

ST. ANDREW'S CHURCH, READING STREET

Minutes of the Parochial Church Council held on Wednesday, 5th July 2017 at 7.30 p.m.

Item		Action
1	<p>OPENING PRAYER Rev'd Musindi opened the meeting with prayer. <u>Present:</u> R. Collins, J. Graham, P. Jackson, S. Kemp, P. Long, G. Silsbury, B. Turp</p>	
2	<p>APOLOGIES: C. Eldred, D. Foster, S.Foster, R. Owen, F. Pearse</p>	
3	<p>MINUTES: The Minutes of the PCC meeting held on 10th May 2017 were approved, proposed by B. Turp and seconded by P. Jackson.</p>	
4	<p>MATTERS ARISING: 4.6 Dropbox: LT are signed up, now planning to roll out to the rest of the PCC within the next month. Chichester Visit: On hold. 4.10: Faculty for hoop ladder: This process has now been completed, the Application archived and installation can now go ahead. 4.10: Free magazine drop: Three thousand dwellings received the magazine, rather than the one thousand seven hundred previously anticipated. As a result of this, six new subscriptions to the magazine had been taken out, a donation for £150 and a £500 interest-free loan had been received. 4.12 M. Bruce – the presentation picture to Betty and Malcolm Bruce has been inscribed and framed. A card accompanying the gift will be circulated for signature. The same picture, with a different inscription, will be presented to Michael and Etta Webb who are leaving the area shortly. 4.13: Archdeacon's Visitation: Several members had attended this at Canterbury Cathedral on 18th May and enjoyed a spiritual and uplifting service. Archdeacon Jo had been very welcoming, giving the impression that she was keen to socialise and visit churches within the Diocese. 4.14: Mission: The Administrator is forwarding baptism enquiries to Rev'd Musindi so that arrangements can be discussed. The Administrator has also completed a spreadsheet of Sunday attendance figures for the last few years, which is available on Dropbox. Printed copies were also distributed.</p>	
5	<p>FINANCE: All Parish Share payments are up-to-date. A donation of £120 had been received, to be used to pay for Kitty's Green for next year's fete. Although most people preferred having the Fete on the Green, should this not be required, the money can be used for general fund raising. <u>Pension Auto-enrolment:</u> the "no take-up" return, required by the end of August, has been sent off. The Treasurer had been studying the DBS requirements of the Charity Commissioners which showed that all PCC members, <i>i.e.</i> Trustees, would have to be checked. The secretary read from an email provided by D. Foster, summarised as follows: The Chairman of the Diocesan Safeguarding Management Group was asked if all</p>	

	<p>members of PCCs needed a DBS. He thought that this was an impractical proposition but that PCCs should have safeguarding as an agenda item at every PCC and ensure that those who need DBS have them and that the appropriate training is given to relevant people. These are priests and ALMs and junior church leaders. The former have a six-hour training session and the latter a three-hour training session. Others (?organists and choir masters) might need DBS, but these should be identified by risk assessment. An online training session is under development which should be given to all junior church helpers. It may be valuable for PCC members to also undertake this training. However, it was agreed that a letter seeking confirmation as to the relevance of DBS to <u>Trustees</u> should be sent to the Charity Commission and Diocesan House. This was felt to be important, as any member of the PCC could be called upon to assist members of the congregation in a variety of ways.</p> <p><u>Treasurer's Retirement</u>: Two people had come forward – Connie Bradley and Pauline Jackson. The former has qualifications in Accountancy and will be invited to talk to the Finance Committee at their next meeting on 18th July.</p> <p><u>Parish Share Arrears</u>: No reply has been received to our invitation to meet with Julian Hill and Archdeacon Jo and the secretary will follow this up.</p> <p>The Treasurer noted that income from the Plate had dropped recently; magazine sales were running at 53/month. Refreshment money from the Friday coffee mornings intended for the building fund was discovered to be going in to the Hall income account and will now be correctly assigned.</p> <p>The Treasurer asked for the PCC's decision regarding the electricity supply. The three-year fixed tariff was due to expire at the end of this month. The standard tariff will go up to £800/900, from £500. It was agreed that the best available option would be to purchase electricity from the Church Energy Purchasing Group for one year and then sign up with the Parish Buying Scheme. Some payments to the Community Hall are being paid via the main bank account and having to be manually transferred. The Administrator and Treasurer will work together to let people know the new Bank account for the Community Hall.</p>	<p>BT/JG</p> <p>BT</p> <p>JG</p> <p>BT/SK</p>
6	<p>COMMUNITY HALL: Current figures are: Loans £19,000, Gifts £6,700. The total fund is now £50,475. A postal application to the first of three charities will be sent off next week (two of which are Bernard Sunley and Garfield Weston). Work will get underway when offers received bring the total fund to £90,000. In the meantime CPS Plumbing and Heating Contractors are looking at the heating requirements for both buildings. As previously mentioned, the Friends can now also be asked for support with the Hall heating funds, as they will now assist with all church buildings. The original proposal of a big heating plant serving both church and hall has had to be abandoned, as the disruption in getting the work done would be damaging to the fabric of the Church. The new proposed heating equipment and power density will be a lot smaller. The hall will have</p>	

	<p>three zones, each one separately controlled with programmes and thermostats. The church will have a destratification system, driving warm air down into the church from the roof space. Equipment will be installed in the flat section above the nave. However, this doesn't come cheaply – cost of the church heating is estimated at £53,700 and the hall £27,890. It is therefore important to show a continuing commitment to the project and publish interim reports on activity. The first such report to be given when the result of the current applications is known. Overall the complimentary magazine drop in June had achieved results – four people had completed a returns slip and R. Collins will contact them. Ideally, bulletins on progress three or four times a year would keep people in touch. A wrap-up session to establish how effective the drop was would be useful.</p>	RC
7	<p>MEMBERSHIP OF THE FOUR SUB-COMMITTEES: The relevant areas of the four sub-committees (Finance, Fabric, Mission and Worship) were now well established, although the Fabric Committee had been somewhat subsumed by the hall project, with attention being given to problems in an <i>ad hoc</i> way. To progress effectively, the sub-committees should be doing the business work of the church, with the PCC accepting their recommendations and concentrating more on spiritual matters. Sub-committee members do not have to be on the PCC but each PCC member needs to be on one of the four sub-committees.</p> <ul style="list-style-type: none"> • The Fabric Committee needs to be set up and become more structured, to include brass cleaners, etc. • The Finance committee is currently working well. • R. Collins is presently leading both Mission and Worship committees. The Worship committee is working well, but more members of the congregation could be included on the Mission committee. • It was therefore agreed to recruit people into the Fabric and Mission committees, with people being approached on a personal level as well as via an open invitation in the newsletter or magazine. Terms of Reference for the Fabric Committee and the Mission Committee to be published in the magazine. All sub-committee meetings will be scheduled such that their reports can be submitted to the bi-monthly PCC meetings. 	RC/GS
8	<p>COMMUNICATION BETWEEN THE GROUP OF CHURCHES: In order to end the constant clashing of events in the group, G. Silsbury had prepared a letter to the Incumbents and Church Wardens of St. Peter's and Holy Trinity, proposing an email be sent between each of the church's administrators, early each week, detailing a rolling twelve-month programme of events and activities within each of their respective churches. It would be important to include cancellations and alterations to dates and to include events organised by the Friends. The letter read by G.Silsbury was agreed by the PCC, with the request that it be discussed by the administrators and PCCs within the Group and considered at the next Group meeting on 12th September.</p>	GS

9	<p>GROUP MINISTRY AND THANET DEANERY SYNOD REPORT: Rev'd Musindi reported that the Area Dean is to be invited to the next Group meeting to talk about the role of the MMC and how it fits within the Deanery and the Broadstairs Group. Notes from the Thanet Deanery Synod meeting on 22nd June 2017 had been received from D. Foster. Additionally it was noted that Father Dominic from Holy Trinity had been appointed to the MMC as a clergy member.</p>	
10	<p>WORSHIP COMMITTEE AND PARISH ADMINISTRATOR'S REPORTS: The Worship Committee report had been pre-circulated and read. All the future events listed were going ahead and a date for the Voyagers' Service was awaited from the Voyagers. Rev'd Musindi is to raise the possibility of a Taize evening and rotating Evensong around the three churches, with the Incumbents of St. Peter's and Holy Trinity.</p> <p>Parish Administrator's Report: This was circulated by S. Kemp and it was noted that a regular dog training session had been cancelled, with also a temporary drop in hirings during the summer with the yoga courses, KAT club and Parent and Toddler groups stopping for the summer. On the plus side, the Indian dancers were looking for another evening booking. The Administrator had produced a spreadsheet showing communicants and non-communicants combined over the last three years on a Sunday-by-Sunday basis. Available on drop box and distributed to the meeting on hard copy.</p>	PM
11	<p>ANY OTHER NOTIFIED BUSINESS</p> <p>P. Long informed the PCC that she would be standing down from the Fund Raising Group in the new year. She would help organise the Christmas Fair but would not be continuing on to the next summer fete. She would however still help out, but not be on the organising committee. Peggy was thanked for all her work helping to lead the fund-raising group over many years.</p> <p>The next meeting is scheduled for Wednesday, 6th September. The meeting then closed with the Grace at 9.25 p.m.</p>	