

**ST MARY RIVERHEAD WITH DUNTON GREEN  
MINUTES**

**Meeting of the Parochial Church Council  
Tuesday 9 July 2019  
7.30pm in the Church Hall**

**PRESENT:**

Daphne Harrison (LLM) in the chair

Stuart Wigley (Hon Treasurer), Ronnie Todd (Hon Secretary)

Susan Allender, Anne Blakeley, Simon Bull, Charlotte Rakhit, Bennet Smith, Sarah Stott, Ali Wakefield

**1 Passage of Scripture and Prayers**

The meeting began with a bible passage and prayer.

**2 Apologies**

Alison Bull, Margaret Nicholas, Barry Sharp, Andrew Swidzinski; Sarah Way, Rachel Wigley

**3 Approval of Minutes dated 23 April 2019**

The Minutes were approved and signed as a true copy by the Chair.

**4 Matters Arising**

Abbeyfield - There has been no response to date from the Diocese. Simon Bull will ask Alison to follow up at the next meeting.

**15 Sunday Club/Teenagers**

This matter was brought forward as Ali Wakefield had to leave before the end of the meeting.

Ali reported on feedback from parents regarding services on the first and third Sundays. It was felt the third Sunday service was too long and parents would welcome a return to a more traditional, all-age service.

Following discussion and clarification the suggestion was:

First week as before - a family service no communion, resources at the back of church for younger children, with encouragement from sidesmen to ask children if they would like to participate in taking the collection, and any other appropriate activities.

Second week - Sunday club in hall, activities around weekly gospel encouraging older children to lead sessions.

Third Sunday – an all-age Communion service with an all-age appropriate sermon on weeks when there are no baptisms. Again resources will be at the back of church for younger children, and there

would be encouragement from sidesmen to ask children if they would like to participate in taking the collection, and any other appropriate activities.

Daphne Harrison advised the meeting that following discussion with Martin Booth and the Wardens it was agreed that during the interregnum the 9.30 service on the third Sunday of the month would be made available for baptisms. Families will be informed when there is to be a baptism and encouraged to attend, with no formal Sunday club group attendance.

Fourth Sunday - older children meet at Malabar to discuss challenges they may be facing, how God can help steer them in the right direction. The younger children will continue to meet in the hall to undertake normal Sunday Club activities.

Sunday Club leaders will encourage children to volunteer to help with prayers and readings for the first and third Sundays but this would need prior agreement and planning.

The PCC were happy with the above suggestions.

Ali will advise Sunday Club parents of the new arrangements.

Anne Blakeley will liaise with Ali to have the above new arrangements put on the church website.

## **5 PCC - How to have a successful meeting**

A copy of notes on how to have a successful PCC meeting had been emailed to PCC members.

It was agreed the notes were a helpful example to follow to make sure people don't talk over one another when addressing questions and discussion points. Questions should be addressed to the Chair in the first instance. Minor AOB matters should be sent to the Secretary in advance of the meeting and anything more significant should be followed up at the next PCC meeting and given a separate heading on the Agenda. The importance of PCC members having read and acted on all the paperwork circulated prior to meetings was recognised by all present.

## **6 Finance**

The Treasurer gave the report.

Costs incurred for maintaining the Vicarage and covering church services in the absence of a Vicar have been discussed between The Treasurer and the Diocesan Finance Department. The Treasurer confirmed we only pay for retired priests.

HMRC have sent through the gift aid payments which total £8k.

We have received several legacies of late which give a deceptively healthy look to our bank balance. These amounts will be spent on specific bequests from the benefactors and where there is no bequest the PCC will decide. The Treasurer will liaise with the Fabric Committee to discuss various possibilities for using the money, apart from one legacy where a specific bequest has been made. We have a new architect who, it is hoped, will point us in the right direction. It was agreed that the money must, wherever possible, be spent wisely and promptly. The PCC were agreed that the congregation and benefactors need to be informed of how legacies are being spent. The Treasurer

will arrange for notices to be put in the pew sheet and on the website when applicable and the benefactors duly informed.

There will be a trial run of a new way of electronic giving for those who are not signed up as regular givers and who may not have cash to put in the collection.

Photocopier - The Treasurer has arranged for a small easy to use photocopier to replace the previous one at a cost of £150. It should be coming in the next couple of weeks.

Brass Plaque - It was asked whether any progress has been made on the brass plaque in memory of Doris Gosnold and acknowledgement of Geoff Holland's donation towards a new electronic timing device for the church clock. Stuart reported that it is in hand, however there is a query re installing the timing device (see below).

## **7 Church Fabric**

Lighting - The Treasurer reported that a new Diocesan Architect has recommended a company for replacing the chancel lighting. They have met with Robert McLintock. We have had a quote of circa £4k to replace the high level lights in the chancel above the altar. It is thought the legacies could be used for this work. The Treasurer will be liaising with Robert and Diane Williams. It is aimed for completion before the end of the year. The lights will be kept in the same position so there will be no need for re-wiring.

A question was asked whether it would be a good opportunity to have a drop down screen installed whilst we have the scaffolding up, which could be used with the projector. It was thought a good idea but nothing was agreed as it would take extra time to install a drop down screen. The Treasurer told the meeting that the scaffolding could be kept up for one month at minimal extra cost; he will look into the possibility.

Church Clock - The church clock electronic timing device may require a beam to be moved to allow the work to be done. The Architect is looking into it before anything is moved forward.

## **8 Safeguarding**

Susan Allender, our Safeguarding Officer, reported that all the necessary requirements have been implemented, including a new direct link on the front page of our website; thank you to Robert McLintock for doing that.

## **9 Events**

**Church Barbecue** - Saturday 20 July. There is a list at the back of church for people to sign up to and a flier has been distributed to the congregation. It is being advertised in the Pew Sheet.

**Riverhead Carnival** - Sunday 15 September. A new gazebo is required as the one used last year at the event was damaged. As the gazebo belonged to Sarah and Mark Stott, it was agreed we would go 50:50 with them for a new one of similar quality.

It was requested that events are advertised with plenty of notice in future to give people time to sign up. The Secretary will ask Margaret Nicholas to reinstate a regular events section in the pew sheet.

## **10 Outreach**

Dunton Green Initiative - Phil and Kathy James sent us a report they had prepared. The Churchwardens will invite them to our PCC meeting in September. The PCC had been emailed a copy of the report and were asked to think of any questions they would wish to raise with Phil and Kathy at the September meeting.

Daphne Harrison said she had been given a report from Judy Collins of Faithworks which would be circulated to the PCC. It was agreed she would also invite Judy Collins to the September PCC meeting

Church Publicity - Bennet Smith advised the meeting that the subject of publicity for the church had been discussed at standing committee. It was agreed that it would be beneficial to have a church contact who would be responsible for publicity/marketing. It may be something of interest to the younger church members. It was agreed to advertise the position in the pew sheet once the job description has been agreed. Bennet agreed to look into preparing a job description with the specific requirements.

Anne Blakeley will check with Dunton Green Parish Council whether they would be happy to include our publicity on their Facebook page.

It was agreed that we need to purchase a bright St Mary's Church banner for general use. The Treasurer will look into it.

## **11/12. Three Parish Review/Interregnum**

There had been a meeting between the Churchwardens and the Archdeacon. It is hoped that we will be in a position to advertise for a new incumbent after Christmas. The process of the Three Parish Review is taking longer than first thought.

The Secretary will ask Margaret Nicholas to include a note in the pew sheet asking people to return their completed Parish Profile Questionnaire by 29 July.

The Archdeacon informed the Wardens and Daphne Harrison that Michael Gentry, a priest living in the Deanery, who had until recently been providing cover for the long term sick leave of a local incumbent, was now available to help with services elsewhere. In response to our invitation he has agreed to cover services on the second Sunday of the month until Christmas. Christopher Johnson will be taking the services on the fourth Sunday of the month.

## **13. Deanery Synod Briefing**

Anne Blakeley advised there was nothing to report as there had been no recent meetings.

There had been a meeting of CTSD (Churches together in the Sevenoaks District). Anne reported the Lent Lunches had been successful as was Christian Aid week. Since the merger of North West

Fellowship and Churches Together, unfortunately they have been unable to recruit a Secretary or Treasurer and are only receiving verbal reports at the moment.

The Secretary reported on the results of the voting on "Consultation on Term Limits for Lay Deanery Synod Members" as requested by the Diocese. Of those who voted, the results were as follows:

Option 1 - Limit of two successive terms:	2
Option 2 - No term limit unless APCM imposes it:	2
Option 3 - Increasing the number of consecutive terms and what the term should be:	1
Option 4 - Giving the APCM power to specify what the limit on successive terms should be in that parish	5

As option 4 had the majority votes it was proposed that the Secretary replies to the Diocese accordingly by the specified date of 10 July 2019. A vote was taken by those eligible to vote.

For:	7
Against:	0
Abstention:	1

Anne Blakeley informed the meeting that it is her intention not to continue as a Lay Deanery Synod member at the end of her three year term next year.

The PCC were all content with Anne's decision.

#### **14. Church Services**

There had been earlier discussion - see above. There was nothing more to add.

#### **16. Any Other Business**

The Secretary had been asked by Margaret Holman to raise, with the PCC, the issue of hall bookings. Margaret would like to have clarification on who could hire the hall as there had been an issue regarding noise with the last booking. Charlotte Rakhit advised the meeting that she had spoken to the Churchwardens regarding the problem and they had spoken to Margaret on Sunday. The matter was therefore not discussed by the PCC.

#### **17. Date of next meeting:**

Standing Committee: 10 September

PCC Meetings: 24 September