

**Present:**

John MacKenzie (PCC Chair)	Dawn Evans	Wendy Pryor
Phil Sibbald (PCC Secretary)	Jerry Fox	Robert Sharp
Shirley Leslie (PCC Treasurer)	Derek Goodwin	Arthur Waters
Cathie Aldis-Saunders	Jill Humphreys	Bruce Watson
Richard Bellamy	Eve Lanchantin - Piggott	June Wenborn
Judy Blount	Martin Lees	Lesley Wraxell
Andrew Brown	Caroline Mansley	
Charlotte Coles	Michael Piggott	

**Others in Attendance:**

Keith Strong, Sue Mullan

**1: WELCOME AND OPENING PRAYER**

The meeting was opened in prayer by **Revd. Eve Lanchantin-Piggott**.

**2: APOLOGIES FOR ABSENCE:**

Apologies were received from Sally Rickard, Lorraine Andrews, Nathan Wilson, Anita Sorrell, James Beck, Revd Dawn Stamper, Sue Sawyer, Paul Needham, Libby Varley, Lyn Suddards, Ian Rich, Alison Gunther, Ken Blanshard, Jane Appleton, Morag Sharp

**3: MINUTES OF THE PREVIOUS MEETING:**

The following corrections were made:

- i) **Present:** Bill Watson is Bruce Watson
- ii) **Present:** Phil Sibbald was present at the meeting
- iii) **7: Finance Report:** "There is a new format for Profit and Loss with only significant and exceptional items shown." The words "with only" were replaced with "and the notes to include"
- iv) **9: Fabric – Item D) Kennington:** Stain Glass Window project: "Notice that the process of this project is now staged." This was replaced with "The work is to be processed and completed in a phased process.  
The Statement: "The Quinquennial Report is due and there will be costs associated with in. The word "due" was replaced with "in 2020"

After these corrections were made, the minutes were duly signed by **Revd John MacKenzie (PCC Chair)**

#### **4: MATTERS ARISING NOT ON THE AGENDA:**

##### **Item 5: Correspondence**

St Mary's Kennington LLT had asked to be included on the notice board faculty application. **Jerry Fox** reported that this would not be possible and they would have to apply on a separate online faculty application.

##### **War Grave Signage:**

**Phil Sibbald** updated that all the applications had been submitted for the following churches to the Commonwealth War Graves Commission:

Kennington Churchyard  
Kennington Ball Lane Cemetery  
Kingsnorth Churchyard  
Kingsnorth Cemetery  
Shadoxhurst Churchyard

He continued by saying he was still waiting for Great Chart LLT to confirm if they were happy with the sign location that he had proposed.

The Commonwealth War Graves Commission have since confirmed that these have now been sent to the Archdeacon of Ashford for approval.

##### **Ashford Organ Works:**

**Martin Lees** reported that he had spoken to a contact who installs midi organs and he could possibly take a "0" from the cost previously quoted. **Revd John MacKenzie** suggested that this was something that should be reported back to Bryan Gipps, Director of Music St Mary's Ashford.

#### **5: CORRESPONDENCE**

There was none

#### **6: MISSION REPORT:**

**Nathan Wilson (Team Missioner)** was thanked for his previously circulated Mission Report. **Phil Sibbald** said that while Nathan had given his apologies, he was happy to receive any questions by email.

One correction was noted. The dates for the Winter Night Shelter are December and not September as stated in the report.

It was reported by Martin Lees that the "Little Squeaker" Toddler Group had started and on their first week they had 52 attendees the first week 37 on the second week.

**Revd John Mackenzie** added that the work that goes on in Ashford College and the Towers School is a good piece of work that is done by the parish in these non-faith environments. The people that are called to work alongside Nathan are few. It would be wonderful if we could spread the news of what is going on in the Ashford College and the Towers School and try to get some more support. It is mainly just being there and to sit and talk to young people or to listen to them talk to you.

## 7: FINANCE REPORT:

The finance reports had been previously circulated from **Shirley Leslie (Parish Treasurer)**.

**Revd John MacKenzie** said how grateful he was to Shirley Leslie for all the work on the accounts and to have this level of reports available on a monthly quarterly basis.

**Shirley Leslie** reported that Ron and Jan Seggie from Great Chart have stood down for the finance/banking/gift aid roles they held for many years. At present Shirley Leslie is covering their work in the very short interim period. However, she had received notification from the volunteer centre, via Martin Lees that they have a young lady there who is looking for some work on book keeping. Shirley Leslie will be arranging to meet her in the near future to see if this is something that could work for Great Chart.

**Revd Cathie Aldis-Saunders** asked for a vote of thanks for Ron and Jan Seggie for all the work they have done for Great Chart over the years. This was agreed unanimously by all those present.

### Management Accounts:

We were going along quite nicely over the summer with rather manageable over spends. Then it started to go downhill in September and October as the season of weddings had finished and the season of heating had started. Now the deficit is looking rather unpleasant. **Shirley Leslie** issued a stark warning that if we carry on in this way, it will be a £40,000 deficit by the end of the year. Therefore, it is difficult to build a budget.

### The 2020 Budget:

**Shirley Leslie** had put together some figures towards a budget which included a minimum increase in giving. This was because when a 5% increase had been put in the budget for 2019, it was not well received.

She continued. A budget is not a budget if you are budgeting for a deficit. That is a forecast. A budget has to balance or be in surplus.

The budget that was put before the PCC was for an increase in parish share of 1.3% (the predicted increase was between 1% and 1.5%). It is hoped that it will only be 1% in 2021, however, we don't know what effect Brexit will have on this outcome.

The reduction in insurance costs has been factored in to this budget as well. There is small caveat to this saving however. The amount of metal at St Mary's Ashford and St Mary's Great Chart that it makes them "high risk". There is also a new spate of metal thefts going on and Great Chart was hit a few weeks ago. Therefore, if there is a metal theft the excess on this policy this is £1,000. It would drop to £100 if we install roof alarms at these locations and the new insurers are offering us an incentive not only a drop in the excess but a grant of £1,100 towards Great Chart and £2,600 towards the installation of said alarm systems.

It was asked that if parish share was increasing by 1.3%, why was Mission and Ministry costs for 2020 higher than 2019. Shirley Leslie explained that Mission and Ministry costs is not just parish share. It includes, our admin staff, our clergy expenses. Christians Against Poverty, Messy Church, the support we give to Graham Nunn etc.

The overall Budget for 2020 will be in a negative state, therefore as said earlier this is really a forecast. It was suggested that the Finance Strategy Group (including the Church Wardens) reconvene to look at this shortfall and how to rectify it.

### Graham Nunn/Mission Payment

It was proposed by **Shirley Leslie** that the parish should give a payment to Graham Nunn of £1,000 for the work he does across the parish.

**Proposed:** Judy Blount  
**Seconded:** John MacKenzie

**FOR:** 21  
**AGAINST:** 0  
**ABSTENTIONS:** 1

Motion Carried

### Staff Pay Increase:

**Shirley Leslie** proposed that we increase the Administration Staff hourly rate from £8.50 per hour to £8.75 from 1<sup>st</sup> January 2020

**Proposed:** Shirley Leslie  
**Seconded:** John MacKenzie

**FOR:** 21  
**AGAINST:** 0  
**ABSTENTIONS:** 1

Motion Carried

### **8: SAFEGUARDING**

There was nothing to report

### **9: RESPONSIBILITIES OF PARISH CHURCH WARDNES AND LOCAL WARDENS:**

A paper had been previously circulated for this item. **Revd John MacKenzie** asked if there were any questions before going to the proposal. There were no questions.

The proposal read: "Following a meeting and discussions between the Archdeacon of Ashford, the Rector and the two churchwardens it is proposed that, for practical reasons and to avoid overloading the churchwardens, some of their functions shall be carried out by the Local Leadership Team (LLT) (or Local Management Team LMT) for the churches in their area. They would act on behalf of the churchwardens, and their actions would preferably be facilitated by the appointment of one or more local wardens for their local area. The local Wardens could be formally appointed as Sides persons to give them some status under Canon Law" (The full text of this proposal is on the file copy)

**Proposed:** Jerry Fox  
**Seconded:** Michael Piggott

**FOR:** 19  
**AGAINST:** 1  
**ABSTENTIONS:** 2

Motion Carried

It was asked how often the LLTs would meet to support the Local Wardens in their responsibilities. It was suggested that at least once a quarter (the pattern used at Willesborough) should be the norm.

### **10: MEETING WITH ARCHDEACON DARREN TO DISCUSS NEXT TEAM RECTOR**

**Jerry Fox** announced that there would be a meeting at John Wesley School on Wednesday 4<sup>th</sup> December for on this subject. This meeting will be the start of the process of the parish getting a replacement Team Rector after Revd John MacKenzie departs at the end of December.

It is our opportunity to shape the future.

### **11: GENERAL FABRIC ISSUES:**

#### Shadoxhurst – Confirmatory Faculty on Remembrance Plaque

**Phil Sibbald** gave a verbal update to this. In October 2018, the PCC approved a Faculty application for the installation of a Memorial to the Fallen of World War I from Shadoxhurst.

Due to the time constraints, this was granted under Temporary Faculty Status. This temporary faculty now has to be made permanent. Therefore, is it proposed that the PCC approve the submission of the Confirmatory Faculty.

**Proposed:**               **Phil Sibbald**  
**Seconded:**           **Caroline Mansley**

**FOR:**                    **22**  
**AGAINST**              **0**  
**ABSTENTIONS:**    **0**

Motion Carried

#### Ashford Prayer Box:

In previously circulated papers (Filed with file copy of these minutes) Ashford Church are proposing to install a prayer box in the church

**Proposed**               **Lesley Wraxall**  
**Seconded:**           **Richard Bellamy**

**FOR:**                    **21**  
**AGAINST:**             **0**  
**ABSTENTIONS:**    **1**

Motion Carried

#### Installation of Roof Alarm at Great Chart:

As previously stated under finance report, to get the better insurance cost, we need to install a roof alarm at Great Chart to EIG standard. Also to install at same time a Roof Lighting system. Funds are in place from Trinitas and ring fenced funds at Great Chart.

This will require a Faculty.

**Proposed:**               **Derek Goodwin**  
**Seconded:**           **Andrew Brown**

**FOR:**                    **22**  
**AGAINST**              **0**  
**ABSTENTIONS**      **0**

Motion Carried

#### Installation of Roof Alarm at St Mary's Ashford

As with Great Chart, we need to install new roof alarms to EIG standard at St Mary's Ashford. This will be part funded by Trinitas and Monies from premium savings by moving to Trinitas for our insurance.

This will require a Faculty.

**Proposed:** Andrew Brown  
**Seconded:** Jerry Fox

**FOR:** 22  
**AGAINST:** 0  
**ABSTENTIONS:** 0

Motion Carried

It was suggested that we put in a grant application to the Parochial Charities.

New Chair in Willesborough inSpire Café:

The Willesborough LMT met last night and have decided they would like to install new chairs in the café area at Willesborough church. They will be of imitation leather upholstery. Grant funding has already been sorted. Therefore, they would like apply for a Faculty to install 16 new chairs

**Proposed:** Jerry Fox  
**Seconded:** Wendy Pryor

**FOR:** 22  
**AGAINST:** 0  
**ABSTENTIONS:** 0

Motion Carried

Christ Church Organ:

**Robert Sharp** reported that the organ at Christ Church is in desperate need of renovation. The purses have been eaten by mice. The money has been raised anonymously to pay for all the work and has been gift aided. The meeting was not sure if this work would need a faculty or not. **Phil Sibbald** suggested that we vote to give permission for a Faculty if it is actually required. This was agreed by the meeting to save time.

**Proposed:** Robert Sharp  
**Seconded:** June Wenborn

**FOR:** 22  
**AGAINST:** 0  
**ABSTENTIONS:** 0

Motion Carried.

## Heating at St Mary's Ashford

**Revd Richard Bellamy** reported that they have been having problems with the ground source heating pump for a long time.

They have been waiting for proper assessments to take place. We have been looking at a plan B which is to supply the underfloor heating with a boiler installed in 2010. An engineer has visited as is putting in a price for insuring that they can indeed use this boiler feed the system. To actually replace the heat source pump would be between £10,000 and £20,000. It is vital that the plan b does go ahead to look after not on the church family community at St Mary's but Revelation St Mary as well.

They are expecting the quotation to come in this coming Friday and they don't know if it will come close to the £2,000 limit already set for the work. There is already a faculty in place for this work and is ready to submit apart from the receipt of the quotation. Therefore, it was asked if the PCC would vote to approve if the quotation is a bit over. The PCC gave the approval in case of any overspend of the £2,000 and that a grant application should be submitted to the Parochial Charities

**FOR:** 22  
**AGAINST:** 0  
**ABSTENTIONS** 0

It was suggested by **Derek Goodwin** that as a default position, when discussion anything like this we assume that it will require a faculty and vote on it at the next available PCC meeting then if works ~~didn't~~ require a faculty we would be saving time. All agreed with this suggestion.

## 12: SIDES PERSON / WELCOME TEAMS:

The list of these teams had been previously distributed and will be with the file copy of these minutes.

**Proposed:** Eve Lanchantin-Piggott  
**Seconded:** Caroline Mansley

**FOR:** 22  
**AGAINST:** 0  
**ABSTENTIONS:** 0

The submitted names were accepted

## 13: INCLUSIVE CHURCH NETWORK:

Two documents had been previously circulated proposing that we formerly adopt/subscribe the status of being an "Inclusive Church" from **Andrew Brown**.

The first question was is it a charity? **Andrew Brown** responded by saying it is a group of churches. There is a suggested donation to the group but it is not mandatory and only need to be paid if a church wanted too.

**Dawn Evans** said that she is not against inclusiveness at all, as one of the parishes Ignite enablers, this is exactly what ignite is all about. Fostering inclusiveness. However, this is the first time that she had heard of this suggestion at this group (i.e. PCC) and it should be something that is given prayerful and thoughtful deliberation before any proposals are put forward. We are already doing this and are we by giving a donation or putting it on paperwork are we just trying to look good for the rest of the world?

We say that we include people by putting a symbol up at a door saying we welcome all groups, could that actually suggest that at one point we didn't and this could put up a barrier?

Lastly and most importantly that Jesus said "We love God above all others and our neighbours as ourselves". Surely that should be enough? Jesus word should be enough and do we need to buy into more bureaucracy and paperwork?

**Phil Sibbald** said that while he is not speaking for or against the proposal, he did say that as a member of one of those minority groups he has always felt welcome in Ashford. There have been some churches where he hasn't been. So he felt that doing this is fine but similar to what **Dawn Evans** said it could imply that we haven't been previously that also you could add to it that by nailing our colours to a mast, church family members could be upset by it. In a way that they are being forced to agree to it whether they do or don't or have no opinion on the subject.

He continued by suggesting that this should go back to LLT level for discussion before it comes back to PCC for an official vote.

**Derek Goodwin** agreed with **Phil Sibbald** and that after he had look at the website in detail and felt that it should be put back to LLTS and then feed it to the congregations rather than what could potentially be seen as lightweight decision made by the PCC and this could upset people for not actually being consulted.

**Rev Cathie Aldis-Saunders** said that as a church, we are called to be inclusive in all who worship and follow Jesus Christ and this seems to her to be what we are called to as a church and would like to ask a question of this paper, who are we actually asked to include? Because they very nature of church is that we include all and if we start by saying we include these and not others we would start to create a second class citizenship and she would be against that.

**Andrew Brown** responded by saying that this network is encouraging us to look at our past and start to correct some of the things we have done. It involves us opening the doors and allowing people to come in. He stated as a disabled person, he finds reading out loud a difficulty and has had criticism for it "You need glasses" or "You should learn the readings beforehand" and those comments hurt. If we sign up to this institution, we stop all that happening. We stop discrimination. Yes LLTs can discuss it but they are not the policy making body of the parish the PCC is. He also added that he would be happy to come and speak to LLTs on this subject and arrange for a visitor from the Inclusive Church Network.

It was therefore proposed that this should go back to LLTs for discussion and congregations and they report back to the PCC. It was also proposed that these discussions take no longer than six months and each LLT reports its findings back the **PCC Secretary**

**Proposed:** Derek Goodwin  
**Seconded:** Arthur Waters

**FOR:** 21  
**AGAINST:** 0  
**ABSTENTIONS:** 1

Motion Carried

#### **14: PARISH LOGO**

At the last Vision Group meeting, four designs of a new logo were considered and one was approved by the team. Therefore, it now requires PCC approval for the new Parish Logo (copy attached to the file copy of these minutes)

**Proposed:** Phil Sibbald  
**Seconded:** Shirley Leslie

**FOR:** 19  
**AGAINST** 0  
**ABSTENTIONS** 2

Motion Carried



### **15: DISCUSSION OF ELECTION OF LAY VICE-CHAIR OF PCC**

With **John MacKenzie's** departure, the PCC is required to elect a Lay Vice-Chair of PCC to chair meetings until the new Team Rector is appointed.

The name suggested and put to the meeting was **Sally Lees** and it was felt with her experience and qualities, she would be the ideal candidate. Sally was also happy to take the post if elected.

**Proposed: John MacKenzie**  
**Seconded: Jerry Fox**

**FOR: 19**  
**AGAINST 0**  
**ABSTENTIONS: 3**

Motion Carried

It was then required that Sally Lees be Co-opted on to the PCC

**Proposed: John MacKenzie**  
**Seconded: Sally Lees**

**FOR: 20**  
**AGAINST 0**  
**ABSTENTIONS 2**

Motion Carried

### **16: TEAM DEVELOPMENT OFFICERS REPORT:**

**Phil Sibbald's** report had been previously circulated. It was asked if there were any questions on this report. There were none.

## **17: PARISH HALL HIRE AGREEMENTS**

**Phil Sibbald** had produced a new hall hire agreement for one off lets and regular lets which updated and added new terms and conditions. The new forms were also designed that you ticked which hall you required rather than having a set of forms per hall.

The forms had been previously circulated for feedback and all feedback had been updated by the time the meeting took place.

There was also an increase on the Security Deposit from £30 to £50

It then required PCCs approval for the new forms to be allowed to be used with immediate effect.

Two motions had to be voted upon

### **Approval of the new forms**

**Proposed:**            **John MacKenzie**  
**Seconded:**        **Derek Goodwin**

**FOR:**                **20**  
**AGAINST**         **0**  
**ABSTENTIONS**   **2**

Motion Carried

### **Increase of the Security Deposit from £30 to £50:**

**Proposed:**            **Phil Sibbald**  
**Seconded**            **Andrew Brown**

**FOR:**                **22**  
**AGAINST**         **0**  
**ABSTENTIONS**   **0**

Motion Carried

### **Christ Church Hall Hire:**

**John MacKenzie** reported that at the last meeting of the Willesborough LMT, they approved the increase of the hall hire hourly rate to £12 per hour.

### **Hall Hire Hourly Rates:**

It was commented on the difference in rates for the halls. Phil Sibbald said that there would be a review of these in the new year. However, it also had to be taken into consideration that there are some hirers not even paying the set rates base on the historical agreements.

It was agreed in an ideal world, the review would be carried out and changes implemented by January 1<sup>st</sup> 2020. Taking into account sufficient notice to the hirers.

**18: ANY OTHER BUSINESS:**

**Funerals / Memorial Services:**

**John MacKenzie** reported that there are two significant services coming up in the life of the parish. Eric Cooney's memorial service is taken place on 26<sup>th</sup> November at 1.30 pm in Town Centre Church.

Keith Sinden's funeral is on 22<sup>nd</sup> November at 2.00 pm in Folkestone.

**Administration of the Chalice:**

**Phil Sibbald** reported that we need to add to the "administration of the chalice" list Sue Varnells (Great Chart). It was reported that Sue is in good standing with the Great Chart church and the PCC were happy to approve.

**Proposed**                      **Cathie Aldis-Saunders**  
**Seconded:**                **Derek Goodwin**

**FOR:**                         **22**  
**AGAINST**                 **0**  
**ABSTENTIONS**        **0**

Motion Carried

**Vote Of Thanks To John MacKenzie**

**Revd Caroline Mansley** proposed a vote of thanks to **Revd John MacKenzie** as this would be his last meeting of the PCC. John was our first Team Rector who got the parish up and running. We obviously will all see John before he leaves but not as a PCC. A hearty vote of thanks was given for all he had done over the last three years and to wish him well and blessing for the future.

Revd John MacKenzie said it was a wonderful part of his life to see this birth of the parish and see it take its first steps and he looks forward to hearing and seeing the great things that the parish will move into in the next stage of it's life.

**19: CONFIDENTIAL MATTERS**

There were none

**20: DATE OF NEXT MEETING:**

Saturday 4<sup>th</sup> January 2020 at 9.30am in Willesborough Church

*SJ Lees*  
*SALLY LEES*  
*PCC VICE-CHAIR*  
*04/01/2020*