

## St Michael the Archangel, Smarden PCC

Minutes of a meeting of the PCC held on Monday 23<sup>rd</sup> September 2019 at 7.30pm in the Charter Hall

**Present** – Tom Hay (Chair), Alex Bienfait , Tom Hay, Stuart Tucker, Mike Barkway, Edward Demery, Vivienne Rose , Ewa Loffstadt, Tanya Ling (Minutes Secretary)

Item		Action
1	The meeting opened in prayer with Alex.	
2	Apologies for absence: Tony Lush	
3	Minutes of the previous meeting on 13 July 2019 were distributed to the PCC before the meeting for review. 13 <sup>th</sup> July 2019 minutes were agreed and signed by Tom Hay.	
4	<p>Matters arising from 13 July minutes :-</p> <ul style="list-style-type: none"> <li>• Item 4 –Risk Assessment for Chancel step <b>Action</b> Office to carry forward to November PCC meeting agenda</li> <li>• Mark Wilson contract – <b>Action</b> Alex will be submitting the revised contract to Mark Wilson tomorrow. Alex will ask Mark as to how to deal with payments already made to him and how to adjust for them</li> <li>• Item 4 - Jane Whitely, volunteer organist – it was agreed that a gift of flowers would be given to Jane at Xmas <b>Action</b> Alex to purchase flowers for Jane ( 22<sup>nd</sup> December). Office to put reminder note in Alex calendar.</li> <li>• Item 4 – Use of Buildings – PCC agreed to rope off the back pews leaving one seat unroped. <b>Action</b> Tom/Edward to arrange roping off. With regard to how a church could be used, Alex suggested a visit to St. Stephens in Lympe.</li> <li>• Item 5 – Trees in the churchyard – A notice in the parish magazine was placed and no objections were made on the suggested removal of these trees. PCC were all in favour. <b>Action</b> Alex/Office to notify Ashford BC that the dead tree and the overhanging tree are to be removed. BC will check if they are on a register.</li> <li>• Item – Southern Lightening inspection has been done.</li> <li>• Item 11 – Sanitiser bought and installed by Stu.</li> </ul>	<p>TL/Office</p> <p>AB</p> <p>AB/Office</p> <p>TH/ED</p> <p>AB/Office</p>
5	<p>Open Forum</p> <ul style="list-style-type: none"> <li>• Ride &amp; Stride – thinking about next year should we approach Active Church members to become involved in this fundraising event.</li> <li>• Active Church collections – it was asked why collections are not made at Active Church. <b>Action</b> Alex and Stu to meet and discuss further</li> <li>• Harvest Farm service – Alex is coordinating refreshements and cake.</li> </ul>	<p>AB/ST</p> <p>AB</p>
6	<p>Correspondence</p> <ul style="list-style-type: none"> <li>• Julian Hills letter – this was sent out to the PCC before the meeting. Items that were raised by the PCC in their letter sent on 8 July were addressed in Julians reply. It was noted that there was also an e-mail on 12 July from Julian, that suggested the Parish Share increase could be limited to 1.3% this year. This to be confirmed at that the Diocesan Synod meeting 16<sup>th</sup> November 2019.</li> </ul>	
8	<p>Finance update</p> <ul style="list-style-type: none"> <li>• Joint benefice account – Alex confirmed that Biddenden PCC had authorised for Tom to be given online access to the joint benefice account.</li> <li>• Legacy seminar – Ewa recently attended a legacy seminar which was very informative. <b>Action</b> Office to add Legacy Policy to the agenda for the next PCC meeting. Also suggested that we use Legacy bookmarks for the bibles that are given at baptisms. <b>Action</b> Office to order bookmarks.</li> <li>• Finance report was sent out by Ewa to the PCC before the meeting. It was noted</li> </ul>	<p>Office</p> <p>Office</p>

	that the xmas tree festival figure are split out over 12 months.	
9	<p>Ministry</p> <ul style="list-style-type: none"> <li>• Mark Wilson is now attending the Service Planning meetings and hymn meetings.</li> <li>• Slow progress building up Lay team for home communion.</li> <li>• Welcome leaflet meeting went well and Stu has drafted a leaflet template. <b>Action</b> Alex and Stu to discuss further.</li> <li>• New photocopier – invoices for the old photocopier are still being received – legal advice has been sought and a formal letter has been sent by recorded delivery to their company . <b>Action</b> Office/Alex to check if invoices have been received for the new photocopier that was installed in the summer.</li> <li>• Nave altar designs still ongoing <b>Action</b> Alex to chase up.</li> </ul>	<p>AB/ST</p> <p>Office/AB</p> <p>AB</p>
10	Magazine - No updates	
11	H&S - No updates	
12	<p>Heating project</p> <ul style="list-style-type: none"> <li>• <b>Action</b> Edward will liaise with Marcus to confirm a date when they will start to monitor boiler oil consumption with the boiler set for 24hr on a low temperature.</li> </ul>	ED
13	<p>Churchwardens and events report</p> <ul style="list-style-type: none"> <li>• Porch work – Edward has received two quotes one from a local tradesperson for £9-10K. Marcus has also quoted at around £4, 300 . The Austen legacy could be used for this. PCC suggest a small brass plaque to acknowledge funding. <b>Action</b> Alex to discuss with the Austen family to get further feedback. Proposed by Mike Barkway and seconded by Vivienne Rose. PCC were all in favour. <b>Action</b> Edward will speak with Archdeacon Darren to see if a faculty is required.</li> <li>• Coffee before Smarden Mattins services – PCC agreed that the trial should end and coffee to be offered on special occasions only.</li> <li>• FOSC have asked the PCC if they can leverage their insurance to cover FOSC events such as the Murder Mystery evening in November. PCC were all in favour that the insurance to cover these events. Proposed by Edward Demery and seconded by Mike Barkway. <b>Action</b> Ewa to check to see if we have a recent insurance policy.</li> <li>• Xmas Tree festival – 20 trees have been paid for, 6 parties are interested.</li> <li>• Countryside Builders are sponsoring £100 for the ribbon cutting at the carol concert.</li> </ul>	<p>AB</p> <p>ED</p> <p>EL</p>
14	<p>Meetings</p> <ul style="list-style-type: none"> <li>• The next meetings will be on 8<sup>th</sup> October (budget meeting) and 11th November.</li> </ul>	
	The meeting closed with prayers at 9.10pm	