

MINUTES of a meeting of the Parochial Church Council of the Parish of St Paul's, New Beckenham, held in the Church Hall on Wednesday 18th May 2022.

2022 / 2023 No. 1

Present: Rev Simon Couper (in the chair), Adelaide Adade, Richard Bradley, Sarah Butler, Anne Howick, Keith Howick, Ian Johnson, Paul Lashmar, Anthea Prendergast.

Apologies for absence had been received from Andrew Griffiths, Tarina Hill, Hazel Koungoue, and Nomsa Mafohla.

The vicar opened the meeting in prayer. He welcomed everyone to the first meeting of the PCC following the Annual Parochial Church Meeting.

10642 Conflict of Interest

Keith Howick declared a potential conflict of interest as a trustee of St Paul's Pre-School and of The Ugly Duckling Company.

643 Minutes of the PCC meeting held on 16th March 2022

The minutes of the meeting had been received. Keith Howick proposed, seconded Ian Johnson, that the minutes of the PCC meeting held on 16th March 2022 be received as an accurate record of the meeting. The vicar confirmed that, in accordance with the current Church of England governance, it would still be necessary for the PCC Secretary to circulate the proposal for approval under the correspondence procedure, which under Rule 76 can be conducted by email.

644 Matters arising

(i) Minute 628, New Frontals. The vicar and Mili Tharakan would be speaking on 20th May regarding transfer of copyright and any other IP rights to St Paul's.

(ii) Minute 630, Crisis in Ukraine. The vicar reported that from Friday 20th May there would be a Ukraine Support Group meeting weekly in the church hall. At a recent Deanery meeting the vicar had suggested that the Deanery should share resources regarding each church's response to the way in Ukraine. The vicar agreed to prepare some posters advertising the group at St Paul's. In relation to this, it was noted that our large posters are prepared by T&C Printers, but smaller A3 prints were kindly prepared by Simon Dalwood. The PCC agreed that it would be necessary for the church to purchase its own A3 colour printer.

(iii) Minute 631(i), Use of social media. The vicar confirmed that he is the main point of contact and would be getting policies from the Diocese.

(iv) Minute 634, Pigeons in the tower. Grant Hubbard, the pest control officer, had checked the tower and installed mesh behind the slats to prevent the pigeons accessing the tower. He had recommended that there should be an annual inspection.

(v) Minute 635, Communication Team. Good progress had been made with the new design and the vicar hoped it would be up and running by the end of May.

(vi) Minute 637, St Paul's 150th Anniversary. It was noted that the concert planned for 1st October would not now be taking place. The vicar was very grateful to the Bishop of Tonbridge for the service on 15th May and thanked all those who had helped with the catering after the service.

(vii) Minute 641, Proposal for a Wildlife and Woodland Area. Liz Spencer had sent an email to the PCC Secretary commenting on this report. It was agreed to amend the minute to note that the PCC had had a conversation and had agreed in principle to the proposal from the Pre-School trustees.

645 Report on decisions made by the PCC by email

The PCC Secretary reported that twelve members of the PCC had approved the following items from the previous meeting: Minutes of the PCC meeting held on 16th February 2022; Away giving from Contingencies; Servicing the Church clock; Concert, 1st October; Preparation for the Annual Parochial Church Meetings, 24th April 2022.

646 Matters arising from the Annual Parochial church Meetings, 24th April 2022

(i) Election of five PCC representatives. Adelaide Adade and Anne Howick had been elected, so there were three vacancies. It would be possible to co-opt members during the year.

(ii) Appointment of a Licensed Reader. Sarah Butler had been appointed. The vicar reported that he hoped Tara Kunert would be licensed as a Licensed Lay Minister to the Parish soon. The licensing would be conducted by the interim Archdeacon of Bromley & Bexley, Katrina Barnes.

(iii) Open Forum. There had been discussions regarding communications and Parish ministry. Some people had commented that they preferred paper rather than online communications and it was important that St Paul's should use both forms of communication. The possibility of issuing the Connect magazine had been discussed, although probably in more modest numbers, as some of those who used to deliver were no longer able to do so. The vicar thought it would be good to reanimate the Teams and hoped to bring in new people. He felt as a Parish everyone had done remarkably well during the pandemic and lockdown.

647 Safeguarding and Inclusion

(i) Diocesan Safeguarding policy. The vicar proposed from the chair that the Parish of St Paul's should be committed to implementing the House of Bishops' safeguarding policies and good practice guidance. He proposed that the PCC should agree to adopt the House of Bishops' "Promoting a Safer Church; safeguarding policy statement".

(ii) Appointment of Parish Safeguarding Officer. Anthea Prendergast proposed, seconded Paul Lashmar, that Anne Howick should be appointed as the Parish Safeguarding Officer.

The vicar reminded members that if they have a safeguarding concern they should contact Anne Howick and the vicar. Greg Barry is the Diocesan Safeguarding Adviser.

(iii) Safeguarding courses. The PCC was reminded that they should keep up to date with safeguarding training and the Diocesan courses. When completed they should send a copy of their certificates to Anne Howick. All PCC members should have completed the Basic Awareness module by the end of August 2022 at the latest. In addition from January 2022 PCC members also need to have completed the Foundation level module, and the on-line Raising Awareness of Domestic Abuse training, which needs to be completed by the end of October 2022. All church officers (volunteers, employees and clergy) are required to undertake the Basic Awareness Course. Anne Howick agreed to circulate details to the PCC.

648 Complaints Policy and Procedure

A copy of a draft Complaints Policy and Procedure had been received. Members felt that in principle it would be good to have a policy in place. The vicar and Anne Howick were asked to research other possible policy documents.

649 DBS recruiter

The churchwardens had commented that the PCC needs to support Marian Sewell in her role as the DBS recruiter. The vicar agreed that pastoral oversight was important. Anne Howick had advised Marian regarding some of the people who she thought needed to have a DBS certificate.

650 PCC Appointments

(i) Standing Committee. The vicar proposed from the chair that the following should be members of the Standing Committee: the vicar, churchwardens, PCC Secretary, Keith Howick, as a representative from the Finance team, the LLM representative.

(ii) Team appointments. It was noted that in future there would be a separate team responsible for Children and Youth work. The vicar would be sending round a note to all PCC members asking for their preferences as to which team or teams they would like to serve on. The vicar would also be putting a list at the back of church and encouraging members of the congregation to sign up to be involved in a Team.

651 PCC appointments

The vicar proposed from the chair that the following PCC appointments should be agreed:

Chairman - the vicar

Secretary - Anne Howick

Asst Treasurer Planned Giving (Gift Aid) - Rosemary Dear

Asst Treasurer (Away Giving) - Elaine Storey

Asst Treasurer - Anthea Prendergast

Electoral Roll Officer - Rufus Ballaster

Lay Reader representative - Sarah Butler

652 Sidesmen

There was still a group of people who are on duty to give out books or to be on Welcome duty. The sidesmen or churchwardens count how many are attending the services. It was noted that currently the donation plate is not taken up during the services, and members felt that the congregation would be more aware of the donation plate if it was taken up to the sanctuary during the service.

The vicar commented that some churches are now using the communion cup when members are taking communion. He felt that communion by intinction was working well at St Paul's.

653 Approved signatories

The PCC had been asked to consider the following recommendations:

(a) National Westminster Bank plc. That National Westminster Bank plc should continue an Account in the name of St Paul's Church, Beckenham and be authorised to accepted instructions

(i) for operations on the Account and (ii) to release items in security or safe custody in the name of St Paul's Church from Richard Michael Bradley (Churchwarden), Hazel Koungoue (Churchwarden), Rosemary Mabel Dear (Assistant Treasurer), Elizabeth Anne Gordon Howick

(PCC Secretary), and Anthea Dawn Prendergast (Assistant Treasurer). It is proposed that any two of the above be authorised as cheque signatories of which, wherever possible, one should be a Churchwarden. Rosemary Mabel Dear should remain the main contact.

It should be noted that for internal National Westminster Bank plc transfers, e.g. to/from the Business Reserve Account from/to the Bonus Saver Account, only one signature is required.

(b) Rochester Diocese. It is proposed that Richard Michael Bradley (Churchwarden), Hazel Koungoue (Churchwarden), Elizabeth Anne Gordon Howick (PCC Secretary) and Anthea Dawn Prendergast (Assistant Treasurer) should be authorised signatories, any two to act of which, wherever possible, one should be a Churchwarden. Rosemary Mabel Dear (Assistant Treasurer) should be the main contact.

Keith Howick proposed, seconded Paul Lashmar, that the PCC approve the recommendations.

654 PCC Financial Liability

The PCC Secretary reminded members that they were all required to sign the PCC Financial Liability form and return it to her as soon as possible.

655 St Paul's 150th Anniversary

A report had been received regarding the income and expenditure for the Anniversary events. Neema Crafts had sent details of the five items they would be producing, which would include the 150th anniversary logo. It would be possible to order any of the items before 22nd June or during September. There would be forms available and these should be returned to the vicar or the Church Administrator. It would also be possible to order online. Details would be included in the weekly notice sheet regarding the items and payment.

It was noted that if the Mayor of Bromley attends any events it would be necessary to do a risk assessment. It was also reported that it was planned to have the verse for the year engraved on a stone to be laid in the entrance path to the church.

656 Deanery Synod

The vicar reported that he is now the Deputy Area Dean.

657 It was noted that the next PCC meeting would be held on 15th June 2022.

658 Parish Offer

Keith Howick reminded members that the PCC needed to agree the Indicative Offer. The vicar had had a discreet conversation with Archdeacon Paul Wright before he retired. Following discussion the vicar proposed from the chair that St Paul's pay an Indicative Offer of £69,650. It was felt that in future it would be good to review and discuss the Indicative Offer at a PCC meeting in January so that the PCC could review the situation and pay accordingly in future.

659 Noticeboards

There had been comments at the APCM as to whether the noticeboards should be refreshed and whether some noticeboards should be replaced. The vicar reported that there had been an unrestricted legacy received and it would be possible to use the legacy for this work.

10660 Hustings

Members felt that the discussions at the hustings had gone well and hoped it would be possible to have hustings in future, as they had been a help to the community. Richard Bradley reported that there had been good feedback from the Council regarding the use of the church hall as a polling station.

There being no further business the meeting closed with prayer at 9.30 pm.