

ST MARY RIVERHEAD WITH DUNTON GREEN

MINUTES

Meeting of the Parochial Church Council Tuesday 2 July 2013 – 8.00 pm In the Church Hall

PRESENT:

Vicar (Martin Booth) – in the Chair

Barry Sharp, John Curtis, Ronnie Todd
Susan Allender, Audrey Baker, Audrey Bernardi, Martyn Berry, Margaret Curtis, Doris Gosnold,
Ruth Merson, Margaret Nicholas, Bennet Smith, Anne Straight, Diane Williams

1. Opening Prayers

The Vicar opened the meeting with prayer .

2. Apologies

Apologies were received from: David Holmes, Stuart Wigley, Jean Woods & Martin Perry, Chris Ledson

3. Approval of Minutes of PCC Meeting dated 13 May 2013

The Minutes were amended as follows:

Item 6, Slippery Surfaces, 2nd line, “The Architect, Chris Rayner, is looking.....” was amended to read: “The builder is looking....”

Item 7, Standing Committee and PCC Dates, “10 October and 1 November” were amended to read: “10 September and 1 October”.

The Minutes were then agreed by those present and signed as a true copy by the Vicar

4. Parish Disclosure Officer (Report by Rosemary McLintock)

The Vicar welcomed Rosemary to the first part of our PCC Meeting where she briefed the PCC on her role as PDO (Parish Disclosure Officer).

Rosemary distributed a typed briefing note to the PCC members present and began by explaining her role as PDO.

She told the PCC that the DBS has recently replaced CRB checks. There is very little difference apart from a little more probing into candidates' backgrounds.

The job description for a PDO (to be agreed and voted on by the PCC) is set out at Appendix 1 of a detailed document on the Rochester Diocese website. (An electronic copy of Appendices 1 & 2 of said document had previously been sent to the PCC.)

Rosemary went on to suggest that it would be beneficial to have a Parish Safeguarding Team (PST) which would probably consist of PDO (Rosemary), PCR (Parish Children's Representative - currently David Holmes), LO (Liaison Officer) and possibly the Vicar. The aim of the PST would be to keep a check on changes happening during the year, any relevant courses for the PCR to attend, recording and agreeing with the PCC all new people wishing to take up a role involving children – either paid or unpaid - and keeping an audit trail of all current volunteers/workers and new candidates.

The PCC would be able to shape the conditions for new candidates to the church's needs, in accordance with Diocesan guidelines.

Some necessary points to be noted by the PCC when registering a new candidate, were suggested by Rosemary and are listed below:

- The candidate must be informed beforehand of what is involved for their application;
- Rosemary to be informed of all new candidates;
- LO to complete appropriate forms for all candidates and inform Rosemary;
- The Certificate, which is returned directly to the candidate, should be shown to the Vicar** in complete confidence once it has been received. No copy of the Certificate is kept by the Vicar;
- The Vicar must inform the Diocese when a new candidate is certified by completing the appropriate form and sending to the Diocese;
- The Diocese must be kept up to date of all new and renewed DBS applications.

**There may be some reason why a candidate may not wish to show their Certificate to the Vicar. It would then be up to the Vicar/PCC to decide whether the candidate be accepted to the role applied for.

The PCC all agreed to accept Appendix 1 as the job description for Rosemary in her position as PDO subject to two changes.

i) All instances of "CRB" to be changed to "DBS"

ii) Under "Who Should Do It?" amend the last paragraph to read "as a member of the Parish Safeguarding Team (PST), the PDO is no longer required to have a DBS check for this administrative role".

The PCC agreed to accept Ronnie Todd as the Liaison Officer. The PST would then consist of: PDO (Rosemary), PCR (currently David Holmes**) and LO (Ronnie Todd).

**Rosemary suggested that it would be preferable to have a PCR who is not involved with children. As David is our Sunday School Leader, and in a possibly vulnerable position, it was agreed that he should be replaced by someone who does not hold a position involving children.

The PCC must agree, at a future meeting, the following:

- 1) A list of roles and the level of each role
- 2) A list of current post holders

A meeting will be arranged for the PST to put together a report for the next PCC meeting.

The Vicar thanked Rosemary for taking the time to attend the first part of our PCC meeting. The PCC are very grateful for her detailed explanation and suggestions. Rosemary left the meeting at this point.

5. Matters Arising

There were no matters arising.

6. Financial Update

In his absence, the Treasurer had emailed a report of the Hermitage Concert Finances. This was passed round to the PCC members.

After all outgoings, profit made for the church was £511.80. The PCC were agreed the concert had been a total success. Grateful thanks were expressed to Janet for all her efforts on the marketing and advertising front.

Thanks were given to Stuart for his report.

7. Church Fabric

i) - Church Fabric Team – John Curtis proposed that a church fabric team be formed to take care of church maintenance. He further proposed it be chaired by Diane Williams. Diane would subsequently

report back to the PCC. Other suitable team members were suggested, these were Robert McLintock and Martin Perry. Both had intimated their agreement to the proposal. Diane will formally invite them to be on the team and report back. The PCC were all agreed.

Church Roof – Diane reported that Tunbridge Wells Building Company had inspected the roof where it had been leaking. An estimate of £552.50 has been received to repair the roof. Barry Sharp proposed we accept the estimate. Margaret Nicholas seconded. The PCC were all agreed. Diane to follow up.

Hose-Pipe – Robin Tonge and Denis Williams have requested the purchase of a new hose-pipe to link up to the Garden of Remembrance from the church outside tap. The PCC approved the request. Robin and Denis to investigate cost and will come back to the PCC with a price before purchasing a new hose-pipe.

8. Events Update

i) Baptism Families & Sunday School Picnic

It was agreed this had been a successful event. David Holmes had emailed the Secretary to extend his thanks on behalf of the Sunday School and baptism families to Maggie and Martin for a very relaxed and enjoyable picnic on Sunday. It was a glorious day and appreciated by all.

ii) Patronal Festival Bring and Share Lunch

Reminder to everyone to put this in their diary.

iii) Dunton Green Fun Day

Margaret Curtis expressed grateful thanks to everyone involved in the day. Unfortunately we didn't have a huge response from St Mary's to our request for people to participate. Margaret would like St Mary's to become more involved next year so that there is more of a build up to try and encourage more people to become involved.

9. Outreach

i) Hermitage Ensemble – As expressed under item 6) the PCC agreed this had worked very well and was very well attended by the community as well as church members. However it was thought it best to leave it a year or so before considering whether to invite the Hermitage Ensemble to return.

ii) New Dunton Green Development Leaflets – The leaflets had been well received. Faithworks were very appreciative. It was suggested we follow up with a Christmas Services notice and possibly carol singing. The carol singing suggestion was not thought a good idea as Dunton Green always have carols around the Christmas Tree.

Christmas Tree Festival – The date of 14/15 December was agreed by the PCC. The Secretary was asked to remind Elaine Hanham that the Nativity play will be taking place on the Sunday so space needs to be left at the front of the church.

iii) SKET – The Sunday School raised £375 from their cake sale and circle of pennies. Diane Williams reported that a thank you letter had been received from David Debenham for our sponsorship of a new girl's education.

10. Church Services

The Vicar reported that the person he and Janet had been speaking to as Janet's possible replacement is unfortunately no longer available to us. A new advertisement is being put together by Janet/Churchwardens/Vicar. The person will be required to lead the choir in Eucharist services and Janet will continue to work with the music group on family service Sundays. It was also suggested that an advertisement be put in the local paper. PCC approved the proposals.

11. Teenagers

i) Youth Ministry

The Vicar reported that he and the Sunday School team had met. They had agreed a time in September to start a simple gathering for youths. It will be for one hour and held once a month. There will be games and other entertainment, depending on what everyone is interested in doing.

The Vicar will be meeting with Bishop Brian et al regarding the Estonian link. He also reported that an Estonian gap year student had expressed interest in coming to work in the UK as a youth worker. The PCC approved the proposal that we should invite him to help with our youth ministry.

12. Trinity School

Anne Straight reported on the meeting which had been held at St. Nicholas Parish Church. It had been a short meeting. All people who had been Directors are now temporary Board Members. Items were voted in. It is still planned for the school to be in Rye Court for September.

13. Any Other Business

i) Burrswood Liaison Officer (Vicar)

The PCC agreed that Burrswood is a little too distant from Riverhead for St Mary's to become more involved. We also have decided on our nominated charities for this year.

ii) Bible Study/House Groups (Vicar)

The Vicar will be reporting back once he has seen the up to date list which is currently at the back of the church.

The meeting ended with prayer

Date of next Meeting: Standing Committee – Tuesday 10 September
PCC Meeting Tuesday 1 October