# St Mary’s, Bletchingley

**Minutes of PCC Meeting held 11th September 2019**

**in Church House, Bletchingley**

**Present:**

Rev’d Phe Pamphilon Green (Rector) Oliver Jackson

April Alexander (churchwarden) Jeff Marks

Bill Alexander (Treasurer) Cyril Mighall

Pamela Cock, Valerie Muller (PCC Secretary)

Richard Fowler (Churchwarden) Clemmie Sellick

Vicki Gillespie Clare Sturgeon

Lynn Hargreaves McCallum Owen Thurston

Sandie Hooper

Alison Horlock

Jennifer Hyde

**Apologies**: Kate Doody, Donna Hawkins, Penny Sherrington

The Rector welcomed everyone and opened the meeting in prayer.

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| **Minutes from previous meeting*** The minutes of the meeting held on July 1st, 2019 were signed as a correct record of the meeting.
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| **Matters Arising*** There were no matters arising
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| **Correspondence*** A letter has been received from the Training Officer of Readers stating that Liz Windridge will no longer worship in the Benefice. The letter also thanked the Rector for her efforts to resolve this issue. Liz’s decision to quit the Benefice was made by her after discussion with Bishop Jonathan and the Warden of Readers. The Rector was not involved in this decision.
* Glynis Beazley has resigned as Sunday Club Leader from the end of this term.

Secretary to send her a letter thanking her for her contribution to the youngsters of the church. | VJM |
| **Safeguarding*** Jeff was thanked for all the work he has put into producing Role Descriptions. These were distributed immediately before this meeting. Everyone was asked to study their particular roles and report back to Jeff with ant comments.
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| **Financial Policy*** This has not been circulated yet, but there is a Finance Committee meeting shortly when it will be finalised.
* The Finance Committee agree we should have reserves of £25000.
* All unbudgeted expenditure over £250 must be approved
* Signatories should include 2 of the following: the Rector, the churchwardens and the treasurer but they must be unrelated.
* The Charity Commission principles must be met.
* The final draft will be circulated before our next meeting.
* Accounting is part of Safeguarding.

April was thanked for all the work she has done on this. |  |
| **Saturday Breakfasts and the Hungry Hermit** There was much discussion about both the Saturday Breakfast and the Hungry HermitIt seems that a cook is being used on Saturday mornings, being paid £80 a breakfast whilst the last 4 or 5 breakfasts have lost money. There needs to be clarity about what each of these are for, community outreach, supporting mission by raising money for charity or even both.There needs to be a protocol about how the money from both events is processed. It is essential that costs are worked out in advance. The treasurer needs to know what are capital expenses and what are running expenses. The PCC need to decide whether they want to pay a cook and, if so, how much. They need to decide whether the breakfasts are intended to be a Community venture or about raising money for mission. If, as was originally intended, the aim is to make money for charity, then the PCC should have input into which charities are supported. The charity must be decided in advance If the cook is paid these are some of the questions which need answering1. What credentials does she have?
2. Rate of pay
3. If she is self-employed, does she have insurance
4. If she is paid cash in-hand, there could be a tax liability

 The Café team have decided themselves to only do 4 breakfasts a year. Jeff Markham was asked to do the accounts for both the Breakfasts and the Hungry Hermit and it is he who has highlighted these problems.The Hungry Hermit is just about breaking, but money has been paid to the PCC and the treasurer doesn’t know why.It was agreed that Jeff Marks, helped by Richard would research some of these issues and report back to the PCC at the next meeting. Richard would contact ecclesiastical insurance about employing a cook.  | JMRF |
| **Stewardship**Richard and April were thanked for the enormous effort they have put into preparing the Stewardship Campaign which started last week.After the final meeting everyone will be given a pack summarising the campaign with details about how to help, how to set up a standing order and how to allow gift aid to be collected. |  |
| **Financial Report**The treasurer is quietly optimistic that there will be a small surplus at the end of the year.He would like to introduce a timetable of key dates for the coming year.* 1st PCC meeting of the year Outcome from previous year and how to present financial message at the APCM
* July Meeting, ideally 2nd week of July, detailed report of how the state of our finances are halfway through the year..
* Nov PCC – set budget for following year.
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| **JPIC*** Jennifer was thanked for arranging the speaker from Welcare who attended the Toy Service.
* She and Richard have undertaken an Eco-church survey of the church. In some areas St Mary’s is doing well in others there needs to be improvement. A copy of this report was sent out with the Agenda for this meeting.
* Jennifer was appointed our Eco champion.
* A speaker from A Rocha, who set up the Eco Survey, is a guest speaker at our Harvest Festival service at the beginning of October..
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| **Youth and Young People*** They are busy planning the Light Party on October 31st.
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| **Organist*** Our new organist, Ian Skipper starts on January 1st. He was organist at Edenbridge.
* He would prefer to be self employed.
* His contract of employment will be circulated before our next meeting.
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| **MAP**This will be discussed at the next Away Day, now scheduled for Monday November 11th at Wychcroft. |  |
| **Friends of St Mary’s**Since Jeff and Janine took over running the Friends of St Mary’s they have still been unable to decipher the paperwork they inherited sufficiently to know who the Friends actually are! They do exist as money continues to be paid into the bank account which is thought to stand at about £20,000.The next Quinquennial inspection is due next year. This may highlight some necessary repairs and a need to use some of these funds. |  |
| **Any Other Business*** Suggestion made that the Hearing aid clinic should run once a month at The Hungry Hermit. Need to ask those that run the café.
* Morning and Evening prayer. Since moving the times to 8am and 6pm no one has attended these services. They will revert back to 9am and 5pm.The Saturday Communion service is proving very popular so it will now be held every week with immediate effect.
* Book of Remembrance. The problem of the Book of Remembrance not being kept up to date has been resolved. Marshall’s will now complete the entries and keep the book up to date.
* Suggestion made we should review Sunday Space at our next meeting.
* Several weeks ago there was a very lively Baptism. The family were really pleased with the service and have said a huge thank you..
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| **Dates of PCC Meetings**Thursday November 7thWednesday January 8th 2020Wednesday March 11th 2020All PCC meetings are in Church House and start at 8pmPCC Awayday at Wychcroft Monday November 11thAPCM April 26th 2020**Other dates for the Calendar**Oct 31st 5.30-7.00pm Light PartyNov 3rd All Souls ServiceNov 10th Bring and Share Lunch in the Village Hall following the Remembrance Sunday ServiceNov 30th Concert in Church Village for Village by VillageEarly in New Year We hope to have concert by the Surrey Yeomanry |   |