

CARTMEL PENNISULA TEAM MINISTRY
ST PETER'S CHURCH, FIELD BROUGHTON
Minutes of the PCC Meeting to be held on Tuesday 20th September 2011 at 7.30pm
In the Parish Rooms

Present:- Rev. D Simon, Mr P Fitchett (Chairman), Dr E Taylor, Mr.J Hibbert, Mr M Slater, Mrs J Slater, Mrs S Dean.

Mr P Fitchett welcomed Rev D Simon.

The meeting opened with prayers led by Rev. D Simon.

1. Apologies received from Mrs B Hibbert.

2. Minutes of meeting held on Tuesday 12th July, 2011 were accepted and signed.

a) It was explained that the Diocesan Health and Safety Policy (Minute 7) includes the Risk Assessment Form.

b) It was asked that it be clarified that the contact regarding wedding flowers is Mrs. J Slater. (Who will assist/advise if available/required at the weddings of parish residents).

3. Matters Arising

i) Service Booklet

Mr J Hibbert was thanked for his work in producing the 2 BCP Service Sheets. It is hoped to work on the Common Worship and Service of the Word Booklets next.

i) All members of PCC to read booklets carefully before next meeting.

ii) Then they will be circulated to rest of congregation for comments.

There was a discussion on whether to have 3 seasonal versions. It was decided to have one version, the priest to decide on the Eucharistic Prayer. The responses will be put in the booklet as they are virtually all the same. This also applies to The Peace and the Confessions and Prayer of Humble Access.

Actions;- Consult and finalise BCP Sheets. Start work on the other Services. Obtain costings for next meeting. (Mr John Hibbert)

ii) Response from Mr D Hurton

The letter regarding the gateway between the church yard and Field Broughton Place indicated that no right of way can be created. (See letter attached). It was therefore agreed not to take any action to remove gateway or restrict access.

iii) Notice Board

It was agreed that purpose of board is to show when church is open and to advertise the service times and name of church.

It was agreed to investigate possibility of a temporary sign hung on wall near lych gate.

We aim to have a sign that is temporary and small enough to avoid the need for a faculty, planning permission and consultation with highways and all related costs.

Action : Mrs S Dean to write to Broughton East Parish Council for advise on sizes.

iv) Memorial Benches

Mrs J Gray is obtaining costing for the replacement bench

v) Minute 6 ii)

Wedding Flowers – Churchwardens felt no need to request liaison regarding wedding booking as it happens already.

vi) Minute 7ii)

Smart Water signs now up – insurance won't give cover unless they are visible.

vii) Minute 7iii)

Mr J Hibbert expressed concern that this had not been progressed, the oil tank is still vulnerable as lid is only plastic and also the lead on the porch roof etc.

Action:- Obtain full costing for security lighting over tank and lead roofs (Mr J Hibbert).

Action:- Check with insurance if oil tank is covered and is it possible to have it covered and any costs or excess. Would it be covered only on forced entry? Dr Taylor to ask insurance company

4. Correspondence

i) Amnesty International 50 year celebration on 7th October 2011 at St Mary's Allithwaite.

ii) Team Weekend

iii) Letter from Diocese regarding on line data entry system from Carolyn Dykes, project development officer. The letter was passed on to Dr E Taylor (Treasurer). To be discussed further next meeting)

5. Finance

Dr E Taylor tabled his report

i) There had been the payment in advance of fees for a wedding in 2012. (£470)

ii) Team Council Fees were still outstanding - it was suggested that in future they be paid by Standing Order. This was approved unanimously by PCC

Action: - Dr E Taylor

iii) Gift Aid Transition Relief terminated on 5th April 2011, split claim in 2011.

Action: - Dr E Taylor and Mr J Hibbert.

iv) Mr P Fitchett presented a sheet from St Michaels at Aldingham requesting donations for the Church

Action: - Dr E Taylor to draft sheet and provide facts Mr J Hibbert to produce.

v) There was discussion about raising awareness of the fact that the Friends of St Peter's supports the church financially. A letter in the Community News was suggested.

As part of the Teams response to the Diocesan Vision and Strategy project there has been proposed a Team Stewardship Campaign focusing on Time and Talents and tailored to needs of each Parish.

Before any major initiative is taken we need to take this into account.

vi) It was suggested by Dr E Taylor that the Harvest Service Collection be for the Churchyard Fund, this was accepted unanimously. **Action: Will need a pew notice to explain, JH to put get this into pew notice.**

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6. Display Boards

It was agreed to try these out behind the coffee tables at back of church.

Content was discussed and the following headings were agreed:- Welcome, Services, Financial Situation, Photos, Churchyard. Any further ideas will be considered.

Action:- Mr J Hibbert – to co-ordinate (PCC members to supply John with information/notices)

7. Services/Worship

i) October Wedding using Harvest Flowers, will use ones that last. December Wedding adapting/adding to what is in church after Christmas Event.

ii) Service List – The draft Service Sheets contain a list of Sunday Services and a calendar of the major annual Services. PCC to look at and finalise at next meeting.. It was suggested to put in note saying that this list may be subject to change and to check Parish News/ Notices nearer the time.

Action;- Fix Calendar for next years Services – Agenda Item at November Meeting

8. Quinquennial

Mr P Grout the Architect has done his inspection and we are awaiting his report. Mr Grout has taken the log book away with him. Secretary to write to arrange its return either to Churchwardens or to secretary.

i) The bell frame should be scraped down and repainted.

ii) The exterior paintwork and guttering needs attention. Mr P Fitchett has had an estimate from Mr G Porter and Sons for £786 (not VAT registered). Need to check whether this includes painting the inside of gutters, if so are they clearing them as well. Mr. P Grout recommended that there is an annual contract to clean and maintain gutters. Last time done by Mr D Birch.

Action;- Mr P Fitchett to investigate.

9. Church yard

i) Final contractor cut to be arranged **Action; - Mrs S Dean**

ii) Laurel prunings to be chopped up. **Action :- Mr M Slater to sort with Mr M Chorley**

10 Deanery/Diocese/ Churches Together.

Deanery

Network Church Youth Minister is in process of being appointed.

Diocese

Nothing to report

Churches Together

Cross of Unity is currently at St Peter's and has to be taken to Haverthwaite on the 2nd October

Mr P Fitchett / Mr J Hibbert to organise (11 o'clock service)

16th October 6.30pm– Bible Sunday Service in Cartmel Priory

27th November 3.30 pm - Boarbank Advent Carol Service.

11. Team Council

i) **Next meeting** 17th November is at Field Broughton, Parish Room is booked and Refreshments will be provided by Mrs S Dean and Mrs J Slater.

ii) Cartmel Vacancy

Same timetable as previously proposed.

Field Broughton providing refreshments 4pm at Rectory when clergy meet candidates. **Action Mrs S Dean and Mr J Hibbert.**

PCC members invited to reception on 10th November at Cartmel Priory to meet candidates

Churchwardens to meet candidates on morning of interview

Tour of Parishes (FB and Cartmel) with laity).

Group 1 11.30am – 12.30 am Group 2 10.00 am – 11.00 am

Churchwardens to be available to show round the church etc.

iii) Team Weekend

Booking forms at back of church.

Team suggests that PCC's offer to subsidise upto 50% of cost to anyone who may find it to expensive. PCC will make a pew notice indicating bursaries are available and it was agreed to put £200 aside for this purpose. Booking deadline is 31st October 2011.

12. AOB

i) Record keeping: - Mr J Hibbert is producing Data Management Policy for Manual with a nominated Data Manager. Mr J Hibbert was nominated Proposed Mrs J Slater and Seconded by Mr P Fitchett. 1st hard drive is with Mr j Hibbert and 2nd one in the Church Floor Safe.

ii) Church Locking.

It was agreed that the church be open every day from Easter Sunday to Harvest Festival (early October) and weekends in winter.

iii) Concerts.

Mrs J Slater had received 3 offers of concerts from a) Mr D Birchall at Haverthwaite, b) Mrs M Simons – Kirby Lonsdale Hand Bell Ringers c) Mrs J Pool – Cartmel Music Centre.

Mr P Fitchett to pass on to Mr J Hibbert the Friends of St Peter's calendar of events before any concerts are proposed.

iv) Health and Safety Files - one should go at the back of the church and one into vestry drawer.

Note the contact for Health and Safety is Geoff Hine at Church House.

v) Flag Pole;- Mr D Birch has offered to paint flag pole with Mr J Hibbert.

13. Next Meeting

Tuesday 8th November at 7.30pm in Parish Rooms