

**ST. ANDREW'S CHURCH, READING STREET**

**Minutes of the Parochial Church Council held on Wednesday, 6<sup>th</sup> September 2017 at 7.30 p.m.**

<b>Item</b>		<b>Action</b>
<b>1</b>	<p><b>OPENING PRAYER</b>                      Rev'd Musindi opened the meeting with prayer and introduced the guest speaker, Dr. Richard Scott.  <u>Present:</u> R. Collins, D. Foster, S. Foster, J. Graham, P. Jackson, P. Long, R. Owen, F. Pearse, B. Turp</p>	
<b>2</b>	<p><b>APOLOGIES:</b> S. Kemp, G. Silsbury</p>	
<b>3</b>	<p><b>THE ALPHA COURSE:</b> Dr. Richard Scott outlined his experience with running the Alpha Course and described a number of successes he had witnessed in bringing people to faith. It can be run over ten or fifteen weeks, once a week, and is best when combined with a social aspect, such as providing food. Each session lasts for about two and a half hours. He recommended running the course within the church initially, before rolling out to the Parish – this way we would be able to have people willing to lead or help when it is run with the wider population but how we do it will be up to us. He also offered help with obtaining speakers, rather than using DVDs. Advertising in the magazine and on the web could be done, and Dr. Scott mentioned another local church who may be willing to lend us a banner. There will be a cost element, as booklets will need to be obtained.                      The following was agreed:</p> <ul style="list-style-type: none"> <li>• To run the first course in Spring 2018 and see if we could do two per year</li> <li>• Maximum ten people per group (Leader and Helper plus six is ideal)</li> <li>• Decide whether to run in the Hall or Church and what time of day</li> <li>• Invite Dr. Scott again to discuss further detail with the Mission Committee</li> </ul>	RC/PM
<b>4</b>	<p><b>MINUTES:</b> The Minutes of the PCC meeting held on 5<sup>th</sup> July 2017 were approved, proposed by R. Collins and seconded by B. Turp.</p>	
<b>5</b>	<p><b>MATTERS ARISING:</b>  <b>5.4: Hoop Ladder:</b> The Belfry hoop ladder system is now installed, having taken some twelve months to achieve, largely due to the time needed to work through the Faculty application system. The PCC are grateful to the Friends of St. Peter's and St. Andrew's for covering the costs of the work.  <b>5.4: Presentation of Picture to Mr and Mrs Bruce</b> has taken place and Rev'd Musindi reported that they had been delighted to receive it.  <b>5.11:</b> Following P. Long's standing down from leading the Fundraising Group, another member (J. Hefford) is now also retiring, leaving S. Foster and A. Dickinson (the latter helping mainly with the summer fete) together with S. Kemp who had joined the team, as the only remaining members. Thanks were recorded to P. Long for her</p>	

	<p>work over many years. A new co-ordinator would now be sought via the magazine and face-to-face contact. R. Owen offered his wife's marketing expertise if this were needed at any time. All PCC members to consider a possible co-ordinator.</p> <p><b>5.4: Attendance Figures:</b> D. Foster had undertaken an analysis of the attendance figures provided by the Administrator, which showed a downward trend. Some long-standing members were now unable to attend because of illness and some had died and some had moved away. There is obviously a need to continue to attract new people. Some had recently joined from other churches and it was suggested we ascertain from them what it was that they enjoyed at St. Andrew's. Members were asked to give the Mission Committee any suggestions/ideas they had to increase the congregation. In the meantime, events such as the upcoming confirmation service will open the church up to others.</p> <p><b>5.5: Electricity Supply:</b> The Treasurer reported that the electricity account had now gone over to the new fixed contract.</p> <p><b>Plate contributions from weddings and funerals:</b> There was agreement to the suggestion that £5 should be placed in the plate(s) to encourage donations.</p>	<p>All</p> <p>PM/ verger</p>
6	<p><b>CORRESPONDENCE:</b> C. Eldred had unfortunately written to formally resign as a PCC member, owing to work and family commitments. The secretary will thank her for her contributions to the PCC and the Mission Committee.</p> <p>A letter had been received from Bishop Trevor announcing the Diocesan Day of Prayer on 18<sup>th</sup> November. The central event will be in Faversham but resources will be provided for groups to meet elsewhere. Rev'd Jan Durrans will run a group at St Peter's where people can come and go during the day.</p> <p>The Treasurer had received a letter from the Ecclesiastical Insurance Company celebrating its fund raising over 150 years. From 31<sup>st</sup> August 2017 until 31<sup>st</sup> August 2018, anyone taking out a home insurance policy will enable their church to receive £130. This will be advertised in the magazine.</p>	<p>JG</p> <p>LT</p> <p>BT</p>
7	<p><b>MEETING WITH ARCHDEACON AND DIOCESAN SECRETARY, 1<sup>st</sup> AUGUST 2017:</b> A report on this meeting had been pre-circulated. The Archdeacon was very keen on Mission and liked St. Andrew's Friendship Evangelism. She proved to be very supportive as well as being very astute, and has announced her intention of meeting the PCC next Spring to review progress.</p>	
8	<p><b>SAFEGUARDING AND DBS REQUIREMENTS:</b> This item centred on whether the PCC members should be DBS-checked, especially as the church runs a Sunday school. The Church of England website states that where PCC members are Trustees they are recommended to be DBS-checked but it is left as a decision for individual PCCs. A letter from the Safeguarding Administrator for the Diocese also confirmed that where PCCs provide church sponsored activities for vulnerable groups (children, youth or adults) then the PCC are deemed to be trustees of those activities under</p>	

	<p>Charity Law and are eligible for a DBS check. However, a statement that a minimum of three PCC members should be checked is no longer in the guidance and in view of there being no clear statement as to whether all or just some PCC members should be checked, the Diocese has left it to individual churches to make that decision. The letter recommended that PCC members be checked but ultimately it has to be a PCC decision. After some considerable discussion on the requirement vs need for DBS checks it was decided that we would identify and ensure that those who needed to be DBS checked (those working with children, delivering communion to housebound, etc.) were checked and that this would be reviewed on a yearly basis. The Administrator, as Safeguarding Officer, to be asked to draw up a relevant list to bring to the next PCC meeting. B. Turp was not in agreement with this approach because of our running a Sunday school and also reminded members that this position would have to be reviewed when new Trustees are appointed following the next APCM.</p>	SK/LT
9	<p><b>FINANCE REPORT:</b> The Treasurer had pre-circulated the financial reports and highlighted that fund-raising at the end of August this year was £12,000, compared with £6-7,000 last year, an excellent achievement. Unfortunately, the Parish share had also gone up and presently we were £2,500 in arrears although still having paid £4,000 more than at the same time last year. However, the Treasurer was hopeful of paying the quota in full by the end of the year, helped by the Christmas Fair. He recommended a TRIO or Gift Day for 2018.</p> <p>All the other lines were unremarkable and tax refunds in a good position. Mr. Turp explained the retrospective way of paying weddings and funerals fees to the Diocese, which made comparison with previous years difficult.</p> <p>The Community Hall fund was now around £51,000, including £20,000 worth of loans. The Voyagers' line was slightly less than shown in the report, as some money had since been paid out.</p> <p>A possible successor to Mr. Turp as Treasurer, Connie Bradley, was unable to attend a previous meeting but hoped to meet the Finance Committee on 16<sup>th</sup> October.</p> <p>P. Jackson then commented on her pre-circulated Social Committee Report. A lunch will be provided for the Confirmation Service on 24<sup>th</sup> September and people had already started signing up for items they can supply/donate money towards. A hiring for that afternoon will be contacted and asked to start at 2.30 p.m.</p> <p><u>Harvest Festival, 1<sup>st</sup> October:</u> It was agreed to auction half of the produce after the morning service and half after the evening Songs of Praise. B. Turp again kindly offered to provide “nibbles” for the evening.</p> <p><u>Relive the Day, 14<sup>th</sup> October:</u> A celebration for married couples. Church family also to be invited, a list will be placed at the back of the church.</p> <p><u>Musical Events on 21<sup>st</sup> October and 4<sup>th</sup> December:</u> Agreed to have the chairs in the church arranged in semi-circles, as for the African Choir.</p>	<p>PM</p> <p>BT</p> <p>PJ/PM</p> <p>RC/GS</p>

	<p><u>Sunday School Outing:</u> Unfortunately this had not happened because of difficulty in finding a suitable date for everyone. Instead, a Christmas party is under consideration, following the Nativity Play, on the afternoon of 17<sup>th</sup> December.</p> <p><u>Church Breakfast, 26<sup>th</sup> November:</u> This would be a continental breakfast, costing £1/per person between the 8.00 and 10.00 a.m. services, and be ticketed for catering purposes.</p> <p><u>A Church Social in the New Year:</u> was proposed, targeted at people living alone or otherwise in need, taking the form of an afternoon tea.</p> <p><u>Publicity</u> is being given to the church with items being submitted to the local paper by C. Jackson. The Parish diary is also now available in Dropbox, kept up-to-date by the Administrator. A suggestion was also made of investigating a St. Andrew's Google calendar which other church administrators would also be able to access.</p>	<p>FP</p> <p>PJ</p> <p>PJ</p> <p>RC</p>
10	<p><b>COMMUNITY HALL:</b> Six applications are now in for funding. Current figures are £20,000 in loans and £6,800 in gifts. Although it is believed at present that no Faculty applications will be necessary to undertake the refurbishment, a definitive position will be sought from the DAC.</p>	<p>GS</p>
11	<p><b>SUB-COMMITTEE MEMBERSHIP:</b> A new Fabric Committee has now been formed; the members are Krystyna Green, Simon Kemp, Philip Springett, Clive Jackson and Graham Silsbury. Anyone else interested in joining, to contact G. Silsbury, who will also write up the role and responsibility this committee will have on behalf of the PCC. The Worship and Finance committees are working well; however the Mission Committee now consists of the same four people who are in need of more stimulation! Two potential new members were keen to join and efforts will be made to see if meetings can be arranged at times they can attend. More volunteers are needed; contact R. Collins.</p> <p><u>Sidespeople:</u> More need to be recruited and a face-to-face approach will be made following an appeal for volunteers in next month's magazine. Training and familiarisation with duties and equipment is needed for new and existing members and this will be arranged by G. Silsbury.</p>	<p>GS</p> <p>RC</p> <p>GS</p>
12	<p><b>MISSION COMMITTEE AND PARISH ADMINISTRATOR'S REPORTS:</b> These had been pre-circulated. A number of actions from the Mission Committee have been covered in these Minutes by the Social Committee Report and item 11 above. An article describing the work of the Mission Committee and appealing for new members had been placed in this month's magazine. The Administrator's Report showed a healthy hiring rate for the Hall, helped by S. Kemp's obtaining an additional Pilates hiring on Thursdays.</p>	
13	<p><b>BROADSTAIRS GROUP MEETING:</b> The next meeting will be on Tuesday, 12<sup>th</sup> September, at which the proposal for all the group administrators to maintain an up-to-date common diary is hoped to be discussed. There is also another meeting on 13<sup>th</sup> September which the Archdeacon will attend.</p>	

14	<p><b>ANY OTHER NOTIFIED BUSINESS:</b></p> <ul style="list-style-type: none"> <li>• Proposal to co-opt Ted Cheeseman as a PCC member was unanimously approved.</li> <li>• A re-vamped website has been produced by D. Foster which is mobile friendly. He has now also obtained the old website address which now links into the new one.</li> <li>• The usual Friday coffee morning will be in aid of the Macmillan Cancer Fund, on 8<sup>th</sup> October.</li> <li>• The Bible course, “The Big Picture” just started on Tuesdays at 11.00 a.m. is highly recommended.</li> </ul> <p>There being no other business, the meeting closed with the Grace at 9.45 p.m. The next meeting will be on Wednesday, 8<sup>th</sup> November 2017.</p>	