

ST MARY RIVERHEAD WITH DUNTON GREEN

MINUTES

Meeting of the Parochial Church Council Tuesday 26 November 2013 – 8.00 pm In the Church Hall

PRESENT:

Vicar (Martin Booth) – in the Chair

Barry Sharp, John Curtis, Ronnie Todd
Audrey Baker, Martyn Berry, Margaret Curtis, Doris Gosnold, David Holmes, Chris Ledson,
Ruth Merson, Margaret Nicholas, Bennet Smith, Anne Straight, Stuart Wigley, Diane Williams,
Jean Woods

1. Opening Prayers

The Vicar opened the meeting with a bible reading and prayer .

2. Apologies

Apologies were received from: Susan Allender, Audrey Bernardi, Martin Perry

3. Approval of Minutes of PCC Meeting dated 1 October 2013

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

4. Matters Arising

Martin Perry – The Vicar advised the meeting that Martin Perry will be resigning from the PCC due to business commitments.

House Groups – One group has been running for the past four weeks with two more weeks to run. The Vicar explained that he would also like to arrange a daytime house group in 2014. Due to many commitments there will be no Advent Bible Study, but people are always welcome to come to the Mother's Union Bible study on Saturdays.

5. Church Organist

The Vicar informed the meeting that we have a new church organist (Edwin Davies) who will be starting with us on 22 December and will be sharing the Christmas services with Janet. He and his wife Christine have two sons and are looking forward to attending St Mary's church services. The two sons are former choristers at Southwark Cathedral. His wife is also an organist and is willing to play at various services when available.

6. Safeguarding

Everyone had been circulated with the Safeguarding Notes prepared after a meeting between Rosemary McLintock, Zoe Bromwich and Ronnie Todd. A few amendments/additions were requested to the names listed for the various groups. Ronnie Todd to make the amendments.

The PCC asked for written confirmation regarding lunch club drivers not needing a DBS check. Ronnie Todd was asked to write to Carol Martin at Rochester Diocese.

Diane Williams confirmed that the letter to parents, when they first register with Tots and Toddlers, includes a note that they must take responsibility for their children. It was also suggested that the letter includes a request to all parents that they give a contact name/telephone number in case of illness. Diane will arrange this.

The Vicar read out the Parish Policy Statement for Safeguarding Vulnerable Adults for the PCC's approval. The PCC were unanimous in their approval. The Vicar signed the statement and Ronnie Todd was asked to send it to Carol Martin.

7. Financial Update

Stuart Wigley reported that our parish share has been increased from £17,400 to £20,800 per annum. This is based on our Electoral Roll/usual Sunday attendance in October/Financial Position. The Vicar's stipend has been increased by 1%.

Ways of saving money were put forward by Stuart.

He has re-negotiated the photocopier contract from £809 per quarter to £245 per quarter, starting January 2014. This provides for a B&W/Colour copier.

The Diocese have given Stuart an alternative Utilities contact to try which will save us £200 when they come up for renewal.

The amount of Copyright fees has been reduced.

We will be changing our Bank from Lloyds to CAF as recommended by the Diocese. They provide free banking. Stuart has the application forms.

Alternative suppliers for buildings/public liability insurance cover will be looked at by Stuart when it comes up for renewal in 2014.

Stuart and Margaret Nicholas will also look into the regular giving scheme in the new year.

Stuart advised the meeting of a shopping website where a proportion of the expenditure from online shopping which goes through the website is given to a designated charity. This is something which may benefit St Mary's if we set it up. Stuart was asked to put a note in the minimag and on St Mary's website.

Finally, Stuart suggested a collection of used print cartridges from the church congregation to give to charity, which in turn will pay £1 per cartridge. Stuart was asked to arrange this.

The Vicar thanked Stuart for all his efforts and hard work.

8. Church Fabric

A set of Church Fabric Committee Notes had been circulated to the PCC in advance of the meeting.

The PCC was asked to indicate whether they were content for the Fabric Committee to proceed with the measures and recommendations given in the document. The PCC was content.

Replacement Window Shelves – It was reported that a member of the congregation has offered to pay for re-shelving one of the window sills. Nine shelves are needed. Christine Smith has obtained two quotes.

It was suggested that we make an appeal for individual donations and each sill donated could, if required, have a plaque. It was agreed that we accept the quote for oak shelving with lacquered finish. This will be £172 ex VAT per shelf or £1188 ex VAT for all nine. We will start the appeal in the new year.

Speakers – Robert McLintock is to re-angle the speakers and add two new speakers at the back of the church. It is hoped this will improve the sound, especially at the back of the church. Approximate cost is £200 + VAT. The PCC approved.

The Vicar advised the meeting that, in future, the intercessors will stand at the Lectern. This will be for a trial period.

The PCC were asked to approve changes to the lighting in the nave as per Robert McLintock's note. The PCC approved research into costs for replacing all the lights in the nave only.

9. Events Update

- i) 1/12 – Open House invitation from the Vicarage
- ii) 14&15/12 - Christmas Tree Festival. All is in hand.

- iii) 14/12 – Church Christmas Party – Margaret Curtis to encourage volunteers for the party
- iv) 20/12 – 2nd Wind Concert – It was noted that it is the responsibility of the 2nd Wind Concert Band to provide a licence for alcohol if they will be selling it during the interval.

10. Outreach

- i) Charity Assistant – The Vicar advised the PCC that Rosemary McLintock will be taking on the role of assisting him with arranging visits from the various Charities we support during the year and related matters.
- ii) Photographic Competition – This will be a summer equivalent to the Christmas Tree Festival. One meeting of the team arranging this has already taken place
- iii) Estonia Link – The Vicar will be visiting Estonia on 19/1 to establish our Parish Link. In October an Estonian choir will be visiting the UK and Bishop Brian has asked if St Mary's would host a concert.

11. Church Services

New Chalice Assistants:

Azzedin Hacimi
Stuart Wigley
Jenny Wood
Gillian Smith
Karen Forster Pearce
Doris Gosnold – to cover when needed

Diane Williams and Margaret Curtis to assist in Deacon role

New Intercessors:

Nicola Joyce
Karen Forster Pearce
Bennet Smith

Acolytes

Sarah and Mark Stott

The Vicar was very grateful to everyone for agreeing to help in these important ministries.

12. Teenagers

The Vicar reported that he will be asking teenagers for their suggestions on starting a new group. Since, these days, teenagers have many conflicting commitments, one suggestion might be to give them a project once or twice a year.

The Vicar is exploring with one person the possibility of running a Christian course to assist those wishing to enter something called The President's Award.

13. Trinity School

Anne Straight reported the school is holding a prayer meeting on 16/12. She hopes to be able to attend.

They will be holding a Carol Concert in St Mary's Church at 7.00pm on 18/12.

14. Any Other Business

- i) Churches Together in Sevenoaks.
Anne Straight advised the PCC that she attended the CTS AGM and has the report. They had a good speaker advising on debt.
- ii) Anne Straight was asked to speak to Traidcraft regarding provision of runners for the pews.
- iii) Landmark – Thanks were given to Margaret Nicholas for all her work on the Landmark. Margaret advised that she will be continuing with the Easter edition.
- iv) Audrey Bernardi – Audrey wishes to apply to become a Local Licensed Minister. This is the next step for Audrey from her current Pastoral Assistant role. It does not entail a stipend and she would stay in the Parish. There will, of course, be initial costs and subsequent limited expenses. The PCC was in

agreement that we should encourage Audrey to continue with her enquiries. The Vicar to report back to Audrey

The meeting ended with prayer

Date of next Meeting: Standing Committee – Tuesday 14 January 2014
PCC Meeting Tuesday 28 January 2014