

DRAFT MINUTES

Minutes of the Meeting of the Chillenden with Knowlton Parochial Church Council held on Friday 25 January 2008 at 7.30pm

1 Present

John Sweatman, Nigel Hale, Paul Allen, Penny Easton, Dave Hampson-Ghani, Margaret Holyer, Eryl Shaw,

2 Apologies

Helen Marston, Sarah Smith, Robert Thomas

3 Minutes of meeting on 31 November 07

The minutes were agreed as a true record and signed by JS.

4 Matters arising from the minutes

The altar frontal donated to the church in memory of Ted Carey had arrived and been dedicated at the service on Sunday 20th January 2008.

Action – ES to write to thank Dr Audrey Carey for her kind gift.

5 Correspondence

1. ES had received a reminder that All Saints is due to elect a **lay parish representative** to the **Deanery Synod** to serve for a three year term Election to be held before 30 April 2008 and the term of office will start on 1st June 2008.
2. DHG had received notice of the **Diocesan Finance Roadshows** being held on 4th, 11th, 13th, 25th and 27th February 2008 in Canterbury, Ashford, Dover, Margate and Maidstone respectively.

Action Representative of All Saints to attend if possible. DHG and ES have details.

3. DHG had received a certificate confirming that we had given £2100 in 2006/07.
4. PS had received letter on the faculty.

Action PA to respond that, although work was complete the certificate had not been issued as this was due with the final account which had not yet been received.

5. RT had received, DHG had completed and PA signed the Statistics for Mission: January to December 2007. This showed that 19 Adults and 6 children attended church on a 'normal' Sunday. The number attending worship on Easter Day was 10 and 105 people attended on Christmas Eve and Christmas Day. There are 21 people on the electoral roll.

Action ES to return the form to diocesan house.

6 Finance Report (DHG)

- The Parish Share had been paid.
- Detailed Finance reports were circulated which showed that there was a surplus this year of £739.87 – noted that this was the first surplus for a while. The current account stands at £2,231 and the deposit at £4,653.
- The PCC agreed that 4 cheques should be paid as follows;
 1. To HM for costs of organists' Christmas box in 2006.
 2. To Rainbow Appeal for the new light fittings.
 3. To Roger Goldfinch for electrical work.
 4. To DHG for stationery and other sundry expenses.

Action Need to arrange more signatories for the church current account.

7 Fabric

SS reported that Mac had looked at the **priest's chair** and he thought the cost of splitting the chair and lectern exceeded its value.

Action JS offered to look at it, volunteer needed to help move it please.

DRAFT MINUTES

DHG reported that the stormy weather on Tuesday 15th Jan had blown some **scaffolding planks** from the scaffolding outside the church which had caused damage to the roof and shattered some guttering on the north side. He had alerted the builders but further planks had fallen before the builders attended to make the scaffold safe.

The direction and force of the wind had also caused **ingress of water** through the louvres in the bell tower hatch into the back of the church.

Action PCC to consider putting baffles on the louvres on the SW elevation which would prevent water ingress in future.

Finally part of the **chancel ceiling** had come down where winds had lifted some of the roof tiles, fortunately no water had entered.

Action DHG had reported the internal damage to the insurers and Colman's the builders have given an initial quote of £1,500 for the repair of the ceiling.

Action Need to check if the moulds for the chancel crown and star are in the Hall.

The PCC thanked DHG for his prompt action in calling the builders and dealing with this emergency.

The weather vane has now been re-gilded and it is ready to be replaced on the spire, after this the scaffold can be removed. (This was done on Wednesday 30 January).

DHG had tagged the metal work with Smartwater supplied by the insurer as noted at the last meeting.

There was further discussion over **heating the church**. It was noted that Stedman's the heating engineer had recommended background heating of 10° C At present the thermostat is set at 8° C and, although increased fuel costs are incurred, in the long run this should result in the need for fewer repairs and a reduced maintenance of the system and the church fabric. For instance the warmer church had been important in drying out the floor and walls where water had entered.

The benefit of the church being more comfortable for weekly activities such as the choir practice, church flowers, cleaning etc should not be underestimated.

It was agreed by the PCC that the present system of keeping background heat at 8° C should be continued for the rest of the season. On Sunday's with services, the timer would be set to come on at 4am which, in the previous week, had warmed the church up to 16° C by 9.30am. Using the timer and lowering the thermostat will both reduce costs.

Action Costs will, of course, be reviewed at future PCC meetings.

It was noted that the **east end church path** was very uneven and had caused at least two people to fall. There was a need to make it more level by clearing it back to the retaining wall. There was discussion about whether shingle or gravel might then be used but the immediate need is for levelling.

Action a church working party to be convened with a digger to level the east end path.

There was discussion over a suggestion that a **cupboard** be built under the front pew on the north side to hold bread, wine etc out of the way of the kitchen. Although this was thought a good idea the west end of the church was the preferred place for storage and therefore the location was not agreed.

Action need to look again at the storage arrangements for wine etc in the kitchen.

Church linens were discussed.

The new altar frontal was greatly appreciated. A new altar cloth for it would be a good addition.

MH noted that, since our return from Knowlton, not all the church linens had been located.

Action

Need to check the stock and state of the church linens.

NH to clarify to MH what colour of altar frontal was used and when during the church year.

JS had had a discussion with Olivier Wright who had offered to make up some linens.

Action JS to send OW the dimensions.

DRAFT MINUTES

8 Progress and feedback on new Family Service format at All Saints

NH had introduced the new Family Communion Service on 3 December and explained that this was for a trial period of six months, to July 2008, after which the congregation would be asked for their views. Initial feedback was pretty positive.

A service sheet had been produced which was much appreciated.

The choir has introduced some newer hymns and sung an anthem during communion as requested.

The BCP service has remained unchanged as agreed at the last PCC.

JS noted that the churchwardens (RT, PA) and treasurer (DHG) would need to be authorised as eucharistic ministers.

SS had circulated an outline of the **service rota** for 2008 to JS and NH for inclusion of the correct readings for the services. These were in the NRSV lectionary for Year A.

There was some discussion about the need to remind readers etc. It was thought that, if the rota was circulated to everyone and also on the church noticeboard, this ought to be sufficient but this would be reviewed.

It was agreed that the Advent Service should be held at **6pm on the 7 Dec 08** – still the 1st Sunday but in the evening.

Action

Include the time of the Advent Service on the rota now to avoid confusion.

NH to finalise details on the rota and return to SS.

Planning meetings well ahead of time for special services e.g. Advent and Christmas.

The **flower rota** set up by MH covers each month of the year, therefore there was a need to refer to this when decorating the church for special services i.e. Easter, Harvest and Christmas.

9 Preparation for the annual vestry and annual parochial church meetings

All Saints has usually elected members to the PCC annually.

There is guidance about the necessary arrangements for these meetings in the Church Representation Book. A financial account and annual report needs to be produced. Also the electoral roll is due for revision.

Action PA and ES to meet to make sure that the meetings are properly arranged and notices put up.

10 Forthcoming services

3 February – Family Communion The presentation of Christ

17 February BCP Communion

2 March – Family Communion

11 Forthcoming Events

9 February Wedding of David Shaw and Helen Thomas

Chillenden Pantomime – Cinderella in Sandwich Town Hall on 6 and 7 June in aid of The Rainbow Appeal

12 Date of next PCC meetings

Friday 28 March 2008

Friday 23 May 2008

Friday 25 July 2008

Friday 26 September 2008

Friday 28 November 2008

Friday 30 January 2009