

# ST MARY RIVERHEAD with DUNTON GREEN

## MINUTES

Meeting of the Parochial Church Council  
Tuesday 11 September 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, Chris Ledson, Ruth Merson, Margaret Nicholas, Martin Perry, Stuart Wigley, Jean Woods

#### 1. Opening Prayers

The Vicar opened the meeting with prayer.

#### 2. Apologies

Apologies were received from: Anne Straight

#### 3. Co-option of Margaret Curtis

Margaret Curtis confirmed that she was willing to be co-opted on to the PCC. Proposed by: Diane Williams

Seconded by: Barry Sharp

PCC all in agreement

#### 4. Approval of Minutes of PCC Meeting dated 24 July 2012

The Minutes were amended at 6. v) to read Margaret *Holman* instead of Margaret *Nicholas*. They were then approved by those present and signed as a true copy by the Vicar.

#### 5. Matters Arising

Vestments – Ruth Merson reported that the vestments have now been finished and the cost was less than shown in the brochure.

Children's Officer – David Holmes reported that he was willing to take on the role of children's officer.

The PCC were all in agreement. At this point the Vicar proposed that he should have a meeting with all those involved with vulnerable people to discuss any matters/problems before the APCM. **Vicar to arrange.**

The Vicar also mentioned that he had received an email from the Diocesan Children's adviser regarding a training course. He asked anyone interested in attending to speak to him.

Slippery Surfaces – Diane Williams advised the meeting that she has spoken to past churchwardens who were involved in the laying of the tombstones outside the church hall. It was generally felt that it would be best to give the stones a regular scrub with Jeyes Fluid to make them less slippery. This has recently been carried out. **The Churchwardens will monitor it** on a regular basis and asked anyone to let them know if they are found to be getting slippery.

A discussion of the problem took place and some possible solutions were suggested such as a warning notice, marked walkway or speaking to Otford Builder's Merchants about non-slip surfaces. It was ultimately decided that it will be best to contact the Diocese. **Churchwardens to contact Diocese.**

Bonfires – John Curtis reported that he had recently lit a bonfire, which was the first in 18 months. It had been a Friday. Mr Shaw from the White Cottage (an immediate neighbour) and David from Churchfields had assisted. Unfortunately someone complained to the Environmental Health Office. The same person had previously phoned the police to complain and the police had told John that we were within our rights to have a bonfire. The Vicar then received a call later in the day from the husband of the complainant and a subsequent message from the Environmental Health Office. The Vicar phoned the Environmental Health Office the following Tuesday (it being a bank holiday weekend) and told them that the rubbish being burned was mostly left by the local authority after their trimming of the trees in the

churchyard. He told them that it happens infrequently and the last one was 18 months ago. They are taking no action. The next clear up will be the leaves and these will be mulched. **Diane Williams reported that they may look into hiring a shredder.**

## 6. Financial Update

Elaine Hanham reported that we had a current account balance of approximately £69k plus another £16k from the church hall. There has been a reduction of takings in the loose plate but a higher amount in the yellow envelopes. Unfortunately only a small amount of the yellow envelopes have the gift aid section completed. We have had a lower income from weddings and funerals. The interregnum costs were around £7,500 and we made savings of approximately £9,500. Elaine will keep a watching brief now that we have a new vicar in place. Specific figures will be given at the APCM.

The Vicar proposed the possibility of a Finance Committee to take over when Elaine stands down in December to make the task less onerous. Areas of finance may be delegated and three meetings a year held in advance of the PCC meetings. If anyone felt they would be happy to help, the Vicar would be very pleased to hear from them. He will also put a notice in the mini-mag.

## 7. Events Update

Riverhead Carnival 16/9 – Margaret Curtis informed the PCC that we should have the same pitch as last year. She has been informed that all vehicles must be off the ground by 11.30 am. Those helping will wear St Mary's tee-shirts. There will also be a banner on the stall. Several people have offered to help and it should finish by 4.30pm.

Harvest Supper 6/10 – It was noted that a baptism party has booked the hall for Sunday lunchtime. It was agreed by the PCC that the event will be held on Saturday evening at 6.30 pm. It will be a bring and share with games after the supper. **Margaret Curtis** will put a list at the back of the church for people to add their names to help with the organisation.

Christmas Tree Festival 8 & 9/12 – Elaine Hanham reported there had been a committee meeting at her house. Anyone else wishing to help would be more than welcome. It was agreed that we should give to Demelza House again this year.

Commemoration of the Departed 4/11 at 15.00 – This event will take place on All Souls day. Those recently bereaved or connected in some way will be invited. The choir will be required. There will be tea and cakes afterwards.

## 8. Outreach

Diane Williams has been in touch with David Debenham regarding Catherine Kimochu, He will be going to Kenya next month. He actually takes the sponsorship money with him. Whilst David is there he will talk to the field officer and Catherine to establish where she wants to go from here. He will report back to Diane so that we are able to decide if we wish to continue supporting Catherine at the end of her secondary education. There won't be a collection from church until a decision has been reached. Diane will ask David Debenham to come and talk to the congregation about the charity's work.

The **Vicar** hopes to invite the Church Army to come and talk to the congregation at some point.

The **Vicar** suggested that we have a discussion on outreach giving before the APCM.

Diane Williams reported that weekly collections for the Loaves and Fishes charity are going well. The group are very grateful and hope to become a charity at some point. Once they become a charity Sainsbury's have offered sponsorship. The families receiving the food and dry goods are identified through churches and social services.

## 9. Church Services

Replacement Organist/Choir Leader – The Vicar reported that this could possibly be a role which is divided with Janet so that she is kept involved. Janet will explore this over the next few months. The PCC were all happy for Janet to continue with the arrangement.

Service Sheet – The Vicar passed a sample service sheet he is proposing to combine the mini-mag and readings each Sunday. It would have the readings on one side and pre/post prayers and the mini-mag on the other side. There is a lot of paper wasted presently and the new arrangement would hopefully

save on paper. It was noted by Margaret Nicholas that we still have 15 months left on the photocopier lease. A discussion ensued on the pluses and minuses of the proposed new service sheet. It was agreed that the sample was not easy to read and wouldn't contain as much information as currently in the mini-mag portion. It was agreed that we ask Margaret and Robin Tonge to prepare a dummy for review by the **Vicar, Margaret Nicholas and Robin**.

Family Services - How to proceed with family services was discussed. It was agreed that families who only come to family services prefer them to be non-communion. The Sunday School provided very good family services during the Interregnum. A decision was taken for **David Holmes and the Vicar** to meet and discuss.

Christmas Services – There are two Christingle services, one for younger children and one for older children. These are the most popular services of the year. It was agreed that we keep both services with similar themes, one being on a lighter scale, to enable the Vicar to see the format. Other Christmas services will remain the same for this year.

#### **10. Teenagers**

The subject will be kept on the Agenda for discussion at future meetings.

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

The Church Wardens reported that there have been a few problems recently. They have been approached by several businesses asking whether it would be possible to use the church car park if they pay. They have been told it isn't possible due to church use and an historic agreement with the Parish Council, who have six parking spaces. The Church Wardens are currently in discussion with the Parish Council regarding future use. There may be a need for Diocesan involvement. The PCC agreed to delegate further discussions regarding agreements to the **Church Wardens**.

#### **12) Any Other Business**

*Churches Together in Sevenoaks* – Ronnie Todd had received an email from CTSD regarding a vacancy for a new chairman. The current chairman, Bill Latimer, has tendered his resignation due to his involvement with the Sevenoaks Christian Church. A job description was available for anyone interested in the position. **Please speak to Ronnie**.

*Sevenoaks Christian School* – The Vicar informed the PCC that he will be attending a meeting for Ministers regarding the new Christian School. There are also two other open evenings for parents to attend if they wish.

*New to church cards* – **Margaret Nicholas** is to look into the possibility of putting welcome to new church attendees cards in the pews.

*New Fridge* – The PCC agreed to the purchase of a new fridge for the church hall. **Margaret Nicholas to arrange**.

*Church Roof Alarm System* - Diane Williams reported that she had heard from Ecclesiastical Insurance regarding an alarm system for the church roof. They will conduct a survey and provide an estimate.

*The Lord's Prayer* – The Vicar was asked if we could use the traditional version of the Lord's Prayer rather than the modern version which had been included in services on a couple of occasions. **The Vicar agreed**.

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

The date of the next Standing Committee Meeting will be:  
**Tuesday 24/10/2012** at the Vicarage

The date of the next PCC meeting will be:  
**Wednesday 6/11/2012** in the church hall.

The meeting ended with prayer