**ST ANDREW’S PARISH COUNCIL MEETING, 22nd JUNE 2018**

**In attendance:** Fr John Hine (Chairman)

 Nuala Smith Elena Peck Deacon Jolyon Vickers Sylwia Dorosz

 Lorraine Sharp Roger Styles

**Apologies:** Andrew Butler Peter Lonergan

The St Andrew’s Parish Council met under Fr John’s chairmanship on Friday 22nd June at 7.30pm.

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| **Serial** | **Agenda Item** | **Action** | **Comment** |
| 1. | **Fr John’s Introduction:*** Fr John welcomed all those present and reported that both Peter Lonergan and Andrew Butler had offered their resignation from the Council after many years’ service.
* Fr John offered to send each a note of thanks for their contributions and invited thoughts as to whom could replace them.
	+ Lorraine suggested that Dr James Sharp might be interested and may be able to spare the time;
	+ Fr John suggested Kathleen Bishop was a potential candidate;
	+ Other names were suggested, which Fr John would consider.
 | **Fr John****Lorraine** |  |
| 2. | **Minutes of last meeting & matters arising:*** Actions from the minutes of the meeting of 13th October 2017 were reviewed:
	+ The Bible Study Course, run by Deacon Jolyon, had been well received but was poorly attended. There was discussion as to why this was and what action could be taken to increase engagement.
	+ The current course was drawing to an end and it was suggested that for the next one, more advertising and consideration of changing timing might be helpful.
* The update to the Parish Directory was briefly discussed, in the context of its link to the GDPR. It was agreed that:
	+ The current GDPR returns had to be completed as a matter of urgency;
	+ A reconciliatioin with the new Gift Aid returns had to undertaken; and then
		- An comparison of the latest returns and any remaining existing names should be undertaken, based on “long standing parishioners” knowledge.
		- This would lead to a consideration of how the remaining historic data might be safeguarded.
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| 3. | **Parish Finances:*** Sylwia presented her summaries of payments and receipts for the Parish accounts.
* She reported that payments were up to date and the account showed a healthy balance (£21,758 at end-May 18). This was principally the result of the recovery of £12,468 in respect of Gift Aid, some of which would need to be allocated to the Parish Development Fund.
* Fr John agreed to speak to Liz Walker to ascertain which years the Gift Aid payment referred to.
* Fr John noted that the parish accounts were due to be audited soon and in preparation, a questionnaire had to be completed for the Diocese. He and Sylwia agreed to work together to do this.
* Fr John also reported that there were a number of repairs needed in his house, and these costs would impinge on the account.
* However, he reported that his call for parishioners to help him with administration in the Parish had been successful and as a result, he was planning a meeting to agree roles and allocate tasks.
 | **Sylwia****Fr John****Fr John &****Sylwia****Fr John** | Attached |
| 4. | **Development Fund & Parish Centre:*** Roger presented a Development Fund summary account and reported:
	+ Performace against our loans remained on track. An additional payment of £15K had been made this year from a legacy, but our objective remained to repay £17.5K in 2018 as well;
	+ Income remained steady from Parish Centre hirings and standing orders were holding up, albeit they had suffered a little as one of two donors had passed away;
	+ On the plus side a new, prestigious booking had been made to support the Tenterden Memory Café, which met regularly on Friday afternoons.
	+ As costs were already high this year (£1K for CCTV and around ~£2K for redecoration of the hall) the Gift Aid recovery was welcomed.
	+ The parish centre floor needs to be treated as part of routine maintenance, but with the advice of Sussex Wood Floors, it had been decided to postpone this work (approx ~£2K over 4 days) until next year.
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| 5. | **Social:*** It was felt that the Parish Xmas Lunch had been disappointing last year and Fr John asked for thoughts about improvements. Attention focused on moving it away from the busy period before Christmas and of reducing costs.
* Discussion centred upon celebrating Epiphany or Shrove Tuesday. Fr John invited everyone to think about it and make recommendations to Deacon Jolyon on preferred timing and arrangements.
* It was noted that we would need to let people know our plans when they are formulated.
 | **All****Fr John** |  |
| 6. | **Any Other Business:*** Roger offered a draft of a new page for the parish website, which highlighted how parishioners and readers could support the Parish financially. He asked all members to review the draft and offer him comments as soon as possible.
* It was suggested that our housebound parishioners might welcome access to a local on line video mass on the website. Jolyon agreed to pass a suitable link to Roger (*done*) to allow investigation of the idea.
* Jolyon reported that our photographer, Stuart Kirk, had recently died and that a commemorative notice should be placed on the website.
 | **All****Roger** | Attached |
| **8.**  | **Date of next meeting:*** **Friday 9th November 2018 at 7.30pm.**
 | **All** |  |

Fr John Hine

Parish Priest

9 Jul 18