

**St Michael the Archangel PCC** Minutes of a PCC Meeting held on Tuesday 15 March 2016 at The Charter Hall, Smarden. **Present:** Rev Alex Bienfait, Rev Catherine Wilson, Tom Hay (Church Warden and Chairperson), Edward Demery (Church Warden), Fran Lester (Treasurer), Mike Barkway (Deanery Synod Member), Marcus Palmer (Deanery Synod Member), John Lowings, Tony Lush, Eleanor Bliss (Minutes Secretary).

Item		Action
1.	Alex opened the meeting with a reading and prayers.	
2.	Apologies for absence: Vivienne Rose and Iris Spence	
3.	<b>Minutes of meeting held on 26 January 2016</b> were approved and signed.	
4.	<p><b>Matters arising from Minutes</b></p> <p>a) Fit and Proper Persons Declaration. <u>2 outstanding copies</u> to be completed and sent to Anna.</p> <p>b) Parishguard Insurance Policy. The details of PCC liability were clarified.</p> <p>c) Parish Accounts. <u>Ray Sherman is helping Fran and the Wardens to finalise the accounts.</u></p> <p>d) Gift Aid reimbursement imminent.</p> <p>e) Events/ Fund Raising Committee. Edward is to reconvene this group.</p> <p>f) Lighting. Final invoice has not yet been completed. Instruction Manuals are to be received.</p> <p>Tom Hay reported that the shadow on the East Window is not easily remediable. The Porch light has been repaired. Outside lights have been purchased and need to be installed.</p> <p>g) Boiler and heating. Ollie is putting the heating on 12 hours prior to services. It was stated that the church was still cold last Sunday.</p> <p>h) <u>Drainpipes by porch and the floor by the choir stalls. to be repaired by Marcus.</u></p> <p>i) Replacement carpet by altar to be delayed until after the Quinquennial Report.</p> <p>j) <b>Quinquennial Inspection booked for 15 April 2016.</b></p> <p>k) Sidespersons have been informed of alterations in service patterns.</p> <p>l) V-fast Broadband. The aerials are in place. The PCC feel unable to recommend the service to the village. <u>It was agreed that an item be included in the next Parish magazine explaining to people what the aerials are.</u> A Certificate of work is needed to send to the Diocesan Registry.</p> <p>m) The donation of £100 from the Parish Council was explained.</p>	<p>RS,FL,TH, ED</p> <p>ED</p> <p>MP</p> <p>??</p>
5.	<p><b>Open Forum</b></p> <p>a) Mike Barkway (Chairman of Charter Hall Trustees) asked that care is taken when cancelling hall bookings. Recently a planned church meeting had not taken place.</p> <p>b) John expressed concern about the general tidiness of the area where cremated remains are interred. <u>Marcus Palmer and Brian Bristow (Churchyard Stewards) to review this.</u> It was pointed out that there are Rules issued.</p> <p>c) Cremated remains area is near capacity. <u>The Church Wardens will discuss extending area.</u></p> <p>d) Tony reported a shortage of Servers and Intercessors. <u>It was agreed that a note requesting volunteers be put in Pew News Sheet. The Church Wardens will also ask individuals to help.</u></p> <p>d) Syrian refugee family. Jan Barnes and Catherine are to ask for donations of foodstuffs to equip the kitchen needs of the family, who arrive in early April. <u>A list will be put into the church for people to sign.</u></p> <p>e) It was reported that crowding at the church doors and cross aisle make it difficult for Sidespeople to welcome the congregation and hand out hymn books etc. <u>The Church Wardens and Sidespeople to address this issue.</u></p> <p>f) Christian Aid Week 15 – 22 May. Andrew Bliss has the envelopes for distributing in May. <u>He will put an accompanying item into the May Parish Magazine.</u></p>	<p>MP &amp; BB TH &amp; ED</p> <p>AB, ED, TH</p> <p>CW &amp; JB</p> <p>ED, TH &amp; Sidespeople</p> <p>A Bliss</p>
6.	<b>Correspondence.</b>	
7.	<b>Porchlight Charity</b> Following the donation from the Christmas Tree Festival, a thank you letter had been received, offering to provide a speaker to talk about their important work helping the homeless in Canterbury.	AB, CW
8.	<b>Health &amp; Safety</b> No issues. Edward reported that the Blitz cleaning team do not have sole workers in the building. Incidentally, it was acknowledged what a good job they	

	are doing. They work on the 1 <sup>st</sup> Thursday of the month. No cleaning is done in between times.	
9	<p><b>Finance</b></p> <p>a) <u>Fran reported that the accounts will be finalised following her meetings with RS and the Church Wardens.</u> The Auditors review will be after 31 March, but before the APCM. <u>The PCC will need to meet before this meeting to approve the accounts, probably on a Sunday.</u></p> <p>b) Christian Copyright Licencing (CCL). Fran had received an application form to cover films shown in church. This is not relevant to St Michaels Church. It was noted that Edward had previously spent considerable time completing their questionnaire. There had been no response.</p> <p>c) Treasurer. Fran is to stand down as Treasurer as from the APCM. The PCC recorded its sincere thanks to Fran for the work she has done on behalf of the church.</p> <p>There was a discussion about how the church accounts are managed. It was agreed that a simpler method of receipts and payments would be adopted, as soon as possible. An accounting package would need to be purchased. <u>The Church Wardens will manage the period without a designated treasurer.</u> It was agreed that 'reconciliations' will need to be regularly checked. Tony asked that he continue to be involved in managing the finances.</p>	<p>FL, ED, TH</p> <p>PCC</p> <p>TH, ED</p> <p>TL</p>
10.	<p><b>Church Fabric</b> It was agreed that the forthcoming Quinquennial Inspection will have an impact on future plans. The Church Log Book will have a record of works done since the last inspection. <u>Marcus, Tom and Edward will prepare for this meeting, on 15 April.</u></p>	ED, TH & MP
11.	<p><b>Annual Parish Church Meeting (APCM) 27 April, 7.30 for 8pm.</b></p> <p>Alex reported that the necessary papers will be issued 2 weeks beforehand, mostly by email. One third of congregation will receive paper copies. <u>Edward is to check with Dave King about recent amendments to the Electoral role.</u> Only people on the role are entitled to vote.</p>	<p>AP</p> <p>ED, DK</p>
12.	<p><b>Rector's Report</b></p> <p>a) <b>Service Planning. 12 June 2016.</b> Community Service in conjunction with Zion, at 11am to celebrate Queen's 90<sup>th</sup> Birthday. Followed by picnic on Minnis. Tom recorded our thanks to Biddenden PCC for agreeing to alter service timings.</p> <p>b) <b>Children and Young People.</b> Biddenden and Smarden Active Church Groups are considering a proposal to merge.</p> <p>c) <b>Confirmation Service on 8 February.</b> Thanks to all who made Bishop Trevor Willmott's visit to the Benefice for Confirmation Service such a success.</p> <p>d) <b>Pastoral.</b> Alex appreciated the help from all those who helped support Yvonne Bonham Miller's Funeral. Thanks to Bob Barnes and his community choir. The family were very appreciative, and are seeking to make a donation to the church.</p> <p>e) <b>Mission Action Planning.</b> There is a need to review and update the priorities for 2016. i) <u>Currently Alex and Catherine are prioritising the development of Active Church, and a Christian Introduction / Nurture Group.</u> They are aware of a number of newer members in the congregation.</p> <p>ii) There was a discussion about the need to achieve more financial stability following the lighting project. <u>The Church Wardens will meet to discuss ways to encourage an increase in giving, and to plan a series of fundraising events.</u> It was felt, following the review of the Mission Plan, that a list of priorities be compiled. Then the PCC should ask the congregation for money to fund the listed projects. <u>It was agreed that this item should be put on the Agenda for 17 May PCC meeting.</u></p> <p>iii) Alex highlighted the use of a Lay Worship team in Biddenden, and suggested that Smarden may be able to develop a similar team.</p> <p>f) <b>Sabbatical</b> Alex reported that he has submitted plans for his 3 month Sabbatical in early 2017. This has been approved by the Bishop. He asked that the PCC accept their important support role in his absence. It was explained that the term 'sabbatical' does not refer to 'time off'. His study areas will be to -</p> <p>i) explore and research further the impact of 'eclectic congregations' such as monthly Taize, Filling Station, Forest Church and St Gregory's.</p> <p>ii) re-establish contact with priest and friend in Sri-Lanka to explore issues of development and environment, mission in a context where it is illegal to convert to</p>	<p>AB, CW</p> <p>ED, TH</p> <p>AP</p>

	Christianity. g) <b>Tenterden School Christian Worker Trust (TSCWT)</b> Alex reported that the AGM of the Trust on 13 March had taken place. St Michaels contributes to this project, and Alex noted that it enables some amazing work to be carried out at Homewood and other schools. An additional 10 hours weekly sessional worker has been recruited to support delivery of Assemblies in Primary Schools within Homewood catchment area, as well as supporting the Mentoring and group work which Nathan does. A Young Carers Support Group is particularly valued. This post is funded by a Diocesan Mission Opportunities Grant.	
13.	<b>Curate's Report</b> Catherine reported that she had recently conducted 3 funerals in 6 weeks. Alex had been away for part of this time. She had also attended a valuable residential weekend learning about 'Faculties', Canon Law etc.	
14.	<b>Prayer in the week before Pentecost</b> Catherine had information about Bishop Trevor's focus on prayer during the week 8 – 15 May. Plans are being made to experience different styles of prayer – eg. Active Church; Silent Prayer; Taize. It is suggested these are held in different churches in the area. The week may culminate with a thank you session for people who are intercessors, on Saturday 14 May – this may also encourage others to volunteer with this role. It was also suggested that a workshop for Intercessors be held.	CW, AB
15.	<b>Events / Fundraising</b> Edward is to reconvene the sub-committee.	ED
16.	<b>Guild Report</b> None at this meeting	
17.	<b>Deanery Synod</b> No report from Deanery Reps. Alex reported on recent Diocesan Synod Meeting. One session had been about the ways churches encourage and foster the gifts of their members – ie lay participation in services. Bishops are encouraging this. Clergy were told that the next meeting of the General Synod will address some of the difficult issues facing the church – including Ministry; Mission; and Human Sexuality. It is proposed that members will split into small groups to discuss and engage with each other. This should result in deeper conversations and not headline grabbing 'one-liners'. Mike asked how members of the church could access these interesting and informative discussions. He felt that The Church Times did not adequately cover these issues. It was felt that they would be 'minuted' or recorded somewhere. <u>Alex is to try and find where this information is stored.</u>	AB
18.	<b>Dates of next meetings</b> 27 April, 17 May, 21 June (combined), 12 July, 13 September, 11 October (budget), 22 November (combined), 13 December.	
19.	The meeting closed at 9.35pm with Prayers, led by Alex.	

Eleanor Bliss

Minutes Secretary 25.03.16