

**ST MARY RIVERHEAD WITH DUNTON GREEN
MINUTES**

Meeting of the Parochial Church Council
Tuesday 20 March 2018
7.00pm in the Church

PRESENT:

Vicar in the chair, Diane Williams, John Curtis, Stuart Wigley, Ronnie Todd

Martyn Berry, Alison Bull, Jill Dickenson, Beryl Ellinor, Margaret Nicholas, Barry Sharp, Bennet Smith, Anne Straight, Andrew Swidzinski, Lynn Wilson

1. Passage of Scripture & Prayers

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

2. Apologies

Daphne Harrison, Dick Thomson

3. Approval of Minutes 30 January 2018

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

4. Matters Arising

None

5. Finance

Stuart Wigley had distributed the Finance report and accounts for approval in advance of the APCM on 15 April.

Stuart offered sessions to explain the finance report to anyone wishing to have a simple explanation. Stuart reported that the giving was similar to the previous year.

Tesco's grant had been spent this year (2017/18) but the money had been received last year (2016/17) and therefore the income benefited the figures for 2017.

Fortunately we did not need to dip into the reserves, which amount to £31,000.

The money in the savings account has not been used and the repair fund is growing.

The Church Hall is a vital source of income.

The figures for giving were £68k in 2018 and £69k in 2017. We need to promote the level of giving and to this end a stewardship presentation will be held in church at some point.

The Parish Share was increased in 2016/17 and this year (2017/18) it will be increased by £1800. A high percentage of income (66%) is given to the Diocese for Ministry. An increase in Parish Share of 5% has been given this year and is expected year on year, therefore our giving needs to increase to cover that outgoing.

The subject of a stewardship presentation was discussed and the Secretary was asked to invite the Finance Officer from the Diocese (Richard Williams) to give the presentation. An email had previously been sent to Parishes in the Diocese offering this facility.

The meeting was asked to vote to approve, in principal, the Financial Report and Accounts in advance of the APCM and subject to any queries from the Examiner.

The meeting voted unanimously in favour

No votes against

No abstentions

Stuart then put forward a recommendation to renew our photocopier as the lease of our current one has expired. He gave comparisons between Apogee (our current supplier) and Toshiba. Although the Toshiba came out slightly cheaper over 5 years, the Apogee was thought to be very reliable and we are able to review the contract after 3 years. Based on last year's figures, the cost is very competitive and the Apogee was recommended by Stuart.

The PCC were all in favour to go ahead with the purchase of the Apogee.

No votes against

No abstentions

Stuart was thanked for all the hard work he has put into the Accounts, the research into a new photocopier and other various savings over the year.

6. GDPR - New Legislation

The Vicar informed the meeting that there will be new legislation coming into force in May 2018 regarding data protection. All organisations will be subject to the new legislation and we need to sign up to it. The Treasurer and Secretary had been on a course given by the Diocese and had distributed documents to the PCC, in advance of the meeting, explaining the new procedures. Points to note in particular are:

All data held by us must be passworded, both on documents and computers

Consent forms must be given to new officers and PCC members

Emails should never contain names if there is a dispute between parties, just a brief description of the problem. It is then best discussed in detail over the phone

A Privacy Notice has been drawn up, as recommended by the Diocese. The notice was circulated to PCC members who were asked to vote to adopt the notice.

All present voted in favour of adoption of the privacy notice

No votes against

No abstentions

The Secretary will put the privacy notice on display on both church notice boards.

7. Church Fabric

Diane Williams gave the report.

Hand Rails - The hand rails have been installed and are proving to be extremely useful to those in need of them. The Churchwardens were thanked for their work in finding suitable hand rails.

Quinquennial Repairs - The majority of jobs will be undertaken by Vince Tarling. A safe ladder to access the bell tower is being installed and the rainwater drain pipes are being renewed/maintained.

Church Door - Diane and Bennet still have to see an English Heritage colour chart to judge the best colour to paint the church door

8. Events

Margaret Nicholas has drawn up a calendar of events which was circulated to the PCC members.

Once it has been reviewed and updated, it will be distributed to the congregation. Events include:

Harry Garrett's 100 birthday party - in hand

Quiz Night - arranged along the same lines as last year.

Afternoon Tea - in the garden of Margaret and Bryan Nicholas as a fund raising event before the schools break up for the summer holiday.

9. Outreach & Mission

Sevenoaks Counselling Andrew Proctor will be coming to talk to us on 13 May.

The Secretary will ask the congregation to nominate charities for this year which will be voted on and three chosen in advance of the APCM.

10. Pastoral Policy

A draft Pastoral Policy had been circulated to the PCC in advance of the meeting. This was unanimously approved by the PCC and will be adopted in the future.

11. Deanery Synod Briefing

There has been no meeting since our last PCC meeting. The next meeting will be 5 April 2018.

Anne Straight reported that the Churches Together in Sevenoaks & District (CTSD) are considering merging with the North West Fellowship (NWF). The idea of having "Street Pastors" is being explored. Our prayers are asked for this possible new venture, for the counselling service, pastoral concern and street pastors.

12. Church Services

All Easter services are as published.

13. Sunday Club/Teenagers

Sunday Club is doing well.

Regarding the Teenagers' Room, a dossier is being prepared for the Diocese and Robert McLintock is formulating a list of concerns.

14. Any Other Business

Lay Ministry Licensing - The date for Daphne's licensing as a lay minister (LLM) is Sunday 19 May. Margaret Nicholas to put a note in the pew sheet

15. Date of Next Meeting

APCM	Sunday 15 April 2018
PCC Meeting	Tuesday 17 April 2018