

**ST MARY RIVERHEAD WITH DUNTON GREEN  
MINUTES**

**Meeting of the Parochial Church Council via Zoom  
Tuesday 15 September 2020 @ 8.00pm**

**PRESENT:**

Alison Bull (Churchwarden and Chair)  
Mark Bridgen (Team Rector), Rachel Wigley (Churchwarden),  
Stuart Wigley (Hon Treasurer), Ronnie Todd (Hon Secretary)

Susan Allender, Anne Blakeley, Simon Bull, Daphne Harrison (LLM), Margaret Nicholas, Charlotte Rakhit, Barry Sharp, Bennet Smith, Sarah Stott,

**1 Passage of Scripture and Prayers**

The meeting began with scripture and prayer.

**2 Apologies**

Ali Wakefield, Andrew Swidzinski

**3 Approval of Minutes dated 28 July 2020**

The Minutes were agreed as a true copy by all present.

**4 Establishment of Joint Council for the West Sevenoaks Team Ministry**

Mark Bridgen advised the meeting of a proposal for the establishment of a new Joint Council for the Benefice of West Sevenoaks Team Ministry. The Joint Council (under the Church Representation Rules) will be established at each APCM of the three parishes during September and October 2020.

The Joint Council will consist of:

Team Rector, with special responsibility for St Mary, Kippington

Team Vicar of the West Sevenoaks Team, with special responsibility for St Mary the Virgin, Riverhead with Dunton Green,

Team Vicar of the West Sevenoaks Team, with special responsibility for St Luke's, Sevenoaks  
Churchwardens of all three Parishes

Co-opted members, one from each Parish, who holds a diocesan licence as a Local Lay Minister, Pastoral Assistant or Reader.

Two reps from each PCC or anyone on the electoral roll of each of the three churches.

The names will be put forward at each of the APCM's in 2021. If more than two nominations are received, there will be a vote. The total number on the Joint Council would be 18.

A document is to be prepared giving an outline of the Joint Council Ministry. The two newly appointed Team Vicars will be fully involved in the process. It is hoped they will be in place by January or February.

Before the 2021 APCMs each PCC needs to revisit what areas of collaborative ministry have been discussed and areas for growth. We need to think about teams where everyone may explore and define the various areas.

We need to have ready the outline of a proposal to put to the APCMS in 2021.

Each person present was given the opportunity to ask questions.

Most people were happy with the proposal presented by Mark to the meeting. It was mentioned that our Parish Profile had suggestions of what we may be able to achieve together.

It was asked whether there was to be a framework of questions.

Mark advised that they are currently getting together documents from 2019 and all three PCCs will receive a copy. The physical material will be given to those without internet access.

It was also asked whether we are all to agree on the same thing or will people have the opportunity to propose different ideas, as Riverhead and Dunton Green are different to the other two parishes.

Mark replied that he understands there is a uniqueness in the Riverhead and Dunton Green Parish but the other churches will be able to help. There are differences in each church and we must pray for practical ways to work together and help one another.

A vote was taken on the proposal for Establishment of Joint Council for the West Sevenoaks Team Ministry.

Proposed: Rachel Wigley

Seconded: Daphne Harrison

All content

The proposal will be formally adopted at the APCM in October.

## **5 Finance**

The Treasurer advised the meeting that although we continue to receive BACS payments from regular givers, we are missing physical collections in church. We are also missing the income from letting the hall. It is anticipated that the bank balance will be down on last year but, hopefully, we shouldn't be in the red. We hope to have a gradual increase once things start getting back to a certain amount of normality. The gas bill is low at the moment due to lockdown and the church having been closed. We continue to have other overheads though. Members of the congregation have been asked whether they would consider giving electronically and we have had a small increase in numbers.

Stuart was thanked for his hard work in keeping us in the black during these very difficult times.

## **6 Church Fabric**

The Fabric Report had been circulated to the PCC in advance of the meeting.

One of the items in the report was to ask the PCC to add the builder, which we have been using at St. Mary's for the last few years, to our Procurement Policy. Their name is the Royal Tunbridge Wells

Building Co. Ltd. We have also been asked to add our heating engineers, JV Geer and Sons Ltd, to the Procurement Policy as a named provider.  
The PCC were all in agreement.

Regarding the pendulum arrester, during the early stages of lockdown we were unable to proceed with the production and fitting of the bracket we had been instructed to install. This is now in hand, and with a bit of luck the bracket will be ready in a few weeks from now, and the installation will be able to be effected.

Susan Allender reminded the meeting that we need to arrange for a plaque in memory of Doris Gosnold and to acknowledge Geoff Holland's contribution towards the pendulum arrester, once it is in place. The provision of a plaque had previously been agreed by the PCC.

Stuart advised the meeting that the Architect we had appointed after the death of Chris Rayner is still very poorly and an alternative Architect has been approached.  
The PCC were all content for the new appointment to be made.

Stuart also advised the meeting that we need to start thinking about renewing the lighting in the chancel and arrange for the cleaning of the mosaics, which had been a request of one of the bequests. It will be a big project to undertake. Stuart recommended that we appoint a team leader to add to the Fabric Committee and someone experienced in project management. It will take a little while before the project starts because of applying for faculties. Sarah Stott agreed to ask Mark, who has relevant experience, and we could all ask if anyone knows of someone who would be willing to take it on.

## **7. Church Cleaning**

It was agreed that we need to reinstate the monthly church cleaning. Ronnie agreed to coordinate and will liaise with Barry Sharp regarding the cleaning of the outside of the church. The first clean needs to be done before the first Sunday Church Service.

## **8 Safeguarding**

Susan Allender advised the meeting there was nothing of significance to report. Mark Bridgen has a list of training requirements. Sunday Club leaders need to be re-booked but the Diocese are happy with C0 and C1 for virtual teaching.

## **9. Events**

Harvest Lunch - Charlotte Rakhit is happy to help organise a virtual harvest lunch. Sunday Club are making place mats which will be laminated and people are asked to email Daphne if they would like one. People will be invited to make a donation to SKET if they would like to. Stuart said donations could be made by BACS payment marked for SKET. There will be no pressure to make a donation.

## **10. Outreach & Mission**

Daphne advised the PCC that, sadly, Judy Collins has stepped down from Faithworks, which is a great shame. Faithworks has been going for a long time and has done a lot of good work in Dunton Green. Daphne will keep in touch with the BGBC Minister, Charlie Ingram.

Church Publicity and WiFi - Stuart advised the meeting that we are due to have a fifth visit from BT as they were unable to locate our church on the other four visits! Stuart will be meeting them at church to look at installing WiFi in Church. Margaret Nicholas thought there may already be a connection into the Vestry from several years ago.

Regarding publicity, the question was asked whether our church services could be put on our Facebook page, as Bennet has created one for St Mary's. It was felt we need to be a bit cautious but perhaps it would be possible to Zoom or live stream our services on our Facebook page. Stuart will be looking into it.

The subject of services in church was discussed and what we do if there are more people than we can comfortably cope with who arrive for a service. It needs to be given some more thought, especially if we think about the Christmas services and Christingle in particular. One thing we need to do is to think about moving the 9.30am service to 9.15am to accommodate visiting ministers. It was felt by some that it may be quite a challenge for families at 9.15am, however Sunday Club may still be Zooming their sessions so it may also help with keeping down the number of people attending church, as previously mentioned. It was then put to the PCC that the time of Sunday Services in church be changed to 9.15 am.

Proposed: Barry Sharp  
Seconded: Margaret Nicholas  
All content

Proposal for Nominating Charity Collections - It was felt that it was too short notice to ask people to send in their nominations for the three annual charity collections, as has happened in previous years. Everyone agreed we should leave it until the 2021 APCM to allow more time to arrange. We do have the Children's Society collection at the Christingle service which did really well last year. Stuart suggested people could give electronically. We also need to think about the Christingle services being ticketed. Again, it all needs detailed planning.

## **11. Three Parish Ministry/Interregnum**

The PCC was advised that the adverts had gone in and short listing candidates should be happening late October, with interviews in early November. It was mentioned that the Vicarage will need decorating before a new incumbent moves in. Susan Allender suggested we ask people in the congregation if they would be willing to help with the decorating.

Bennet Smith told the meeting that he will be on Jury Service from 19 October and it was agreed we need to have a substitute representative as a back up. The Churchwardens will meet and appoint substitutes.

## **12. Deanery Synod Briefing**

The next Deanery Synod meeting is in November.

At this point it was noted that Anne Blakeley will be standing down as our Deanery Synod representative in November and Bennet Smith will be taking over. A vote of thanks was given to Anne for her dedicated service of 20 years as our representative.

Anne raised the point that once she has stood down there will be no representative from Dunton Green on the PCC. Ronnie Todd offered to look into it.

### **13. Sunday Club Report**

There was no report due to Ali Wakefield being unable to attend the meeting.

The subject on the closure of the toilets in the church hall was discussed. This is something which needs to be addressed as people will be back in church and the Sunday Club may be using the church hall at some point. With the children and older people in church there will be the need to have use of the toilets. The churchwardens agreed to discuss the matter.

### **15. Any Other Business**

Christmas Tree Festival - Sarah Stott asked whether the Christmas Tree Festival would be officially cancelled for this year. It was mentioned that Christine Smith had an idea for an online Christmas Tree Festival where people would be invited to decorate a tree and take photos which could then be posted on the church website. We need to think of new ways of doing things in the current situation. Ronnie Todd will liaise with Christine to arrange a meeting of the Christmas Tree Festival Committee to discuss various options.

It was agreed by those present that we should still design, print and deliver a church Christmas Card to both Riverhead and Dunton Green this year.

### **16. Date of Next Meeting**

**APCM - Sunday 25 October  
Time and Venue to be arranged**

The meeting ended with the Grace.