

St. James the Great East Malling

Minutes of the PCC meeting held on Thursday 16th May 2019 in the church

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

Apologies were received from Mr.N. Ashbee, Mr. A. Greenwood and Dr. B Prince.

371 Minutes

PCC meeting of 14th March 2019

Agreed & signed, proposed Mr. Chambers, seconded Mr. Bramley, carried unanimously.

PCC meeting 7th April 2019

Agreed & signed, proposed Mrs. Neaves, seconded Mrs. Ashbee, carried unanimously.

372 Matters Arising from PCC meeting 14th March 2019

i) Churchyard future burial space/closure

Meeting with surveyor to be arranged.

ii) New Sound System

NW to obtain quotations for new sound system & new lighting system and then apply for a grant from the Bishop's Fund (both matters would be treated separately).

iii) Donation from East Malling Community Fair

NW to write acknowledging donations to the church after 2019 Picnic in the Park.

iv) School assemblies

DH had spoken to the head of the Academy who said she had sent emails to the Vicar (none received). **DH to check the correct email address being used.**

v) Memorials in Chancel

NA had contacted Sarah Anderson, reply awaited.

vi) Good Friday Project

The Vicar formally recorded his thanks to Anna Ashbee for organising the successful event. He also thanked everyone who had assisted with the event.

vii) Jack Abnett Ashes

Mrs. Abnett was content to leave the situation as it was and understood no memorial could be erected.

viii) Community Café

The owner of the property had made further contact with RD, regarding flexibility with the rent. The Indian restaurant owner was not interested in the property. RD hoped the venture would be subsidised by a corporate arrangement which might provide a temporary solution to toilet and meeting room facilities for the church.

ix) Glass Door Dedication

The Archdeacon had agreed to perform this on 21st July 2019 (the closest Sunday to the patronal festival)

x) A Church Near You (ACNY) (a.churchnearyou.com/9954)

NW had updated this, including all the latest Safeguarding information. There had been a significant rise in 'hits' to the page. Previous website still accessible through ACNY site. **MN to liaise with Mrs. Williams about Facebook page weekly content.**

There was as yet no facility to access the church diary securely. Site designers working on this for every parish using it.

373 CONFIDENTIAL Minute

374 Correspondence

i) Information had been received regarding the Poverty & Hope Appeal

ii) **AB to send weekly reading information to SC and BP to help with Sunday School planning.**

375 Security In order to keep choir belongings safe during services the choir vestry door would be locked immediately before the service. Sunday School would have a key for access and a further key was in the key safe in the Sacristy. BH also had a key.

376 Treasurer's Report

- i) 2019 Budget previously circulated was approved, proposed Mrs. Canham, seconded Mr. Dove, carried unanimously.
- ii) No information was given regarding receipts and payments for the first quarter as many had been received after the end of the first quarter thus rendering the figures as unrepresentative of the state of the actual accounts. A receipt and payments account for the six months to the end of June would be produced for the next PCC meeting.
- iii) Lenten Giving (for the Apple Tree Room) totalled £607 (this included gift aided donations and small donations gift aid which was also claimable).
- iv) A new gas contract had been negotiated, with a 62% increase on the previous figures. New figure 3.909p pkwh, previously 2.42p pkwh, no standing charge payable with either contract.
- v) A new electricity contract with a 16% increase had been negotiated with the existing provider.
- vi) A claim was in preparation for VAT already paid for work on repairs and alterations to the fixtures and fittings of the church building. Some of this would be returned to the Friends of St. James. Further VAT claims would be made against future works.

377 Inclusive Church

After discussion relating to information regarding inclusive church, already circulated to the PCC, the consensus was that St. James the Great was already following the pattern for this. Being a member of inclusive church had various benefits, including website listing, which might increase visitors to services.

THIS PCC AGREES TO JOIN THE INCLUSIVE CHURCH MOVEMENT
Proposed Mrs. Payne, seconded Mrs. Hunter, carried unanimously.

378 Appointments

Vice-Chairman of the PCC	Richard Dove
Parish Safeguarding Officer	Michala Neaves
Benefice Lead Recruiter	Sandra Corby
Benefice Safeguarding Officer	Sandra Corby
Friends of St. James Rep	Denise Hynard
Electoral Roll Officer	Don Payne
Deputy Churchwardens	Linda Bramley, Belinda Hunter, Sue Payne

All proposed Mrs. Canham, seconded Mrs. Ashbee, carried unanimously.

379 Ratification of DBS roles

All PCC members, parish safeguarding officer, Sunday school teachers and helpers, crèche helpers, tower captain and deputies, organist, music director, assistant music director, choir helpers, 'training' server, baby & toddler group leaders.

380 Formation of Committees

<u>Standing & Finance</u>	<u>Grounds & Buildings</u>	<u>Publicity</u>
The Vicar	Nick Ashbee	Richard Dove
Nick Ashbee	Pat Ashbee	Michala Neaves
David Chambers	David Chambers	co-op Stuart Millson
Richard Dove	Allan Greenwood	co-op Fiona Williams
Sue Payne	Michael Rogers	
Michael Rogers		

The publicity committee would confer electronically and be responsible for posters, banners, twitter, Facebook and publicising church activities to the wider community

Budgets for Committees

Standing & Finance	to spend up to £2000 without reference to the PCC
Grounds & Buildings	to hold a budget of £1,500
Events	to hold a budget of £200
Publicity	to have £500 ring-fenced within budget

381 Health & Safety documentation Annual Review

The updated documents were agreed and signed. Copies of the documents would be sent to: East Malling Singers, Innominata, The Connections (all organisations using the church on a regular basis when no PCC members were required to be present)
A whole church evacuation was planned once the building work was completed.

382 Safeguarding

The PCC agreed to adopt the House of Bishops “Promoting a Safer Church; safeguarding policy statement”. A notice to this effect would be displayed in the church.
The Safeguarding Audit was in preparation and would be sent to the Archdeacon shortly.

383 Apple Tree Room

RD reported he had written to grant making bodies, had received replies but, so far, no offers of funds. A further sum of £150k was required before the work could commence. After some discussion Mr. Dove agreed to carry on contacting organisations. **MN would obtain information on other organisations which might be approached.**
The congregation should be consulted about the matter.

384 Glass Doors

Preliminary building works were being carried out, the wooden porch had been removed, the glass doors were being made, the church doors had been altered to allow for the ramp, replacement tiles were being sourced. Items previously stored around the old porch had been re-housed.
RD confirmed the cost would be £30k, made up as follows:
£17k for the doors, £7k for the architect, £1k building inspection, £500 licence, £6.5 – 7k builders. £1k VAT reclaimable for architect’s fees.

385 Any Other Business

- i) Windows. Mr. Chambers confirmed all the paperwork was to hand to make a petition for Faculty to the Chancellor for the various works to the windows.
- ii) Summer Fair. To be held in church 22nd June 11am – 2pm. Mrs. Payne asked for help to organise this.

386 Confidentiality

Item 373 Vicar’s Report

The meeting closed at 8.50p.m.

Date of next PCC meeting Thursday 19th July 2019

(apologies from AB, DH, MN)

Dated this day of2019

Chairman

Highlighting indicates action required