

St Michaels PCC

Minutes of a meeting of the PCC held on Monday 14th May 2018 at 7.30pm in the Charter Hall

Present – Alex Bienfait (Chair), Catherine Wilson, Edward Demery, Ewa Loffstadt, Vivienne Rose, Tony Lush, Tanya Ling (Minute Secretary)

Item		Action
1	The meeting opened in prayer with Alex.	
2	Apologies for absence Tom Hay, Mike Barkway	
3	Minutes of the previous meeting Monday 19 th March 2018:- Amend that Alex (not Catherine) led the prayers. Minutes agreed and signed by Alex Bienfait.	
4	Matters arising from the minutes of 19 th March 2018: <ul style="list-style-type: none"> Item 5 – Closed Churchyard and extension of cremated remains area. Brian has e-mailed a plan to the office. Tom passed a map to Catherine which includes the suggested extended extension. Alex has liaised with Brian to confirm this area. We need to raise a Faculty for this. Action – Office to get a copy of Catherine's map and to start the Faculty application process. Edward to pass on the contact details of the Archdeacons secretary to the Office as the secretary was a good point of contact previously. Item 4 – Notice board - Edward awaiting photograph picture from Marcus and Tony to make further progress on this Item 4 – Fairtrade Fortnight – Office added this to relevant pew sheet Item 4 – Land outside pub – Office to contact Diocesan Property Dept – carry forward Item 5 – Thank you letter sent to Pat Palmer for the Xmas Tree Festival Item 5- CWGC sign – carry forward for office to action 	Office/CW/ ED ED/TL Office Office
5	Open Forum <ul style="list-style-type: none"> Vivienne asked if they could move the two heavy pots by the door for the Wells wedding in July. Alex confirmed that this was ok. Tony confirmed that a headstone (near the archway) had moved rather alarmingly so a temporary strut has been placed to support it. Marcus and Tony will bring it back to the vertical by lifting and packing shortly. Gardeners Bench now gone - what to do with the plaque? Should there be a replacement bench? PCC are in agreement that no benches are to be placed in the churchyard due to Faculty application difficulties. Action – Office to update Jean Boorman on the PCCs decision on this and to ask about suggested suggestions for the plaque. John Lowings – having left the village recently, the PCC would like to hold an official Farewell service for him. Potentially 27th May has been suggested. Action – Office to add to the Farewell service idea to the pew sheet, Edward to purchase a pond lily as a gift for John(max £40). Alex to sort out a card. Choice of Hymns – carry forward to the July meeting Action - add to the July agenda. Churchwarden election and PCC forms – Office passed forms to Edward and Ewa and emailed them to Tom and Mike. 	AB Office Office/ED/ AB Office

	<ul style="list-style-type: none"> Heating Sub-committee – Edward now has a list of members for – Tony Lush, Mike Barkway, Marcus Palmer, Brian Bristow, Hugh Perrot, Edward Demery and/or Tom Hay and Alex. First meeting date tbc but this will be before the July PCC meeting. Action – Office to add this as an agenda item in July meeting. New PCC members needed – Action add to July agenda (Tuckers?) 	Office Office
6	<p>Finance</p> <ul style="list-style-type: none"> Ewa has access to all the relevant accounts. CCLA have also formally confirmed that Ewa has authority on these accounts. Alex would like to thank Tom and Ewa for processing this and also to change the address to the rectory address. Edward requested quarterly finance reports to see how the accounts are doing. Ewa is having issues with Quickbook currently. Action – Ewa to contact Tom to try and look at this further. Edward asked about the 2018 budget that was done last year with Tom. Action – Ewa to ask Tom on this. 	EL/TH EL/TH
7	<p>Quinquennial update</p> <ul style="list-style-type: none"> Edward confirmed that there was some plastering work to the porch to be done. Heating pipe is still leaking but as the heating has now been turned off we will be able to fix this. Roofing repair to be done now the weather is dry enough now to do this. 	
8	<p>Church Plan priorities</p> <ul style="list-style-type: none"> Lay Preaching – as John Lowings has now left, we have Tony Richter left. Fair Trade Status – Action – Office to add an FT note in the pew sheet to highlight this to the Parish. At some later stage in the year, Alex would like to give a talk on this, possibly a magazine article. To get Fair Trade status we need to get a full understanding of what FT really is. Question raised as to whether it applies to UK products? Action – Alex nominated the 2nd week of September to talk to the congregation on this and draft an article for the magazine. 	Office AB
9	<p>Stewardship campaign</p> <ul style="list-style-type: none"> Approx £6.5K was raised which included 3 donations and going forward, the annual benefit will be £6K, an amazing response. Action – Tony to draft a general thank you letter to everyone who received and responded, Alex to review this letter. Should the £6K figure be published as a % increase (approx 30%) Action – Ewa to check on this % and send to Tony and Alex. Action- Tony to publish this in the Smarden July magazine. Alex thanked Tony and the stewardship team for their hard work on this. 	TL/AB EW TL
10	<p>Rectors report</p> <ul style="list-style-type: none"> 8th July will be Catherines Farewell service at 11am at Biddenden with a bring and share buffet lunch afterwards. 26th August Alex may be away due to holidays tbc, no Active Church in August and no 8am services. All Age services in Biddenden - attendance is patchy so when Catherine has left this will be hard to cover so will be unable to carry on with these services. 30th September Group Service will be a Patronal service with Kery Thorpe as our speaker. Travel expenses will be incurred. 7th October Harvest Service to be held on a farm possibly a barndance to 	

	<p>follow. PCC are in support of this idea but more details needed for the July meeting. Should there be a morning service as well that day to cover all the congregation. Vivienne knows a good barn dance contact (Carla Millen?) that could be used.</p> <ul style="list-style-type: none"> • November services – Remembrance Day will be a big date. In Smarden service will be led by Pearl Andersson and Gwen Brooker preaching. • Poppy memorial – Tony confirmed that Mike Fleet is constructing the cabinet for the display, Marilyn Ferris will be making the ceramic poppies. The costs are to be funded (approx £300) and will be ready by the end of August. To be incorporated into a Dedication service or separate event?. Action – Alex to set a date and time for a dedication service or event. Alex Ferris of the History Society will now the exact September weekend date. The school is also making a poppy waterfall (from cupcake cases) and need to confirm the size of it and if they could be used for the Memorial Service. Action – Tony to confirm with Margaret Gibbs on the size of the waterfall and to check with Alex Ferris on the September weekend date and let Alex know. • Remembrance Sunday – in Tenterden there will be an oratoria. • Village Carol Service is December 23rd at 6pm. 	<p>AB</p> <p>TL</p>
11	<p>Correspondence</p> <ul style="list-style-type: none"> • Thank you letter from the Kent Air Ambulance was received for donation. • Thank you letter sent to Pat Palmer 	
13	<p>Magazine</p> <ul style="list-style-type: none"> • Erik Speak has stood down from the Welcome Booklet administration. Alan Hipkiss will now look after this. • Details of Alex have been inadvertently been missed out on the inside cover of the magazine Action – Tony to add the details back in and check the printers proof. 	<p>TL</p>
14	<p>Health and Safety</p> <ul style="list-style-type: none"> • Alex has the H&S generic forms in word format. Action – Alex to email them to Tony • Refer to Open Forum with respect to the leaning headstone. Alex thanked Tony and Marcus for looking into this. 	<p>AB</p>
15	<p>Churchwardens' report</p> <ul style="list-style-type: none"> • Lumina energy consultant has confirmed we are on a very good energy deal currently. • Churchwardens visit to Canterbury on Thursday – Tom cannot go but Edward can. Ann Courtness and Alex are going. Catherine will try to attend. 	
16	<p>Safeguarding</p> <ul style="list-style-type: none"> • This will be added as an agenda item on the Combined meeting next month. 	
17	<p>Events</p> <ul style="list-style-type: none"> • Antique Roadshow idea has been raised and should be a fun event. • FOOSC events coming up including the Open Garden weekend in June and an Organ Recital by Mark Wilson. • Possibly the History Society to run a guided village tour which will include the church (not the tower). 	

18	Deanery Synod <ul style="list-style-type: none">The motion is now a topic with lawyers in Church house questioning the wording of the motion. Possibility may go back to Diocesan Synod.	
19	Meetings <ul style="list-style-type: none">Next meeting is combined meeting on Monday 18 June, Monday 9th July	
	The meeting closed with prayers at 9.15pm	