

## St Michael the Archangel

### Minutes of the PCC Meeting held on Monday 13 March 2017 at 7.30pm in The Charter Hall

**Present:** Rev Catherine Wilson, Tom Hay (Chairperson, Acting Treasurer and Church Warden), Edward Demery (Church Warden), Vivienne Rose, Tony Lush, Ruth Papworth, Eleanor Bliss (Minutes Secretary).

Item		Action
1	The meeting opened with prayers led by Catherine.	
2	Apologies for absence had been received from Rev Alex Bienfait (sabbatical), John Lowings and Mike Barkway.	
3	Minutes of the meeting held on 16 January 2017 had been distributed. Item 8b was amended to read 'Stewardship Programme not yet planned'. The Minutes were then signed as being a true record of the meeting.	
4	<p><b>Matters arising from 16 January Minutes</b></p> <p>4.7. Quinquennial. Edward had met with the structural engineer. Cracks in the wall were deemed to be superficial. The trees by the north door were not causing a problem.</p> <p>4. 8a Smart Water. <u>Tom has this in hand.</u></p> <p>4.5. Quinquennial Planning Group. <u>It was agreed to include a Quinquennial Update on each agenda in future.</u></p> <p>4. 8 Bellringers meeting is planned for 22 March.</p> <p>5. 1. Magazine changes were being implemented.</p> <p>5.4 New PCC meeting dates had been arranged and circulated to all PCC members.</p> <p>9. Magazine Advertising Manager. No response yet to request for replacement for Eric Spears.</p> <p>11. <u>Edward to organise volunteers to serve refreshments at APCM.</u></p> <p>12. Health &amp; Safety Report: <u>Work in progress.</u> It was noted that the area by the tree next to The Flying Horse is in a very poor state of repair. <u>Wardens to try and ascertain ownership.</u> Also, the <u>outside light on the corner of the church is not working. Wardens to deal with this.</u></p> <p>13. Finance: <u>TH to check RPI for pay increases.</u></p> <p>14e: <u>Letter to Bishop re ways to progress Synod Motion in hand.</u></p> <p>16b. Faculty for new shed has been submitted.</p>	<p>TH Office</p> <p>TH, ED</p> <p>ED TLush Wardens Wardens TH Wardens</p>
5	<p><b>Open Forum</b></p> <p>1. There was a discussion about the need to provide gluten free wafers. <u>Catherine to research.</u></p> <p>2. Church Notice Board. A possible design for a new notice board was shown to the meeting. It was agreed in principal that this would be a useful addition, including contact details and other information. Further research would be needed into ways of fastening it to the wall, including the possible need for a Faculty. <u>To be discussed in a future meeting.</u></p> <p>3. A question was asked about the hand-held 'foreign language' information boards. The wooden paddles seem to be missing. It was agreed that French and German versions could be available, possibly laminated A4 sheets, colour coded and with national flags on display. <u>Edward will get French translation printed.</u></p> <p>4. Tom noted that the V Fast annual payment had not yet been received. <u>Catherine to check.</u></p>	<p>CW</p> <p>PCC</p> <p>ED CW</p>
6	<p><b>Annual Parish Meeting draft document.</b> The draft PCC Report section of the document was circulated and appropriate amendments made. Following final approval, Tony proposed that <u>the Wardens sign the PCC Report</u> to be presented to the APCM. This was seconded by Ruth Papworth and unanimously approved. It was noted that the <u>Financial Statement needed to be sent on to the Independent Examiner.</u> A request was made that documents be sent from the Office in a version PCC can all open.</p> <p><b>APCM arrangements:</b> It was noted that Ruth Papworth was co-opted onto the PCC last year, and will need to be formally elected this year. Tony Lush has to be re-elected this year. <u>Tanya would be asked to provide their election forms.</u> It was noted that <u>Mike will need to be re-elected this year for the Deanery Synod.</u></p> <p>New PCC members are urgently needed. A Treasurer is urgently needed. It was noted that the post of Treasurer need not be filled by a Church Member.</p>	<p>Wardens CW</p> <p>Office</p> <p>Office Office</p> <p>PCC</p>

	<p>It was agreed that a <u>short PCC meeting be held after the service on 26 March, to approve the Accounts</u>. PCC members are asked for any <u>comments / queries about these to be sent to Tom by 20 March</u>.</p> <p>The PCC noted its thanks to Tom for the work he has put in the prepare documents for this year's APCM.</p>	PCC
7	<p><b>Finances</b></p> <p>a) Reserves Policy: Tom requested that the amount in <u>the reserve fund be amended from 12 months, to 3 months</u>. This is the norm in other parishes. The motion was proposed by Edward, Seconded by Vivienne and unanimously approved.</p> <p>b) Account signatories. It was noted that these need to be amended with the bank. After discussion it was agreed to delay this until a new Treasurer was appointed. It was felt that the optimum number was 4 named signatories.</p>	TH
8	<p><b>Ministry Report and Service Planning Notes.</b> Catherine circulated members with her report.</p> <p>1.a) Services on 4 June (Pentecost) Biddenden at 9.15. All-age Smarden at 11am. Sung Eucharist – not Matins</p> <p>b) July 30 Group Service at Biddenden (10am?)</p> <p>c) August: no Evensong or Active Church on 20<sup>th</sup>. Suggest Smarden at 9.15am BCP Eucharist with hymns. Biddenden Eucharist at 11am.</p> <p>2. . Recent attendance at Active Church slightly lower than usual. All-age service in Feb. attracted 2 families with toddlers. Planned services for families – Mothering Sunday and Palm Sunday all-age services in Biddenden. Good Friday Active Church in Smarden. No Sunday Active Church in April.</p> <p>3. Pastoral. Alex had taken 4 funerals prior to Sabbatical. Since then Catherine and Pearl have done one each. Another later in March. Annual Marriage Preparation Morning was held on February 11. Well attended. All of those getting married in Benefice this year came, plus some from B, HH and W.</p> <p>4. Administrator. Tanya has started work and is settling in well. Busy time of year with APCMs and Alex's Sabbatical.</p> <p>5. Sabbatical news. Alex and Stephanie posting regular updates on church website and facebook.</p> <p>6. Curate. Catherine submitted her latest essay in February. Final module about leadership. Getting extra practice whilst Alex is away.</p> <p>Edward asked about arrangements for Harvest lunch this year. There was a discussion about the venue, purpose of lunch and menus. <u>To be discussed by wardens and clergy.</u></p>	Wardens, AB, CW
9	<p>Stewardship Campaign. Edward had drafted a letter to be sent to electoral role members. There was a discussion about the best way forward. It was decided to <u>set up a sub-committee to move the campaign on</u>. Tony and Edward to <u>contact Canterbury Diocese to get information about Stewardship Campaigns</u>. It was agreed a new Treasurer would need to be involved. Ideally a team of 3, plus clergy. It was agreed that the Campaign must be in place by May 15 (next PCC).</p>	Wardens TL,ED
10	<p>Correspondence. Letters of thanks had been received from Apollos Trust, Porchlight and the Children's Society for recent donations.</p>	
11	<p>Magazine. The changes recommended by the sub-committee were being implemented. It was agreed that the front cover pictures were good, as were the Sudoku puzzles. There had been no comments received about the changes in charging policy.</p>	
12	<p>Health and Safety. Work in progress.</p>	TLush
13.	<p>Church Wardens Report / Fabric Team Report. The mower shed project is in hand. A question was asked about repainting the church.</p>	
14	<p>Safeguarding. Tom read out a letter from the Diocese giving details of the requirements for disclosure and barring service. Tom then signed the document on behalf of the Smarden PCC. <u>Catherine will take it to Biddenden, and it will also be signed by Julie Lupton (Disclosure Officer).</u></p>	CW& Office

15	<p>Events.</p> <p>a) Edward reported that Kate Pusey (Judith and John Hardy's daughter) has offered to put on a summer concert for the church. A date needs to be fixed for this.</p> <p>b) The Christmas Tree Festival Committee have accepted an offer from Mike and Carol Barkway's daughter to put on a concert on Saturday 9 December from 6pm.</p> <p>c) Vivienne reported that she is selling off the last items from Sheila Taylor's house – mainly pictures and small items. She asked permission to bring them into church one Sunday. She has been given 3 boxes of Limoges plates etc and wondered about auctioning items at an event.</p>	
16	<p>St Michaels Guild. It was noted that Vivienne has now stood down from leadership of the Guild. Fran Hackett is the new Chair person. An outing is planned to Nettlestead Place. The PCC thanked Vivienne for her years of service in The Guild.</p>	
17	<p>Dates of next meetings. 5 April (APCM), 15 May, 19 June (combined), 3 July, 4 September, 2 October (Budget), 6 November, 4 December (combined).</p>	
18	<p>The PCC thanked Eleanor for taking the Minutes at Smarden PCC Meetings. Tanya will now take on this role.</p> <p>Catherine ended the meeting with prayers.</p>	