MINUTES OF PCC MEETING 15TH JUNE 2026 ON ZOOM

Present: Monica Aldridge, Julia Hawkins, Nicky Timlick, Bonnie Chandler, Pam Moss, Michael O'Connor, Joy Wilson, Catherine Oyeniran, Rev. Mark Ball (Chair), Peter Cornell, Angie Cornell, Douglas Seth Smith and Alex Chisholm.

1. **Minutes of last meeting and matters arising.**
   The notice in both churches regarding filming is to be done by Michael.
   Mark is to change the wording on pew sheets regarding live streaming.
   At baptisms filming and photography should be explained at the beginning of the service. Michael, Mark and Catherine will work together to have a set script to be announced by the preacher before the service.
   After a request to change the time of bellringing practice, this has been put in place.
   The minutes were agreed by all to be a true record. Proposed by Nicky Timlick and seconded by Julia Hawkins.
2. **Standing Committee**
   The committee met on 10th June. It updated progress on the vacancy and discussed possible changes to PCC meeting dates.
3. **Vacancy**
   The advertisement is now live on the diocesan platform and Michael has had a reply to his report that the opening paragraph in the advertisement is not clear and that it will be changed.
   Interviews will be held on September 3rd. The Standing Committee will work with the PCC regarding being available to meet prospective candidates. Michael has asked the Archdeacon to put the advertisement in the Church Times but has not had a reply yet.
4. **Safeguarding**
   The Safeguarding Action Plan was adopted after a couple of lines had been amended. Proposed by Nicky Timlick, seconded by Pam Moss and carried.
   The PCC has a review of non church activities, but there were none that apply as most are already on the Parish Dashboard.
   There is one outstanding ongoing Safeguarding issue.
   The Response to Safeguarding Allegations Policy was reviewed and

accepted. Proposed by Nicky Timlick, Seconded by Catherine Oyeniran and carried.

5. **Finance and Fabric**
   No written report.
   Alex is chasing EDF regarding a large Direct Debit that we are paying but is waiting to get more details from Michael. They will have a meeting together where Michael will give him these details and other outstanding details.
   Hall Hire Fees – to be put to Finance Committee.
   Jayne's pension was discussed and Alex is working on it.
   The proceeds from the sale of the Matthews Memorial Hall are to be invested and Alex will work on a proposal. We are still paying water rates for that building.
   Douglas has asked Bacon Lightning for a quote for repairing the lightning conductor at St Margaret's.
   Catherine has accepted a quote from Santone to replace the entrance mat at St Peter's. Date for installation TBA.
   Michael has submitted faculty requests for the removal of the barbed wire on the roof at St Peter's and also for an electric replacement for the hot water boiler.
   Michael is doing an aerial drone survey of St Margaret's roof.
   There is a small range of items that he will arrange for contractors to carry out.
   The tea making boiler at St Peter's is to be fitted by Michael and Douglas.
   The new PA system has been fitted at both churches, though there is one bit of snagging to be done at St Margaret's regarding You Tube recordings. Michael is to send in the form to Without Walls to ask for a grant towards the PA systems.

6. **Cluster Report**
   The report of their meeting on 13th May was received.
   We are still awaiting dates from Andrea regarding the First Aid Course.
7. **Charitable Giving**
   Christian Aid raised £127
   Knit and Natter for the Wisdom Hospice raised £121

8. **Worship plans**

   The rota has been done and the next one is nearly finished. Rev Christine Allen will be helping out frequently and is offering her time with no charge.

   Julia asked that visiting priests should ask if people would like to come up for a blessing during communion.

9. **Risk Assessments**

   The Fire Risk Assessment is not yet ready.

10. **AI Policy**

    Alex has only just sent out the draft policy so this will be held over until the next meeting.

11. **Correspondence** – None

12. **Confidentiality**

    Jayne's pension

13. **A.O.B.**

    Quinquennial – We will no longer pursue getting the shattered glass of the tower repaired. Other works will be put in hand soon by Michael.

    Catherine has contacted the council regarding repair to the boundary wall at St Margaret's and has had an automated reply to say that they have received her email but she has heard nothing further yet.

    Ruth Pyrke – Ruth's contract as curate ends at the end of July at St John's, Chatham and she will then be moving away. Mark suggested that we have a collection for her and will put a notice in the pew sheets.

    Frequency of PCC meetings.

    The PCC discussed changing the frequency of meetings to bi-monthly with Standing Committee meeting in between PCC meetings to carry out PCC business and keep proposals etc. moving forward. This will improve efficiency and prepare the ground for the new incumbent as they will have to attend our meetings and those at St Matthew's Borstal. There was no dissent, so this was agreed.

    It was agreed that the PCC and Standing Committee minutes be sent out to members as soon as possible after the meetings so that members could read what is set out so that things like Policies and Risks Assessments can be done quickly and could also be aware of any tasks that they have to do which will speed up the process.

It was also agreed that the Finance and Fabric committee be notified of relevant issues before their meetings.
Mark would like us to explore the idea of someone in charge for specific things like running repairs and Julia suggested that the load be spread around people for jobs to be done.
Proposed by Michael, and seconded by Alex. Mark will arrange this.
We also discussed altering the format of the Agenda.

14. **Date of next meeting TBA**

We ended with a prayer.