

St. James the Great East Malling

Minutes of the PCC meeting held on Thursday 17th January 2019 in the church

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

Apologies were received from Mr. A. Bramley and Mrs. A. Richards

343 Minutes PCC meeting of 15th November 2018

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

344 Matters Arising

i) From PCC meeting 13th September 2018

302/285i) Churchyard future burial space/closure

NW reported (omitted from Vicar's report but emailed 18th January 2019 8.36 a.m.)

Following conversations between NW and East Malling Trust, the Trust would be gifting the land for a Churchyard extension to the church. The church would be responsible for preparing and fencing the land. There should be sufficient space for 40 graves. Official confirmation to follow.

ii) from PCC meeting 15th November 2018

302/297iv) New Sound System

NW to seek two further quotations.

325 (1) Apple Tree Room loan repayments

Loan repayment letters and cheques have been sent out and one acknowledgement received.

331 Donation from East Malling Community Fair

NW to write to Liz Simpson acknowledging donation to the church

333(i) Glass Doors

RD had received an invoice from the architects. Yet to receive a response from the DAC following the meeting of 12 December 2018. This would be chased up. *(email received by NW from Sarah Anderson, secretary to the DAC on Friday 18th January at 10.04 a.m. confirming the glass door had been recommended for approval, with provisos. A full letter would be sent out soon.)*

340ii) Safeguarding training for bellringers

Risk assessments written. *SP to add safeguarding requirement information to these. (Added and approved by PCC majority)*

The PCC agreed to the new wording of the lone working policy to be displayed in the church.

340 iii) a) & b) Safeguarding

MN to place copies of documents in safeguarding folder.

341i) Heating in Church

The warmth of the building had been commented upon by many people and, although the actual cost was not yet calculable, the standing committee had decided to continue with this during the winter months.

341iii) Christmas Star

The chairman thanked all those responsible for putting the star in place. There had been many favourable comments. It would be removed at the end of Epiphany, when more assistance would be required.

345 Finance

i) Treasurer's report

Total from the Christmas Market £1428, donation of £500 made to Health Poverty Action, remainder put in church funds.

Charity Christmas Card raised £71 for the East Malling Centre

Expenditure since the last PCC meeting:

£126 temporary toilet hire

£132 annual alarm maintenance

£70 lights for Christmas star

£144 boiler maintenance

ii) Budget for 2019

NA presented a draft budget for 2019. Some figures were awaiting confirmation. The budget showed a projected deficit for the year of £2,000. Figures for minor maintenance and boiler repairs had been increased. Income tax to be recovered from gift aid during 2018 was an unknown figure but would affect the figures. Unplanned income figures were estimated. Payments of Benefice costs were budgeted to be covered by the money still available in the Benefice account. This was a reserve which would not be replenished. Church running expenses were higher due to an expected increase in gas and electricity costs. An additional allowance had been built in to pay for an organist. The budget showed the parish indicative offer being the same figure (£27,520) as for 2018. This figure would not be sustainable in future years. Using the Diocesan calculating tool NA had calculated the indicative offer as £22,209. Reorganisation of the benefice will have an impact on monies available from the member churches. The Diocese were aware of this. The PCC option for the offer would be the lower figure. The PCC authorised NA to negotiate with the Diocese regarding the indicative offer.

346 Vicar's report

- i) NA asked NW if going into the schools in East Malling (St. James the Great Academy and The Malling School) could be an aim for the Vicar during this year. The Vicar was positive about this. He asked Mrs. Hynard to raise the matter at the Academy, he hoped to conduct assemblies there.

347 Reports from Committees (previously circulated)

Grounds & Buildings 19th December 2018

Standing Committee 10th January 2019

Grounds & Buildings

- i) Quinquennial Report

NA reported that the quinquennial report had been received. There were fewer items highlighted for repair. The schedule of repairs prepared after the previous quinquennial had been highly valued. NA thanked MR and DC for all the maintenance work they had effected around the church building.

Two significant concerns raised by the new report were the safety of some of the memorials in the chancel (NW to approach his old parish for the name of a suitable repairer) and the uneven floor in the Corpus Christi chapel (probably due to the ironwork in the floor rusting and expanding). Both these matters would require expert consultation.

NA drew the meeting's attention to two items the report had noted, first the integrity of the memorials in the chancel (NW to approach his old parish for the name of a suitable repairer), and second the increasingly uneven floor in the Corpus Christi chapel, the cause of which was unknown and which was noted in Mrs Carpenter's letter. Both items required specialist investigation, which would be funded from the Church Repair Fund.

- ii) Window repairs and guards

DC reported that the DAC had given permission for repair of the damaged window in the north aisle and also the installation of window guards to 6 windows. The DAC had three provisos regarding the matter.

1. Written confirmation was required from the quinquennial inspecting architect that the stone work on the east window was strong enough to take the window guards. Obtained.
2. A quotation be obtained for isothermal glazing for the stained glass in the tracery of the east window, although it was not a condition that this glazing should be fitted. Obtained (£16,500)
3. The PCC could use its discretion whether a polycarbonate screen (fitted to the window shape) or metal grille be fitted to the north-easternmost window. Polycarbonate would be used.

DC reported that the faculty application had been made and public notices would be displayed.

(Notices displayed 20th January 2019)

348 Correspondence

1. Email from Diocese (previously circulated) relating to the real living wage increased rate of £9.00 to be put in place before 1.5.2019
2. Email from Mrs Pam Carpenter (previously circulated) expressing concern about the uneven flooring in the Corpus Christi Chapel. Immediately upon receipt of this DC and SP had moved the carpet so that the trip hazard was covered. The PCC agreed the floor would require proper repair (see Item 345 i)). The PCC authorised SP to respond to Mrs. Carpenter by email.

349 Health & Safety

An emergency evacuation should be arranged during a Sunday service.

350 Apple Tree Room

The PCC discussed the contents of an email received from Mrs. Anna Ashbee (the project manager for the Apple Tree Room) requesting a fundraising team be set up.

The PCC acknowledged all the good work already done by Mrs. Ashbee and a small group of people in getting the project to the current position of readiness to build once funds were available. After discussion the PCC agreed that a concerted effort was needed to raise funds and apply for grants. Members of the PCC were prepared to assist but were not able to commit to leading a fundraising team. Volunteers would be sought from the congregation (and the Benefice) via the pewsheet and direct appeal from NW in the weekly notices during the service.

The Friends of St. James would also be approached.

351 Community Café

RD informed the meeting that he was investigating the possible use of the building at the end of Church Walk (most recently used as an Italian restaurant) for his business offices (from March 2020). There might be scope there for toilet and meeting room facilities which the church could use.

NW had had discussions with Dawn Constable, Chair of East Malling WI, about the church and the WI working together for the community. The PCC felt there would be possibilities for creating a jointly run community café in the old restaurant which RD was looking at.

RD would report back to the PCC

352 Deanery Synod Report

Synod had not met since the last PCC meeting.

353 Safeguarding

NW had received an email from Sandra Corby, the Benefice Safeguarding officer, giving the current situation regarding DBS checks and Safeguarding trainings.

MN was keeping track of members of the PCC and the congregation who were required to complete various forms and training.

Mrs. Hunter requested that her DBS, expiring at the beginning of April, be renewed for another 5 years, even though she would be retiring from her post as Choir Director at the end of April. She felt it was prudent to have a certificate in case she had to take a choir practice or play the organ for a service.

Debbie Bond was holding a safeguarding C0 training at the St. Benedict's centre on Saturday 26th January for up to 25 people.

NA expressed concern about the graphic content of parts of the C0 online training and the requirement that vulnerable members of the congregation (and the church choir) were expected to view this. NW said this had already been referred to a higher authority.

354 Good Friday Project

Mrs. Anna Ashbee had emailed the PCC regarding the viability of the Good Friday Project in regard to the safeguarding requirements.

NW had acknowledged the value of the Good Friday Project in the church's mission to the community.

NW had obtained advice from the Diocese regarding such activities., which he had circulated to the PCC. NA commented that the advice was inconsistent with the Diocesan guidance, which stated “C1 Foundation: Required for anyone who has safeguarding responsibilities or who have contact with children, young people and/or adults who may be vulnerable. Including but not limited to... helpers at activities...”. The issue was not keeping children safe - the team were more than capable of doing that - it was whether they complied with the new CofE requirements. NA said Mrs Ashbee was very happy to organise the event, she just wanted guidance from the PCC on how many people needed to be trained/DBS checked to comply with CofE requirements.

After some discussion around the unknown numbers of children likely to attend, the number of DBS checked helpers likely to be present and the possibility of a safeguarding incident occurring, the PCC suggested that a parent AND child activity morning would be a preferable alternative. The parents would then be responsible for their children. This would still require a leader with DBS, a written risk assessment with clear indication of how potential safeguarding matters would be dealt with, and a register would be needed for both parents and children attending. *(SP requested permission from PCC members to respond to Mrs. Ashbee and ask if she would be prepared to organise an activity morning for parents with children in the church on Good Friday morning with the proposed requirements as to safeguarding)*

355 Jack Abnett Ashes

The burial of the ashes of Jack Abnett were shown in the Burial Register for 1998, but no definite position was known. The family of the deceased had identified two possible plots beside the north wall of the churchyard. After consultation, the Chancellor advised that both possible plots could be dug to investigate the contents. A faculty would be required incurring a non-refundable fee of £250. The PCC agreed to pay the fee. The family would have to apply for the faculty. *NW would advise the family of the PCC's decision.*

RESOLUTION

THIS PCC AGREES TO SUPPORT THE FAMILY OF THE LATE JACK ABNETT IN AN APPLICATION TO IDENTIFY THE LOCATION OF THE BURIAL OF HIS ASHES IN THE CHURCHYARD AT ST. JAMES THE GREAT EAST MALLING.

Proposed Mr. Chambers, seconded Mrs. Canham, carried unanimously.

356 Ashes deposit

Unidentified ashes had been discovered just before Christmas, deposited on top of a tended ashes plot in the churchyard. These had been removed, with some soil and placed in a large plastic bag. NW proposed to open a new plot to bury these ashes, enter them in the burial register as ashes of an unknown person and identify this on the churchyard plan. The PCC agreed with this action

357 Any Other Business

i) Organist

NW explained that before any recruitment could be done to replace the current Director of Music who would be retiring in April 2019, the PCC had to decide upon the post(s) to be advertised. After some discussion the PCC decision was to have two distinct posts:

- a) A volunteer choir director
- b) A salaried professional organist.

The PCC expected that these two people would work together.

The PCC also agreed to devolve the remainder of the recruitment process to NW, BH and SP.

ii) Summer Fair

The PCC would be organising this event in 2019. 22nd June 2019 between 11am 2 pm was agreed.

iii) Security of personal belongings

The PCC were reminded to be careful with the safety of personal belongings and to be vigilant for the congregation. The filing cabinet in the choir vestry would have a secure drawer for storing personal belongings during services. A key cabinet was being installed in the sacristy for the storage of all spare keys.

iv) Palm Sunday

The Benefice choirs would be performing The Crucifixion by John Stainer at 6pm in the church.

v) Churches Together in Malling

There would be a 10a.m. Eucharist on Thursday 24th January as part of the Churches Together in Malling week of prayer for Christian Unity.

The meeting closed with the Grace at 9.45p.m.

Date of next PCC meeting Thursday 14th March 2019 7.30 p.m. in the church

Dated this day of2019

Chairman

Red highlighting indicates action required.