

ST MARY'S CHURCH, HADLOW

PAROCHIAL CHURCH COUNCIL

Minutes of the PCC Meeting held on Monday 17th November 7.30pm 2025

1. Welcome

Members present

Mike Harvey (MH); Jim May (JM); Sharon Vanns (SV); Janice Massy (JM), Martin Massy (MM); Richard Hopkinson (RH); Katerina Nixon (KN) Iris Shaw (IS); Cathy Brill (CB), and John Speed (JS);

2. Apologies for absence: Jenny Hopkins (JH) Kirsty Finch (KF) (NC),

3. Approval of the Minutes of the PCC Meeting held 15.9.2025 , with minor amendment to notes and redaction of confidential matters.

Matters Arising (not otherwise covered by the agenda) None

4. Treasurers report:

This report was received, and the content noted.

The draft budget was discussed. MM was thanked for his diligence in preparing both of these.

Monthly report : it was noted that the number of regular givers was down, although amounts have stayed roughly equivalent to previous years.

Budget:

the following were agreed:

1. Reserves policy: Level of free reserves = unchanged at £18,000
2. Budget £6,000 for choir director/organist
3. Parish Administrator hourly wage; Proposal accepted including holiday pay, £13.85 (back dated £2,300 one off payment to be made).
4. Parish offer: £39,600 in 2026, an increase of 3.1% (see p.3), plus a one-off contribution of £5,000 in 2025. Proposal agreed
5. £20,000 set aside in a designated fund towards the cost of heating renewal (see p.4), requiring transfer of £4,383 from the General Fund; Proposal agreed
6. Fees for weddings, funerals and room hire: Agreed as below

	2025	2026 proposal
Verger (weddings & funerals)	£35	£35
Ringers	£135	£140
Organist – weddings	£140	£145
Organist – funerals	£100	£105
Choir	£130	£135
Service sheets	£75	£75
Hire of Upper Room	£10/h	£11/h
Church hire	Church £50/h, minimum 4h or equal share of proceeds, excl refreshment sales Historical Society £50 per evening	No change

5. Inter regnum update:

- i) An election was held for Parish reps to oversee the recruitment process: John Speed and Sharon Vanns were duly elected. RH to notify diocese
- ii) A meeting has been arranged for the PCC to meet the archdeacon on the 2nd December, 8.00pm
- iii) The draft needs to be finalised by then for an advert to go out in January.
- iv) JS authorised to finalise this: he requested further input from RH and photos to assist with this. It was agreed that the wording in relation to service style should stay as the draft. Any further description assistance on the rural nature of the parish to be added. JM to sense check, proof read and spell check on completion of draft. Agreed to drop mention of Golden Green chapel.
- v) JS has secured visiting priests up to Easter with the exception of Christmas day. After Easter the difficulty in securing priests may require the alteration of the schedule to reduce to 3 communion services a month. JS to explore this with the bishop (approval required for a plan to do this, but acceptable at short notice, if no priest can be procured).
- vi) All to note that every visiting priest, even if they have visited previously needs to be checked against the current register for credentials, to pass safeguarding rules.

6. Sub Committees:

Fabric : This report was received and the content noted.

Project 2030 update:

- The papers were received and the content noted.
- The project budget for phase 3 was to be finalised but had been set in the order of £110k.
- The risk register was noted and RH confirmed that this would be a way of reporting during the project development. All need to be aware of the risks and mitigation strategies moving forward

- Further update included: The gas boiler report had now been received and said what was expected. The report included decommissioning cost and removal of pipework costs and these were in the budget.
- RH was to chase the alternative suppliers costs for the record.

A resolution was passed :

‘ The PCC authorises the application to be a Demonstrator Church for the Phase 3 Project (The heating changes).’

Finance: see treasurers report above

Social and Fundraising This report was received and the content noted.

A raffle would be the next fundraising event before Christmas. All to help with this please.

Messy Church would include Christingle making (no separate nativity or Christingle service)

JM requested a check list to be set up for future events including a risk assessment. It was agreed that there is no dedicated first aider at the moment and having one might create problems for events where they cant attend.

Risk assessment should be done to ensure that the risks are no higher than in everyday use, if risks are higher the organise of the vent should consider if a dedicated first aider would mitigate risk.

(Post meeting note: First event to try this out on should be ‘Carols in the Square’)

Summer evet may coincide with fundraising push on phase 3 so thought to be given to how to maximise this opportunity at this time.

It was agreed that the PCC would have a Christmas ‘Get together’ at The Ashes hosted by RH/JH on the 18th Dec 7.00 – 8.00pm for Drinks and Mince pies.

Carols in the Square fund raising split between Hospice in the Weald and the Church 50:50.

JM to ask Alec Pelmore if he would lead this.

JS requested help insetting up barriers at 5.00pm on Christmas eve for Carols in the Square,

The Christmas tree will be set up on December 6th. 10.00am. JS should arrange for delivery on the 5th so it arrives in time for carol events with schools, cadets, and the college. Volunteers required to assist (JS in training, RH away, **IS** to lead).

Worship and Mission: No meeting in the period but this to be arranged,

7. Deanery Synod report- no meetings in the period.

8. Safeguarding: CB updated the meeting based on her email attached to the papers

The following matters, highlighted on the safeguarding dashboard, were considered :

- 1) Approve the Service agreement attached so that we can access the Safeguarding Hub- Approved
- 2) Approve the attached policy for the recruitment of ex-offenders- Approved
- 3) The PCC Reviewed the list of church activities involving children, young people or vulnerable adults - Coffee Pots, Messy Church, Cafe Plus, Knit and Natter, Seniors Coffee Morning, Holiday at Home, Home visits, Carers group and Friday group. (Hospital car service are dealt with under a separate part of the dashboard)
- 4) Approve a procedure to deal promptly with any safeguarding concern or allegation – CB reiterated the current procedure which is :
Listen- Record (as accurately and swiftly as possible) -Report to CB or NC

AOB :

- There is a problem in finding regular organists: KN offered to arrange a trial of the system used in East Peckham (Hymnal Plus) by borrowing from them on Friday 20th if possible, for the choir team to review suitability and functionality. Cost of system if purchased could taken from organist budget next year. (Cost TBC, approx. £2,500, JS).
- A date needs to be set for APCM in January and effort need to be put into expanding the electoral role if possible in Q1 2026

Confidentiality: administrator pay

11. DONM:

Full PCC Monday 19th Jan 2026

Interim meeting 1st December to meet the Archdeacon 8.00pm