

St. James the Great East Malling

Minutes of the PCC meeting held on Thursday 15th November 2018 in the church

Present: Rev. N. Williams (chair) Mr. N. Ashbee, Mrs. P. Ashbee, Mr. A. Bramley, Mrs. S. Canham, Mr. D. Chambers, Mr. R. Dove, Mrs. B. Hunter, Mrs. M. Neaves, Mrs. S. Payne, Mrs. A. Richards and Mr. M. Rogers.

Apologies were received from Dr. B. Prince

329 Minutes PCC meeting of 13 September 2018

303 correction to spelling of Rev. Pat Dickin not Dickon

Minutes agreed and signed, proposed Mr. Chambers, seconded Mr. Bramley, carried.

330 Matters Arising from 13th September 2018

302/297iv) New Sound System

NW to seek two further quotations.

304 Indicative Offers

Mrs. Richards had analysed the figures and made a presentation to the PCC (see under Finance 331 v)

319 Remembrance Sunday

The service and lunch had been very well received, over 200 adults & children attended. NW proposed to do something similar next year. (see also Vicar's report 332 iii)

322 Safeguarding risk assessment form

SC would send this out asap.(done)

325 (1) Apple Tree Room loan repayments

NW & MR to draft letter to accompany the loan repayments.

331 Finance

i) Quarterly budget

£3758 had been paid in after the end of September which meant NA did not have a printed budget to distribute as these figures could not be included. He reported income of £1122 (gift aided), £370 (not gift-aided), collections £224, fees £1854, donation £150 (picnic in the park), £3.80 (book stall). Income is down by about £1000 on the budgeted figure. Weddings and funerals were budgeted to be approx. £6,000, only realised £800. Expenses were low, collections and planned giving were down.

ii) Draft budget for 2019

NA required planned giving figures from MR before he was able to prepare the 2019 budget. Gas prices were likely to be increased in 2019 as the fixed rate previously negotiated was due to expire in the middle of 2019.

Benefice expenses for 2019 would continue to be paid from the surplus held in Benefice account (£8000 in this account at the end of 2018).

(see confidential item 332 i))

NA would prepare a draft budget for the PCC to approve at an extra PCC meeting after a Sunday service.

iii) Donation from East Malling Community Fair

The PCC agreed £150 received from the Community Fair committee would be added to the fund for the new sound system, making a total of £2,150.

NW would write to Liz Simpson to acknowledge the money.

iv) Treasurer's Report

MR reported that since the last PCC meeting the following payments had been made-
£5093.77 church insurance

£70 alcohol licence renewal (Tonbridge & Malling Borough Council)

£20 donation to Churches Together in Malling

£276 repair to leaking heating pipe

£205.06 organ tuning

£73.50 hire of Village Hall for Christmas Market (50% reduction allowed by Parish Council)

£172 further repair to hot water (Zip) tap

The following monies had been received
£150 donation from the Community Fair

v) Indicative Offer to Diocese for 2019

AR presented her analysis of the PCC general fund 2013 - 2017

The Diocese calculation for the indicative offer was £41,000 for ministry costs, £9,600 for Diocesan support costs plus 50% of the residual net income. The net residual income was calculated on unrestricted income less legacies, unrestricted expenditure (excluding capital expenditure and charitable giving but including staff salaries) and ministry and Diocesan support costs.

The trend over the last 5 years showed approximately 3% decline in receipts year on year, averaging a £5,200 shortfall in the year (excluding legacies and donations). Reserves are being used to support shortfalls. The forecast total indicative offer would suggest we could afford an average payment between £33k and £34k but unless future income were increased this could not be repeated in future years.

NA thanked AR for her work on preparing this document which had helped to give all the PCC members a clearer understanding of the financial position.

NA stated parish share giving for 2018 was £27520.

The PCC discussed ways of increasing income, possibly by getting more people into the church for services and other activities, not necessarily on Sundays. NW felt this should be addressed as soon as possible, if it were left for maybe 4/5 years then there would be little likelihood of increase.

The congregation should be told about the decline in income and fall in numbers.

In response to a letter from the Diocesan Finance Director regarding parish offers for 2019 (previously circulated to the PCC) NA confirmed that £27520 would be the figure offered to the Diocese for 2019.

332 Vicar's report

i) The Vicar formally thanked everyone involved in the Remembrance Sunday service and lunch, particularly MR and DC for constructing the box for the small crosses, also Stuart Millson and his friend Andrew for setting up the First World War display which had been well received, and everyone who had helped with the meal. Everything had gone better than he had imagined. The 'There but Not There' figures now belonged to the church.

333 Correspondence

i) Glass Doors

The DAC's response to the architect, Chris Kiernan, upon the submission of the application, had been circulated to the PCC, together with the architect's proposed reply and updated drawings.

After a brief discussion the PCC authorised RD to ask the architect to send his reply to the DAC. The Chairman thanked RD for continuing to pursue this matter.

ii) Letter giving Notice of Retirement

Letter from Mrs. Hunter indicating her intention to retire from her position as organist and choir director at Easter 2019. She confirmed she would be playing for the Easter services before leaving her position, and also that she would not be leaving the church.

The post would be split into two positions, that of choir director and that of organist, and a Safer Recruitment Process would begin.

334 Reports from Committees (previously circulated)

Grounds & Buildings 24th September and 21st October 2018

Standing Committee 1st November 2018

NA confirmed a temporary toilet had been hired for the period 13 – 28 December 2018.

335 Fees for 'extras' at weddings & funerals 2019

The Chairman reminded the PCC that statutory fees increased slightly every year, but these were set centrally.

Currently the fees charged by the church for 'extras' at weddings and funerals were

Organist £85, choir £100, bells £100 (ringing afterwards only) or £150 (ringing before and afterwards), flowers £40 per pedestal, sound desk £25, verger £45, church fee £50.

The PCC agreed there should be no increase in these fees.

Non-refundable deposits for wedding bookings would not be taken.

336 Health & Safety

An emergency evacuation should be arranged during a Sunday service.

337 Apple Tree Room

Fund-raising trip to Hazlitt theatre had been well attended, 36 people purchasing full price tickets, £5.60 of each payment being donated to the Apple Tree Room.

NA appealed for person to apply for grants towards funding this project. It was agreed to seek a volunteer from the congregation.

338 Deanery Synod Report

The meeting of 2nd October had not been attended by any of the representatives of the parish.

339 Christmas Card Beneficiary

The PCC agreed with the Chairman's proposal that monies realised from donations to the large Christmas card, made by the Sunday school and signed by the congregation, should be sent to the East Malling Centre.

340 Safeguarding

i) Archdeacon's response to NA letter

NA had circulated the Archdeacon's response to his letter prior to the meeting.

The Parish Policy Statement for Safeguarding Children 2018 and the Parish Policy Statement for Safeguarding Adults when they are Vulnerable 2018 had been superseded and were no longer required to be displayed in church. The Making Churches Safer poster should now be displayed instead (*superseded notices already removed and substituted with poster in PCC frame*).

The questions relating to PCC responsibility for the actions of clergy and the definition of protecting the church community were more complicated. NA would speak to EIG (the church insurance company) and also seek advice from the Charity Commission regarding these matters. The Archdeacon would refer any clear responses back to the Church of England.

ii) Safeguarding training for Bellingers

Guidance from Central Bellingering Council is that only lead ringers (tower captains and deputies) must undertake C0, 1 & 2 safeguarding training provided by the Diocese. Tower captains and deputies also require DBS checks. Other ringers may undertake C0 and C1 to improve their knowledge of safeguarding but there is no requirement for this.

As tower captain SP wished that only lead ringers be on the Safeguarding course list issued by the Benefice Safeguarding co-ordinator.

PCC required a risk assessment to be completed before they would agree to this.

iii) Safeguarding new documentation (previously circulated to the PCC)

- a) Relating to children's activities undertaken in private homes. This could include individual choir training and confirmation preparation. PCC agreed any such activities could only take place in the church building.
- b) Relating to Safeguarding Agreements in Parishes (who must be informed)

MN to place a copy of each document in the Safeguarding file.

341 Any Other Business

i) Heating in church

The PCC agreed to an experimental period of 2 months when the church heating would be on continuously, keeping the temperature in the building at 14°C.

ii) Trilogy by Richard Dove

RD announced that his first novel (part 1 of a trilogy) based around the village of East Malling with characters drawn from members of the community, would be published on 14th December. He

offered, and the PCC accepted, to have the books for sale in church, with half of the proceeds being donated to the Apple Tree Room.

iii) Christmas Star

Several members of the PCC had been asked by the congregation and village residents why the star was no longer displayed on the church tower over the Christmas period. NW stated that the Church of England Christmas theme for 2018 was 'Follow the Star' and the star would again be displayed on the church tower. **AB and NA offered to help with this. MR & DC to liaise with them.** The star should be in place before Advent Sunday.

342 Confidentiality

Item 330/303

Item 332 i) & ii)

The meeting closed with the Grace at 9.10 p.m.

Date of next PCC meeting Thursday 17th January 2019 7.30 p.m. in the church

Dated this day of2019

Chairman

Red highlighting indicates action required.