

# ST MARY'S RIVERHEAD with DUNTON GREEN

## MINUTES

### Meeting of the Parochial Church Council Wednesday 10 November 2010 In the Church Hall

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#### PRESENT:

The Reverend Canon Paul Francis – in the Chair

Jane Edwards, Diane Williams, Barry Sharp, Elaine Hanham, Ronnie Todd,  
Martyn Berry, Doris Gosnold, Yemisi Howitt, Tim Johnston, Anne Straight, Sarah Stott, Robin Tonge,  
Ursula Warner, Jean Woods

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#### 1. Opening Prayers

The meeting began with worship.

#### 2. Apologies

Apologies were received from: Andrew & Joanna Tawse; Anne Bourne; Lee Kings; Audrey Bernardi;  
Lynn Wilson; Miranda Cormack and Jeanette Francis.

#### 3. To approve the Minutes of the meeting 20 September 2010

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

#### 4. Matters Arising

- i) 4.iv The Jonathan Witchell Memorial Bench - Robin Tonge reported that the faculty has been approved by the DAC. The petition will be returned to the Diocesan Registrar and it should be agreed in approx. two weeks. Tom and Chloe Witchell will then be asked to install the bench.
- ii) 4.v Church Repairs – Diane Williams reported that lead has been stolen from the window sills and a couple of other places. It is not being replaced as this is not the first time it has been stolen. The vestry roof is being repaired with Ubiflex which is cheaper than lead and not of any use to thieves. However it does look like lead. A cherry picker is coming on 25/11 to inspect the roof. A discussion ensued with respect to the replacement of lead with Ubiflex. If it looks like lead how will thieves know the difference? It was suggested that it may be an idea to put up a notice stressing that the roof does not contain lead.
- iii) 4.ii Organist – There has only been one reply so far to the advert for a replacement for Janet which came from a lady in Ashford. Paul has sent her an acknowledgement and will be contacting her later with a view to an interview.
- iv) 8. 400<sup>th</sup> Anniversary of KJV Bible – The Vicar told the PCC he would be grateful for any suggestions for celebrating this event next year.
- v) 10. Christmas Carol Services – The 9.30am service will consist of a nativity play and carols as in previous years and there will also be the usual 9 Lessons and Carols service. It will start at the slightly later time of 7.00 pm.
- vi) 11. Sidespersons Meeting – This will take place in the church hall and will include the issues of welcoming people when they first arrive and the Christingle service, amongst other matters.

## **5(i). Events Team Report**

Sarah Stott reported on their meeting.

Confirmation Service - Margaret Nicholas will be making a cake for the post-confirmation party and Bryan Nicholas will be organising the drinks.

Christmas Party – This will be a family party starting at 7.00 pm on 11/12 and will take the form of a quiz. There will be chicken casserole & jacket potatoes followed by apple/mince pies. There will also be some games.

The Harvest Festival celebration was a very good evening and the committee made £25 profit.

The Vicar thanked Sarah and her team for all their hard work over the past year. It has been much appreciated.

Sarah reported that a new committee needs to be found for 2011 and a note will be put in the mini-mag. It was agreed that we will need to have a PCC member on the committee as a link.

## **5(ii). Finance and Related Matters**

i) 3 G's Event - Elaine Hanham reported on the 3G's programme and from an initial look at the figures, it appears to have gone very well. Elaine has sent a thank you letter to those involved. Elaine will be putting a note of the results in the mini-mag and will make it a regular thing to send out thank you letters on an annual basis.

There were several offers of help in various areas which have been passed to the Churchwardens. The people offering will be approached and thanked and a list of the areas drawn up for review.

ii) Budget for 2011 – Elaine distributed notes and charts to the PCC containing past and present budget figures. These were discussed at length and the proposed budget was agreed by the PCC.

The subject of the larger photocopier was discussed. It is an expensive piece of equipment to run now that we no longer have a Parish Magazine to print and distribute. It was agreed we need to look into how we move forward with it.

Tim Johnston pointed out that we must address the problem of our deficit. The PCC agreed.

The Vicar thanked Elaine for all her hard work.

## **6. Lay Administration of Holy Communion Advent 2010/Advent 2011**

The Vicar informed the meeting that we need to renew our list of lay administrators as the current list of people will end on Advent Sunday. The PCC were happy for the Vicar to approach those he thought would be possible candidates

## **7. Deanery Synod**

Anne Straight gave details of the meeting and distributed a typed report. See attached.

## **8. Diocesan Communications Training Day**

The Vicar and Secretary had received a letter from Sevenoaks Deanery with the heading "Promotional Activity of your Church". The idea is to ensure regular communications from Parishes to Church Newspapers. They would like to trial a pilot group of "correspondents" from the Sevenoaks Deanery who could be trained to identify newsworthy events and have asked for volunteers. The Vicar will look at the list of people indicating they would be interested in helping out with communications matters which was compiled as a result of the 3G's Programme.

## **9. Correspondence Received**

The Vicar reported that he has received several letters from various organisations and churches requesting money during the year. They are usually kept and looked at in the context of our outreach giving. However, it was generally agreed that, due to our deficit, we are not currently in a position to give to requests over and above our current committed outreach giving.

## **10. Any Other Business**

Book of Remembrance – Margaret Nicholas has asked the PCC to consider whether the fee for inscribing names into the Book of Remembrance may be increased from £10 to £15. This is due to the increased costs of having the names inscribed. The PCC were all agreed.

Churches Together in Sevenoaks – It was reported that Churches Together in Sevenoaks have their AGM tomorrow evening in the URC on St John's Hill. Sue Dunn from the Kent Police will be giving a talk. Everyone welcome.

Jane Edwards – The Vicar reported that this will be Jane's last PCC meeting. He told the meeting that Jane has been a great help to him during her time with us.

The date of the next PCC meeting will be **Tuesday 11 January 2011**

The meeting ended with prayer.