

St Michaels PCC

DRAFT Minutes of a meeting of the PCC held on Monday 15 May 2017 at 7.30pm in the Charter Hall

Present: Alex Bienfait, Catherine Wilson, Edward Demery (Chair) Tony Lush, Ruth Papworth, Mike Barkway, Tanya Ling (Minutes Secretary)

Item		Action
1.	The meeting opened in prayer with Alex.	
2.	Apologies for absence Apologies received from Tom Hay, John Lowings, Vivienne Rose	
3.	Election of Chair In Toms absence, Edward Demery was elected Chair for the meeting who welcomed Alex back from his sabbatical and Tanya as new secretary.	
4	Minutes of the previous meeting The minutes of the meeting on 13 March wre read and voted a true record. All in favour. <u>To be signed by Tom Hay.</u>	TH
5	<p>Matters arising from the previous meeting</p> <p>4.8a Tom to check Smart Water. <u>Tom to carry forward.</u></p> <p>Bell ringers meeting – Tom Catherine and Edward met and agreed to spend £50 to ensure no bells falling.</p> <p>Magazine has found a new advertising manager, Jane Hanson who has now taken over from Eric</p> <p>11 Edward and Alex sorted the refreshments for the APCM</p> <p>12 Ownership of area next to the tree – still being investigated by Edward and Tom. Possibly unregistered land. <u>Office to write to Ashford BC to clarify on ownership</u></p> <p>Light not working due to bulb so being sorted by CES</p> <p>13 RPI for pay increases – Tom has checked as increases have been implemented as agreed at Wardens meeting.</p> <p>14 Letter to Bishop – Alex has a draft and Edward and Tom were reviewing it. Alex confirmed that the Smarden PCC motion to Deanery Synod was accepted. This forwarded to Diocese who forwarded the motion to Church house and reworded the motion. Bishop also explained about the simplification group who are looking at Church Rep rules. Wrote to Bishop who responded with a draft copy of the proposal made by the group. They do not address the issue of PCC membership. Julian Hills is at the Deanery AGM so the rewording issue could be discussed. <u>Alex to revisit letter and keep the PCC updated.</u></p> <p>Gluten free wafers – <u>further investigation required.</u></p> <p>Church Notice Board – mockup provided for in the church ,is a faculty required and where to place it. <u>To review after a Sunday service</u></p> <p>French Translation – <u>Edward passed to Catherine to laminate</u></p> <p>V Fast annual payment – Catherine confirmed that document had been found and confirmed that payment was supposed to be made in December 2016. <u>Tom to confirm.</u></p> <p>APCM – no comments</p> <p>Finances – Reserves policy – agreed and <u>Tom to confirm it has been actioned</u></p>	<p>TH</p> <p>Office</p> <p>AB</p> <p>CW</p> <p>PCC</p> <p>CW</p> <p>TH</p> <p>TN</p>

6	<p>Open Forum</p> <ul style="list-style-type: none"> • New post outside West End gallery- this has been implemented • Charter Hall Bulletin – Jan sent an update on various items for hall users • Data protection forms given to Mike, Edward and Tony. <u>need to send copies to Tom, Alan, Sian and David and collate all signed copies</u> Approve Tanya Ling appointment – all in favour- agree • Safari Supper date agreed on the 3rd June – household insurance will cover this (public liability) • Visit from U3A group on Fri 2nd June – refreshments tbc <u>Edward to discuss with Pearl and Pat Palimer</u> • Donation of £1.5K and Gift Aid from David Bonham to replace carpets of the sanctuary. • Sri Lankan night - 30th June – Alex and Stephanie to host an evening to share their experience of Sri Lanka. £5 retiring collection to go to three Sri Lankan charities. 	Office ED
7	<p>Review of APCM Minutes Query on the Diocesan Synod paragraph – <u>to be checked</u></p> <p>For 2018 create a one page summary for the 2018 meeting <u>Upload the Minutes to the website</u></p>	Office & CW Office AB/CW
8	<p>Finance A new treasurer, Eva Loffstadt, has been appointed and PCC all in favour, subject to a term of competence. <u>Tom to request references.</u> Required to come to the finance part of the PCC meetings.</p>	TH
9	<p>Review of Quinquennial Gates have been painted by C Moore, Sub-committee meeting is required and <u>Edward to call a meeting</u></p>	ED
10	<p>Parish Council request – Post Office Post Office to close end of 2018. Parish Council are considering options and have asked if the church is open to discussion for a post office to be housed in the church. PCC in favour to start discussions and <u>Edward to update John Lowings on this</u></p>	ED
11	<p>Stewardship campaign Tony has been in touch with Canterbury to research the process. First step is to set up the planning committee . The committee to complete a plan on how to request donations. Possibly to ask the current list of donators to index their donations. Also looking to broaden the list to include new donators. Liz Mullins from Canterbury will meet the committee after their first meeting. <u>Tony to organise the first committee meeting</u> which will include Edward or Catherine, Tony Richter, Carol Barkway, Eva Loffstadt. <u>Mike to confirm if Carol</u> would like to join the committee. Diocese send out draft forms to the committee who decide on the content. At the presentation service, each person is required to complete a commitment form. FOOSC have been updated of this campaign.</p>	TL MB
12	<p>Ministry Report RBL service on the 28th May will be a Eucharist service. MAP needs new priorities list for 3rd July meeting Harvest Supper discussed and agreed - 11am on 17th September with Harvest lunch straight after the All Age service. Ploughmans/cold lunch will be served in the church.</p>	

	<u>Brian to be updated on flags</u>	PCC
13	Correspondence None	
14.	Magazine Jane Hanson is the new advertising manager and the handvoer has occured. Active Church to be asked for a piece for the magazine	CW
15	Health and Safety Tony contacted Ashford BC who confirmed that Smarden was not a closed churchyard. This was confirmed by Canterbury. No application has been made. If the application is made and approved, it may then be the responsiblity of local council. <u>Tony will get the forms and complete them.</u>	TL
18.	Fabric Temporary mower shed is doing well and all forms have been sent to the Diocese for faculty. Brian has had the compost heap reposted – many thanks given <u>Flag is to be replaced – costs to be researched</u>	Churchwar den
19	Safe guarding Annual policy has been approved – all in favour.	
19.	Events Lights were sold for £100 and antiques expert offered to do an antique road show – date to be confirmed	AD
20	Deanery Synod Mike wrote to Meriel, Deanery Secretary, to understand how does information flow up. the role of Deanery Synods and position of Diocesan Synod reps reporting back to their PCC. There is nothing laid down about the Deanery Synod and not defined anywhere, nothing about reps reporting back, Deanery Synod reps can access the reports on the Diocese website. Mike has written to Julian to have access to the minutes and awaiting reply. <u>Office to review APCM minutes on Synod section and amend</u> Archdeacon Philip is retiring end of September . There will be a collection for him. Farewell service is on Saturday 30 th September at 315 in the cathedral. Motion to be taken at some point for both husband and wife teams not be on the PCC.	Office
21	The meeting closed with prayers at 9.30pm	
22	Next meeting is a Combined meeting and is on Monday 19 th June	