

St. James the Great East Malling

Minutes of the PCC meeting held on Thursday 14th March 2019 in the church

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

Apologies were received from Mrs. P. Ashbee, Mrs. S. Canham and Dr. B. Prince.

**359 Minutes PCC meeting of 17<sup>th</sup> January 2019**

Amendments:-347 i) 2. Figure for installation of isothermal glazing for glass in tracery of lady chapel east window should read £16,500, not £11,000.

357 v) should read Thursday 24<sup>th</sup> January, not December

Minutes agreed and signed, proposed Mr. Chambers, seconded Mr. Ashbee, carried unanimously.

**360 Matters Arising**

- i) Churchyard future burial space/closure  
Official email received by NW, also advice from Diocese as to procedure. **Meeting with surveyor to be arranged.**
- ii) New Sound System  
**NW in process of seeking further quotations.**
- iii) Donation from East Malling Community Fair  
**NW to write to Liz Simpson acknowledging donation to the church**
- iv) Glass Doors  
Public notice currently on display.
- v) Safeguarding  
Copy documents had been filed.
- vi) School assemblies  
**DH to raise this matter with head of the Academy.**
- vii) Memorials in Chancel  
**NA** would contact Sarah Anderson for advice about suitable repairers.
- viii) Repair to glass in east window of Lady Chapel  
DC reported that the Friends of St. James had offered to contribute this. The PCC thanked the Friends for their kind offer, but would be using monies saved in the Church Repair Fund. There were other projects which the Friends would be asked to make a grant towards which would not be eligible for money from the Church Repair Fund.
- ix) Good Friday Project  
An all age Easter Craft Café was being organised by Mrs. Anna Ashbee
- x) Jack Abnett Ashes  
NW had left a message with family, they had not yet contacted him.
- xi) Community Café  
Although RD had contacted the owners of the building he had not been able to obtain a definite answer from them.

**361 Finance**

- i) Annual accounts for year ended 31<sup>st</sup> December 2018

The unexamined accounts had been circulated to the PCC before the meeting.

£3000 was due to be recovered from gift aid but would not be shown in any accounts until it was received.

Expenditure for the Benefice Administrator was shown as a cost, but a corresponding amount of money had been transferred in from the Benefice Account to cover these.

Church running expenses included various repairs to the heating boilers amounting to £1500 which had not been budgeted for, this was an additional cost.

Income was falling and expenses were rising.

MR explained that planned giving gift aid had fallen because payments had stopped from people no longer attending the church. He thanked everyone who continued to donate regularly.

Fund raising events was a lower figure because the Summer Fair in 2018 was held by the Friends of St. James, not the church.

The accounts were approved, subject to examination.

Proposed Mr. Chambers, seconded Mr. Bramley, carried unanimously.

The accounts would be examined within the next week and would be ready for publication before the APCM.

ii) Budget for 2019

NA had a draft budget prepared but required the PCC's decision on the amount of Parish Offer to be made to the Diocese. The Diocese had changed the Indicative Offer calculation again. He presented a chart showing five possible figures for parish offer, ranging from £16,131 – £27, 520, four of which showed the parish expenses being paid from reserves in the Benefice account.

After some discussion the PCC agreed that the indicative offer should be £25,968 for 2019.

Proposed Mr. Bramley, seconded Mr. Chambers, carried unanimously.

The discussion made clear that if at any time during the year the parish finances changed dramatically then a revised offer would be made. Also the possible formation of a new Benefice with Larkfield would result in alterations to finances which would need to be reflected in the offer.

**NA would circulate the budget to the PCC, including the agreed figure for the Indicative Offer.**

**362 Vicar's report**

i) There had been no further developments regarding Wateringbury leaving the existing benefice.

ii) He had seen the draft report written by the Rev. Andrew Axon, vicar of Matfield, Brenchley

& Lamberhurst, following his meeting with the East Malling PCC on 28<sup>th</sup> February 2019 to discuss the formation of a new benefice with Larkfield. It did not contain reference to anything that had not been discussed at the meeting. The report had been sent to the Archdeacon

**363 Reports from Committees (previously circulated)**

Grounds & Buildings 11<sup>th</sup> February 2019

Standing Committee 14<sup>th</sup> February 2019

**Grounds & Buildings**

i) Repairs to glass in east window of Lady Chapel

NA confirmed the cost of this (£16,500) would be met from the Church Repair Fund savings (current total £23,520).

The PCC agreed to spend this money, proposed Mr. Chambers, seconded Mr. Dove, carried.

ii) Raised tiles in nave and Corpus Christi chapel

Gary Jiles had inspected these and confirmed they would need to be taken up to investigate the matter. The floor would be monitored first to get an indication of whether there was movement up or down in the affected areas.

iii) Glass Doors

RD informed the PCC that a meeting had been arranged for Thursday 4<sup>th</sup> April at 2pm at the church to discuss the installation of the doors. The architect, builder and RD would be present and he invited others to attend. Payment had been requested for the first 50% of the cost of the doors. Once this was received there would be an 8-10 week delivery time. The work would take 3-4 days and hopefully be completed by the middle of June.

The cost of the doors would be £18,000, builders' costs £ 6-7,000, Building Control Licence £500, Architect's fees £3,000. All these were exclusive of VAT. It should be possible to reclaim VAT.

**NW would arrange for the doors to be dedicated on 21<sup>st</sup> July 2019**

**364 Correspondence**

- i) Letter (previously circulated) from Peache Trust informing that they had merged with CPAS (Church Pastoral Aid Society) who would have oversight of the Peache trust patronage portfolio in the future. The Peache Trust is patron of Teston church only. Patrons have no financial input to parishes.
- ii) Email from Rochester Diocese (previously circulated) informing of retirement of Diocesan Secretary, Geoff Marsh, from 31<sup>st</sup> May 2019.
- iii) Email from Diocesan Secretary relating to clergy stipend and allowances from 1 April 2019 forwarded to Treasurers.

### **365 Safeguarding** (all emails previously circulated to PCC before meeting)

- i) Email from Ven Julie Conalty conveying information about parish safeguarding officer, and actions to be taken once the new PCC is formed; requirement for DBS for PCC members; new PCC formally passing a resolution, recorded in the minutes, that they adopt the House of Bishops' "Promoting a Safer Church; safeguarding policy statement" and display the formal statement (needs to be done each year at May PCC meeting); safeguarding training (new PCC members need to do C0 and give to parish Safeguarding Officer evidence by end of July 2019)
- ii) Email from Diocesan Secretary repeating need for new PCC to pass formal resolution adopting House of Bishops' safeguarding policy statement; information required to be displayed by new PCC; the need for safeguarding arrangements to be clearly visible on the front page of the parish website (NW has passed this information to David Nichols to be posted on the website) and the same information also to be added to A Church Near You profile (NW will do this); safeguarding guidance for overseas travel.
- iii) Email from Diocese giving guidance on identifying and reporting safeguarding serious incidents and non-safeguarding incidents, in line with Charity Commission guidance.

The PCC trustees agreed to delegate the responsibility to the Diocesan Secretary to submit safeguarding Serious Incident Reports on behalf of the PCC's trustees  
Proposed Mr. Ashbee, seconded Mrs. Hunter, carried unanimously.

The PCC trustees agreed to delegate the responsibility to the PCC Safeguarding Officer to submit non-safeguarding serious incident reports on behalf of the PCC's trustees.  
Proposed Mr. Ashbee, seconded Mrs. Hunter, carried unanimously.

MN had downloaded risk assessment templates for a 'large church'. NW took these, together with the list of church activities requiring a risk assessment. He proposed to speak to Barry Allen about risk assessments for the whole church.

MN & SP & NW checked some of the Safeguarding audit questions with the PCC members, in preparation for submitting the audit to the Diocese.

### **366 Health & Safety**

An emergency evacuation should be arranged during a Sunday service.

### **367 Apple Tree Room**

RD had met with Mrs. Anna Ashbee (the project manager for the Apple Tree Room) to discuss the amount required to be raised for the building to go ahead. The figure was in the region of £150k. Mr. Dove has offered to help out with applications to grant making bodies.

### **368 Deanery Synod Report**

Mr. Bramley reported that Synod met on 4<sup>th</sup> February 2019, at Wateringbury.

Simon Burton-Jones, the Bishop of Tonbridge, addressed the meeting.

There was much discussion of the proposed pastoral re-organisation. The boundaries of Barming and Aylesford parishes were being revised already.

The meeting addressed the topic of indicative offers.

A member of the laity needed to be elected to the Diocesan Synod.  
The meeting discussed clustering – an informal way of working between benefices and parishes.  
An exhibition of paintings of churches in the Deanery, made by the artist in residence, was being held at the St. Benedict Centre on 16/17 March 2019, and thereafter at Pilsdon.

**369 APCM arrangements**

PCC members reaching the end of their term of office were Mrs. Hynard, Mrs. Neaves, Mrs. Richards and Mr. Rogers, all of whom would be eligible for re-election.

PCC members were urged to encourage members of the congregation to stand for election to the churchwarden and PCC member posts.

A new PCC secretary would also be required from 7<sup>th</sup> April. Mrs. Elaine Greenwood had offered to take minutes at meetings, but was not prepared to be the PCC secretary.

SP stressed that there needed to be a PCC secretary who could receive (electronic) communications from the Diocese, set up PCC meetings and keep records.

The meeting closed with the Grace at 9.30p.m.

Date of APCM Sunday 7<sup>th</sup> April 2019 at 11a.m. in church immediately followed by the first meeting of the new PCC to elect PCC treasurer and PCC secretary and to receive the dates of PCC meetings 2019/20

Date of next PCC meeting Thursday 16<sup>th</sup> May 2019

Dated this ..... day of .....2019

Chairman .....

Red highlighting indicates action required.