

St Michael the Archangel, Smarden PCC

Minutes of a meeting of the PCC held on Monday 11th November 2019 at 7.30pm in the Charter Hall

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

Item		Action
1	The meeting opened in prayer with Alex.	
2	Apologies for absence: Stuart Tucker, Vivienne Rose	
3	Minutes of the previous meeting on 23 September and 8 th October (budget) were distributed to the PCC before the meeting for review. Both sets of minutes were agreed and signed by Tom Hay.	
4	<p>Matters arising from 23rd September minutes :-</p> <ul style="list-style-type: none"> • Item 4 – Risk Assessment for Chancel step has been completed by Tony. Agreed to leave the step as it is. Action Tony to send copy to the Office to file. • Item 4 – Mark Wilson contract – has now been signed by Mark and Alex. • Item 4 – Jane Whitely gift – entry in calendar to purchase xmas gift. • Roping off pews – Action Tom will try again with ribbon on both sides short term and then look at long-term options. • Item 5 – Active Church collections – Alex and Stuart have met and recently taken a collection at Active Church. • Item 5 – Harvest service – will require more publicity in 2020. Action Office to put notice in the 2020 calendar to ensure advertised more. • Item 9 – Welcome leaflet – Alex and Stuart are working on this and Stuart has created a draft leaflet. • Item 9 – P/copier – We are now no longer receiving invoices for the old p/copier. • Item 13 – Ecclesiastical insurance does not cover FOSC events that are not held in the church. 	<p>TL/Office</p> <p>TH</p> <p>Office</p>
5	<p>Open Forum</p> <ul style="list-style-type: none"> • 2020 Benefice calendar – Action Office to change APCM date to Wednesday 13th May and office to check if charter hall is free • Benenden heating invoice was received by Ewa – they have asked for the foliage to be removed from the oil tank. Action Ewa to forward the e-mail to Brian, Edward and Tom. • Paul Hollywood fundraising event – Ewa husband Alistair has asked Paul Hollywood if he would be willing to hold an event for the church to which he agreed. Action Ewa to arrange 2020 dates 	<p>Office</p> <p>EL</p>
6	<p>Correspondence</p> <ul style="list-style-type: none"> • Letter from Ashford BC acknowledging application for the removal of trees – if no objections are received by 6th December, the two trees will be removed after Christmas. • DAC email received from Edmund Harris who praised St. Michael church. 	
8	<p>Finance update</p> <ul style="list-style-type: none"> • Parish Share update from Deanery Treasurer for potential 1.5% increase for 2020 – this does not require PCC approval and is just an update. Our budget is based on a 1.3% increase. • Legacy policy review – currently there is no policy Action Alex, churchwardens and Ewa to agree to draft a legacy policy ready for the January 2020 meeting and Office to order the Legacy toolkit. 	<p>AB, TH,ED,EL, Office</p>
9	Ministry update	

	<ul style="list-style-type: none"> • There wasn't a service planning meeting in October but all services had been discussed at the July meeting. • Smarden Carol service is at 6.30pm (not 6pm) and no evensong the week before. • Lay team is still in progress. Alex is looking to purchase a home communion set. • A Welcomers draft leaflet has been completed by Stuart Tucker. • Online electronic payments – the Stewardship account has been deactivated due to lack of activity. Alex is in the process of re-opening the account. On the 11th February 2020 the Synod are meeting and discussing electronic payments. • Charity of the Year 2020 – Action Office to add this to the January 2020 agenda. • Xmas thank you card Action Alex to organise a thank you card, and flowers for Jane Whitely for 22nd December. • PCC Social – Alex has suggested Sat 25th January 2020. Action Alex to confirm and update PCC groups. • Deanery – Rev'd Sue Wharton is leaving and Alex has inherited some of her services and wedding obligations. • Nave altar review – previous minutes of state that this item will be reviewed early 2020. Feelings are still very mixed on this item. Action Office to add Nave Altar review to the January 2020 Agenda where a final decision is to be made. Alex has received designs from Adam Meyrick. Adam proposes construction of a plywood model for review by the PCC, at a cost of £235. Overall cost for a new altar priced at £4700. Further design options were e-mailed to the PCC but Option 3 still preferred design. The proposal to be reviewed at the January meeting and when it is anticipated we will have a mockup of the proposed altar. Decision to proceed with construction of model, Proposed by Mike and seconded by Alex. All in favour apart from Tony Lush. 	Office AB AB Office
10	<p>Magazine</p> <p>Tony sent an e-mail to the PCC before the meeting proposing a new glossy coloured edition with no extra costs incurred. This will include a 5% increase in advertising but the magazine will remain at the same price. Action Tony to check the notice period with Tim Munt to determine a January or Easter launch. The PCC would like to thank Jane for her work on this.</p>	TL
11	<p>H&S</p> <p>Tony and some volunteers recently fixed the leaning headstone which was a concern</p>	
12	<p>Heating project</p> <ul style="list-style-type: none"> • Marcus has not been able to establish a remote thermostat for water temperature of the boiler. 	
13	<p>Churchwardens report and events</p> <ul style="list-style-type: none"> • Porch work – Tom has completed a list B faculty looking to get the work done by April next year. FOSC have offered to pay for these works and are meeting next week. • Smarden Carol Service , Rhythm of Life Choir and Xmas Tree festival are the final events for the year. • Bonfire Night will not raise as much as in previous years. • Ride & Stride cheque of £152 given to Ewa. 	
14	<p>Meetings</p> <ul style="list-style-type: none"> • The next meetings will be a Combined PCC meeting on Monday 9th December at Charter Hall at 7.30pm, followed by Monday 27th January 2020 at Charter Hall. 	
	The meeting closed with prayers at 9.40pm	