

St Mary the Virgin Church, West Malling

Vestry Meeting

will be held on Thursday 18 April 2013
in the Church Hall from 7.30 p.m.

Agenda

1. Reading from Scripture and opening prayer
2. Apologies for absence
3. Minutes of the last meeting held on 19 April 2012
 - 3.1. Approval as a correct record
 - 3.2. Matters arising not covered by rest of the agenda
4. Brett sermons
5. Election of Church Wardens
6. Parish Charities
 - 6.1. Relief in Need
 - 6.2. Malling Memorial Institute
7. Any Other Business

St Mary the Virgin Church, West Malling Annual Parochial Church Meeting

will be held on Thursday 18 April 2013 in the Church Hall
immediately following the Vestry Meeting

Agenda

1. Apologies for absence
2. Minutes of the last meeting held on 19 April 2012
 - 2.1. Approval as a correct record
 - 2.2. Matters arising not covered by rest of the agenda
3. Closing nominations for PCC and Deanery Synod
4. The Reports
 - 4.1. Electoral Roll
 - 4.2. A report on the last year for the PCC and the parish *David*
 - 4.3. A particular report about Kings Hill *David*
 - 4.4. Financial report *Lesley & Andrew*
 - 4.5. Churchwardens' Report *John & Becky*
 - 4.6. Diocesan Synod Report *David*
 - 4.7. Deanery Synod Report *David, Margaret or Janet*
 - 4.8. Sunday School, Choir, Mothers' Union, Bell Ringers, Flowers, Servers
Brief additional reports
 - 4.9. Churches Together in Malling *Margaret*
5. Elections and appointments
 - 5.1. Election of Deanery Synod representatives
 - 5.2. Election of PCC
 - 5.3. Election of Sidespersons
 - 5.4. Appointment of independent examiner
6. Future direction *David*
7. Questions and open discussion on matters relating to the life of the church
8. Thank you!
9. Any Other Business
10. Closing prayer

ST MARY THE VIRGIN – WEST MALLING
Minutes of the Annual Vestry Meeting held in the Church Centre
on Thursday 19th April 2012 at 7.30 pm

PRESENT: Revd. David Green (Chairman), 42 parishioners attended.

1. The meeting opened with prayers and a reading from Psalm 34.
2. **Apologies** were received from Sir John Best-Shaw, Sue Chapple, Karen Webber and David Jeffrey.
3. **Minutes** of the last meeting on 5th April 2011
 - 3.1. **Approval as a correct record.**

The minutes were read aloud by Becky Clifford, and the proposal that they should be signed as a true record was proposed by Isobel Macdonald, seconded by Becky Clifford, and clearly carried.
 - 3.2. **Matters arising.**

There were no matters arising.
4. **Brett Sermons**

It was reported that David had delivered the Brett sermons this year, apart from one which was given by Graham Green. Nick confirmed that the £150 in the charity fund had, at David's request, been put back into the fund so that it might be built up into a useful sum for the future.
5. **Election of Church Wardens**

The Chairman confirmed that two nominations had been received. Becky Clifford was proposed by John Musker and seconded by Cherry Plummer, and John Musker was proposed by Becky Clifford and seconded by Isobel Macdonald. As there were no other nominations, both were duly elected.
6. **Parish Charities**
 - 6.1. In regard to **Relief in Need**, Isobel reported on behalf of the Trustees that £125 had been distributed to six needy people at Christmas time. David Green is shortly to become chairman of this charity, and asked those present that he and Isobel be notified if they know of any suitable recipients for help.
 - 6.2. In regard to **Malling Memorial Institute**, Nick Crutchfield gave a brief report noting that as David had arrived, the charity was about to change focus from having put a lot of effort and investment into the building into a new phase where it was hoped funds would be recouped and grants could begin to be made.
7. **Any Other Business**

No matters were raised, and the meeting closed at 7.50 pm

ST MARY THE VIRGIN – WEST MALLING
Minutes of the Annual Parochial Church Meeting held in the Church Centre
on Thursday 19th April 2012 immediately following the Vestry Meeting

PRESENT: Revd. David Green (Chairman), 42 members of the Electoral Roll attended.

1. **Apologies** were received from Sir John Best-Shaw, Sue Chapple, Karen Webber and David Jeffrey.
2. **Minutes** of last year's APCM held on 5th April 2011
 - 2.1. These were read, and Ian Walker-Jopson proposed, and Isobel MacDonald seconded the motion that they should be approved as a correct record, with one minor amendment. This was clearly carried.
 - 2.2. **Matters Arising**
There were no matters arising.
3. **Closing nominations for PCC and Deanery Synod**
 - 3.1. The Chairman explained that there are twelve places available on the PCC and three on the Deanery Synod. There had been eleven nominees for the PCC, and Janet Wincott had been nominated as a Deanery Synod Representative, to replace Ian Walker-Jopson who was stepping down. No new nominations were received.
 - 3.2. David explained that the 2011 *Church Representation Rules* states that PCC members should serve for three years, with one-third of the membership eligible for re-election each year. To deviate from this plan requires a formal decision. He reported that the PCC had discussed this change of structure and was not minded to deviate from *Church Representation Rules* in this regard.
 - 3.3. He also explained that there was a separate option to include a maximum limit of years served for PCC members, after which they should take a sabbatical of at least a year. The PCC had thought that six years (i.e. two back-to-back terms) would be appropriate, but will need the approval of the APCM. A vote would be held later in the meeting.
4. **The Reports**
 - 4.1. **Electoral Roll report**
Becky Clifford reported that the Electoral Roll was 130 in 2011. She also reported Anne Gibbins has kindly volunteered to stand as Electoral Roll Officer in the coming year.
 - 4.2. **A report on the last year for the PCC and the parish**
David expressed his thankfulness to God for the last year's work in the parish. He particularly highlighted our children, teenagers and young adults and families that mean we can look to the future with excitement, anticipation and faith in all that God has for us as a community of believers and in our work to reach those around us. Although the reports show areas where we are strong, there are a number of challenges facing us, including taking prayer more seriously, giving, and encouraging those who are not currently involved to use their gifts.

David was thankful to all who contribute to the life of the parish, making use of their time and skills. There were too many people to name and thank individually for all that they do, but David highlighted and thanked all those who work with our children and

teenagers, those involved in pastoral visiting, our choir and Audrey & Colin Attree, those who read and intercede or serve on Sundays, Rev'd Peter Barnett and our Lay Reader Margaret who assists David with leading and preaching, our PCC members, the Deanery Synod representatives, Gail Crutchfield and Bob Veitch, our Foundation Governors at the school and Rosemary Lea who helped fill in during the interregnum, those that organize events for both men and women, those who write in the parish magazine (especially Sir John, Graham Green, Mike Rowe alongside Becky Clifford), all those involved on Kings Hill, those that clean St Mary's and the Church Centre, our bell ringers, those that provide their expertise with the flowers, those that cater at special events, people who organise fund raising activities, and the sides-persons who offer a welcome to all who join us on Sunday for worship.

4.3. A particular report about Kings Hill

David highlighted the position of Kings Hill in the work of the benefices of West Malling and Offham, and Mereworth and West Peckham (which will welcome the installation of Pat Dickin next Wednesday). Out of the four traditional parishes, Kings Hill has specific legal links to West Malling PCC, where its finance and insurance is based and it worships within the parish boundaries of St Mary's and so he felt that a Kings Hill presence here is logical and is to be encouraged.

4.4. Financial Report

Andrew Meek and Lesley Bays gave a full explanation of the finances using a PowerPoint presentation. The overall result was a loss of £ 8,030, compared with a loss of £6,463 in 2010. Net assets are £94K, an £8K reduction, but still well in excess of the reserves policy.

Total income was £56,000 (2010 £67,500); voluntary income dropped by £4,000 to £39,000 and other income dropped by £6,000 to £11,000 in 2011. Overall, the income totals were £52,000 unrestricted funds (down from £63,000 in 2011), and £5,000 in restricted funds (up from £4,000 in 2011).

Total expenditure was £65,000 (2010 £76,000). Running costs remained level, but there were one-off costs of approximately £13,100 for the Quinquennial roof repair, offset by grants of £8,500 and £23,000 for the church boiler, which was covered by fundraising, donations, and Gift Aid. Stipend and Parish Share Costs were lower than 2010.

Net assets decreased by £8,000 during the year, to £94,000, primarily because of the cost of the roof. £15,000 of previously restricted funds was allowed to fund the roof project, and has since been allocated back to funds designated for church repairs, so that the restricted funds balance fell to just over £32,000.

A grant of £5,000 had been received from TMBC, and a loan for £7,000, which helped with cash flow, has now been repaid. Further grants of £3,500 were received for the roof repair, and claims for Gift Aid in excess of £5,000 have been received. Generous donations were received for the heating fund and future clock repairs, and fund-raising included concerts, the sponsored bike ride, open gardens, magazine sales and advertising, and Traidcraft sales in church. Thank you to all who contributed to the success of these activities.

The Kings Hill Fund is £11,219, which is an increase of approximately £650 on 2010.

Fundraising for specific projects has been a resounding success in 2011, but the draft budget (new for 2012) forecasts a loss in line with 2010 and 2011. We are grateful to regular contributors, and for those who sign up for Gift Aid, which are vital to our cash

flow, but we need to reverse the downward trend in our finances and as part of this process. Andrew and Lesley thanked Alan Gibbins for giving up his time once again to verify the accounts, and thanked Rob Hancock for helping with the Gift Aid.

David presented to the APCM a brief summary of a booklet he had produced to help our congregation understand our financial situation. He explained that he was impressed by the generous donations for the projects over the last year, but that parishioners also need to review their regular giving. The costs and sources of income were also explained, and David said that at present the average contribution per person per week is £8.49. If this could rise to £11 each, the church would not only cover its costs, but could begin to look to grow what we do. He noted the booklet would be something he would discuss with PCC before, hopefully, being able to circulate to the congregation on a forthcoming Sunday.

4.5. Churchwardens' Report

Becky reported that the details of the roof and boiler repairs have all been recorded in the Church Log Book, and that an inventory is available for inspection in the Church Property Register. She suggested an additional volunteer greeter to act as an additional sidesperson in order to welcome people as they arrive at church.

Isobel's report is detailed in the Annual Report, which includes a list of the fabric issues which the Churchwardens have dealt with during the last twelve months. She also wished to thank everyone who had helped and supported her during her time as a Churchwarden.

4.6. Diocesan Synod Report

David had been elected to the Synod to replace Brian Stevenson, but there has not been a meeting since he joined. He gave a summary of the issues facing the church; the debates on ordination of women bishops, and the vote on the Anglican Covenant.

4.7. Deanery Synod Report

Margaret Moore attends these meetings, which are held three times a year. Last time, the issue of women bishops was discussed, and Derek Carpenter put both sides of the argument. They had rejected the Anglican Covenant.

4.8. Sunday School, Choir, Mothers' Union, Bell Ringers, Flowers, Servers

Mary Gibbins reported that the Sunday School had had a good year, thanks to the small core of leaders, and that all the children had had an enjoyable time. Audrey and Colin Attree had again arranged an impressive programme of music, and are looking for volunteers for the choir. The Mothers' Union has recruited new members this year, who will be inducted on 7th May. Nick Crutchfield has recruited new bellringers this year, though most come from outside the parish. Ian voiced his concerns about maintaining the number of servers, but welcomed his new helpers. (Full reports in Annual Report 2011 booklet.)

4.9. Churches Together in Malling

Margaret Moore said that most parishioners are only aware of the Good Friday Walk of Witness, but there is also a Hunger Lunch in May at the Methodist Church, which would welcome more supporters. There is also a summer event at the Friars and carol singing at Christmas. Isobel suggested that these activities could be highlighted in the magazine.

5. Elections and appointments

First, there was a vote on the sabbatical rule for PCC members (ref 3.3 in this document). Becky Clifford proposed and Isobel MacDonald seconded the motion, which was clearly carried. It will be introduced with immediate effect.

5.1. Election of Deanery Synod Representative

This is not a Deanery Synod election year but Ian Walker-Jopson had asked to step down and so a by-election was required. Janet Wincott was proposed by Cherry Plummer and seconded by Lesley Bays. There were no other nominations, so Janet was duly elected.

5.2. Election of PCC

The following were proposed and seconded as detailed below:

Lesley Bays	Isobel MacDonald / Deb Sutch
Nick Crutchfield	Joan Austin / Cherry Plummer
David Day	Isobel MacDonald / Becky Clifford
Anne Gibbins	Deb Sutch / Cherry Plummer
Mary Gibbins	Joan Austin / Cherry Plummer
Rob Hancock	Mary Gibbins / Nick Crutchfield
Andrew Meek	Mary Gibbins / Cherry Plummer
Cherry Plummer	Joan Austin / Isobel MacDonald
Deb Sutch	Isobel MacDonald / Cherry Plummer
Anna Tunnicliff	Becky Clifford / Lesley Bays
Ian Walker-Jopson	Cherry Plummer / Deb Sutch

As there were eleven nominees for twelve seats, all were declared elected.

Mary Gibbins is becoming Secretary in place of Deb Sutch, and Lesley Bays is continuing as Treasurer.

In regard to the new three year system, and in line with the guidance in *Church Representation Rules*, lots were drawn amongst the new PCC members for their length of service:

Three years (till April 2015): Anna Tunnicliff, David Day and Ian Walker-Jopson

Two years (till April 2014): Nick Crutchfield, Mary Gibbins, Anne Gibbins and Deb Sutch

One year (till April 2013): Lesley Bays, Rob Hancock, Andrew Meek and Cherry Plummer.

5.3. Election of Sidespersons

Ron O'Neill reported that two sidespersons have stood down, and been replaced by Isobel MacDonald and Janet Wincott. All five Sundays are covered on a monthly basis, but it would be useful to have some volunteers to act as reserves. Ron also noted he would welcome volunteers for church cleaning on the first Monday of the month.

5.4. Appointment of independent examiner

The Chairman proposed that Alan Gibbins should be appointed as independent examiner for 2012. Those present and eligible to vote agreed.

6. A word about our future direction as a church

The Chairman noted that he wanted to make a slight break with tradition and, instead of focussing on the previous year (which could be read about in all the paperwork for the meeting, he said that he would like to look forward at the APCM and to take the opportunity to reflect and discuss. He reported that the PCC will be able to do this at an Away Day on 30th June but these were some of his first impressions having arrived in September of last year. In seeking to grow the Church in both spiritual depth and also in terms of numbers, he felt that we needed to:

- 6.a. To make the church accessible and inclusive with good signage and a welcoming atmosphere, particularly to families;
- 6.b. To consider how the buildings – air raid shelter, coach house, Church Centre, churchyard and church are utilised, and whether they meet people's needs. He noted that lack of effective lighting and toilets in the church is a frequent complaint.
- 6.c. This parish has an unusual situation with both a Religious Community and Pilsdon present in our parish boundaries. That was surely a strength and a blessing to be encouraged.
- 6.d. To build on the growth achieved during the interregnum

7. Questions and open discussion on matters relating to the life of the church

7.1. Question about Gift Aid

Ian Walker-Jopson asked Andrew Meek about Gift Aid and the effect that recent tax changes might have. Andrew reported that it had been held at 25% , so there is unlikely to be any change to our predicted income.

As a side point, the Chairman explained that the Government's proposed imposition of VAT on listed buildings will make repairs 25% more expensive. He encouraged everyone to sign the e-petition on the numberten.gov.uk website in order to try to persuade the government to reconsider.

7.2. Question about Giving

Rob Hancock asked why the amount of giving had fallen. Andrew reported that it was essentially due to a reduced number of people contributing.

7.3. Question about Joint Services

Nick Crutchfield asked if people were aware of the joint services that have taken place over the past few months. The Chairman said they had been publicised, and it was up to everyone to decide whether they wanted to come or not. Necessarily they are evening services, but perhaps that makes it more difficult for some people to attend.

7.4. Question about the Children's Area

Nick Crutchfield mentioned that in other churches the children's area is at the front, and wondered whether this allowed the children to feel more involved. Claire Morton said that this might help, as she could not hear from the back. Isobel MacDonald commented that the sound system was not as effective as it might be. Concern was also expressed about attracting children, and retaining them, for example, as servers. The Chairman said that when the Family Service without communion was introduced, it had the unwanted side-effect of meaning the young servers no longer had a place; that was something that needed to be rectified. He said that he and Ian are looking at creating more opportunities, and all the trainee servers are attending Youth Group and so while they may not be in church on Sundays regularly, we do see them in other ways.

8. Thank you!

8.1. Becky Clifford expressed thanks to those who were retiring from various roles, and gave each a present. Isobel Macdonald is stepping down from being a Churchwarden, Sue Chapple from the PCC, Deb Sutch from PCC Secretary, Gail Crutchfield as a Foundation Governor, Janet Wincott as a Server, and Joan Austin as Chairperson of the Mothers' Union.

9. Any Other Business

There was no other business.

10. Closing prayer

The meeting closed with **a prayer and the Grace** at 9.20.

Signed
Chairman

Date