

ST MARY KIPPINGTON: Sunday, 14th April 2024 – 10:30am.

ANNUAL MEETING OF PARISHIONERS

1. Welcome and Prayer
2. Apologies
3. Election of Churchwardens

ANNUAL PAROCHIAL CHURCH MEETING

1. Approval of the Minutes of the Annual Parochial Church Meeting held on Sunday 15th May 2022
2. Matters arising
3. Electoral Roll Report
4. Thank you to members having served their term of office
5. Trustees Annual Report of the Parochial Church Council
6. Questions on the Parochial Church Council Report
7. Financial Report and Presentation of Audited Accounts
8. Questions on Churchwardens' and Fabric Report
9. Questions on the Child Protection and Vulnerable Adults Report
10. Questions on the Deanery Synod Report
11. Elections onto the Parochial Church Council
12. To appoint an Independent Examiner of the Parochial Church Council
13. Thank you to our Sidespeople
14. Vicar's Report
15. Any Other Business
16. Closing Prayer

St Mary Kippington – Annual Reports 2024

**Electoral Roll Report
Sevenoaks Deanery Synod
Parochial Church Council Report
Churchwarden's Report
Fabric Committee Report
Senior Sidesperson's Report
Child Protection and Vulnerable Adults Report**

Electoral Roll Report

ELECTORAL ROLL UPDATE: APRIL 2024

NUMBER ON ROLL AT APRIL 2024 = 133

OF WHICH: 57 ARE RESIDENT WITHIN THE PARISH (42.9%)

76 ARE NON-RESIDENT (57.1%)

NUMBER ADDED DURING YEAR = 0; NUMBER REMOVED = 0;

NUMBER DECEASED = 0

NUMBER ON ROLL AT APRIL 2023 = 133

OF WHICH: 57 WERE RESIDENT WITHIN THE PARISH (42.9%)

76 WERE NON-RESIDENT (57.1%)

Zoe Anderson

Sevenoaks Deanery Synod 2023

Sevenoaks Deanery consists of 17 parishes situated from Westerham in the west to Seal St Lawrence in the east including all the town churches. The Synod consists of representatives of all the churches. It has to be stated that Deanery Synods have no executive powers and no budget to allocate. It is, however, a useful forum in which the parish representatives can debate matters of common concern with discussions led by visiting speakers from the diocese or elsewhere.

The Synod met twice in 2023; the first meeting, on 11th May, was held at Chevening Church and the main subject was a talk by Karen Senior who holds the position of 'Warden of Lay Ministry' in Rochester Diocese. The speaker emphasised the importance of lay ministry to support ordained ministers in parishes. In Rochester Diocese there are now 67 Licensed Readers and 84 Licensed Lay Ministers.

The traditional role of Lay Ministers/Readers is to take non-eucharistic services but some have been appointed 'Certified Users', who can officiate at Holy Communion with the Vicar present. Others have had specific additional training to take funerals. She emphasised that Readers/Lay Ministers do not have to have an academic background to undertake the training. The meeting concluded and Karen Senior was duly thanked by Canon Anne le Bas, the Area Dean.

The second meeting of the Synod took place on 22nd November at our own church, St Mary Kippington. As usual agenda items included a report from the General Synod, a treasurer's report and a report from the Area Dean on pastoral matters, and general news from the Deanery. The main topic was 'Prayers of Love and Faith'. This name has been given to a set of prayers written to be used to bless civil marriages of same sex couples. At this stage it is worth emphasising that the Church of England is not contemplating same sex marriages but the blessing of unions which have already taken place in a Registry Office or similar venue.

In the Agenda for 22nd November the Area Dean acknowledged that this was a potentially divisive issue and wrote 'This will not be a formal debate of the substantive issue of PLF, but a chance to talk and listen with one another at this point in the process, in order to keep channels of communication open between us.' For this item, the Synod split into small groups but there was no formal reporting back and no resolutions were put to the Synod.

Stephen Day
March 2024

Parochial Church Council Report 2023/2024

PCC membership

Members of the PCC are either ex officio or elected at the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During the year, the following served as members of the PCC:

Incumbent	The Reverend Mark Bridgen, Chair
Team Vicar (St Luke's)	The Reverend Anne Bourne
Curate	The Reverend Steve Osei-Mensah
Representatives on the Deanery Synod (3 year term)	Stephen Day (from September 2020 - present, re-elected April 2023)
Churchwardens* (1 year term)	Brenda Ross John Worth
Elected Members (3 year term)	Lisa Stroud (from May 2022) Rosemary Creed (from May 2021) Jennifer Worth (from May 2023) Janet Eilbeck (from May 2023)
Co-opted members 1 year terms	Chris Saunders, Treasurer Caroline Howe, Secretary Avril Hunter

* Churchwardens also serve as Vice-Chairs of PCC

The following matters were discussed and acted on at PCC meetings:

Safeguarding

An item on every agenda. At the first meeting of the new PCC in May the 'House of Bishops, Promoting a Safer Church, safeguarding policy statement' was adopted. At every meeting PCC members are asked whether there are any safeguarding concerns. PCC are updated throughout the year on any safeguarding issues by the PSO, Wendy Pritchard, together with any training requirements.

Reserves Policy

This will be an annual item for PCC. Wording for the policy was approved at the May PCC meeting.

Common Cup/Chalice

Following the precautions taken during the pandemic, when and how to re-introduce the Chalice at Communion Services had been discussed.

Clarinova

The Clarinova had developed a fault, which was not repairable. The purchase of a new electric piano was approved.

Ukrainian Service

PCC were asked to consider allowing the Ukrainian community to hold a worship service at Kippington. Following discussions with the Ukrainian Priest and obtaining the necessary permissions from the Diocese, the PCC were able to approve use of the church.

Tithing Paper

PCC policy on tithing was last approved in 2012. It was agreed that this should be reviewed as good practice. Consideration was given to Biblical principles, Charity Law, Trust and Insolvency legal concepts, CofE guidance and our Reserves Policy. The Charities Committee's views were also invited.

Fabric Matters

PCC were advised of all issues relating to the fabric of the Church and Centre, and where required, approved funding for necessary works.

Bell Ringing

PCC were updated on the re-implementation of bell ringing prior to services.

Children and Youth Work

PCC were updated on work with our young people, including Sunday Club and Kippington Youth Group.

Team Matters

Following the departure of Rev Andy Finn from St Mary the Virgin, PCC were updated on how the church was operating and how the team clergy were best able to support the congregation.

Streaming

Following the implementation of streaming services, any issues/faults were discussed, together with the approval of any works required to improve the service.

Memorial Book

PCC were asked to consider how best to manage the Memorial Book. It was proposed that the book become loose leaf, to enable updates to be made and new pages to be inserted with ease. The book pages would be turned twice a month. This was approved.

Kippington Centre

PCC expressed thanks to Karen Bridgen for taking over the management of the Centre. PCC were informed of current hirers and provided with details of how the Centre was used over the year, together with any upkeep requirements. Approval was given to increase hire fees due to the large rise in utility costs.

Parking

It was noted that the car park was used by non-centre/church users. PCC approved signage which was erected and our Treasurer was able to obtain parking fees for those using it for non-church matters.

Interment of Ashes

PCC were updated on the current status of the interment of ashes.

Approval of Lay Ministry

PCC were pleased to approve the Lay Ministry training for Sue Shepherd.

Legacies

PCC were informed of legacies received and discussed how best to use these in line with the donors wishes.

Churches Together

PCC were advised of the dissolution of Churches Together and discussed possible ways forward to provide assistance to organisations it supported (ongoing).

Finance matters

All matters were discussed as set out in the Treasurer's Report.

Caroline Howe – PCC Secretary.

Churchwardens' report 2024

The churchwardens have continued to carry out their regular church duties before, after and during services. We have ensured that yearly checks on the church lighting, emergency lighting, fire extinguishers and PAT testing have all been carried out in line with Diocesan Health and Safety regulations. We have maintained a team of qualified first aiders.

Advent and Lenten wreaths and candles have been set up and the poppy wreath for Remembrance Sunday acquired. The tower flag has been flown on the appropriate occasions during the year.

We prepared for the Quinquennial Inspection of 5 th October, ensuring that all work recommended in the 2018 report was complete and that all reports of necessary inspections were available for perusal. The Church Log Book has been regularly kept up to date and was inspected by surveyor James Ford of Claque Architects who after his day with us in church was complimentary about the state of the church and the up-to date paperwork. We have now begun implementing recommendations made in his current Inspection Report.

We are, as always, grateful for advice given by Mark and the P.C.C. in our endeavours to maintain the condition of our church and the quality of our worship.

Brenda Ross
John Worth

Fabric Committee Report 2023-4

In 2023 we had our Quinquennial Inspection on 5 th October following our five yearly electrical check by CES on 3 rd July. The work recommended by our surveyor, James Ford, was subsequently carried out including the addition of surge protection for the church in January this year.

There have been problems with our elderly boiler resulting in a cold church during the winter period. This is being dealt with by T J Geer Ltd. Alternative heating systems are also being investigated, in particular the BN Thermic under-pew heaters.

Richard Easton, our electrician, has repaired the heaters in the centenary Room, replaced the porch light and the spotlight on the war memorial. He also repaired the tower light switch and the spotlight over the desk in the vestry. Light fittings have been replaced in the Wreford Room and the porch to The Centre.

An outstanding problem still to be dealt with is the failure of the external Christmas Tree lights which are not coping with the intensive rain and consequently cutting out. These may have to be replaced.

CES has submitted a quotation for the installation of L.E.D. lighting in the church with a detailed lighting proposal. This is on hold for further consideration. We hope to investigate a complete refurbishment of the Vestry, and wheelchair access to the Church through the North Door (opposite the main Porch); we will also undertake repairs to the Privy.

We thank Martin Bush for his continued advice and support.

Brenda Ross
John Worth

REPORT OF THE SENIOR SIDESMAN TO THE 2024 APCM

Set out below is a list of those people who were elected to the sidesteam at the 2023 APCM and have acted as sidespeople at the various services held during the year to date. I am most grateful to each and every one of them for their help and support throughout the year, during which we have, as before, covered not only the regular Sunday services, but a number of funeral and memorial services, as well as various special services, such as those held at Christmas and Easter.

Whilst it is invidious to mention any of the team on an individual basis, I wish record particular thanks to :-

Dave White who leads the Family Service team; he in turn is especially grateful to them, as am I, for the "heavy lifting" they do in getting out and putting away the chairs and generally setting up the hall when those services are held in the Centre

David Williamson who leads arrangements in respect of the 8am Communion Service each week, in which he is ably supported by Dudley Fauchon-Jones

Jenny Gyte who leads the way in the arrangements for weddings

(Sunday 10.30 am services unless otherwise shown)

Martin Bush (and First Sunday Family Services)
Carolyn Bush (and First Sunday Family Services)
Pat Campbell (and Funerals)
Ian Campbell (and Funerals)
Ian Cowdroy (and Funerals)
Rosemary Creed (and Funerals)
Ed Daniels (and First Sunday Family Services)
Jean Day (Weddings only)
Amanda Eyre
Dudley Fauchon-Jones (8.00 am services)
Roger Fishwick (First Sunday Family Services)
Pam Gillham (Weddings only)
Ian Gillham (Weddings only)
Andrea Green (and Funerals)
David Green (and Funerals)
Jenny Gyte (and Weddings and Funerals)
Patrick Howe (Reserve)
Caroline Howe (First Sunday Family Services only)
Avril Hunter
Simon Lang (First Sunday Family Services only)
Scott Maskell (First Sunday Family Services only)
Brenda Ross
Caireen Surgeoner (and First Sunday Family Services,
Weddings and Funerals)
Vincent Taylor (and First Sunday Family Services)
Heather White (and Weddings)
David White (and Weddings, Funerals and Family Services)
David Williamson (8.00 am services only)

I am delighted to report that all those listed have indicated their willingness to continue for the coming year, and I therefore invite the meeting to confirm them accordingly.

David Green
Senior Sidesman
March 2024

Child Protection and Vulnerable Adults Report for 2023

In the relevant year, i.e. that to the 31 December 2023, 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.

A great deal has happened on safeguarding in the Church of England over the last year and into this year, much of it being controversial and, I regret, not showing leadership at the top of the Church in a good light. There is no doubt that over many years, the Church has sometimes turned a blind eye to abuse. As a result, the Independent Safeguarding Board was established. The work of that Board was brought to an end in June 2023 citing tensions with the Church leadership as the reason. However, no explanation of what those tensions were was published by the Church at the time. A report was commissioned from Sarah Wilkinson to look into why the Board had been disbanded. In parallel, Professor Alexis Jay was asked to make recommendations to improve safeguarding in the Church. Both reports have now been published. Professor Jay has recommended the establishment of two independent charities to be responsible for Church safeguarding: one to deliver operational safeguarding and the other to monitor and scrutinise its work. Following a fractious debate at General Synod this February, the Church decided to establish a group to consider both the Wilkinson and Jay reports.

Meanwhile at local level, we have a history of taking safeguarding very seriously at St Mary's and accepting that it is the obligation of us all. In that context, may I remind you that everyone who has a role in the church where they are working with children or vulnerable adults or hold certain positions of authority, such as church wardens and members of the PCC must have current church DBS certificates appropriate to their role. Also, all church DBS certificates have to be renewed every 3 years. I have a list of DBS certificates that are due for renewal this year and I will contact those people closer to their time of renewal. However, please check your certificate and if I do not contact you close to renewal time, please contact me. Please also contact me if you think your role may need a certificate but you do not have one or if you change role and want to know whether your new role is covered under your existing certificate.

Most important of all, please contact me if you have any safeguarding concerns around someone's behaviour.

We are very blessed in our Diocese with an experienced and responsive safeguarding team at Rochester.

Following the elections at the APCM, I will be grateful if any new church warden and all new PCC members will contact me with their email addresses so I can send them the link for their on-line DBS applications and discuss their training requirements with them. For those being re-elected to the PCC, please check that your church DBS certificate is less than 3 years old. If it is more than 3 years old, please contact me. My email address is at the foot of this report.

I will again run in-person safeguarding training sessions in 2024. These will be open to everyone who wishes to attend, not just those with a role of working with children or vulnerable adults.

Finally, I would like to ensure my records are up to date so I will be grateful if the leaders of the teams whose members have to be DBS checked will contact me with details of their current helpers so I can ensure everyone now helping holds a current DBS certificate and attends the appropriate training courses.

I will liaise with Mark on any other church activities that require their volunteers to be DBS checked.

Wendy Pritchard
(wendy.pritchard@berkeleygroup.co.uk)
Parish Safeguarding Officer

17 March 2024