

St Michael the Archangel PCC Minutes of a PCC Meeting held on Tuesday 26 January 2016 at The Charter Hall, Smarden **Present:** Rev Alex Bienfait, Rev Catherine Wilson, Fran Lester (Treasurer), Tom Hay (Chairman and Church Warden), Edward Demery (Church Warden), Marcus Palmer (Deanery Synod Member), Mike Barkway (Deanery Synod Member), John Lowings, Vivienne Rose, Tony Lush, Eleanor Bliss (Minutes Secretary).

Item		Action
1.	Alex opened the meeting with shared prayers, and a reading.	
2.	Apologies for absence: Iris Spence	
3.	Minutes of previous meetings held on 10 November and 1 December were approved and signed.	
4.	Matters arising from Minutes a) Edward asked for confirmation that thanks had been passed on to Alan Hipkiss. Tony noted that he had been thanked, and an acknowledgement made in the Parish Magazine.	
5.	Open Forum a) Diocesan Fit and Proper Person's Declaration. Alex circulated <u>forms to be completed by PCC members</u> . Questions were raised about 'corporate liability', and Parish Guard Insurance. <u>Fran and Alex to check extent of liability</u> . Any other issues to be discussed with Alex.	All PCC FL AB
6.	Correspondence a) A letter of appreciation had been sent by Graham Smith, Lighting Contractor, for his gift.	
7.	Health and Safety No issues raised. It was noted that the church has 8 fire extinguishers of different sorts.	
8.	Finance a) Fran reported that she is preparing the end of year Accounts. <u>A meeting is to be planned with Ray Sherman (former Treasurer), followed by a meeting with the Church Wardens.</u> b) £100 has been received from the Parish Council. c) Gift Aid. Tony reported that the Diocese has recently be claiming Gift Aid under the Small Donations Scheme on all collections in this tax year. Collections for previous tax years to be claimed retrospectively and <u>Tony is working on that.</u>	FL TL
9.	Events a) Christmas Tree Festival 2015. This had been a very successful event, and raised over £5000. The PCC formally thanked the CTF Committee. <u>Marcus will pass on thanks to Pat for Chairing the Committee.</u> Vivienne asked for PCC decision on the dates for 2017 Festival. It was agreed to hold the event on 8-10 December 2017, with the village Carol Service on the Sunday evening. b) Other fundraising events were discussed – including Silent Auction, Flower Festival, Concerts in church, Wine tasting, Stewardship campaign. Offering the use of the church for large scale village meetings was mentioned. <u>Edward is to re-convene the Events Committee to plan.</u> c) It was reported that the 2015 Smarden Bonfire Spectacular made just over £1500 for the Church.	MP ED
10.	Lighting Tom reported that there are still a few outstanding issues to be addressed – including receiving the Instruction Manuals and paperwork; receiving a final invoice; sorting out a shadow on the East Window and dealing with the Porch light. The meeting was asked to decide whether the church would return or buy the 2 temporary outside lights which illuminate the East Window after dark for special services. After a wide ranging discussion it was decided to purchase the lights (£560) and attach them to concrete slabs, with a heavy duty reinforced cable connecting the light to power in the Boiler House. It was agreed that the project needed to be completed. There is still money available if it is needed. There was a wider discussion about outside lighting in general, particularly along the paths to the church door.	TH and Lighting Contractor s

11.	<p>Church Fabric</p> <p>a) There had been problems with the boiler and heating last Sunday. The cause was a problem with it switching on. There was a discussion about needing to turn the boiler on at least 12 hours before a service. <u>Tom and Edward to liaise with Ollie.</u></p> <p>b) <u>Marcus is to repair the porch drainpipes, and also the damaged floor in the choir stalls.</u></p> <p>c) Carpet by altar. It was agreed <u>this needed replacing.</u> FOSC may fund this, if asked.</p>	ED/TH MP ED/TH
12.	<p>Church cleaning</p> <p>It was felt that 'Blitz' the Cleaning Company were doing a good job. It was agreed that the Christmas period had been a challenge for them. No people have signed up for cleaning in the weeks in between their allocated sessions.</p>	
13.	<p>Quinquennial Report – John Lowings proposed that Jonathan Gale, Architect of Rye, be appointed as Church Inspecting Architect. This was seconded by Vivienne Rose, and unanimously approved. It was anticipated that <u>the inspection would take place by early April.</u> An Invoice of about £1200 would be expected in June, along with an idea of what work needs to be done.</p>	ED/TH
14.	<p>Pattern of Services in Smarden where choir is involved</p> <p>After a discussion it was agreed to continue using the choir in services on 1st and 4th Sundays, plus evensong. The Service where the Nave Altar is used will be moved to the 2nd Sunday. <u>Edward to talk to Sidespersons.</u></p>	ED
15.	<p>Rector's Report (copy attached)</p> <ol style="list-style-type: none"> 1. Palm Sunday Service. Smarden will have a 9.15am BCP Eucharist. Time restrictions mean there will not be a full reading of The Passion. Active Church will take place at 10.30 am. 2. August Services will be easier this year. Alex is away in September. 3. Communion Service Booklets have been updated. 4. Children and Young People. 38 children went to the Epiphany Party. Smarden Active Church numbers in January were ok, but could have been better. 5. Parenting Courses still being planned. Convenient dates have been difficult to find. 6. Alex and Catherine continue to deliver assemblies to Smarden and Biddenden Schools. 7. Confirmation Service to take place in Smarden on Monday 8 February with Bishop Trevor. 4 candidates altogether. 8. Pastoral. A number of funerals recently. Nora Batt's on 2 February at 10.45 am. Relatively few baptisms for Smarden. Weddings planned for Smarden this year – 5. Alex noted a number of new people in church recently – Nick and Val Gibson, Graham and Sarah Rose and Kim Dale. 9. Mission Action Planning. Alex noted the need to reflect on 2015 priorities, namely <ol style="list-style-type: none"> a) to achieve financial stability in order to progress our growth and mission in the Parish b) to improve communication within the church and wider community, including updating service booklets. c) to continue to maintain the church fabric, particularly to complete the lighting project. <p>New priorities for 2016 may include developing Active Church, and supporting Christian Enquiry. Other ideas are invited from the PCC. The Quinquennial Report will also highlight areas for development.</p>	
16.	<p>Curate's Report</p> <p>Catherine commented on how interesting her Prison Placement had been, as part of her training module on Mission. She had written an article in the February Magazine about her experience, and will deliver a sermon on it this coming weekend. She will start a new module, on Church Law, this week. Alex thanked her for her involvement in many areas, including the Christmas events, Confirmation Groups, Active Church and various community activities.</p>	
17.	<p>2016 Charity</p> <p>It was agreed this would be Demelza House.</p>	
18.	<p>Deanery Synod</p>	

	Mike and Marcus reported that the format of Deanery Synod has altered and Alex confirmed the new process for raising items. There was a discussion about how issues can be passed on from the Deanery to Diocesan Synods. There is currently concern about the budget. The Deanery needs to call a special meeting to debate this.	
19.	Guild Report Vivienne noted that one altar frontal is beginning to need attention. She will <u>set up a small committee to propose designs for a new frontal</u> . This will be a long term project.	VR
20.	Vfast Broadband in Church. Alex reported that the aerial is to be installed next week. The church will receive £1000. There is a possibility that the church will receive £20 kickback from each person who signs up to the system. <u>Alex will forward the relevant email to Tony and Mike for them to consider the best way to take forward</u> .	AB MB and TL
21.	Dates of next meetings – 15 March, 27 April (APCM), 17 May, 21 June, 12 July, 13 September, 11 October, 22 November, 13 December.	
22.	The meeting closed with prayers, led by Alex.	

Eleanor Bliss

Minutes Secretary. 28.01.16