

St Leonard's church and Parish, Hythe
PCC Meeting Minutes

Date: 21 July 2026 Time: 7.00pm At: 101 High Street

Present: Revd Michael Darkins, Revd Dr Anderson Yan, Alison Brett (AB), Gwyn Batchelor (GB), Mary Tyler (MT), Berkeley Hill (BH), Christine White (CW), Jane Brint (JB), Helen Waymouth (HW), Brian Bishop (BB), Carolyn Chivers (CC), John Wren (JW), Steve Williams (SW), David Owen (DO), Gillian Jones (GJ), Jane Spencer (Guest)

Apologies: Guy Sharrock, Ali Chambers

Minutes: Imogen Taylor

The meeting opened with prayer by Revd Andy Yan who was congratulated on his priesting. Jane Brint was welcomed as a new member to the PCC.

#	Topic	Discussion/Action	Lead
3	PCC Minutes 21 April 2026 Draft Vestry and APCM Minutes 21 st May 2026	Proposed: Mary Tyler; seconded: Helen Waymouth. Approved: All No comments received, further comments addressed to Revd Michael. It was agreed that both sets of Minutes were an accurate reflection of the meeting.	
4	AOB	Revd Michael had 1 additional items.	
5	Actions arising	5 Year Plan: Covered under Finance Working Group - Stewardship Sunday: Covered under Finance Working Group - Renting Holy Cross: Covered under Holy Cross Working Group - MAF: Covered under Mission Partnership with MAF - Fabric & Crypt: Covered under Fabric Working Group	

6	Vision: Review of progress in our Mission Action Plan	Communication: Progress has been made in the following areas: • An Instagram account has been set up, administered by Revd Michael with positive feedback being received. • Advertising has improved as more events are being regularly advertised both through posters and online. • The new website has launched. Alison suggested that policies were added to the website. Making more use of 101: The Opening the Door course had encouraged some from the periphery of our congregation to attend and further courses in 101 are planned. Outreach to families: Pizza and Praise has had to be stopped due to a drop in numbers attending. It will be replaced by Messy Church to be run 4 times a year. This needs support from the congregation. Other initiatives being planned are Anglican Rosary and Café Church. Our youth ministry is developing in unforeseen ways: 2 of our young people preached at an All Age service with confidence. A young person will be helping to lead Tea and Theology in September. We have more young people involved in serving during services and taking a leading role in worship. A family baptism has come about through connections made in TLC. Overall there are signs of spiritual growth.	Imogen + Michael
---	--	--	-------------------------

7		Appointments, Co-option's and Working Groups Appointments: Vice Chair – Helen Waymouth: Prop.MT. Sec. GJ PCC Secretary – Imogen Taylor Prop. HW Sec. AB Treasurer – Brian Bishop Prop. JW Sec. DO Electoral Roll Officer – Imogen Taylor Prop. JW Sec. GJ Parish Safeguarding Officer – Carolyn Chivers Prop. MT Sec. BH DBS Administrator – Carolyn Chivers Prop. MT Sec. BH Disclosure Officer – Carolyn Chivers Prop. MT Sec. BH Health & Safety Officer – Roger Taylor Prop. JW Sec. HW - Co-options Parish Safeguarding Officer – Carolyn Chivers Prop. JW Sec. BH Thanks were expressed to Joanne Hill who had represented the Hythe Parish Review team. The Working Groups were approved en masse. Proposed: David Owen Seconded Gillian White. All agreed to the Appointments, Co-option's and Working Groups.	
8	Finance	5 year plan: It was felt that the plan was ambitious, based on an increase in numbers and proposed breaking even in 2029. To achieve this there needs to be an increase in planned giving and a net growth of 10 members per year. This is a target that the Finance Group and PCC will measure. This should be led by a focus on a growth of people, rather than resources. The Finance Group were thanked for their work in particular, Anthony Curl. This will be a regular agenda item. Finance Group report: The Parish Share is up to date. The crypt has generated over £9,000 so far and needs more volunteers. A change of insurer has saved £1,300 with a projected saving of £2,000.	Finance Group Revd Michael PCC to review

		Stewardship Sunday will be held twice a year to promote giving in terms of people's contribution as well as financial.	
9	Mission and Ministry	1. Holy Cross The working group is considering options with a view to generating capital: • Securing planning permission for the site and selling it. • Commercial leasing: this would generate less income but without the maintenance costs. • Renting out to groups: All 3 user groups have now pulled out at the prospect of paying rent and so this option is no longer seen as viable. The working group are continuing to assess the options and will present its recommendation to the PCC. 2. MAF MAF Sunday is being prepared. MAF are bringing their flight simulator to the Christmas Fair and will be making a contribution to the Christmas Tree Fair. MAF have been invited to hold their Christmas service at St Leonard's and may also contribute towards the Deanery Mission Day in Summer 2027. 3. Parish, Deanery & Diocesan Updates A Deanery Christian Mission Day is planned to take place on The Green during Summer 2027. The Vicar of Cheriton is leaving in September. Holy Trinity Benefice has appointed Rev Ravi Holy as their Vicar. Rt Rev Martin Warner has been appointed as Vicar of St Peter's, Folkestone. 4. St Michael's Methodist-Anglican Church Centre: Joint Council Report Myra Gill has stepped down as the Anglican member on the group. She will be replaced by Gillian Jones; proposed: JW; Seconded HW.	Michael to thank Myra for her work.

		Issues discussed have been the joining of the URC and Methodist congregations. There will be distinct services; a Methodist Sunday, a URC Sunday and an Anglican Sunday in terms of worship. 5. Worship Working Group: no comments 6. 101 Open Door: no comments	
10	Fabric	1. Tower lighting Fund raising is required and Teddy parachute jump is being arranged in September. 2. Church flooring The floor needs to be made level with the tiling in front of the mayor's pew. The Archdeacon's permission is required and the cost for the work will be circulated. 3. Heating A separate meeting will be convened to discuss this. A grant from the Diocesan net zero fund may be applicable. 4. Quinquennial work has either been completed or shelved. 5. CCTV for the crypt Proposed Resolution: Subject to the Architect's approval for installation of CCTV in the crypt, a sum of up to £1,000 to be approved. Proposed: Steve Williams Seconded: John Wren All in favour. The resolution was adopted. 6. Mortuary and adjacent grave These are no longer on church land due to the boundary being incorrectly drawn. It was deemed uneconomical to pursue this.	John Wren + Michael Darkins John Wren John Wren Steve Williams

11	Policies	Proposed Resolution: To adopt the policies listed below, subject to any amendments: - 2026 PCC Safeguarding Policy - 2026 A Safe Environment for Children - 2026 Parish Statement on Domestic Abuse - 2026 Code for Safer Working Practice - 2026 Recruitment of Ex-Offenders Policy - 2026 PCC Health & Safety Policy - 2026 Pastoral Visiting Policy - 2026 Lone Working Policy - 2026 Complaints Policy - 2026 Grievance Policy - 2026 Conflict of Interest Policy - 2026 Equality and Diversity Policy - 2026 Privacy Notice - 2026 Whistleblowing Policy Proposed: Mary Tyler Seconded: Steve Williams One abstention. 14 Votes in favour. The resolution was adopted.	AB + Michael Darkins
12	Safeguarding and Health and Safety	Proposed Resolution: To adopt the risk assessments listed below. Risk assessments to be approved: - 2026 Pastoral Visiting Risk Assessment - 2026 St Leonard's Church Risk Assessment - 2026 Holy Cross Church Risk Assessment Proposed: Alison Brett Seconded: Christine White One abstention. 14 Votes in favour. The resolution was adopted.	

		Church Activities involving children were unanimously approved: - Youth Choir - Young Peoples' Nights - Pastoral Visiting - Tea & Theology - TLC - Tea, Laugh and Chat - Youth Group Holidays - Youth Church - Collective Worship - Worship Club - School Days in St Leonard's - Messy Church	
13	AOB	1. Swifts and Swift Boxes It was agreed that more information about installing swift boxes was needed. Ron from Hythe Scream to be asked to attend a pre PCC meeting. The pigeon spikes to be removed where they interfered with swift nesting holes. 2. Interment of ashes A request for the interment of the ashes of Reginald and Brenda Perry has been received. All approved. 3. Co-option of Jane Spencer (following the PCC meeting) Following the PCC meeting, Michael Darkins proposed Jane Spencer be co-opted to represent the Hythe Parish Review. Proposed: Michael Darkins Seconded: Mary Tyler 9 Votes in favour. 8 Abstentions. Jane Spencer was co-opted onto the PCC.	Imogen Taylor JW + Michael Darkins
14	Prayer	The meeting closed in prayer	

Dates of next meetings:

PCC:

7pm Tuesday 15th September 2026

7pm Tuesday 17th November 2026

7pm Tuesday 19th January 2027

7pm Tuesday 16th March 2027

7pm Tuesday 20th April 2027

APCM – Thursday 6th May 2027