

## VESTRY MEETING

Prior to the commencement of the meeting a Vestry meeting was held for the election of Churchwardens. The meeting was reminded that the six year rule of the Churchwardens Measure 2001 does not apply to this parish (as voted on at the 2019 APCM). In the absence of any other nominations, Sandy Chapman (proposed by Susan Smith and seconded by Kathy Wiffen) and Pauline Smith (proposed by Linda Read and seconded by Gill Johnson) were duly appointed as Churchwardens. It was noted that this will be Sandy's eighth year of service, and Pauline's fourth.

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### MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING HELD IN THE CHURCH ON SUNDAY 11th OCTOBER 2020 AT 11:30AM

The meeting was opened with prayer by Rev. Edward Wright.

**Present:** 24 Parishioners (including 2 on Zoom) plus the Rector (Chair of the meeting)

**Apologies:** Greg Forsyth; Mike Hodder; Rhoda Hodder, Lyn Price

**Items for Any Other Business:** St George's Primary School Bible Donations

#### Minutes of the APCM 2019

It was proposed by Marleen Harvey-Kelly, seconded by Mary Houghton and agreed by 21 parishioners that the Minutes be adopted. 11 parishioners abstained as they had not been present at the 2019 APCM. The minutes were duly signed by Rev. Edward Wright.

**Matters Arising:** None

#### Election of Representatives to the Parochial Church Council

Mike Hodder and Lynn Whitham had resigned during the year. The meeting expressed their thanks to them for serving on the PCC.

Proposed by Mary Houghton and seconded by Pat Luxford, it was unanimously agreed that the following candidates be elected:-

Carolyn Beach	Trish Bradshaw	Greg Forsyth	Margaret Garlinge
Diana Knox	Linda Read		

#### Election of Representatives to the Deanery Synod

Marleen Harvey-Kelly and Kathy Wiffen were thanked for their 3 years' service as Deanery Synod Representatives and for kindly agreeing to continue.

Proposed by Gill Johnson and seconded by Trish Bradshaw, it was unanimously agreed, that Marleen Harvey-Kelly and Kathy Wiffen be re-elected and in these roles are ex-officio PCC members.

**The following reports were given orally and detailed copies, where available, have been filed with the Minutes.**

#### Electoral Roll Report

The report, prepared by Linda Fardell, was read out. There were 73 people on the current roll.

Linda was thanked for all her hard work administering the electoral roll, year after year.

## **Churchwarden's Annual Fabric Report**

Delivered by Sandy Chapman, the report incorporated the Building Report prepared by Malcolm Wiffen. The following were highlighted: -

- General maintenance carried out in 2019 included:-
  - Plaster repair work to the wall above the font
  - The flagpole and its fixings had been renovated
  - A replacement pump has been fitted to the WC Sump.
  - Floor Tiling has been repaired.
  - The Processional Cross has been repaired.
  - The clock has been serviced in accordance with the conditions of the grant from the Pilgrim's Trust.
  - The fire extinguisher servicing contracts have been renewed for another 3 years.
- A faculty submission was being progressed for the additional safety railing to the bell ringing chamber balustrade.
- DAC comments are awaited before Thomas Ford submit their proposals for the improvement of the disabled access for Faculty approval.
- An order for a broadband connection has been placed
- 3 Church cleaning and garden working parties took place in 2019.
- During Lockdown, Edward has regularly checked the building, especially the pipework.
- Since church services recommenced, with Covid 19 protocols in place, Pauline Smith and Linda Read have cleaned and wiped down the church weekly.
- A thorough inventory check against the terrier was made by the Churchwardens, who will update it to note the few candlesticks and a brass vase that could not be found and to include the iPad and red velveteen collection bags that had been donated in recent years.

Pauline and Sandy expressed their gratitude to Malcolm and Kathy Wiffen for their tireless efforts, looking after the building, to Edward for all that he does, and to all those who regularly give up their time to clean and help maintain the Church and to all for making their lives as Churchwardens easy.

## **Annual Report on the Proceedings of the PCC**

Prepared and delivered by Rev Edward Wright, he highlighted the following: -

- The PCC met 8 times during 2019. This includes 2 extraordinary meetings, one to appoint the Treasurer for the year and one to make arrangements for Faculty Petitions.
- The Standing Committee comprised Edward Wright, Sandy Chapman, Pauline Smith, Linda Read, Trish Bradshaw and Marleen Harvey-Kelly. In addition to attending the PCC meetings, the Standing Committee met between PCC meetings to prepare the agenda for the PCC.
- The PCC has to the best of its ability complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, for safeguarding children and vulnerable adults.
- Edward Wright, Marleen Harvey-Kelly and Kathy Wiffen sit on the Deanery Synod.
- The PCC agreed that the potential should be explored of working more closely with Ightham parish, with a view to the possibility of forming a link in the future.
- The weekly breakfast Church and 10:30 am main services have been sustained throughout 2019, as had the 8:00am Communion Service on the first Sunday of the month. The 'Cluster Group churches continued worshipping together on the 5<sup>th</sup> Sunday as well as for Special Services. Obviously since the pandemic, the service patterns in 2020 have all changed with much now on Zoom.
- The parent and toddler group continued to be worthwhile, with up to 16 parents and 25 children attending each Friday in 2019.
- The links to St Georges Primary School remain strong. The Rector, Sandy Chapman and Susan Smith sit on the Governing Body, with Sandy chairing the Worship Ethos and Safeguarding Committee in addition to being the Safeguarding Governor, and Susan is the RE Governor. Edward took their Collective Worship once a week and the school held services in

the Church monthly as well as for their Easter, Harvest, Remembrance, Christmas, Bible and Leavers Services. A monthly 'Open The Book' presentation involving a dramatized bible story and collective worship was started.

- The Charity Coffee mornings continued to be well supported in 2019 and has been very much missed during the lockdown months of 2020.
- The Pastoral Visiting Team was set up in September 2019 and includes, Edward, Sue Smith, Linda Read and Margaret Barrow. During Lockdown, the team has kept in touch regularly with the elderly and vulnerable parishioners.
- In 2019, the Church played host to the biannual Arts Festival, a choral workshop and a number of concerts as part of the Wrotham Village Music Festival.

### **Annual Report on the Financial Affairs of the Parish**

Linda Read presented the Statutory Accounts to 31<sup>st</sup> December 2019, drawing particular attention to the following:-

- The accounts have been prepared on a Receipts and Payments basis.
- The Statutory Accounts submitted to the Charities Commission are not detailed. For the APCM, a further 3 pages of detailed income and expenditure have been provided.
- The cash funds at 31/12/19 totalled £15,569, the General Fund balance being 2,577, the Designated Fund £3,791 and the Restricted Fund £9,201.
- Most of the Restricted Fund balance is for the disable access, the income from the Arts Festival of £4,490 is included in this.
- The outstanding £8,000 interest fee loan was repaid during the year.
- The general fund expenditure of £58,359 was similar to the previous year and equates to £1,122 per week. The planned giving equates to less than half of this, hence a plea for everyone to kindly review their giving and to donate on a regular basis.
- As our usual fund raising events have been curtailed due to the pandemic, we will be reliant on extra donations from parishioners during 2020..

Linda thanked Ken Fardell, Neil Rollings and Malcolm Wiffen for their assistance with all the paperwork. She said that we have always stepped out in faith that we will find the resources. She reminded us that the Church is the people who should be committed to reflecting God's love, using our own gifts to inspire others to know God and ensuring God is at the centre of all we do. We need to trust in God and rely on His strength.

The meeting applauded Linda for all her hard work producing the accounts and she was also thanked for the many other duties she performs.

Proposed by Neil Rollings and seconded by Charles Harvey-Kelly, it was unanimously agreed to receive the accounts.

It was proposed by Marleen Harvey-Kelly, seconded by Gill Johnson and unanimously agreed that John Francis be appointed as Independent Examiner for the year ended 31 December 2020.

### **Safeguarding Report**

Stephanie Munn, introduced herself as our recently appointed Designated Safeguarding Officer reported the following: -

- The 2020 APCM is coincidentally taking place on Safeguarding Sunday
- Safeguarding is the protection of children and vulnerable adults and is at the core of our Christian Faith.
- Recently, a lot attention has been drawn by the Media to the Independent Inquiry that found the Church had not protected children from sexual abuse. 8 recommendations were made, including around the clergy disciplinary process, information sharing, support for victims, mandatory reporting and diocesan safeguarding officers to act independently not as advisors to clergy, under a national safeguarding team.

- Safeguarding is everyone's responsibility - Proverbs 31:8 states 'Speak out for those who cannot speak, for the rights of all the destitute.'
- Basic online courses are available to all through the Diocesan website
- The annual audit had been completed and demonstrated compliance with most of the required standards :-
  - All PCC members must complete the basic awareness safeguarding training (evidence is awaited for 3 PCC members)
  - The PSO, churchwardens and readers should complete Leadership training (The PSO is currently undertaking the training).
  - All activities should be risk assessed
  - A Safeguarding poster with contact details is displayed (a dedicated mobile phone is awaited)
  - The safeguarding policy is published on the website
  - The Facebook account is for information sharing only - it has restricted access and all moderators have all had basic awareness safeguarding training.
  - As Lead Recruiter for DBS checking, Stephanie is awaiting log in details. DBS checks remain outstanding for 2 PCC members and a pastoral team member.
  - Stephanie concluded with the Safeguarding Sunday prayer, committing us all to create a safe place for everyone.

### **Proceedings of the Deanery Synod**

Marleen Harvey Kelly, who with Kathy Wiffen, represents Wrotham at the Shoreham Deanery, prepared and presented the report highlighting the following: -

- Rev. Tim Hatwell (Ightham) is Rural Dean and Jenny Webster (Ightham) is Deanery Secretary.
- There have been 4 meetings:-
  - 2 presentations focussed on the Called To Grow Initiative and the toolkit to focus on the vision for our parishes and how to be more effective as a Church.
  - The Rev Richard Williams, Diocesan Director of Finance delivered a presentation explaining that the General Fund had been renamed the Common Fund, 88% of which came from the congregations. It is used to provide support and training for the clergy and to finance the diocesan secretariat.
  - Jenny Ross, the Communications Officer at the Diocese gave a Zoom presentation focussing on the various solutions that had been found by the different parishes to continue worship and connect with their communities and what this means for the future.

Rev. Edward Wright expressed the PCC's thanks to Marleen and Kathy for their regular attendance at Deanery Synod.

### **Rector's Report**

Rev. Edward Wright reported that:-

- The pandemic has been a catalyst for change
- The Growth Enablers had returned to work, having been furloughed.
- Our Called To Grow working committee has determined that a media presence was our priority.
- Neil Rollings was thanked for his hard work overhauling the website and weekly uploading the Sermon and prayers to You Tube.
- The Facebook page had been set up and thanks were given to Trish Bradshaw, Lizzie Nuttall and Stephanie Munn for overseeing it.
- It is envisaged that the demand for virtual services will continue into the future and work is being done to install broadband in the Church, but this is a lengthy process.
- Another Called to Grow priority is to reach the younger generations and to expand on our excellent connection with the local primary school. – Advice is being sought from a full time Children' Worker.
- Accessibility of the Church is also a priority, but the disable access is a long term project.

- New patterns of service were being trialled just before lockdown and further options will be looked at again when the opportunity arises.
- With a serious fall in clergy numbers, the diocese will be looking to streamline parishes, allowing one incumbent per 5000 parishioners and with a greater reliance on Lay Ministry . With this in mind the PCC are in discussions with Ightham to become a United Benefice. A draft proposal will need to be agreed by the Tonbridge Archdeaconry.

### **Any Other Business**

St. George's Primary School, under the leadership of Libby Rye, continues to strive to maintain its outstanding SIAMS status .Letters requesting donations for bibles for Year 5 Pupils had been emailed out with the other documents in relation to this APCM.

**Date of the next Annual Parochial Church Meeting: 18<sup>th</sup> April 2021** (Easter Sunday is 4<sup>th</sup> April)

The meeting ended with the Grace at 12:54 pm

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## **EXTRAORDINARY MEETING OF THE PCC**

### **Present:**

Edward Wright  
Carolyn Beach  
Trish Bradshaw  
Sandy Chapman  
Margaret Garlinge

Marleen Harvey-Kelly  
Diana Knox  
Linda Read  
Pauline Smith  
Kathy Wiffen

1. Proposed by Sandy Chapman and seconded by Trish Bradshaw, it was unanimously agreed that Linda Read be appointed as Treasurer.
2. An extraordinary PCC meeting will take place via Zoom on Tuesday 20<sup>th</sup> October at 8:00pm, to finalise the programme of Advent and Christmas Services and Events.
3. The next formal PCC meeting will take place via Zoom on Tuesday 17th November 2020 at 8:00pm.

The meeting ended at 1:01 pm