

# ST MARY RIVERHEAD WITH DUNTON GREEN

## MINUTES

Meeting of the Parochial Church Council  
27<sup>th</sup> January 2015 – 8.00 pm  
In the Church Hall

### PRESENT:

Vicar - In the Chair

Barry Sharp, John Curtis, Stuart Wigley, Ronnie Todd  
Martyn Berry, Margaret Curtis, Karen Forster-Pearce, Margaret Nicholas, Bennet Smith, Diane Williams,  
Jean Woods

#### 1. Opening Prayers & Bible Passage

The Vicar opened the meeting with prayer.

#### 2. Apologies

Apologies were received from: Audrey Baker, Audrey Bernardi, Nicola Joyce, Chris Ledson, Anne Straight

#### 3. Minutes Of PCC Meeting 25 November 2014

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

#### 4. Matters Arising

There were no matters arising.

#### 5. Finance

Stuart Wigley informed the PCC that the the new phone line/broadband rental will be installed at the end of the week.

The Lloyds Bank account has been closed although there is a general account still open.

The box of print cartridges was collected on Monday and we should receive a small amount of money as a result.

The Stewardship Committee held a meeting on 8<sup>th</sup> December. Susan Allender will be responsible for the "Easy Fundraising" site for ordering goods online. A notice will be put in the pew sheet this week.

With regard to the Procurement Policy, which was sent to all PCC members in advance of the meeting, Stuart confirmed that the Standing Committee will have dedicated powers to agree expenditure up to £500. Stuart will tidy up the document and re-send it to PCC members.

Proposed by: Diane Williams

Seconded by: Margaret Nicholas

PCC all in favour

Stuart informed the PCC that he had contacted the Diocese regarding our Parish Share contributions. The Diocese are happy with our suggested contribution for the first quarter as agreed at our last PCC meeting. Stuart hopes to develop a report for the PCC which will give more information. He will also prepare a graph to be included occasionally on the reverse of the Pew Sheet showing how our contributions are spent.

It is proposed to make a Stewardship presentation in the spring to give people a gentle reminder about regular giving. There is also the possibility of another one around Harvest time. There will be a letter of thanks to the regular givers signed by the Stewardship Secretary as in previous years.

Stuart confirmed that he has now received the legacy from Ruth Ballisat.

The Vicar thanked Stuart for all his hard work.

## **6. Church Fabric Committee**

The PCC had been provided with a copy of the Fabric Committee report in advance of the meeting.

*Welcome Table/Leaflet Stand* – Diane Williams confirmed we have received two quotes. One of £600 and one of £1k. She is waiting for a third.

*Roof Repairs* - A request is being made for money from the Diocese roof repair fund. Diane and Robert McLintock are preparing the application form. Diane informed the PCC that there is a space on the form to include a contribution from the church. This was discussed by those present and the PCC were agreeable to making a 10% contribution. A quote is also being requested for a walkway into the roof space as this is a requirement by health and safety legislation. The Vicar thanked Diane and Robert for all the work they have put in to this project.

*Hall Flooring* - Margaret Nicholas reported that the office floor in the hall is almost finished. Unfortunately the room was measured incorrectly and more tiles are needed. These are on order. Margaret had taken advice regarding the hall floor and it is not thought to be in need of new floor covering as dehumidifiers had been used.

John Curtis thought the kitchen floor was damp. Margaret spoke about the need for a new kitchen and the floor could be replaced at the same time. She suggested we ask for a quote from professional catering kitchen companies. She will try to obtain one for the March PCC. Stuart Wigley will make enquiries from contacts he has through work. Jean Woods will check with Dunton Green Parish Council regarding their kitchen installation. Margaret emphasised that we will need to close the hall whilst a new kitchen is installed and she must tell regular users of the hall well in advance.

## **7. Events**

The Vicar informed the meeting that he is about to publish the diary dates for 2015.

Karen Forster-Pearce will find out the date for the Riverhead Carnival and the Dunton Green Fair and inform the Vicar.

The Vicar had received a request from Burrswood for us to hold a "Souper Lunch" to raise funds for them. He thought it may be a possibility to hold it in place of our Lent Lunch. To be decided.

## **8. Outreach**

*Lollipops* - Rosemary McLintock has managed to contact Lollipops but unfortunately they are unable to attend a service in March. In the meantime the RSCM have been nominated as one of our charities and we will be holding a "Music Sunday" sometime in June.

Ronnie Todd to prepare charity nomination forms to put out on Sunday. The suggested charities will be shortlisted at our next PCC meeting. We will only need to select two as we have included the RSCM when we were unable to contact Lollipops.

The Day of Prayer will take place on Saturday 28 February. Any donations received for refreshments will be given to Fair Trade.

A query regarding donations to a specific charity from retiring collections was raised. Could the money be given direct to the charity rather than going through our accounts? A discussion ensued and it was agreed this could happen and a note will be given to the sidespeople to this effect.

## **9. Church Services**

The Vicar advised the meeting that all services have been included on the diary dates sheet.

The Vicar and Karen Forster-Pearce to arrange a talk from a representative of the Children's Society.

## **10. Safeguarding**

It was agreed that the Staffing Policy for Sunday School Leaders and helpers could take the form of the one for Tots and Toddlers. The PCC will look at the draft and make any suggestions. Diane Williams will speak with either Nicola Joyce or Jo Adams, the current Sunday School co-ordinators. Jo may need to have her Safeguarding check renewed. It was not felt necessary for any of the other helpers to have a check.

The Vicar advised the PCC members that Safeguarding training sessions are available to anyone wishing to attend.

Diane Williams believed there was a form to complete for Tots and Toddler helpers as part of the Safeguarding Policy.

## **11. Sunday School**

See above

## **12. Teenagers**

An opportunity for confirmation will be available to qualifying members of the congregation, concluding with a confirmation service at St Nicholas' Church on 10<sup>th</sup> May. Bishop James will be presiding at the service.

## **13. Trinity School**

The Vicar advised the meeting that he remains in touch with the school; he has nothing to report at present.

## **14. Any Other Business**

*Trip to Estonia* - The Vicar advised the meeting that this is a possibility for anyone interested in visiting Estonia as part of our link.

*Edwin Davis* - The Vicar told the meeting that, sadly, Edwin has resigned. The family are returning to Igtham Church where they had been previously for several years. There are a couple of names we have been given who may be interested in taking over from Edwin. Otherwise, we may need to advertise.

*Crypt* - The Churchwardens informed the PCC that the crypt is badly in need a clear-out. The congregation will be advised to collect any items they may have left there otherwise they will be disposed of. We will need to organise a working party sometime in March, possibly the 21<sup>st</sup> March.

The meeting ended with Prayer

Date of next Meeting: Standing Committee – Tuesday 10<sup>th</sup> March  
PCC Meeting Tuesday 24<sup>th</sup> March