

**MINUTES OF THE ANNUAL MEETING  
OF  
THE PAROCHIAL CHURCH COUNCIL  
OF  
ST MARY KIPPINGTON**

Held on Sunday 23rd April 2023 in Church

The Vicar, Rev Mark Bridgen was in the Chair and 41 parishioners were present

**1. Welcome**

Mark welcomed everyone and opened the meeting with prayer

**2. Apologies**

Apologies were received from Rosemary Creed, Sue Shepherd, Dawn Shepherd, Norman Shepherd, Rev Anne Bourne

**VESTRY MEETING**

**3. Election of Churchwardens**

3.1 Mark thanked the Churchwardens for their time, care, leadership, and listening qualities. We are blessed as a church. He thanked David White and Brenda Ross for all they have given over the past year. David was stepping down from the position. He has taken the role wisely and has been conscientious, steadfast and faithful. Mark presented a small token of appreciation, which he suggested pales into comparison for work of the last two years.

3.2 We are grateful that Brenda is offering to re-stand and an invitation was extended to John Worth who is now stepping into the role.

In respect of John Worth:

Proposed:: Keith Evans

Seconded: Vincent Taylor

In respect of Brenda Ross:

Proposed: Stephen Day

Seconded: Jean Day

Mark asked the congregation for a show of hands to approve the nominations. Approved

Brenda and John were invited to step forward and present themselves. Staves of office were presented with joy as the churchwardens were legally appointed and elected for St Mary Kippington for the year 2023. Prayers of blessing given.

No further business the Vestry meeting ended 11am

**APCM**

*Throughout the meeting Mark lit a candle and wished to remember those members of our Church who were no longer with us.*

**4. Minutes of 2022 APCM and Matters Arising**

4.1 The minutes of the 2021 APCM had been circulated prior to the meeting. Mark asked if there were any amendments to the minutes. There were none. It was proposed that the minutes be accepted.

Proposed: Brenda Ross  
Seconded: Janet Eilbeck  
Approved

4.2 Mark invited questions regarding matters arising, but there were none.

*A candle was lit in memory of the life of David Whitchell and thanks given for all he gave to enrich the life of our fellowship.*

## 5. **Election of PCC**

5.1 On behalf of the church, Mark wished to record our appreciation for Avril Hunter, Sharon Fishwick and Amanda Eyre for their time on PCC and Janet Eilbeck for representing us at Deanery Synod. They have completed their terms. Thanks were given to the effort and time they put into these roles over the last two or three years.

Two nominations had been received for PCC membership. Jennifer Worth and Janet Eilbeck had been nominated.

In respect of Jennifer Worth:

Proposed: Brenda Ross  
Seconded: Amanda Eyre

In respect of Janet Eilbeck:

Proposed: Philip Wood  
Seconded: Kath Wood

Mark informed the meeting that Stephen Day had offered to continue to represent Kippington at Deanery Synod.

Proposed: Brenda Ross  
Seconded: Kath Wood

Mark thanked everyone for offering to stand.

There being no further nominations, it was unnecessary to hold an election. Mark invited the congregation to show support for Jennifer and Janet's membership of PCC and Stephen's representation on Deanery Synod. A prayer of blessing was said and thanks given for their willingness to stand.

*A candle was lit in memory of the life of Kathleen Bird and thanks given for all she gave to enrich the life of our fellowship.*

## 6. **Trustees Annual Report**

The report had previously been circulated to the meeting.

6.1 Mark expressed thanks to all who helped shape its contents and production. Questions invited for pages 1-6 only. There were none. The report was duly accepted.

*A candle was lit in memory of the life of Imelda Williams and thanks given for all she gave to enrich the life of our fellowship.*

## 7. **Electoral Roll**

7.1 The Electoral Roll is on display in church. Mark thanked Zoe Anderson for compiling and managing the process as well as her work on planned giving and gift aid. Mark invited questions, but there were none.

*A candle was lit for fellowship members who have suffered death of a loving spouse during the year, especially remembering Matt Wilkinson*

## **8. Parish Child Protection and Vulnerable Adults Report**

8.1 The report had been circulated prior to the meeting. Mark thanked Wendy Pritchard for producing the report and invited questions on both the report and any safeguarding matters regarding the life of the church. There were none. Mark stressed that safeguarding must be taken with the utmost seriousness throughout the team. The work of each PSO in each parish is increasing. Thanks to Wendy as both our PSO and acting on behalf of the team as she was assisting at St Mary the Virgin as PSO for the last 10 months.

*A candle was lit in memory of the life of Terry Cronin and thanks given for all he gave to enrich the life of our fellowship.*

## **9. Deanery Synod Report**

9.1 The report was circulated prior to the meeting. Thanks were given to Stephen Day for producing the report. Questions regarding Deanery Synod's life and procedures were invited, but there were none. Thanks to Janet and Stephen who acted as our representatives for the last year.

## **10. Churchwarden/Fabric Report**

10.1 The report was circulated prior to the meeting. Thanks were given to Brenda and David for preparing it. Questions were invited, but there were none. Mark thanked those on the Fabric Committee.

*A candle was lit for fellowship members on our electoral roll who have suffered the loss of a loved one.*

## **11. Report from the Joint Council of West Sevenoaks team of churches**

11.1 The report was circulated prior to the meeting. Questions were invited but there were none. March expressed thanks to Kippington representatives on the Council - the Churchwardens, Brenda and David, together with Sharon Fishwick, Chris Saunders and Glynn Hlcks.

*A candle was lit in memory of Elizabeth Davis who received communion at home.*

## **12. Financial report and presentation of accounts**

The financial report had previously been circulated. Mark thanked Chris and those on the Finance Committee for their work over the last 12 months. Mark then handed over to Chris for a presentation.

12.1 Unrestricted funds: these broke even within a few hundred pounds. We did receive a further Covid support grant and a grant from the Diocese to help with energy costs. We have been well below budget due to lack of expenditure. This includes depreciation.

12.2 Restricted funds: the church development fund fell a little, expenditure including the streaming service and a new laptop. The meal delivery fund was shared, according to the wishes of the donors, between the general and church development fund.

12.3 Our planned giving numbers have fallen. Of the 66 regular givers, eight were able to increase giving, for which we are grateful.

12.4 Collections in 2019 and earlier were about £9000 pa, since Covid these have gone down to around £3000pa and risen slightly to £5000pa, but have not reached pre-Covid levels.

12.5 The value of Charifund investments fell slightly, but the income received almost matched the loss. Our net current assets are higher, although the bottom line on the balance sheet is lower.

12.6 We spent £145,000 this year which is 6% higher than last year. 75% of our operating costs relate to our diocesan offer and the running of the centre and church.

Chris thanked everyone who helped keep a lid on spending.

12.7 Our income was less due to fewer grants than in 2022, but our planned giving and donations via the plate are marginally ahead.

12.8 Chris then summarised the statement of our overall financial activities.

12.8.1 Diocesan offer: our annual payment consists of three elements: incumbent salary, parish support for the diocese (this dropped in 2021 as we are now in a Benefice), and the wider Diocesan mission.

12.8.2 We now have fewer regular givers and lower plate giving. Our planned giving scheme fell from 71 to 65. We are currently at 67. Chris asked people to consider joining the scheme. He is hoping that the

QR code will also generate some income. He expressed grateful thanks to those who have enabled us to stay on an even keel.

12.8.3 Our away giving was £13,600 which was between 24 different charities. Special collections brought this amount to £17,641.

12.8.4 Energy costs: Gas prices are seven times higher than 2022 and electricity five times higher. Discounts we had on gas and electricity have now ended. We have obtained a new discount, but it is a tenth of what it was. Last year we thought costs would rise by £17000. We have switched suppliers to get a better deal but it is unlikely this will revert to previous levels. In practice we need to cut our consumption, but still expect to spend £8,000 more in 2023 than 2022.

12.8.5 Without the increase in utility costs we would forecast a balanced income in 2023, but it is difficult to predict. The 2023 Budget presented to the PCC in December forecasts a deficit on unrestricted funds of £18,000. Our maintenance will increase and there will be a new Quinquennial Inspection in the autumn which may attract more expenditure.

12.8.6 Parish Centre: We have lost some regular users and may lose others. We have had to increase hire costs to cover utility costs.

12.8.7 The key messages to take forward: we must continue to balance costs against income; we are on track to fall short of target in 2023 and there will be a deficit; we need to bring Planned Giving back to 2012 levels; the Diocese has had its own difficulties as it has had to make redundancies and has tried to help other parishes as well.

12.8.8 Chris wanted to make a few requests before ending his presentation: please consider joining the Planned Giving scheme; if you have weekly envelopes, please continue to give; if you are a taxpayer, please use the special gift aid envelopes.

12.9 Chris invited questions. There were none, but he invited questions at any time, should anyone have any queries.

It was proposed that the meeting approve the accounts.

Proposed: Chris Saunders

Seconded: Wendy Young

Mark asked for a show of hands to approve the accounts. Approved.

Mark thanked Chris for all of his hard work as Treasurer.

### 13. **Appointment of Independent Examiner**

13.1 Mark was pleased to confirm that Philip Wood had once again offered to stand as our Independent Examiner. Mark thanked Philip for all of his efforts over the last year and for his willingness to stand again.

The APCM were invited to elect Philip Wood as our Honorary Independent Examiner.

Proposed: Chris Saunders

Seconded: Sharon Fishwick

Approved

Thanks were offered to Philip for his willingness to continue in the role.

*A candle was lit for members of the church family who have struggled with illness or adversity during the year.*

### 14. **Vicar's Report**

14.1 Mark thanked everyone who helps us function during the year. From Churchwardens to PCC members, the choir and organist, sidespeople, Sunday Club helpers, the office, Finance Committee and all who read, intercession on Sunday, the flower team and those who take items to the food bank and those who donate; for the running of our website, looking after the church grounds, our Charities Committee, the sound team, the study group and Pastoral and Ministry team, safeguarding, plant sales and archives. The Church is all of us and it is recognised that some take on roles to enable the church to be that which we are called to be. 13.2 Particular thanks to Jean Day for her commitment to children and young people. Thanks also to Karen Bridgen for her management of the centre.

14.2 We are grateful to have returned to the normal pre-pandemic pattern of church life.

14.3 We have forged a strong relationship with those who have fled from Ukraine. There is a drop in centre and we are grateful for the volunteers who run this. We have also managed to establish a monthly Ukrainian service.

14.4 Live streaming has now been introduced, via our Youtube channel. Has had some hiccups but thanks to the sound team these appear to be sorted. Thanks to everyone for setting up the Christmas Fair and for our church socials.

14.5 We have now introduced outside speakers to our 10.30 services. Thanks to everyone attending our services.

14.6 It has been a joy to train our Curate here and across the team. Particular thanks to Anne for her support and dedication to St Luke's and the team. Sadly there have been difficult times at St Mary the Virgin, culminating in the resignation of Andy Finn. There is a reduction in staffing, but we are thankful for everyone helping to keep services running. Mark confirmed that we are looking for advice from senior staff to see how we move forward as a team.

Mark thanked everyone for their kindness, care, commitment and dedication - thanks to everyone who helps us continue.

#### 15. **Sides Team**

15.1 The appointment of sidespeople will take place at the first meeting of the PCC following the APCM. We are thankful for the team at Kippington, fronted by David Green with Andrea Green in support. David Green was invited to confirm who is stepping down and whether anyone is joining. David confirmed that no one left the team over the last 12 months and it remains the same as last year. He expressed thanks to David Williamson and Dudley Fauchon-Jones who run the 8 o'clock service every week. David White for the family service and Jenny Gyte for the wedding team. The wedding team needs help - please do get in touch with Jenny if you are able to assist. David also wished to express his personal thanks to the team.

#### 16. **AOB**

16.1 Mark confirmed that no AOB points had been received.

16.2 Brenda Ross thanked Mark and Karen on behalf of all of the congregation for their commitment over and above, for all that they did for Kippington.

There being no further business the meeting ended with the Grace at 11.55am.