

KIPPINGTON PARISH CHURCH

The Annual Parochial Church Meeting to be held on
Sunday, 25th April 2021 at 11.30am

AGENDA

- 1. Welcome**
- 2. Apologies**
- 3. Election of Churchwardens**
- 4. Confirmation of the Minutes of the Annual Parochial Church Meeting held on Sunday 13th September 2020 and any matters arising**
- 5. Election of Representatives to the Parochial Church Council**
- 6. Trustees Report of the Parochial Church Council**
- 7. Report on the Electoral Roll**
- 8. Questions on the Report on the Parish Child Protection/Vulnerable Adults Policy**
- 9. Questions on Churchwardens' Report**
- 10. Questions on Fabric Report**
- 11. Financial Report and Presentation of Audited Accounts**
- 12. Appointment of Honorary Independent Examiner**
- 13. Election of Joint Council representatives**
- 14. Vicar's Report**
- 15. Election of Sidespeople**
- 16. Any Other Business**

Any questions that members on the electoral roll wish to raise concerning the church of St Mary Kippington and the benefice of the West Sevenoaks Team Ministry to be put in writing and sent to either the PCC Secretary or the Team Rector no later than the 22nd of April

Minutes of the APCM held on 13th September 2020

1. Mark Bridgen welcomed everyone to the meeting and confirmed that the Vestry meeting would now form part of the main APCM meeting.

2. Sally Munro and Susan Morrow had stepped down as Churchwardens. Thanks were given to them for their service, during what had been a challenging time during both an interregnum and the COVID-19 pandemic. A token of thanks had been sent to them both.

3. Although it was not possible to express our gratitude in person, Mark wished to also publicly thank Lynette Leithead for her many years of service.

4. Declaration and Commissioning

4.1 It was confirmed that APCMs would be returning to their normal format in April 2021. Mark confirmed that Brenda Ross and Avril Hunter had agreed to step in as Churchwardens until the APCM in 2021 and that Mark, acting as the Bishop's representative, could appoint both candidates if it is St Mary Kippington's will they be accepted. Avril and Brenda were duly appointed Churchwardens.

5. Minutes of previous APCM

It was proposed these be accepted.

Proposed: Jenny Gyte

Seconded: Wendy Young

Approved

6. Matters arising

None

7. PCC membership

7.1 Elaine Brewer and Katherine Lang had served their term on PCC and were stepping down. Mark thanked them for their service. Mark confirmed that Sharon Fishwick and Amanda Eyre had been nominated for PCC. He thanked them for their willingness to stand. There being no other candidates - Sharon and Amanda were duly appointed.

7.2 It was confirmed that Joan Taylor, as a Licensed Lay Minister, would be on PCC as an ex-officio member.

8. Deanery Synod report

8.1 Stephen Day had prepared the report and invited questions. There being none the report was accepted.

9. Deanery Synod elections

9.1 Mark thanked Stephen Day and Joan Taylor for their service as Deanery Synod representatives. Their terms had now come to an end. Stephen had offered to stand again and together with Janet Eilbeck had been nominated to act as Deanery Synod representatives. Mark thanked them for their willingness to stand and there being no other nominations declared them duly elected.

10. PCC Annual Report

This had been presented to the APCM and was duly accepted.

11. Safeguarding

The Safeguarding Report had been presented. Thanks were given to Wendy Pritchard for preparing the report and for being our Safeguarding Officer. Questions were invited, but there being none, the report was duly accepted.

12. Churchwarden's Report

The report had been prepared by Sally Monroe and Susan Morrow. There were no questions and the report was duly accepted.

13. Fabric Report

Thanks were given to Keith Evans and the Fabric Committee for their work and for the preparation of the report. Questions were invited, but there being none the report was duly accepted.

14. Financial Report

The Financial Report had been presented to APCM. Treasurer, Chris Saunders talked through the report and presented a slideshow highlighting certain points. He invited questions but there were none. Chris offered to send anyone a copy of the slides, should they require one. Chris wished to thank Zoe Anderson and the Finance Committee for their assistance, in what had been a particularly difficult year. Chris wanted to give thanks for all of the one-off donations which had been given to help with the shortfall this year.

Mark thanked Chris and all members of the Finance Committee on behalf of the Church.

15. Joint Council for the West Sevenoaks Team Ministry

15.1 It was proposed that a Joint Council be appointed with members from all three parishes. There would be no more than six meetings per annum and that the Team Clergy will form part of the Council, as and when they are appointed.

Proposed: Graham Roper

Seconded: Glynn Hicks

Approved

15. Independent Examiner

Philp Wood had agreed to stand again as our Independent Examiner. Mark thanked Philip for doing so this year and for agreeing to stand again.

16. Sidespeople

David Green read out the list of sidespeople who had served and asked they be elected for another year.

Proposed: David Green

Seconded: Glynn Hicks

Approved

Mark thanked all of the sidespeople and reiterated how important their welcome was for visitors to the Church.

17. AOB

None

18. **Closing**

Mark wished to offer some closing remarks. Although he had only been in the role for five weeks, he hoped he had demonstrated that he wants to listen to everyone and aims to contact everyone in the parish. It is important to listen and share perceptions and opinions.

The benchmark for the Joint Council had been prepared prior to the pandemic and Mark wished to thank David Kitley, Lynette Leithead and all members of the PCCs for the three parishes for formulating this. It was intended that this would be a collaborative ministry with PCCs putting aside certain things to the Joint Council. Mark wished to honour that vision but it was important to revisit the framework, especially as COVID was now a part of our lives. It was important that the team would be strong and successful and that it would represent the broadness of the Church of England ensuring inclusivity and care for all. It is hoped that the team will represent the best of Anglicanism. We all have an important part to play in this.

The Ministry would build bridges and bring joy and hope, encompassing the fears now in people's lives. It is important that no-one is left behind - consideration should be given to both physical and online ministry.

Mark thanked everyone for their prayers and support.

Meeting ended with prayer at 12 noon.

SAFEGUARDING REPORT FOR APCM 2021

On 6 October 2020 the Church of England published its independent enquiry into child sexual abuse in the church. As anyone knows who has read it, it is a very difficult read. The second stage of the report relating to the abuse of vulnerable adults is due this year. As a result of this investigation, we can expect a tightening of safeguarding processes and procedures in the church. Part of St Mary's response to the report has been to make safeguarding a standing item on the agenda of each PCC meeting.

In anticipation of the October report, at the beginning of 2020 clergy in the Diocese invited anyone who had suffered abuse in the church to come forward to seek healing. This is a continuing invitation. Anyone wishing to report abuse, current or historic, should contact Mark, me or the Diocesan safeguarding team at Rochester. Contact details are on the poster in the quiet corner.

In 2020 the PCC complied with its duty under s5 Safeguarding and Clergy Discipline Measure (2016). This is a duty to have regard to the House of Bishops' guidance on safeguarding children and vulnerable adults.

All DBS renewals for the PCC for 2020 (the period covered by this report) have been completed and certificates received. Many thanks for your cooperation to everyone who has renewed or taken out a new certificate this year.

Although some additional volunteers have come forward to help with our children and young people, I have deferred the applications for their DBS certificates until they are about to start assisting.

We did not run any safeguarding training sessions in 2020. Initially these were deferred from May 2020 in the hope that they could be run in person later in the year. This did not prove possible. In addition, the Church is bringing in a new form of training and accreditation in response to the October report. The Diocesan safeguarding team set up a very helpful Zoom meeting in November to explain the changes to the Parish Safeguarding Officers. Once the training materials are finalised by the Diocese, I will set up a training session. Last year I discussed with my counterpart at Riverhead the possibility of joint training and I will take this forward this year.

For anyone who has already done training, you only need to undertake the new form of training and accreditation when your current certificates expire after 3 years. However, as previously, I am hoping to extend the training to anyone who wishes to undertake it. In past years this has given rise to some excellent discussions that have resulted in changes to our procedures.

One of the main safeguarding challenges we had in 2020 was keeping our band of dedicated meals deliverers and those receiving meals safe. We have issued safeguarding materials to both those delivering and those receiving meals based on both Government and Church of England guidelines. I am extremely grateful to everyone for observing these guidelines as the health and welfare of our deliverers and those receiving the meals is of paramount importance to us. I would also like to thank Sophie Balmer, our wonderful cook, for the strict hygiene standards she observes when cooking the meals.

Following the PCC elections at the APCM, I will be grateful if all new PCC members will contact me with their email addresses so I can send them the link for their on-line DBS applications.

Wendy Pritchard (wendy.pritchard@berkeleygroup.co.uk)

Parish Safeguarding Officer

CHURCHWARDENS' REPORT

This is probably the most unusual Churchwardens' report to an APCM there has ever been. We have only been Churchwardens for seven months since the delayed APCM in September 2020. Much of our time has been spent supporting Mark and helping with his setting up of the West Sevenoaks Team Ministry. It has been very gratifying seeing the formation of the new team. We both attended (virtually), the Institutions of both Andy Finn at St Mary the Virgin and Anne Bourne at St Luke's. All this during a pandemic with the problems of mask wearing and social distancing, not to mention a large number of Zoom meetings! As far as possible the normal patterns of church life have continued. The ticketed services over Christmas were well supported and members of the congregation were delighted to be able to celebrate in church.

Life as Churchwardens has been made a lot easier by the continued work of the Fabric Committee, taking over some of our work load. We are very grateful for their help.

We meet regularly with Mark discussing church and pastoral matters and we both attended the newly formed Churchwardens' Liaison Group.

Hopefully the months ahead will become easier with the easing of lockdown and we will be able to get back to something like normality.

FABRIC COMMITTEE REPORT TO APCM, April 2021

Meetings of the Fabric Committee took place on 23 January and 11 March 2020; due to circumstances beyond its control, no formal meetings have taken place since then. Members have, however, met on an individual basis when appropriate, and as a Committee have kept in constant touch by telephone and e-mail.

Work has been completed on most of the remaining items called for in the Diocesan Quinquennial Report of November 2018. Outstanding items, plus subsequent work, still to be carried out include repairs to the Church and Privy stonework, leadwork on the tower roof, and possible renovation of the external Notice Board.

All necessary Surveys (Insurance Risk Assessment, Lighting, Firefighting equipment, church heating boilers, Lightning protection) have been carried out and satisfactory Certification received. Your Committee has periodically checked and found to be in order the church Emergency Lighting System. As the Hall has been little used since the first two months of 2020, no maintenance work has been required; it was satisfactorily surveyed as part of the Insurance Risk Assessment in November 2020.

Your Committee has been pleased to appoint a qualified Architectural Surveyor to undertake an Annual Survey of the Church and Hall; his first Report is expected in September 2021.

A future matter your Committee is aware of, and budgeting for, is that of updating the Church Lighting System to present-day standards.

Due to external circumstances, progressing work on the provision of wheelchair space in the Church, as described in your Committee's 2020 APCM Report, has not been possible; we plan to move this forward as soon as practicable.

LIST OF SIDESPEOPLE AS OF APRIL 2021

(Sundays unless otherwise shown)

Martin Bush	Carolyn Bush
Pat Campbell	Ian Campbell
Ian Cowdroy	Rosemary Creed
Ed Daniels	Jean Day (Weddings only)
Stephen Day (Weddings only)	Dudley Fauchon-Jones
Sue Fauchon-Jones	Pam Gillham (Weddings only)
Ian Gillham (Weddings only)	Andrea Green
David Green	Jenny Gyte
Geoff Gyte	Patrick Howe (Reserve)
Avril Hunter	Simon Lang
Brenda Ross	Caireen Surgeoner
Joan Taylor (Weddings only)	Vincent Taylor
Heather White	David White
David Williamson	

The PCC would also like to take this opportunity to thank David Green in co-ordinating everyone and all those who have acted as sidepeople and to draw people's attention to the fact mention that we do require a few more people to volunteer to act as sidespeople – especially for the family service on the first Sunday of the month.