

St Michaels PCC

Minutes of a meeting of the PCC held on Monday 10<sup>h</sup> September 2018 at 7.30pm in the Charter Hall

Present – Tom Hay (Chair), Alex Bienfait , Ewa Loffstadt, Vivienne Rose, Stuart Tucker, Edward Demery, Tony Lush, Tanya Ling (Minute Secretary)

Item		Action
1	The meeting opened in prayer with Alex.	
2	Apologies for absence Mike Barkway	
3	Minutes of the previous meeting Monday 9 <sup>th</sup> July 2018 and combined meeting on 18 <sup>th</sup> June 2018. Amendment raised - Item 5 on 9 <sup>th</sup> July meeting – <b>Action</b> Office to change Annette Barnes to Annette Haynes. Minutes agreed and signed by Alex Bienfait.	Office
4	Matters arising from the combined minutes of 18 <sup>th</sup> June 2018: <ul style="list-style-type: none"> <li>Item 4 – Relevant changes to the SPP Manual which has now been uploaded onto the church website and noticeboard. Office has added dates to the 2019 church calendar to annually review document.</li> <li>Item 5 – Office emailed Ewa and Tony to confirm data security on their PC for Gift Aid data.</li> <li>Office has moved historical wedding files into the cabinet in the cabin and will also move the historical baptism files as well. Wedding and baptism forms are currently being amended to include consent box.</li> <li>Privacy Policy being amended by Alex and is currently being reviewed by John Mayne school.</li> </ul> Matters arising from the minutes of the 9 <sup>th</sup> July 2018: <ul style="list-style-type: none"> <li>Item 4 - Motion was passed and at some point we will be called to support the Motion at General Synod debate. The motion for General Synod has had to be rephrased to specifically call on General Synod to debate the issue. Rephrased motion passed at Diocesan Synod on 11<sup>th</sup> July 2018.</li> <li>Item 5 – Vivienne confirmed that Annette will not be joining the hymn choosing group.</li> <li>Item 6 – Ewa to confirm with Wilkins Kennedy that we will not be using them as auditor going forward. Steven Crowe to be approached as a replacement auditor.</li> <li>Item 10 – bibles purchased and being given out for baptisms.</li> <li>Item 10 – Service Planning team – churchwardens are to join this team.</li> <li>Item 12 – Tony has confirmed that Smarden have had not accidents relating to the church entrance and the PCC agreed that no permanent ramp is required. We will continue to monitor this.</li> <li>Item 14 – Stuart has completed his safeguarding training.</li> </ul>	
5	Open Forum <ul style="list-style-type: none"> <li>Weddings – concern raised on brides arriving late. <b>Action</b> Alex to amend the “Wedding rehearsal checklist” document to include an item to highlight this and Alex to reiterate this to couples at wedding rehearsals.</li> <li>Closed churchyard – PCC to decide if they wish make a resolution that they want the churchyard to be closed and also to discuss if we wish to</li> </ul>	AB

	<p>pass on the maintenance of the churchyard to the local authority. Tony has completed the faculty application form for a closed churchyard and will forward this to the Office once we have made a resolution and a copy to be enclosed in the application. <b>Action</b> Tony to discuss with the Diocese to give clarity on closed churchyards and when maintained by the PCC or the local BC, if a faculty is always required for any works irrespective of who maintains the churchyard.</p> <ul style="list-style-type: none"> <li>• Magazine print invoice discrepancy – Ewa has liaised with the printing firm and we were being slightly undercharged but the printing company will not charge for their error.</li> <li>• FOSC donation has been given for church insurance - £3447 which pays 97% for the insurance.</li> <li>• Legacy from Mr Austen left to St. Michael but no specific details as yet. <b>Action</b> Alex/Ewa to speak with Jill Ledger., the executor of the legacy.</li> <li>• Gift Aid – payments are currently delayed but Tony and Ewa are following up on this.</li> </ul>	<p>TL</p> <p>AB/EL</p>
6	<p>Finance</p> <ul style="list-style-type: none"> <li>• Ewa sent a report to the PCC before the meeting.</li> <li>• £7K has been drawn from the investment funds at the end of July. This will be seen in the end of year report. This is due to previous deficits in past years but not seen as a concern.</li> <li>• Maintenance of buildings and fabric costs query – this includes organ tuning, new bell clapper and heating maintenance bill. FOSC have agreed to pay for the new bell clapper which is £786 and also the heating bill which was over £1K. These have been paid by the PCC currently and awaiting payment from FOSC to cover these.</li> <li>• Requested to include a budget column in future reports <b>Action</b> Ewa to include this for the next meeting.</li> </ul>	<p>EL</p>
7	<p>Quinquennial update</p> <ul style="list-style-type: none"> <li>• All up to date . <b>Action</b> Office to remove from the agenda going forward.</li> </ul>	<p>Office</p>
8	<p>Ministry update and Diocesan Synod quota increase for 2019-21</p> <ul style="list-style-type: none"> <li>• Pet service coming up this weekend</li> <li>• Fair Trade sermon on 23<sup>rd</sup> September service.</li> <li>• 30<sup>th</sup> September Patronal Group service for Kerry Thorpe <b>Action</b> Alex to check on travel expenses and forward to Tom who will sort a cheque for this.</li> <li>• Harvest Festival celebrations on 7<sup>th</sup> October will include a farm service, tea and a barn dance.</li> <li>• 3<sup>rd</sup> November is All Souls day, 11<sup>th</sup> November is Remembrance Sunday.</li> <li>• Smarden village carol service is on 23<sup>rd</sup> December at 6pm.</li> <li>• Thank you to Mike and Carol Barkway with their welcoming at recent baptisms.</li> <li>• Large number of funerals at Smarden recently.</li> <li>• Diocesan DBF quota increase for 2019-21- paperwork was sent to the PCC before the meeting to review. There are 4 options given by the Diocese and the majority of the PCC agreed that Option 3 “Add an extra curate each year and increase stipends and salaries by 2%” with a caveat that the Diocese to show how they are trying to make savings. <b>Action</b> Alex to send Tom the details of the Diocesan Synod on 4<sup>th</sup> October where questions can be raised on this.</li> </ul>	<p>AB/TH</p> <p>AB/TH</p>

	<ul style="list-style-type: none"> <li>Walk Church – Ecclesiastical insurance are happy that public liability to be nominated by Biddenden PCC.</li> <li>Apollos Turst – currently requires a new treasurer. Still requires the PCC continued support. Smarden may not have made the promised donations in the past couple of years <b>Action</b> Ewa to check on this and raise at the budget meeting</li> </ul>	EL
9	<p>Charity of the Year 2019</p> <ul style="list-style-type: none"> <li>Apollos Trust are the nominated charity for next year <b>Action</b> Office to be add as an item for the Budget meeting next month to confirm the payments made historically and the commitment going forward.</li> </ul>	Office
10	<p>Magazine</p> <ul style="list-style-type: none"> <li>Tony and Alan met with Jane Hanson the advertising manager as to ideas on improving the magazine. More details to follow.</li> </ul>	
11	<p>Health &amp; Safety</p> <ul style="list-style-type: none"> <li><b>Action</b> Alex to send Tony the RA forms in word.</li> </ul>	AB
12	<p>Churchwardens and events report</p> <ul style="list-style-type: none"> <li>Refurbishment of heating meeting to be arranged before the meeting in November</li> <li>Bonfire night to go ahead on 3<sup>rd</sup> November.</li> <li>£500 donation recently given to the church due to a film company using the churchyard.</li> </ul>	
13	<p>Safeguarding</p> <ul style="list-style-type: none"> <li>RA required for the Pet Service this Sunday <b>Action</b> Alex to create RA.</li> </ul>	AB
14	<p>Meetings</p> <ul style="list-style-type: none"> <li>Next meetings are on Monday 15<sup>th</sup> October (budget) and 12<sup>th</sup> November 2018.</li> </ul>	
	The meeting closed with prayers at 9.30pm	