

ST ANDREW'S PARISH ADVISORY COUNCIL MEETING, 17th OCTOBER 2016

In attendance: Fr John Hine (Chairman) Lorraine Sharp
Nuala Smith Elena Peck
Sylvia Dorosz Roger Styles

Apologies: Andrew Butler Peter Lonergan
Deacon Jolyon Vickers

The Parish Advisory Council of St Andrew's Church, Tenterden met under Fr John's chairmanship and took place on Monday 17th October 2016 at 7.30pm.

Serial	Agenda Item	Action	Comment
1.	Fr John's Introduction: <ul style="list-style-type: none">Apologies had been received from Andrew Butler;Fr John welcomed Lorraine Sharp as a new council member vice Dr James Sharp;Fr John highlighted the need for more volunteers to help count collection money each week, a task he had had to tackle himself that morning.	All	
2.	Minutes of last meeting & matters arising: <ul style="list-style-type: none">The minutes of the meeting of 11 Apr 16 were accepted as an accurate record and outstanding actions were reviewed:<ul style="list-style-type: none">Update on the Repository:<ul style="list-style-type: none">A successful appeal had been made for more helpers to man the repository at masses, including Andrew's wife, when needed;It was reported that the money that had been stolen had been replaced but following the incident, no money was now held in the cabinet.Nuala agreed to place a notice in the cabinet that no money was held there.Parish Social Events:<ul style="list-style-type: none">In Peter's absence, it was noted that a Parish Art & Craft Sale would be held in the Parish Centre on 29/30 Oct, and the Parish Xmas Lunch was planned for Sun 11 Dec, also in the Parish Centre.Nuala offered to collect Mgr Ted if he was able to attend the Xmas Lunch.	Nuala Nuala	
3.	Update on the Parish Register: <ul style="list-style-type: none">In Jolyon's absence, it was reported that all new data entries had been added to the secure database on the computer, but we needed clarity over the next steps;Roger agreed to get in touch with Jolyon to get an update.	Roger	
4.	Parish Finances: <ul style="list-style-type: none">Sylvia provided summaries of parish finances. She reported that the position was generally OK, although the figures continued to be made more complex as a result of the interaction with the Parish Centre and the Development Fund		Attached

	<p>Account.</p> <ul style="list-style-type: none"> • It was noted that we were still waiting for Gift Aid recoveries for both 14/15 & 15/16. They were expected before Xmas. (A report was to be made to the Finance Committee meeting on 22 Oct.) • Payments were up to date and utilities were now fully under control. • It was noted that the Easter Offering to the clergy was attributed to Repairs & Maintenance. Sylwia would correct that. • The overall cost of Publications was reduced and included books for first communicants. (Fr John reported that there were 3 candidates for First Communion, to be celebrated in Nov 16.) 	Sylwia	
5.	<p>Parish Centre:</p> <ul style="list-style-type: none"> • Roger outlined the situation for the Parish Centre since the last meeting and summarised the financial situation in the Development Fund: <ul style="list-style-type: none"> ○ Income remained steady at ~£1K from bookings and ~£0.5K from standing orders from parishioners pcm. Routine charges averaged £600 pcm. ○ There had been a £600 charge for a leaking Velux window, but an insurance claim had been submitted and might recover ~£300. ○ It was noted that the sewage pumps had not been serviced this year. Fr John agreed to call AC Pumps and get this done. ○ There was £4.5K in the bank and £10K had been repaid to the Diocese in respect of the loan from Blackheath Parish on the due date in Aug 16. We still have an obligation to repay a further £7.5K in 2016. This ought to be possible. ○ It was noted that no applications had been made to charitable trusts in 2016 and that this was the first year that the programme for repayment of loans had been managed entirely on income from the Parish Centre. 	Fr John	Attached
6.	<p>The Parish Website:</p> <ul style="list-style-type: none"> • Roger reported that the parish IT suite had been renewed for an overall cost of ~£2K and that plans were afoot for the disposal of the Risograph and photocopier. • The revised parish database was already lodged on the new computer and was much more secure as a result. • The new IT equipment was a necessary preliminary to the redesign of the parish website, a paper for which would be presented to the Finance Committee on 22 Oct 16. This would entail establishing a budget, commissioning the use of new software, and taking ownership of the design and maintenance of the site within the Parish. 	Roger	
7.	<p>Improving Engagement across the Parish:</p> <ul style="list-style-type: none"> • Fr John enquired whether we should repeat the Lenten addresses next year, given their success this year, and also 		

	<p>whether something similar might be tried for Advent. These suggestions were welcomed.</p> <ul style="list-style-type: none"> • Additionally, it was suggested that the scripture course from Weybridge that Jolyon had identified might be possible. 	Jolyon	
7.	<p>Any Other Business:</p> <ul style="list-style-type: none"> • Christmas Repository Sale: Nuala agreed to check with Lesley suitable dates for the repository Christmas sale. It should be borne in mind that a baptism is scheduled around that time. • Advent Wreath-Building: Similarly, Lorraine would clear with Lesley her use of the Parish Office meeting room for the wreath-building courses. • Cushions: Fr John reported that he had consulted parishioners on the proposed new cushions for pews. It was felt that one or two rows should not have cushions at all as some parishioners found it more comfortable and that a green colour would be preferable to red. Fr John agreed to obtain green colour swatches for further review. 	<p>Nuala</p> <p>Lorraine</p> <p>Fr John</p>	
8.	<p>Date of next meeting:</p> <ul style="list-style-type: none"> • It was agreed that the Council would meet again on Friday 7th April 2017 at 7.30pm. 	All	

Fr John Hine
Parish Priest