

ST MARY RIVERHEAD WITH DUNTON GREEN MINUTES

Meeting of the Parochial Church Council
Tuesday 22 November 2016
8.00pm in the Church

PRESENT:

Vicar - In the chair

Diane Williams, John Curtis, Stuart Wigley; Ronnie Todd

Martyn Berry; Margaret Curtis; Beryl Ellinor; Daphne Harrison; Karen Forster-Pearce; Doris Gosnold;
Margaret Nicholas; Bennet Smith; Anne Straight; Dick Thomson; Denis Williams

1. Passage of Scripture & Prayers

The Vicar opened the meeting with prayer and a bible passage.

2. Apologies

Jill Dickenson; Nicola Joyce; Lynn Wilson

3. Approval of Minutes 11 October 2016

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

4. Matters Arising

Poverty & Hope

£378 has been collected in 2016 compared to £245 in 2015.

A request has been received whether it would be possible to install a handrail at the Chancel Steps.
The Churchwardens invited Kent Mobility to come and look in the first instance.

Singing Lessons

The Churchwardens have seen the DBS Certificate of the person giving the singing lessons. All seems to be going OK and the arrangement will be reviewed after six months.

Church Calendars

Everyone agreed that the Calendars were a very good idea and displayed lovely photos of the various church flower arrangements. Many thanks were given to Bennet Smith for his work in creating the calendar.

5. Finance

The Treasurer had circulated an update on church finances in advance of the meeting.

The figures include amounts from Lunch Club and the Tesco Landscaping Fund; the two amounts do not form part of our total income.

The Treasurer reported that he will be doing a little more analysis before deciding on the review of our Parish Share.

VAT will be reclaimed on any invoice where appropriate. Unfortunately it is not possible to reclaim the VAT on the purchase of the church organ or the new kitchen in the church hall.

Various Policy documents had been circulated for the PCC to consider. The Treasurer informed the PCC it would be advisable to have these policies in place as they are recommended by the Charities Commission.

The Procurement and Environmental Policies already exist and have been recently reviewed and amended.

Complaints Policy: It was agreed that it is good practice to have a complaints policy in place.

Conflict of Interest Policy: It was agreed that it is good practice to have a conflict of interest policy in place to refer to if necessary.

Trustee Application Form: The application form would be given to new PCC members. It shows the eligibility of each trustee who agrees to join the PCC.

Financial Control: This document provides a check list and guidance for financial matters. Most items in the document are currently being followed.

The PCC were then asked to adopt each of the documents listed above.

1. Procurement Policy - Amended to show expenditure between £100-£500 may be agreed by the Standing Committee without the need to go to the PCC. Anything above £500 will need three quotations and need PCC approval.
All in favour
2. Environmental Policy - As amended and to include reference to procurement of environmentally friendly purchases - as requested by Anne Straight. (It was agreed that when the roof is repaired we should look into better insulation of the roof. The Treasurer informed the meeting that he is looking into green energy suppliers.)
All in favour
3. Complaints Policy - It was agreed that where there is a complaint it be brought to the Churchwardens in the first instance. If unresolved, an appeal would be referred to the Chair of the PCC (the Vicar). If still not resolved, the next step would be to refer the matter to the Archdeacon.
All in favour
4. Conflict of Interest Policy - Duly noted by the PCC
All in favour
5. Trustee Application Form - It was agreed that this form be given to new PCC members when they apply to join the PCC at the APCM.
All in favour
6. Financial Control - It was agreed that this document be made available to new PCC members when they join the PCC at the APCM.
All in favour

6. Church Fabric

Diane Williams gave the report.

Car Park Lighting: We should have approval shortly for the new car park lamp.

Lightning Conductor: The check has been carried out. Robert McLintock was thanked for all his work and cooperation with the company who carried out the check.

Roof Repairs: Our Architect, Chris Rayner, will be arranging quotes. We will consider making an appeal to the congregation and community to help towards the cost as it will be very expensive.

Car Parking: Riverhead Parish Council were wholly supportive of our letter to Sevenoaks District Council referring to dangerous parking in Shoreham Lane. A reply has been received from the Council informing us that our concerns will be included with other issues on file for consideration, but this may not happen until the latter part of 2017!

Commonwealth War Grave Sign: The sign has been erected at the bottom of the steps leading up to the church.

Amherst School: We have been informed that children from Amherst would like to help build the church grounds/garden environmental area which is being done with the money from Tesco. This information has been passed on to the North West Kent Countryside Partnership who is in charge of the work.

7. Events

Syria Prayer Day - thanks were given to the organisers of the event.

Vicarage Open House - 4 December, drop in between 12.30 and 2.00pm

Christmas Tree Festival - 10/11 December

Amherst Christmas Carols Service - 12 December

Christmas Flower Arranging - 17 December. The Christmas Tree will be put to the right of the Chancel steps as per last year.

Making Christingles - 23 December

Carol Singing at the turning on of the Riverhead Christmas Lights 1 December

Carol Singing with Abbeyfield Residents 14 December

Carol Singing in the Bullfinch 20 December

Carol Singing in Dunton Green Monday 19 December

Christmas/New Year Party - Date TBA

Crib Trail 27 December between 1pm and 4pm

A new Events Committee has been formed to include Margaret Nicholas, Margaret Curtis, Ronnie Todd, Jill Dickenson, Sarah Stott and Katherine Woodward. A meeting to be arranged before the end of January.

8. Outreach and Mission

Alpha Course - It is anticipated that this will start at the end of January providing there is enough interest. We need to think about how we generate interest.

Bishop-Shared Conversation - This topic for discussion by PCCs among others is to establish added value to the statistics of the clergy, churches, etc. A committee formed of some members of the PCC will be invited to work through three questions. The replies have to be in before Easter. We need to think of what we can give as a church community in the 21st century.

A proposal from the floor was to put a box at the back of church for the congregation for their suggestions.

Collections for Refugees - Daphne Harrison informed the meeting that the collection has now come to an end. Thanks were given for her involvement in this work.

Shoe Boxes - Daphne Harrison was pleased to inform the meeting that we collected more shoe boxes in 2016 than in 2015.

9. Church Services

24 Nov -Confirmation Service - Being held at St Mary Platt at 7.30 pm. There are six candidates from Riverhead.

18 Dec -Sunday School Nativity Play - 9.30am

18 Dec 9 - Lessons and Carols - 7.00pm

24 Dec - Crib Service - 2.30pm

24 Dec - Christingle Service - 4.00pm

24 Dec - Midnight Mass - 11.30pm

25 Dec - Christmas Day Family Service - To start at 10.00am

1 Jan - Book of Common Prayer Communion Service - 10.00am

10. Sunday School

The Sunday School is in need of new leaders. It was agreed that all members of the PCC should make a point of speaking directly to parents and carers of children attending Sunday School.

11. Teenagers

It was noted that the Fabric Committee are in the process of preparing an area in the organ loft above the choir vestry for use by teenagers.

12. Any Other Business

There was no other business

13. Date of Next Meeting

Standing Committee: Tuesday 10 January

PCC: Tuesday 24 January