



## East Preston with Kingston: St Mary the Virgin

**Meeting of the PCC  
21 January 2020  
at 7:30pm in The Spire Room**

### **Minutes**

**1 Mass at 7pm in church**

**2 Attendance**

a. Present:

Fr. Andrew Perry (Chair), Sue Baldock, Nova Brookes, Jacky Collett, Stella Collier, Colin Crane, Revd Emma Ham-Riche, Charis Harbidge, Mary Jeavons, Kathy Lockyear, Joe Padfield, Gill Quigley, Lois Townsend, Chris Wood and Wendy Allen (PCC Secretary).

b. Apologies:

Lynne Brunton, Claire Hind and Gill Mauderne.

**3 Minutes of Last Meetings**

#### **Comments on Minutes of the PCC Meeting on 19 November 2019**

It was agreed that the minutes be published without redactions.

Fr. Andrew proposed acceptance of the minutes as an accurate record.

Mary Jeavons seconded.

The minutes were approved.

**4 Matters arising not covered on agenda**

It was agreed that having name labels for a set period had worked well in church.

Chris Wood was asked whether this would happen again and he replied that the idea would be repeated in six months' time.

Another suggestion was to have an extended time for wishing "Peace" to congregation members.

Sitting in different seats in order to better know some congregation members met with approval and Fr. Andrew mentioned that it might be helpful if wardens and helpers moved positions to be further down the church sometimes (when they'd finished duties).

Chris Wood was asked if anything further had been done about the purchase of a microwave. He replied that he was yet to do this. It was mentioned that purchase from Barkers in the village might be considered as it currently had items on "special offer."

A letter had been written to "Friends of St. Mary's" requesting the outstanding £16,500 for tower repairs. They sent the cheque which had subsequently been banked. Fr. Andrew expressed his grateful thanks.

## 5 Treasurer's Report

Kathy Lockyear presented her Treasurer's Report with regard to accounts to 30 December 2019. She reminded the PCC that these were not the final "end of year" accounts.

Kathy reported that there were three main accounts from year beginning to end of year. These were "Current Account," "Business Premium Account" and "Business Premium - savings." The Business Premium Account is left alone and accrues interest. During the year, "Friends of St. Mary's," "110 Club" and "Freewill Offering" had transferred into the church accounts, meaning that currently there were six accounts. It was intended that an extra account for Flower Club would be added. Women's Fellowship account was now closed and an account for The Church Magazine was outstanding.

Kathy wanted to have, on a proper footing, monies not recorded in the weekly collections. For consideration, a form titled "Paying in to the Church Account," was submitted.

**Action:** Kathy to speak to Philip Sherwin who helps with banking.

**Action:** Colin Crane to ask Joan Crane if she would trial the "Paying in to the Church Account" form.

Also submitted was a suggested form to be used for occasional expenses, titled "Occasional Expenses Claim." Kathy requested that people please use this for any claim.

**Action:** The Standing Committee to draft an Expenses Policy.

In response to a question about travelling expenses, Fr. Andrew said that these were not paid.

Kathy Lockyear has spent many hours coming to grips with the church finances and streamlining what happens. Grateful thanks were given to her for all her efficient and careful work.

### Corporate Criminal Offence Summary

Father Andrew outlined the care which needs to be taken in ensuring that the church, or individuals within the church, are not considered to be helping somebody to evade tax. This is important in the light of The Criminal Finances Act 2017. It is quite easy for someone to, quite innocently, be doing something which is seen as tax evasion. Examples were given. Fr. Andrew also stated the importance of transparency with regard to our finances.

**Action:** Members of the PCC familiarise themselves with the law.

**Action:** The Standing Committee to undertake a risk assessment and mitigation procedures and to bring suggestions to the next PCC meeting on 10 March 2020. Also they are to consider whether we need a Finance Committee.

**Action:** At the next PCC Meeting on 10 March 2020, what policies we need to implement will be minuted and these should then be annually revisited.

**Action:** At the first PCC Meeting after the APCM (Monday 20 April) these Corporate Criminal Offence issues should be on the agenda.

## 6 Safeguarding Update (Joe Padfield had submitted a report)

Joe Padfield reported that in the last two months, no safeguarding incidents had been reported.

With regard to C1 Training, Kim Nash of Church House had been asked if training was possible in our area. The reply was that 30 spaces would be necessary and WiFi, a screen and tea and coffee making facilities would be needed.

Use of the Junior School was being investigated. Hire or rental expenses would have to be paid by ourselves unless we could find premises offered free.

Kathy Lockyear said that she would be able to unlock if the school was used or perhaps Claire Hind would be able to do this.

It was suggested that this is organised to be after the APCM when new members of the PCC would be in place.

Joe reminded people that the link to the necessary training was mentioned in the minutes of 17 September 2019.

Joe spoke about the slogan "Simple Quality Protects " SQP is the Diocese's next step in helping to ensure that all parishes are Safeguarding-compliant. St. Mary's must present the relevant documents to the Safeguarding Team on 5 March: from location of First Aid kits, to Risk Assessments, DBS checks and diocesan Safeguarding Policy adoption. Joe Padfield, Fr. Andrew, Rev. Emma Ham-Riche and Claire Hind have been working to assemble all the relevant information for presentation on 5 March.

**Action:** Fr. Andrew, Claire Hind, Rev. Emma Ham-Riche and Joe Padfield to meet to discuss these issues.

A vote was taken to adopt, as parish policy, the diocesan good practice guides:

- 1) Behaviour Code for Adults working with Children - passed unanimously.
- 2) E-Safety Policy - passed unanimously.
- 3) Parish Whistleblowing Policy - passed unanimously.
- 4) Responding to Safeguarding Allegations - passed unanimously.
- 5) Safeguarding Policy Statement - passed unanimously and signed by Father Andrew. A revised version of the SPS was to be put up in three places.

An induction pack for new PCC Members was suggested by Joe. It could be electronically produced or in a typed paper pack.

**Action:** the Standing Committee to look at having an Induction Pack.

## 7 Reports from Groups

### 7.1 Deanery Synod on 29 October 2019

(printed report submitted after the meeting) Gill referred to this report and mentioned that the Baptist Church traditionally held a Commitment Service and she felt that this would be a good idea for our church. She reminded us again of the Archdeacon's speech where he had spoken in terms of four "Mores:" "More Open," "More Converted to Christ," "More Generous" and "More engaged."

Deanery Synod report continued.....

**Action:** Fr. Andrew said that he would give the idea of a Commitment Service consideration.

## **8 Reports from Sub-committees**

### **8.1 Standing** (not met)

### **8.2 Finance** (not met)

### **8.3 Fabric Committee**

- Colin Crane reported that, the woodworm treatment to a large horizontal beam to the east side of the main nave, prior to the chancel area was going ahead, plus treatment to a few other areas. In answer to a question about the evidence of woodworm behind and at the side of pews in the back of the church, he replied that this was not due to be treated.
- Timing of treatment was being carefully considered as different contractors were to use different chemicals. Nearly all wood in the church has woodworm so it was impossible to treat it all.
- With regard to previous concerns about the leads used for the Christmas Tree Festival, Father Andrew reported that the leads from Goring Church had been PAT tested by Roy Allen and one was found to be faulty. This had been discarded. Roy had received a gift to thank him for his work.

### **8.4 Mission Committee on 14 January 2020 (report submitted)**

- Estate Agents' Flyer had been done - estate agents will contact when more needed.
- Emma Ham-Riche reported that 30-40 people and 12 dogs attended the "Pet Service." It had been very successful. Flyers for the Christmas services had been given out.
- The Parish Flyer went to most, but not all households, at Christmas.
- Open The Book - a trained team and a keen school needed. Good relations being established with East Preston Junior School. More training for OtB is being run 9am-2pm Tues. 4 Feb. at St. George's in Worthing.
- Social Media - there are now generic e-Mail links on the website. (See the report for full details).
- The play "Sacred Spaces" is to be performed on 17/18 April 2020. It is composed of a series of vignettes of life in a parish throughout the year. Refreshments, including a licensed bar, will be provided.
- The possibility of St Mary's joining Rustington Churches Together is being explored. Our Lady Star of the Sea Church do not feel that they are able to join, mainly because their congregation is too diverse and wide spread but it seems optimistic that some link will be possible with other churches. Father Andrew and Rev. Emma Ham-Riche are meeting tomorrow, 22 January 2020 and are looking at what other denominations are doing.

Rustington Churches Together continued.....

**Action:** Fr. Andrew and Rev. Emma will report back at the next PCC meeting on 10 March 2020.

- ⦿ Bible Study at Green Willows started on Thursday 16 January. Father Andrew and Rev. Emma Ham-Riche are gauging interest and considering what is most needed.
- ⦿ The York Advent Course "Who Do we Pray To?" run by Gill and John Quigley at their home for four sessions, was highly successful and it is felt that daytime courses work better than evening events. Gill and John will be approached with regard to what is possible in the future.
- ⦿ Emma is working on a service, to be held on Sunday 9 Feb at 3pm, with an environmental theme, based on work done by the Climate Coalition, encouraging us to "have a Green Heart" and "make a pledge" to be more eco friendly.
- ⦿ Lent: The Archbishop of Canterbury's course "Saying Yes to Life" may be the choice of study. It considers 6 days of Creation - Green Theology.
- ⦿ A pamphlet called "Eco Church, AN A ROCHA UK PROJECT was circulated for information and consideration. It is about an award scheme for churches of all denominations in England and Wales who want to demonstrate that they care for God's earth.
- ⦿ VE Day 75th Anniversary - 8 May 2020. A street party has been suggested by local publican, Tanya (possibly in 1940s dress). We need to creatively think about this.,

#### 8.5 **Sunday Club on Tuesday 17 December (A report was submitted)**

- ⦿ Charis reported that she had ordered 3 copies of "Living Stones" by Susan Sayers. Rev. Emma Ham-Riche said that she could probably find further copies to loan from other resources.
  - ⦿ Betty has offered Sunday Club use of her keyboard.
- Action:** Father Andrew and Charis Harbidge will talk about musical resources.
- ⦿ Charis has made a drawstring sandbag which has already been successfully used.
  - ⦿ Fr. Andrew said that ultimately we will need to purchase Wi-Fi.

Joe Padfield added that a screen was needed too.

Fr. Andrew said that it would be sensible for the PCC to look at these purchases and they would be useful at large functions.

**Action:** Rev. Emma Ham-Riche will look into what items are available from Parish Resources.

## 8.6 **Social and Fundraising Committee on Tuesday 7 January 2020 (report submitted during meeting and circulated 27 Jan.)**

- ⦿ In addition to his report, Chris mentioned that the possibility of a "Call My Wine Bluff" event was being discussed with the Festival Committee by Pauline McLelland with the idea of it being in future run under the auspices of the Social Committee.

This event used to happen but restrictions have affected this happening in recent times.

- ⦿ The Church is once more undertaking a Christian Aid Walk on 17 May. This will be a parish activity and, as such, will come under St. Mary's insurance. (Any church activity taking place off the premises needs specifically to be mentioned or approved in order for the insurance to be valid.) Charis Harbidge wished to liaise with regard to this.

**Action:** Charis is to meet with Fr. Andrew to discuss the above.

Charis nominated acceptance of Social Committee's minutes.  
Chris Wood seconded.

## 8.7 **Friends of St. Mary's (14 January 2020)**

Father Andrew reported that the thermometer indicating the amount of money so far raised would be trimmed.

The Christmas Tree Festival had been immensely successful and a letter had been sent thanking Malcolm McLelland for his hard work. Over £2,500 people had attended and nearly £11,000 had been raised.

An application for grants money was going to be made for the remainder of the money to cover work to be done.

## 10) **Any Other Business**

Father Andrew submitted a list of statistics for people in church. This has to be submitted annually to the diocese. Numbers are listed under headings such as "Electoral Roll," "Normal Sunday - aged 16 and above," "Normal Sunday - aged less than 16," "Funerals in Church," "Funerals in Crematorium," "Ashes burial," "Those who have left," "Those who have joined" and numbers at special seasons of the church as well as those numbers attending for Baptisms and Weddings.

The meeting closed with the Grace at 9pm.

**Date of next PCC meeting:** Tuesday 10 March at 7.30pm in The Spire Room.  
The APCM meeting will be on Sunday 19 April at 12 noon in Church.

***AoB must be notified to the Chair 24 hours before the PCC Meeting.***

***Please email all reports to [WendyWAllen46@icloud.com](mailto:WendyWAllen46@icloud.com) by Tues. 3 March 2020.***