

# ST MARY RIVERHEAD with DUNTON GREEN

## MINUTES

Meeting of the Parochial Church Council  
Tuesday 24 July 2012  
In the Church Hall

### PRESENT:

Vicar (Martin Booth) – in the Chair

Diane Williams, Ronnie Todd

Susan Allender, Martyn Berry, John Curtis, Doris Gosnold, David Holmes, Anne Straight

### 1. Opening Prayers

The Vicar opened the meeting with prayer.

### 2. Apologies

Apologies were received from: Audrey Bernardi, Elaine Hanham, Chris Ledson, Ruth Merson, Margaret Nicholas, Barry Sharp, Stuart Wigley, Jean Woods

### 3. Approval of Minutes of PCC Meeting dated 29 May 2012

The Minutes were approved by those present and signed as a true copy by the Vicar.

### 4. Matters Arising

Vestments – Diane Williams reported that Doris and she met with Mark Merson's mother. They have chosen green material for the chasuble and are now waiting to hear back.

Children's Officer – **David Holmes will meet with Diane Williams** to discuss the possibility of taking on the position of children's officer. Diane has recently been on a seminar and has some paperwork to go through with David.

Licensing of Sexual Entertainment Venues Consultation – Ronnie Todd reported that she had written and emailed a letter to Sevenoaks District Council on the above subject. The letter had been approved by the Standing Committee.

### 5. Financial Update

Elaine Hanham had sent her apologies and therefore no report was given.

**Ronnie Todd was asked to email Elaine Hanham** and ask her to send a draft report for the Vicar to review before the next standing committee meeting on Wednesday 29 August.

### 6. Events Update

i) Olympic Torch – It was agreed that this proved to be a very good day. Margaret Curtis asked for thanks to be given to all those who helped with the refreshments. It was reported that some people visited the church before and after the event.

ii) Faithworks Dunton Green Fun Day – This is a yearly event. St Mary's pay for the PI insurance and run the tea and cake stall. It is a very good event which takes place on

the recreation ground in Dunton Green. There is no charge for the refreshments. Margaret Curtis asked for thanks to be given to everyone who helped on the day. Susan Allender wondered whether we could have a sports event in future. An all age competition such as rounders for instance. The PCC agreed that this was definitely something to consider.

iii) Riverhead Carnival – This event takes place on the 16 September. The pitch has been booked and the Events Committee has it in hand.

iv) Barbecue – see below: Any Other Business

v) Harvest Festival – The date for Harvest Festival will be the first family service in October, which is also the parade service. A discussion took place as to whether the meal should be lunch or supper. The Vicar was in favour of a family lunch, as was the PCC. It was also suggested that there could be some kind of entertainment for the children and adults. **Ronnie Todd was asked to contact Margaret Holman** regarding harvest produce being given to the Bridge Trust.

vi) Christmas – It was agreed that Christmas events will be discussed at the next PCC meeting.

## 7. Outreach

Diane Williams reported that the Kenyan girl we support, Catherine Kimochu, has finished her secondary education. She needs support for the next level and has written a letter asking if St Mary's will continue to support her. **Diane Williams will ask David Debenham**, secretary of SKET, what figure will be required for our continued support of Catherine and report back to the PCC.

**David Holmes suggested he takes Catherine's letter to Sunday School** to discuss with the teachers and children.

Diane had received a letter from a charity called Loaves & Fishes. It is a food bank which operates out of St John's church, Sevenoaks and supports 20 families with food bags. Diane went along to see them in action last Thursday and brought back a list of non-perishable goods for donating. It was agreed that **Diane will make copies of the letter to be given out to the congregation; she will also put baskets at the back of the church** where people will be able to place their donations. Diane will deliver the donated goods to St John's on a regular basis. It was agreed that we could involve the Sunday School when they start back in September.

The Vicar suggested that the congregation be given the opportunity to put forward their nominated causes. These could be shortlisted and then voted on at the APCM each year. The PCC agreed.

We have received a request from the Church Army for a donation. The Vicar suggested we invite someone from the Church Army to come and talk to us at church one Sunday. Perhaps we could build a family service around it. **The Vicar will arrange a date.**

It was noted that the Poverty and Hope Appeal usually takes place during the period between Harvest and Christmas. **Ronnie Todd was asked to order the P&H envelopes and brochures.**

## 8. Any Other Business

Charity Commission/Trustees – The Vicar asked whether we are up to date with providing information to the Charity Commission. It was noted that the treasurer, Elaine Hanham, usually deals with this. **The Vicar will forward the email he has received on**

**to Elaine.**

Slippery Surfaces – It was reported that the Vicar of Seal St Lawrence slipped and fell outside the church hall on the evening of Martin's Induction. She suffered bruising. It was noted that the flagstones had become slippery because of the wet weather. **Diane Williams will ask for suggestions to help with the problem from our architect, Chris Rayner, and speak to Denis Williams and Geoff Holland** who were churchwardens when the church hall was built and the gravestones moved. It may be that we need to go back to the Diocese as they had originally requested the flagstones to be laid outside the church hall.

Replacement Treasurer – The PCC agreed that there may be an option for the role of treasurer to be split, which would make it less onerous.

Replacement Organist & Choir Leader – The Vicar reported that he and Janet Sharp have discussed various options which would enable her to focus on key aspects of her role. The PCC agreed that some finance may be available for others in support of Janet's ministry. This will be considered when the financial report is available.

Church Sound System – The Vicar and Robert McLintock had looked at the sound system and agreed a better set up could be implemented where music (i.e. CDs) could be played/controlled from the front pew when required; for example in funeral/wedding services. Robert will look into it and set it up.

Ad Hoc Expenses – The PCC agreed that the Vicar is customarily allowed to spend money on minor items (such as audio cables or posters) without prior agreement with it. Any such expenditure would of course be brought to the PCC's attention at the next meeting. **The Vicar to discuss with Elaine** and decide the amount to which such ad hoc expenditure be limited.

Baptism Policy – The PCC agreed that baptism should take place within the 9.30 services. However, at the Vicar's discretion a service could be arranged on a first Sunday of the month at 11.15 am. Baptism outside those times/days would, again, be at the Vicar's discretion.

Teenagers – It was agreed that 'Teenagers' should be a regular item on the PCC Agenda for discussion. **Secretary to arrange.**

Church Barbecue – Instead of having a barbecue this could be part of the Cycle/Stride event and Patronal Festival during the weekend of 9 September. The church could be open over the weekend. Since this is the weekend that many are coming back to church after the summer, it could then be followed by a bring and share lunch on Sunday afternoon. Venue to be decided. **John Curtis will speak to Margaret Curtis for ideas** in her capacity as Events Leader. The event could be advertised in our Chronicle column and in the local guide.

Thank You Party – The Vicar and his wife Maggie would like to say thank you for all the help during the interregnum to the "stand in" clergy and the whole congregation by holding a drinks & nibbles party on Sunday 19 August at 12.30. The PCC agreed that they should share the cost.

Date for Diaries – Diane Williams asked the PCC to make a note of the date for the 2<sup>nd</sup> Wind Band's concert which is being held in church on Friday 21 December.

Bank Signatory – Ronnie Todd asked the PCC, on behalf of the treasurer, for their agreement to the Vicar, Martin Booth, being added to the signatures for the bank account. The PCC were all in agreement.

Christmas Tree Festival – Ronnie Todd reported, on behalf of Elaine Hanham, that the suggested date for the Christmas Tree Festival is Sunday 9 December. There are currently four members on the committee but others would be very welcome. Elaine will be arranging a meeting in early September. The PCC were happy with the suggested date but asked if the trees may remain in church until Tuesday 11 December as the Chipstead WI carol service is being held on Monday 10 December.

Co-Option – The PCC agreed that it would be a good idea for Margaret Curtis to be on the PCC in her capacity as Events Leader. **John Curtis will invite her to attend the next PCC meeting** where, if agreeable, she will be co-opted.

Churchyard Bonfire – John Curtis advised the PCC that he will be having a bonfire at some point in the near future. A resident from Amherst Close had complained last time there had been a bonfire but Diane Williams has checked with the resident of White Cottage who is happy for us to go ahead and also offered to help.

Sunday School – David Holmes advised the PCC that Sunday School starts again on Sunday 9 September. ***The Vicar will ensure that David has the appropriate readings from the Lectionary.***