

# ST MARY RIVERHEAD with DUNTON GREEN

## MINUTES

Meeting of the Parochial Church Council  
Tuesday 6 November 2012  
In the Church Hall

### PRESENT:

Vicar (Martin Booth) – in the Chair

Diane Williams, Barry Sharp, Ronnie Todd  
Susan Allender, Audrey Bernardi, Martyn Berry, John Curtis, Margaret Curtis, Doris Gosnold,  
Elaine Hanham, David Holmes, Ruth Merson, Margaret Nicholas, Martin Perry, Anne Straight,  
Stuart Wigley

#### 1. Opening Prayers

The Vicar opened the meeting with prayer.

#### 2. Apologies

Apologies were received from: Jean Woods, Chris Ledson

#### 3. Approval of Minutes of PCC Meeting dated 11 September 2012

The Minutes were amended to include Chris Ledson in the list of attendees. They were then approved by those present and signed as a true copy by the Vicar.

#### 5. Matters Arising (Taken out of order on the Agenda)

**Vestments** – Ruth Merson was given a vote of thanks for arranging for the Vicar's new vestments to be made. The Churchwardens will write a letter of thanks to Ruth's mother-in-law, maker of the vestments.

**Children's Officer** – The Vicar reiterated that he will be sending a round-robin to those involved with vulnerable people to discuss any matters/problems before the APCM.

**Slippery Surfaces** – Diane Williams advised the meeting that she has been in touch with Chris Rayner and he has suggested hand rails as the best solution to improve the current situation. A plan of the railings was circulated to the PCC. David Holmes proposed an alternative plan for the railings. He was asked to submit a drawing to the Churchwardens who would show it to Chris Rayner. The PCC authorised the Churchwardens to go ahead with the best/preferred option. Churchwardens to contact Diocese.

**Church Roof Alarm** – Diane Williams had received a proposal suggesting a roof alarm for the church roof. The proposal was circulated to the PCC. After some discussion the PCC members were agreeable to the proposal being considered. The Churchwardens will investigate the matter.

#### 4. Vicar's Update

The restructured website is up and running.

The Deanery hosts a visitation from the Bishop on an annual basis and PCCs are being asked if they would contribute an annual fee of £5 over the next two years. The PCC were happy to contribute the suggested amount. Treasurer to arrange.

The Vicar has received a letter regarding a "Living Churchyards Project" which is designed to make churchyards more ecologically friendly. John & Margaret Curtis will look at the letter to consider the implications.

The Vicar will be retaining the current chalice assistants although Robin Tonge will be standing down.

## **6. Financial Update**

Elaine Hanham gave the report.

The hourly fee for using Dunton Green Village Hall is being increased from £6 to £6.50.

The Parish Share is being increased from £15,000 to £17,400 from next year. This is based on income and attendance.

A communication has been received from the Rochester Diocesan Board of Finance to inform all Parishes of a new arrangement for payment of Ecclesiastical Fees. In future, any fees (marriages, funerals, etc.) which exceed the amount to offset the Vicar's Stipend must be paid to the DBF. A revised Quarterly Return form has been circulated to PCCs in the Diocese.

It was then announced that Stuart Wigley has kindly volunteered to take over as Treasurer when Elaine stands down. This was received with approval. (NOTE: Formal appointments to the role of Treasurer are made at the first PCC meeting after the APCM)

## **7. Events Update**

Christmas Tree Festival 8 & 9/12 – Elaine Hanham reported she has received notification of 15 trees so far. Ronnie Todd was asked prepare a tree for the choir.

Elaine asked the PCC for its agreement to putting lights in the yew tree outside the front of the church. The PCC all agreed. Elaine will talk to Robert McLintock.

The Vicar thanked all those involved in the arrangement of the Harvest Supper and Commemoration Tea.

Margaret Curtis will ask for volunteers to make cakes and biscuits for the Christmas Tree Festival and to man the tea/coffee stand during the two days.

The Second Wind Concert Band will be holding a concert in church at 7.30pm on 21 December.

It was agreed to hold a new year party rather than a Christmas party. Margaret will decide on a date. It will be along the same lines as the Harvest Supper i.e. a bring and share buffet style.

## **8. Outreach**

Diane Williams is waiting to speak to David Debenham regarding Catherine Kimochu. She believes he is still in Kenya..

The weekly collections for the Loaves and Fishes charity continue to do well. Diane will put a notice in the Minimags asking for Christmas donations, in particular children making a contribution.

The Churchwardens will mention Poverty & Hope again in their notices on Sunday and will ask sidesmen to put an envelope and pamphlet inside the minimags.

The Kentish Harvest Fair was a success. Several people came into the church as it was open. It was agreed that it may be a form of outreach and may be a good idea to do it on a regular basis. The Vicar is checking with the Diocese on the legal issues related to holding such an event on a regular basis.

#### **9. Church Services**

Replacement Organist/Choir Leader – Janet has this in hand. The plan is for Janet to reduce her involvement. Elaine Hanham will explore the cost of having a joint organist/choir leader.

Remembrance Day Services – The usual services will be held outside the war memorial at the Riverhead village hall and at Dunton Green.

Christmas Services – Times for Christmas services will remain as per last year.

#### **10. Teenagers**

The Vicar is inviting people to sign up for confirmation classes.

The Vicar has spoken to teenagers regarding their involvement in leading (at least in part) church services. He also suggested we could involve them in ecology projects.

The Vicar is interested in establishing a Rochester/Estonia link. He believes it will encourage us all to take an interest, in particular the teenagers. Vicar to explore possibilities.

#### **11) Car Parking**

The Churchwardens are continuing to review the car parking arrangements and are continuing discussions with the Parish Council

#### **12) Sevenoaks Christian School**

The Vicar has been to a couple of meetings. He is a member of the executive committee tasked with the preliminary work in setting up the school's governance structures. Where the Anglican churches are concerned, the Diocese has been asked to provide a view on the Memorandum and Articles of Association currently being drafted. Any views received will be forwarded to the PCC. (See 'Supplementary' note below)

St Mary's Church has to decide whether it is willing to be a member of the Sevenoaks Christian Educational Trust ('SCET'). This would involve one meeting per year. The SCET would be formed as a Company with Limited Liability and, as such, any member churches would be liable to the amount of £10.

It was noted that a head teacher has been appointed.

It was agreed to have a separate discussion on the topic on 27 November to decide on the degree of our involvement as a church.

#### **13) Any Other Business**

**Outside Lighting** - We have been allocated money from the Parish Council from an amount they have been awarded from the Dunton Green Development 106 Funding. This will be spent on lighting in the car park. A faculty is needed.

The PCC agreed to the following resolution:

“The PCC desires new lighting to be installed in the church car park as set out in the attached proposal. The Churchwardens are hereby authorised to proceed with an application for a faculty.”

Proposed: Diane Williams  
Seconded: Martyn Berry  
PCC all in favour

Ronnie Todd to prepare a formal resolution for the Churchwardens to submit with the request for a faculty.

**Church Hall** – Margaret Nicholas reported that the tenant who hires the hall on Saturday mornings (8.30am – 11.00am) has given notice. She finishes on 1st December 2012. It was agreed that Margaret will run lettings on Saturday mornings on an ad hoc basis for a trial period from January 2013 up to Easter.

**Rochester Cathedral** – Audrey Bernardi asked the PCC whether they would be willing to donate money to Rochester Cathedral which is in need of repair to the library roof and installation of wheelchair access, amongst other things. They have applied for a 2nd heritage lottery grant and should hear in February. The PCC will review the situation after February.

**Traidcraft** – Anne Straight had held a Christmas Card sale which did not have as many people attending as last year. £20 was raised from teas and coffees and will be given to the Bridge Trust.

**Damage to Downpipe** – It was reported that a downpipe on the outside of the church has been damaged. The cost for repair is £239 + VAT. The PCC agreed that the Churchwardens should go ahead with the repair.

**Littlecourt Lunch Club** – Gill has advised that she will be standing down as Lunch Club Administrator. We therefore need a replacement.

**Hermitage Ensemble Quartet** – This particular ensemble will be performing in the area and has offered to sing in our church. We would receive a percentage of their takings. The PCC agreed it would be a good idea. Vicar to contact them (Supplementary: Date agreed May 10th)

**Accident Claim** – Barry Sharp reported that the Churchwardens have received a Solicitor’s letter relating to an accident which happened recently. The Churchwardens will report it to our Insurance Company.

#### **14) To Note Date and Time of Next Meeting**

Additional PCC Meeting to discuss Sevenoaks Christian School and Same Sex Marriage  
Tuesday 27 November 2012 in the church hall

The date of the next Standing Committee Meeting will be:  
Wednesday 2/1/2013 at the Vicarage

The date of the next PCC meeting will be:  
Tuesday 15/1/2013. in the church hall