

**CARTMEL PENNISULA TEAM MINISTRY**  
**ST PETER'S CHURCH FIELD BROUGHTON**  
**PCC Meeting held Thursday 22<sup>nd</sup> November 2012 at 7.30pm**  
**In the Parish Rooms**

**Present:** Rev N Devenish (Chairman), Dr E Taylor, Mr J Hibbert, Mrs B Hibbert, Mr P Fitchett, Mr M Slater, Mrs J Slater, Mr P Fitchett, Mrs V Dixon, Mrs S Dean,

**MINUTES**

The Rev N Devenish opened the meeting with prayers.

1. **Apologies:** None all members present.
2. **Minutes of Meeting held on Thursday 28<sup>th</sup> August** were approved as correct and signed.
3. **Matters Arising**
  - i) **Safe Guarding** – Mrs B Hibbert had attended the second part of a course run by Arch Deanery, to ensure Diocese policy and practice is in line with national legislation. A new policy has been written by NSPCC for Diocese. The PCC has to ratify this by end of November. It was agreed unanimously to delegate authority for signing policy to Rev N Devenish and Mrs B Hibbert after the meeting to go through policy and to update the notice for the church porch, Mrs B Hibbert is our named Child Protection Representative.
  - ii) **Lowes Family headstone.** Mr J Hibbert has replied to letter, headstone has been engraved, though cheque for fee has not been received by Treasurer.

**At this point Rev N Devenish had to leave meeting and gave his apologies.**

Mr J Hibbert was voted Deputy Chairman. Proposed Dr E Taylor, Seconded by Mr P Fitchett. **Action: PCC to elect Deputy Chairman at first meeting after the APCM**

4. **Correspondence.** None received
5. **Finance**

A full report was tabled by the Treasurer (file copy attached to Minutes)  
Mr P Fitchett was thanked for donation of £1,000 received from Friends of St Peter's  
**Action: Rev N Devenish to write thanking Friends on behalf of PCC**

  - i) **The Gift Aid repayment** will be split between appropriate accounts. It was noted that it is no longer possible to process joint donations.
  - ii) **Fees** – there have been occasions recently when we have only received basic fees not the fee agreed by PCC. **Action: Treasurer to take this up with Team Rector**  
In future all fees will belong to DBF they will be collected by PCC Treasurer. At funerals undertaker makes cheque payable to PCC and Treasurer sends off appropriate amount to Diocese, which is procedure we follow already.

The 2013 Church of England central fees are now on website.

**Action: Standing Committee to meet and bring recommendations back to next PCC meeting.**

**iii) Retired clergy and Readers** can now claim 2/3 of the fee.

**iv) Team Council Expenses** – Dr E Taylor queried the amount of money held in Team Account when parishes are finding it difficult to maintain income levels are levels of Team Expenses appropriate? The protocol for use of the Team Funds may need reviewing.

**Action; Dr E Taylor to contact Team Rector.**

**v) Parish Finance and Statistics** - Mr J Hibbert nominated as parish administrator on C of E website to provide user name and password to Dr E Taylor. Dr E Taylor to submit both financial and worship statistics to website.

It is expected that we will break even at the year end.

## **6. Worship and Services**

**i) Service Booklets** These continue to be improved. There has been enough time allowed for feedback. Rev N Devenish and Mr J Hibbert have met. Still required are the Service of the Word, one for Lent and a large print version. PCC to take existing ones home for final look, any comments to Mr J Hibbert. A mix of styles was suggested eg some landscape and some portrait. Various proposals were discussed regarding Eucharistic Prayer - to print full prayer requires an extra page, an alternative was to indicate in book that full prayer is not printed and priest will make seasonal changes.

**Action: Standing Committee to make final adjustments and PCC to vote on recommendations at next meeting.**

**ii) Readings** – discussion took place as to why readings are not always same as on sheets, this should now have been resolved.

### **iii) Services**

- There will be no morning service on 16<sup>th</sup> December as it is 9 Lessons and Carols in evening Refreshments will be provided. **Action: Mr P Fitchett will provide the glasses and sherry. Mrs B Hibbert to bring mince pies (approx. number expected 40).**

*Note. Since meeting Tom and Diana Peters have asked to provide mince pies and sherry for carol service.*

- There is an error on one page of Community News where it states Crib Service is on 23<sup>rd</sup> December.

**Action: Need to ensure posters etc with correct date are put up in Church and villages (Mr J Hibbert to produce).**

**iv) St Peter's Day** 2013 falls on a Saturday, it was suggested that we have an evening communion for the patronal day with Service of the Word on the Sunday.

**v) Wedding Photography** – it was proposed that no photographers are allowed behind the priest, to be discussed with couples before wedding.

## **7. Fabric**

**i) Faculty** - has been received and Notice Board is being made. Mr C Atkinson the electrician is aware works to lights can be undertaken but cannot give a date.

**ii) Frontal Repairs** – progressing well, green fall, burse cards have been repaired, some work done on stoles and bible marker. The red fall will be done in New Year, white one still outstanding. Dr E Taylor will repair fittings etc. Storage cabinet for frontals will be moved possibly to South transept. Flat box required for laying falls in.

*Action: Mr and Mrs J Hibbert may have suitable set drawers if not we need to source one.*

**8. Churchyard**

**i) Roof tiles** – these have been moved to North West corner of churchyard. Mr J Hibbert to remove the broken tiles. Mr T Dixon to remove stones near East Wall. The tiles in the bags will be stacked on the pallets after Christmas.

**ii) Wall Gap** to Mrs P Crowes field, Mr P Fitchett advised that this will be repaired by Christmas.

**iii) Path Lights** – Two more sets required.

*Action: J Hibbert. to purchase lights, cost not to exceed £50*

**9. St Peter's Away Day – Actions to be an Agenda item every meeting.**

Actions undertaken to date: The Service of 9 Lessons and Carols to be Invitational Family Service with readers from community. This item to be held over till next Meeting when Rev N Devenish is present.

**10. Deanery/Diocese/Churches Together.**

**Churches Together** -World week of prayer service is on Sunday 20<sup>th</sup> January 2013 at St John's Flookburgh. Cross of Unity has been collected.

**11. Team Council**

Minutes of last meeting not received yet. Team expenses discussed under Finance.

**12. Any Other Business**

**i) Decorating for Christmas** - this will take place on 14<sup>th</sup> and 15<sup>th</sup> December. Window sills green with red flowers. Mr P Fitchett will put up candles in church, no candles behind altar as too dangerous to light and put out.

**ii) Microphone** – Mr J Hibbert to contact firm to see if standard microphone is repairable.

**iii) Health and Safety** – the file from vestry to be put at back of the church in drawer. Policy to be reviewed at first meeting after APCM. May need to review electricians details.

**iv) Electoral Roll** – a full review is needed this year so all existing members will be invited to re-enrol, this will start in January.

**13 Next Meeting is Thursday 10<sup>th</sup> January 2012 at 7.30pm**

**14** The meeting closed at 9.45pm with The Grace.

**Signed**

**Date**