

**ST MARY THE VIRGIN, RIVERHEAD WITH DUNTON GREEN**

**MINUTES OF A MEETING OF THE PAROCHIAL CHURCH COUNCIL**

**TUESDAY 11 May 2021 at 8.00pm on Zoom**

**PRESENT:**

Rev Andy Finn in the chair

Rev Anne Bourne, Daphne Harrison (LLM), Alison Bull, Rachel Wigley, Stuart Wigley, Ronnie Todd

Susan Allender, Simon Bull, Michele Cook, Richard Gibson, Yvonne Holliday, Jane Ibbotson, Barry Sharp, Bennet Smith, Sarah Stott,

**1 Passage of Scripture and Prayers**

The meeting opened with prayer and a bible passage (Luke Chapter 6:39-end).

The Vicar welcomed the two new PCC members, Michele and Yvonne. It is the first time they have been on PCC and the Vicar explained the purpose and aims of PCCs. He told them not to be afraid to ask any questions they may have.

**2 Apologies**

Rev Mark Bridgen, Karen Forster-Pearce, Margaret Nicholas,

**3 To Elect PCC Officers**

a) Vice Chair (in the absence of the Vicar) – Alison Bull

Proposed: Daphne Harrison

Seconded: Barry Sharp

All content

b) Hon Treasurer – Stuart Wigley

Proposed: Alison Bull

Seconded: Daphne Harrison

All content

c) Hon Secretary –Ronnie Todd

Proposed: Daphne Harrison

Seconded: Sarah Stott

All content

**4 To Elect Standing Committee**

Consisting of: Vicar, Lay Minister, Churchwardens, Treasurer, Secretary, + one other PCC member.

Jane Ibbotson volunteered to be on Standing Committee

Proposed: Simon Bull

Seconded: Sarah Stott

All content

**5 To elect Susan Allender as Safeguarding Officer and Ronnie Todd as DBS Lead Recruiter**

Susan Allender - Safeguarding Officer

Proposed: Sarah Stott

Seconded: Alison Bull

All content

Ronnie Todd - DBS Lead Recruiter

Proposed: Alison Bull

Seconded: Barry Sharp

All content

**6 To Co-Opt Susan Allender**

Proposed: Rachel Wigley

Seconded: Michele Cook

All content

**7 To Choose Assistant Churchwardens (one year term of office)**

Barry Sharp and Sarah Stott offered to stand again as Assistant Churchwardens to serve for a period of one year during 2021/22

Proposed: Simon Bull

Seconded: Daphne Harrison

All content

**To approve List of Sidesmen**

The Vicar read out the list of names. He was asked to add Mark Stott. Alison Bull will be happy to go back on the list once she is back in church. Stuart Wigley is unable to resume his position as sidesman at present as he is currently streaming services from church onto Zoom.

Proposed: Rachel Wigley

Seconded: Simon Bull

All content

**8 To approve Minutes of Meeting 23 February 2021**

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

The Vicar thanked everyone involved in helping with the Easter services and delivering Easter cards.

Finances - Stuart Wigley mentioned that we have received a £5k grant from the Diocese plus the promise of a generous legacy. Also, the response to the letter sent from the Vicar regarding the state of our church finances has received an encouraging response.

Church Fabric - Stuart Wigley reported that the church clock should be working tomorrow (Wednesday 12 May 2021).

Church Hall - The Vicar reported that nothing much has changed to date. We are holding on to the regular clients who carry out their own risk assessments. We are not renting the hall out for parties at present.

## **9 To Adopt the House of Bishops' "Promoting a Safer Church Policy"**

The link to the above policy had been sent to the PCC for their consideration prior to the meeting.

It was asked if those present were happy to adopt "The House of Bishops' Promoting A safer Church Policy".

Proposed: Susan Allender

Seconded: Alison Bull

All content.

The Policy was formally adopted.

## **10 Matters Arising**

**West Sevenoaks Team Ministry** - Two papers had been sent prior to the meeting giving a summary of: 1) Finance & 2) Leadership.

1) Finance - There was an email exchange between the three PCC Treasurers who have agreed to support one another. One suggestion is the facility to help one another out with equipment, for instance if a photocopier is not working or someone needs a laminator. One thought was to have an audit of equipment to see who has what. Any ideas from PCC members will be put forward. The Treasurers are due to meet in June. The Vicar thanked Stuart for his contribution.

2) Leadership/Worship - Each team Vicar and the Team Rector will take their own services but will move around on occasion to get to know the other congregation members. The three churches will also come together for worship at other times, i.e. this coming Thursday - Ascension Day - there will be a joint service held at St Luke's which will also be streamed.

Ronnie Todd asked whether it will affect the way Churches Together in Sevenoaks works. Anne Bourne replied that nothing much had happened with Churches Together during the pandemic but she will look into it.

Bennet made the observation that he felt the two papers went a long way to alleviate any concerns he had held regarding the West Sevenoaks Team Ministry.

The Vicar asked everyone present to let him know if they had any questions as a result of the two papers.

**Churchyard Rules** - The Vicar told the meeting of his concern regarding the Churchyard Rules for the Garden of Remembrance when he first arrived as he could find no documents, in particular, relating to interment of ashes. However, he has since discovered some relevant documents and there is a notice by the gate at the entry to the G of R. A copy of the notice had been circulated to the PCC before the meeting.

In the new area, there are two pieces of stone for the inscription of the names of loved ones interred in the garden as no headstones are allowed. The two stones are starting to fill up and the Vicar thought it would be helpful to have clear guidance as to who should have their names on the memorial stones. If it is kept only to those whose ashes are interred in the garden, anyone else with a connection to the church, but who have had their ashes interred elsewhere, could always have their name written in the Book of Remembrance, which is normally on display in church.

There are lots of possibilities/questions regarding the notice/guidance leaflet, i.e. change commemorate to interred or buried; whether the person has lived or died in the parish; what happens if they had moved away; are they regular communicants? The Vicar suggested he works on putting a policy together to bring to the PCC later on for their review. The Churchyard Rules were proposed as a way forward until a Policy is developed. They were proposed with the clarification of the words buried or interred added instead of commemorated under Rule 5.

Proposer: Rachel Wigley

Secunder: Bennet Smith

All content

## **11 Standing Committee & PCC Dates for 2021-2022**

A list of dates was shown to the PCC. The Secretary will email a copy to everyone after the meeting.

## **12 Any Other Business**

Barry Sharp raised the point that he was very unhappy at the change relating Charity Trustee forms which now have to be distributed to each individual member of the PCC for them to sign and return to the Secretary, where it used to be one form signed by all.

The Vicar responded that it could be because of the pandemic but he will check and report back.

The Vicar reminded everyone of the West Sevenoaks Team Ministry meeting on June 15th to welcome the new Team Curate, Steve Osei-Mensah. The secretary will re-send the notice which was originally sent in February. The meeting will be held on Zoom.

A document on safeguarding will be sent round for the PCC's consideration before the next PCC meeting.

Date of next meetings:

Standing Committee  
PCC

22 June 2021  
6 July 2021