

## St Michael Smarden PCC

Minutes of virtual Zoom meeting of the PCC held on 9<sup>th</sup> November 2020 at 7.30pm

**Present:** Tom Hay(Chair), Alex Bienfait, Tony Lush, Mike Barkway, Edward Demery, Stu Tucker, Tanya Ling, Ewa Loffstadt.

Item		Action
1	The meeting opened in prayer.	
2	<b>Apologies for absence</b> Vivienne Rose	
3	<b>Minutes of the previous meeting held on 28<sup>th</sup> September and 12 October 2020 (budget)</b> Both sets of minutes were adopted as a true record and virtually signed by Tom Hay.	
4	<p><b>Matters Arising from meeting on 28<sup>th</sup> September 2020</b></p> <ul style="list-style-type: none"> <li>• Item 4 - Ropes and clips were discussed at the churchwardens meeting. Need to see how the church is working once properly open before a commitment is made to purchase ropes and clips. <b>Action</b> Office to add to to the agenda next year when church is open.</li> <li>• Item 4 - Legacy policy – Tony completed an article for the parish magazine which has been published. Tony confirmed that a letter had been sent to thank people for stewardship donations. <b>Action</b> Ewa to send Tony details of the £262 each that was sent to Christian Aid and the local food bank and this to be published in the magazine.</li> <li>• Item 6 – COVID Risk assessment now displayed in the church.</li> <li>• Item 9 – New church noticeboard – Received permission from the DAC . Marcus and Brian will be putting this up in the next few weeks. The PCC are very grateful to those who have made donations to cover the costs of the notice boards including St Michaels Guild.</li> <li>• Item 11 - Alex has had contact with the individual who donated £5k. The donor is keen to support those who are struggling in the village especially young people.</li> <li>• Item 13 - Wafers and candles – <b>Action</b> Alex to clear out wafers and wine currently stored. No orders to be made yet by the Office for further supplies</li> </ul> <p><b>Matters arising from budget meeting on 12<sup>th</sup> October</b></p> <ul style="list-style-type: none"> <li>• <b>Action</b> Ewa to change categories in the system next year.</li> </ul>	<p style="text-align: center;"><b>Office</b></p> <p style="text-align: center;"><b>EL/TL</b></p> <p style="text-align: center;"><b>AB</b></p> <p style="text-align: center;"><b>EL</b></p>
5	<b>Open Forum</b>	
	<ul style="list-style-type: none"> <li>• None</li> </ul>	
6	<b>Covid 19 impact update</b>	
	<ul style="list-style-type: none"> <li>• Lockdown 2.0 – back using solely Zoom. One of the services will include a live link with Sri Lanka, on Advent Sunday (backup plan with recorded version). The church remains open during the day for private prayer with the same controls in place.</li> <li>• For December there is a rota of services assuming rules allow services in church. We are planning to hold a Churchyard Carol service on Christmas Eve, and Christmas day Eucharist in church. It was noted that the self cleansing of churches after a service has been held has been decreased to 48 hours.</li> </ul>	
7	<b>Nave Altar update</b>	
	<ul style="list-style-type: none"> <li>• The faculty application is still being discussed. <b>Action</b> Tom and Alex are making contact with the DAC and will update the PCC accordingly</li> </ul>	TH/AB
8	<b>Welcome Leaflet</b>	
	<ul style="list-style-type: none"> <li>• The latest version of the church Welcome leaflet had been circulated. The new</li> </ul>	

	<p>housing development has residents moving in. The Parish Council would like to send a welcome pack to the new residents. Historically the church has sent a booklet to new residents. The current version of the booklet is very out of date. It was noted the booklet is not the same as the church welcome leaflet currently under preparation. It was considered to bring the Welcome booklet up to date, but it was noted much of the information is duplicated in the magazine, and it is a huge task to ensure the information is kept up to date. Hence the proposal for church welcome leaflet. It was suggested a subgroup to finalise the Welcome Leaflet – Stu, Ewa, Alex and Edward or Tom, ready for circulation. <b>Action</b> Alex to set up a Zoom meeting. Any feedback on the leaflet to be emailed to Alex</p>	<b>AB</b>
<b>9</b>	<p><b>Ministry update</b></p> <ul style="list-style-type: none"> <li>• Morning prayer meeting regularly, with night prayer once a week.</li> <li>• No longer have Bethersden, High Halden, Wood church congregations following our services as the new Revd Sue Rose has started. Little collaboration at present, as Sue establishes herself in her new parish.</li> <li>• Remembrance Sunday outdoor service went very smoothly. Many thanks to John Fowler who provided sound and visuals, including management of Zoom for the service.</li> <li>• New Smarden star will be ready for Advent Sunday 29<sup>th</sup> November. Thank you to Jane Perrott who has financed the new star.</li> <li>• Ethos photocopier update – Ethos continued to maintain a very aggressive stance, threatening small claims court action. They refused the offer of a settlement of debt at £300, we eventually paid the full amount claimed £621.94. We have written confirmation no further claims will be made under the former contract with Ethos. The new photocopier contract set up with Daryl Chapman, resident of Smarden and his company Managed Technology is a fraction of our previous costs saving approx £1.5 k per year. Thank you to Clive Thomas (Biddenden resident) for the legal advice and letters to bring the contract with Ethos to an end. <b>Action</b> Edward and Tom to send a token of thanks, some bottles of wine, to say thank you to Clive Thomas.</li> <li>• Deanery matters – forecasting a deficit from parish share collections of around 25 %. <b>Action</b> Office to send a copy of the Diocesan budget document to the PCC.</li> </ul>	<b>ED/TH</b> <b>Office</b>
<b>10</b>	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• Authorisation to assist renewal as communicants letter has been received and needs to be renewed for next year. Tony Richter, Fran Lester and Gill Sadler are currently listed, and were authorised for the next three years.. It was also proposed that Tony Richter is authorised to take holy communion to peoples homes. Proposed by Mike and seconded by Ewa. All in favour. It was noted that Churchwardens are automatically authorised to assist in the distribution for holy communion. <b>Action</b> Office to print off forms, laminate and place in vestry. A form per person is required and kept on file.</li> <li>• A Marriage Order for Smarden and Biddenden parishes allowing Banns to be read at either church and allow the wedding to proceed in either church has been received from Bishop Rose Dover and filed in the PCC folder. A scanned copy was sent to the PCC for their review. A scanned copy is also filed in Policies folder and the Marriage folder for future reference.</li> </ul>	<b>Office/AB</b>
<b>11</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Ewa sent the finance report sent to the PCC before the meeting. No questions were raised. Due to £5k donation the accounts are much better than anticipated and the parish share is already paid for this year. Though it was noted that the £5 donation was restricted.</li> <li>• Changing energy supplier has been agreed and Ewa has organised the switch date for 31<sup>st</sup> March 2021 EDF contract to finish and new one starts 1<sup>st</sup> April 2021.</li> </ul>	

12	<b>Magazine</b> <ul style="list-style-type: none"> <li>• Advertising rates to be decided but will probably stay the same and also the cost of the magazine itself. The PCC happy to keep the costs the same.</li> <li>• Local resident cannot send out Christmas cards this year and has asked if a special note can be added to the parish magazine to send out their xmas wishes. On this occasion it will go into the magazine.</li> </ul>	
13	<b>H&amp;S</b> <ul style="list-style-type: none"> <li>• No updates</li> </ul>	
14	<b>Churchwardens report</b> <ul style="list-style-type: none"> <li>• Covered in previous items</li> </ul>	
15	<b>Events and fundraising update</b> <ul style="list-style-type: none"> <li>• Ewa presented the latest copy of the fundraising calendar. All thanked Ewa for her work on the Smarden calendar. The PCC need to proof read the calendar before it is sent to the printers. £1005 has already been raised through commercial sponsorship, the print will cost £875 so the project is already in profit by £205. 200 copies have been ordered, and be sold for £9.50 per calendar. Collection only. Parish magazine will include an advert in December and the notice sheet will give details also. Calendar can be bought from the community shop, butchers and the art gallery and Ewa will have some at her home.</li> </ul>	
	<b>Date of the next meeting:-</b> Combined PCC meeting on Zoom on 14th December at 7.30pm	

The meeting closed with prayers at 9.15pm