

**ST MARY THE VIRGIN CHURCH – WEST MALLING**

**Minutes of the Annual Vestry Meeting held in the Church  
on Sunday 17<sup>th</sup> March 2019 at 11.00 a.m.**

**PRESENT:** Revd. David Green (Chairman), member of the PCC and parishioners were in attendance.

1. The meeting began with a service of Morning Prayer for the congregation and refreshments were served before the Vestry Meeting began at 11.05am.
2. **Apologies** from members of the congregation were acknowledged.
3. **Minutes of the previous meeting** held on 29<sup>th</sup> April 2018

**3.1. Approval as a correct record**

- 3.1.1.** Proposed as a correct record by Becky Clifford, seconded by Yvonne Smyth and unanimously approved.

**3.2. Matters arising (meeting held on 29<sup>th</sup> April 2018)**

- 3.2.1.** There were no matters raised.

**4. Election of Church Wardens**

- 4.1. There have been two nominations for Church Warden from John Musker & Clare Innes, proposed by Becky Clifford and seconded by Isobel Macdonald. John and Clare were duly elected and thanked for continuing in their roles.

**5. Vestry Charities**

**5.1. Brett lectures**

- 5.1.1.** Nick Crutchfield that the vestry charity's income is from investments and amounts to approx. £100 each year. The charity does not seek funds from elsewhere. In the last year, in lieu of a Lent sermon, a donation was made to John Musker for his talk on his cycling pilgrimage.

**5.2. Malling Memorial Institute**

- 5.2.1.** The congregation were reminded that this is not a Church charity, but it has strong historic links with St Mary's and an Anglican Christian foundation in its Trust Deeds. At present the Vicar and both churchwardens serve as trustees and David is the Chairman.
- 5.2.2.** The purpose of the charity is, in essence, supporting the development of young people of West Malling and the neighbourhood. This is now done by letting out parts of the Clout and using the money to help individuals or groups directly connected with young people e.g. Music at Malling, the local cricket club or individuals going on expeditions such as World Challenge. MMI are always looking for and welcome new applications for grants.

**5.3. Relief In Need**

- 5.3.1.** Isobel Macdonald informed the congregation that there is currently £2,025.59 of funds (as of March 2019) available to support individuals and causes from the parish of West Malling when required.

**6. Any Other Business**

No matters were raised and the meeting closed at 11.20 am.

Signed (Chairman):

Date:

## ST MARY THE VIRGIN CHURCH – WEST MALLING

### Minutes of the Annual Parochial Church Meeting held in the Church on Sunday 17<sup>th</sup> March 2019 at 11.00 a.m.

*Action points are marked with a grey background.*

**PRESENT:** Revd. David Green (Chairman, the PCC and parishioners were in attendance.

1. The meeting took place immediately after the conclusion of the Vestry Meeting.
2. **Apologies** were received from members of the congregation.
3. **Minutes of the previous meeting** held on 29<sup>th</sup> April 2018
  - 3.1. **Approval as a correct record**
    - 3.1.1. Proposed as a correct record by Becky Clifford, seconded by Yvonne Smyth and unanimously approved.
  - 3.2. **Matters arising (meeting held on 29<sup>th</sup> April 2018)**
    - 3.2.1. There were no matters raised.
4. **Closing nomination for PCC and Deanery Synod**
  - 4.1. The Chairman made the congregation aware that Leo Sharp and Justine Rhys were stepping down from the PCC this year. David Day has served his second term and therefore will be taking a break from the PCC in accordance with the Church Representation Rules.
  - 4.2. Nominations for the PCC were closed. Jill Rutland is nominated for a second term. Proposed by Gemma Coupland and seconded by Lesley Bays. John Denny (Treasurer), was also nominated, proposed by Gemma Coupland and seconded by John Musker.
  - 4.3. There were no elections for Deanery Synod. The next election is due to take place in 2020.

#### 5. **APCM Report**

The Chairman presented to the congregation the APCM report.

##### 5.1. **Electoral Roll report**

- 5.1.1. There were 94 parishioners on the Ecclesiastical Electoral Roll unchanged from 2017. The average weekly attendance at St Mary's was 49 adults (up 3 from 2017) and 9 children (up 4 from 2017).
- 5.1.2. There were 96 Communicants at Easter (up 11 from 2017) with 120 in attendance, down from 138 in 2017. There were 97 Communicants on Christmas Eve/ Day (down 2 on 2017) and 725 people who attended services over the two days

##### 5.2. **A report on the last year for the PCC and the parish**

- 5.2.1. The Chairman referred the congregation to the accompanying APCM report that summarises the major focus of the church's work and the majority of the activity this year was in regards to the fabric of our building and, specifically, our hopes to provide new facilities for our church. The Chairman thanked the church community for their engagement, grace and generosity in the process.
- 5.2.2. In leadership of the ministry, the Chairman thanked the Lay Ministers, Margaret Moore and Becky Clifford, and the retired Clergy Brian Fortnum, Jim Brown and Alan Vousden and to more occasional preachers and leaders of services.
- 5.2.3. The Chairman thanked those that help with running the church including, John Musker and Clare Innes as Churchwardens, John Denny as PCC Treasurer, and Gemma Coupland as PCC Secretary, and Andy Rathbone for overseeing our Safeguarding responsibilities.
- 5.2.4. On behalf of the PCC, the Chairman thanked all those who serve, arrange flowers, regularly

clean, bell ringing counting and banking, music, lead Sunday school, Mothers Union, caterers, sidespeople, and all those that make St Mary's the place of worship that it is.

### **5.3. PCC Discussions in the last year**

The Chairman presented the number of issues that the PCC attended to during 2018, relating to the church's mission, the church building and the church reordering. Key issues discussed during the year included:

- 5.3.1. Planning for a proposed reordering of the church including the proposed extension to the church building.
- 5.3.2. The suspension of the Patron's Right to Presentation and the official appointment of Rev David Green as Vicar of St Mary's West Malling & Rector of St Michael's, Offham.
- 5.3.3. Planning and reviewing Major Festivals in the Christian year, and setting fees for matters relating to Occasional Offices.
- 5.3.4. Matters of concern within the Deanery and Diocese including Diocesan budget challenges and the need to support the wider church with the increase of contribution funds through the parish share.
- 5.3.5. Management of the church's finances, including decision-making relating to funds gifted to St Mary's in specific donations and legacies.
- 5.3.6. Discussing and providing a PCC response to the proposals for a Bishop's Missions Order for St Gabriel's Kings Hill.
- 5.3.7. Safeguarding and Child Protection matters.
- 5.3.8. Decisions concerning the allocation of church away-giving to missionaries both in this country and overseas and agreeing the percentage we give away.
- 5.3.9. Approval for a number of community and fundraising events and concerts and special events including but not limited to the Music@Malling festival, Fields Of Life Carol Service, the Heart of Kent Hospice Christmas concert and West Malling Community Choir events.
- 5.3.10. Minor fabric and other expenditure costs and ongoing churchyard maintenance.

## **6. Financial Report**

- 6.1. The Treasurer (John Denny), presented the financial summary of the year for St Mary's. West Malling PCC's total receipts, on its own unrestricted and restricted funds in 2018, were £76,714 (2017: £150,054) and are detailed in the financial statements.
- 6.2. The Mission allocation for 2018 from which grants were paid amounted to £6,186.00 (8.5% of qualifying income for 2017 which was £72,783) – an increase of £624 on our Away Giving from the year before. There were three major grants of £1,000 or more given. The largest beneficiaries were: Pilsdon Community, West Malling £1,700 David & Robin Stearns working in Uganda £ 1,100 and Daniel & Sarah Brito Medeiros, CMS £ 1,100.
- 6.3. The day-to-day receipts and payments for St Gabriel's, Kings Hill have been managed by St Gabriel's Treasurer and these accounts were consolidated with the PCC's accounts at year end. With the Bishop's Mission Order established in December 2017, it is unfortunate 2018 has been another year in the consolidation of those accounts were required. We still await St Gabriel's separate charitable status to be fully established. St Gabriel's income, as stated in the attached accounts, was £29,975.00 (2017: £20,285) which makes the total receipts for both churches to be £106,689.
- 6.4. The PCC's day-to-day financial affairs showed a deficit for St Mary's of £14,292 (2017 showed a surplus of £42,505). St Gabriel's financial affairs showed a surplus of £11,633. Giving from collections in Church and direct to the bank decreased by nearly £3,000 to £37,874 (2017:

£40,117). In the last two years, such giving has fallen by nearly £6,000. The income from activities for generating funds increased in 2018 to £6,624 compared to £6,221 in 2017.

- 6.5. Under the Offer system the PCC paid £45,000 during 2018, unchanged from 2017. The Offer covers the cost of the stipend and related costs and in addition, a contribution towards other diocesan ministry and support costs.
- 6.6. Contributions towards the costs of Benefice Administrator were £3,470. 2018 was a very difficult year with a major drop in the number of weddings contributing to our difficulties in sustaining levels of income. The declining patterns of attendance and subsequent giving are also a major concern. It is important that we continue to highlight the need for ongoing generosity around voluntary giving and a collective effort towards fundraising throughout the year

## **7. Churchwardens Report**

- 7.1. It has been another year of balancing essential maintenance work and expenditure against the plans for the major reordering of the church.
- 7.2. The major fabric work continues to be our hopes to provide new facilities in a reordered and extended church building. Unfortunately towards the end of 2018 we reached a stalemate with our design, which led to the very difficult decision to part company with the previously appointed architects. However, by the end of the year, the PCC had appointed Purcell from a group of competing firms to be our new partners. After a difficult period, we are now back on track preparing our planning and Faculty submissions, and drawing up a schedule for consulting with the church community, the wider community and key heritage bodies.
- 7.3. Maintenance spend has therefore been kept to a minimum, pending the reorder. Nevertheless, some work has been required including essential repairs to the electrical wiring in the boiler room were carried out. As the boiler is most likely to re-located as part of the re-ordering project it is not necessary to undertake the more significant improvements that would otherwise be required
- 7.4. The lighting in the nave has required continual attention as a number of individual light fittings have failed and have had to be replaced.
- 7.5. Phil Coupland and John Musker have removed a considerable amount of debris and growth that had built up on the flat roof on the north side of the church. Drainage pipes were cleared to ensure efficient run off from rainwater. A recent inspection was carried out to check the roof remains clear of debris;
- 7.6. The Diocese were responsible with the other home owners for the resurfacing of the driveway leading up the Vicarage and the private residential houses beyond.
- 7.7. In the Churchyard, the current five year plan for the maintenance of the trees was concluded in 2018. We anticipate a new survey and new five year plan being put in place in 2019. In order to provide better protection for the graves and headstones in that area, and as part of the works to resurface the driveway, it was agreed to remove the parking area at the end of that driveway; reinstatement works to the damaged grass area will get underway in the Spring of 2019. Damage to headstones caused by a vehicle being driven across the churchyard is being rectified and the driver of the vehicle is paying for all the damage.
- 7.8. A topple testing survey was also done in 2018 and the results will be acted upon from 2019 onwards, in partnership with West Malling Parish Council. Finally, the two standpipe taps (situated in churchyard and outside the vestry door) were replaced with the push button type which reduces the chance of taps being able to be left running and wasting water.

## **8. Deanery Synod Report**

- 8.1. Jaki Musker briefed the congregation on the main discussion points and concerns of the Deanery Synod as documented in the supporting APCM annual report.

## **9. Elections**

### **9.1. PCC**

9.1.1. Mrs Gail Crutchfield (Proposed by Jill Rutland and seconded by Philip Coupland) and Mrs Yvonne Smyth (Proposed by Isobel Macdonald and seconded by Gail Crutchfield) were duly elected.

## **10. Appointment of independent examiner**

10.1.1. The Chairman proposed that Alan Gibbins should be appointed as independent examiner for 2019. The APCM agreed. Alan Gibbins was thanked for his support.

## **11. Questions**

11.1.1. There were no questions raised by the congregation

## **12. Any other business**

12.1.1. None noted.

**The meeting finished at 12.00 pm**

Signed (Chairman):

Date: