RESOLVES TO REPAIR THE GLASS OF NORTH AISLE WINDOW NIV AND TO PROTECT THE CHURCH NORTH WINDOWS WITH WIRE GRILLS OR FITTED POLYCARBONATE AS APPROPRIATE, SUBJECT TO DAC APPROVAL.

Proposed Mrs. Ashbee, seconded Mr. Dove, carried unanimously.

Mr. Chambers thanked the Friends of St. James for providing the funds for this project.

321 Reports from Committees

Grounds & Buildings committee 30th July (minutes previously circulated)

- i) The DAC had responded to the Emergency Lighting proposal but as no-one present had seen their response, no comment could be made. Comments received from NW and NA could not be considered without sight of the document. Grounds & Buildings would discuss this at their next meeting (24th September) and let the PCC know their proposed course of action. NW supported the DAC's suggestions (again without sight of the DAC's response the PCC was not aware of what these were) and would not support a faculty application for a permanently wired solution.
- ii) The alarm had been serviced and access had been arranged through the tower door without setting off the alarm (there would still be an inner door to unlock), but it would still need to be unset. NA to ask alarm company whether the South Porch door could also be altered for entry without setting off the alarm.
- iii) The pump on the zip tap had been replaced. The tap should not be turned off and the settings should not be altered. Any further problems would be covered by the last call-out charge.
- iv) The heating was not currently operating due to a fault in the boiler. The engineer would be coming on Thursday 20th to deal with this.
- v) Fire extinguishers would be serviced within the next few weeks.
- vi) In the recent heavy rain and high winds water had come into the church at the north west end of the nave through the clerestory window and surrounding area. Temporary repairs were being effected

Nothing further to add.

322 Safeguarding

NA reported his letter to the Archdeacon would be sent imminently, in it he would try to ascertain exactly the limits of the PCC's responsibility and liability.

SC had attended a diocesan safeguarding course and reported that the policies had been described as outdated and a lot of people were unable to obtain references. The Diocesan response was that people should contact the Diocesan safeguarding team who were very helpful.

The Promoting a Safer Church policy had been circulated to the PCC.

The implication was that every activity held in the church or held away from the church on behalf of the church required a risk assessment. **SC would obtain an electronic copy of a risk assessment form which could be modified to best fit each activity.**

The PCC would take a decision once the full extent of liability and responsibility was known.

After some discussion the PCC agreed to continue to display the parish policy statements, subject to clarification from the Diocese. NW stated that if these were removed because the PCC did not subscribe to their content then all activities involving children, young people and vulnerable people would have to be suspended until the matter was resolved.

The Benefice Safeguarding officer had requested that the following PCC members complete their C0 course by the end of September: Nick Ashbee, Richard Dove, Denise Hynard and Michael Rogers. C1 was also required by Pat Ashbee and Denise Hynard. David Chambers (requiring C0,1 and 2) had requested a group training session. Apparently Debbie Bond is running courses at her home but places were limited).

Amended DBS forms had been provided by the Benefice Safeguarding Officer and circulated to the PCC. No amendments were raised. MN is following up DBS applications still required for the PCC. Applications still required for Richard Dove, Michael Rogers & Nick Ashbee.

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323 Health & Safety

The emergency evacuation practice was deferred to the next PCC meeting

Dr. Prince left the meeting to attend a GP meeting.

324 Glass Doors

Mr. Dove reported that following a site meeting with, among others, Karen Butti and Alan Bramley, the latest drawings and statements were awaited imminently. These would be circulated to the PCC immediately and any comments returned asap so that the proposal could go to the DAC for their meeting on 20th September.

The Chairman thanked Mr. Dove.

325 Apple Tree Room **CONFIDENTIAL**

326 Deanery Synod

The next meeting is on 2nd October 2018. Mr. Dove and Mr. Bramley reported that recent meetings had been discussions about Deanery reorganization.

327 Any Other Business

i) In Touch

Mr. Francis requested volunteers to deliver magazines. AR offered to take over her parents' round as she (and Mr. Francis) were concerned about them doing it.

Mr. Dove offered to deliver.

(SP already informed Mr. Francis and he has already contacted Mrs. Richards & Mr. Dove)

ii) Christmas Market Beneficiary

The away charity was agreed as Health Poverty Action, a charity known to Mrs. Elaine Gordon who could vouch for the funds being used appropriately. The PCC were reminded of their

decision to limit donations to another charity of 50% of funds raised to a maximum of £500, each case to be considered on an individual event basis.

328 Confidentiality

Item 316/303

Item 325

The meeting closed at 9.30p.m.

Date of next PCC meeting Thursday 15th November in the church

Dated thisday of2018

Chairman

Red highlighting indicates action required.