

**CARTMEL PENNISULA TEAM MINISTRY**  
**ST PETER'S CHURCH FIELD BROUGHTON**  
**PCC Meeting held Thursday 10<sup>th</sup> January 2013 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 a reading from John and prayers.

1. **Apologies:** None all members present.

It was agreed to take Item 12 next on the Agenda and in future meetings place it as first item on Agenda.

12. **Mission Action Plan.**

Rev N Devenish went through Notes from the Away Day, highlighting key action points.

i) Mothering Sunday is next service that could be an invite event. It was proposed that a letter inviting children and families to the service would be circulated to children at Cartmel Primary School and Leven Valley Primary School.

Actions; Who does letter and who takes it to school/contacts Head Teachers?

ii) Easter Sunday – another opportunity to put up posters and circulate information/invites in the parish and to the schools.?

**Action: Posters out to Caravan Parks and Notice Boards etc.?**

It was suggested that we distribute leaflet around High Newton when at Crown for lunch on 23<sup>rd</sup> March during Beating the Bounds

2. **Minutes of Meeting held on 22<sup>nd</sup> November 2013** were approved with the following amendments and signed.

6iii) The error was in the section of the Community News provided by church.

12i) Christmas decorations can include gold with red and green.

3. **Matters Arising:**

i) Safe Guarding - new notice now signed and sent off not yet back in porch.

**Action: Rev N Devenish to check on this** .Child Protection Policy has been signed and Policy ratified.

**NOTE:**

It was unanimously agreed that Policies will be ratified at first meeting after the APCM this will include i) Health and Safety ii) Fire Policy iii) Safe Guarding.

**Action: Mr J Hibbert to inform secretary of any other policies to be ratified.**

ii) Lowes family headstone – cheque received.

Action: Rev N Devenish to send paperwork to Dr E Taylor regarding headstones.

iii) Memorial in Garden of Remembrance

**NOTE:** There is only one stonemason permitted to engrave inscriptions on this memorial. Funeral directors/stonemasons ensure entries on memorial plaque are accurate.

- iv) Letter to Friends of St Peters not yet completed.  
Action: Rev N Devenish to write to them before next meeting on 4<sup>th</sup> February 2013
- v) Fees – need to check??
- vi) Team Council Expenses – Dr E Taylor has spoken to Team Rector, the Team has committed £6,000 over next 3years towards cost of Diocesan Youth Minister. Feedback would be useful on youth work.

#### 4. **Correspondence**

- i) Parish Visitation 4<sup>th</sup> December 2012 by Archdeacon.
  - The main points of the letter were discussed; copy will be filed with Minutes.
  - The church building and churchyard are well kept.
  - Need to take photographs of carvings and roof beams for records.
  - We need to update what is held in Archives. *John - Follow up book Mr D Clapp had?*
  - Regularise the procedures for counting and recording collections
  - Testing safety of headstones needs doing and noting in Minutes when done.
  - Signed copy of Safe Guarding Policy to be sent to Archdeacon
  - MAP was looked at.
  - Financial situation of church was discussed.
  - Rev N Devenish to email Archdeacon to arrange attendance at a Service.
  - Check sources used for latest updating of churchyard plan Action Mr J Hibbert.

#### 5. **Finance**

i) **The Treasurer's Report** was tabled showing breakdown of income and expenditure upto end of December 2012. Expenditure in December was well in excess of income due to several large items of expenditure; heating oil, insurance and electric. The year-end figure shows that expenditure was £840 more than income. Expenditure needs to be monitored closely in coming year

ii) **Insurance Survey** has been done by consultant from Ecclesiastical and report will be available shortly, they also provide professional advice on risk management etc.

iii) **Donation to Derian House** was lower this year, the procedure needs reviewing next year.

iv) **Fees** It was agreed that Standing committee to meet and produce list of fees. Proposed Mr J Hibbert Seconded by Mr P Fitchett agreed unanimously. It was noted that legally couples only have to pay standard fees.

#### 6. **Worship and Services.**

i) **Review of Christmas services.**

After a discussion a revised programme of Christmas Services was proposed for 2013, this will be reviewed in January next year.

Concern was expressed that church was locked over weekends at Christmas apart from services. It was agreed that the winter weekend opening would apply and the cross and valuable candlesticks be put in vestry.

The Crib would be put up on Saturday 21<sup>st</sup> December ready for Sunday 22<sup>nd</sup>

**Crib Service** it was decided to not hold a Crib Service in 2013. Low attendance, few local children and difficulty in covering service were main reasons, also similar service at Cartmel later in afternoon.

**Christingle** It was proposed that we hold a Christingle service on Sunday 1<sup>st</sup> December 2013 at 6pm. Invites sent out to local primary families and to Team. Rev N Devenish is link for Cartmel Primary and Rev P Calvert for Leven Valley School.

**The Service of 9 Lessons and Carols** will be on Sunday 15<sup>th</sup> December at 6.30pm  
Rev N Devenish thanked everyone who helped over Christmas period with services and decorating of the church.

**ii) Harvest Festival** will be on Sunday 6<sup>th</sup> October 2013

**iii) Service Booklets**

3 large print A4 size books to be produced. Further discussion took place on size, shape and format of books. Single Eucharistic Prayer to be included in future versions. We will continue as we are for time being. Cartmel Priory are having new books.

## 7. **Fabric**

**i) Notice Board** – waiting for it to be put up.

**ii) Electrical inspection** needed on wiring and lightening conductor, check if PATs tests due. *Action; Mr J Hibbert.*

**iii) Gate for Cellar Steps** Mr C Easton will be asked to make one, faculty not needed as it is a H&S requirement *Action Mr J Hibbert.*

**iv) Frontal Repairs** Oak set of drawers for storing linens is now in Church and is on loan from the Hibbert Family. Repairs to frontals are on-going.

## 8. **Churchyard**

**i) Wall Gap** repaired. Pallets from top corner to be removed. Repairs to ground inside top gate needed. Headstones need to be inspected and loose ones stabilised, if families known then they will be contacted. Roof tiles to be stacked on pallets in spring.

*Action: Church yard committee to meet.*

## 9. **Deanery** – next meeting on Saturday 19<sup>th</sup> January 2013

**Diocese** – nothing to report

**Churches Together** – next meeting 24<sup>th</sup> January at URC in Grange

## 10. **Team Council**

Minutes summarised to Committee.

- Riding Lights Theatre Company from York performing in Victoria Hall on 17<sup>th</sup> April.
- £6,000 over 3 years have been committed for Deanery Network Youth Minister.
- Consideration was given to best use of Team Council such as projects that work better when done together and major issues in each parish.

Next meeting 21<sup>st</sup> February at Field Broughton

Lay Training 'Growing Leaders' run by Pastoral Care Foundation on September 13<sup>th</sup>.

**Action: Rev N Devenish to obtain further information.**

## **11. Any Other Business**

**i) Church Cleaning** - this will take place on Sunday 17<sup>th</sup> March

**ii) Keys**

- **Front Door** - Currently 1 x spare key in safe, 1 key with Mr J Hibbert, 1 for Mrs J Slater, 1 for person on locking duty – was Mr P Fitchett's key. No more need cutting.
- **Glass vestry door** - One more set of 2 keys needs cutting for use of Mrs J Slater. Mr P Fitchett keeps his keys for glass door.
- **Safe key** – another to be cut for whoever is on duty.

Sidemen on rota with stars are lead sidemen and require a front door key. .

**Action: Mr J Hibbert Back door difficult to open needs attention. Keys need cutting.**

**iii) Vestry Security/opening of Church**

Security grille not required following discussion with Archdeacon, locked cupboard in Vestry for items not in safe was suggested alternative.

**Agenda item next meeting** – opening of outer vestry door/ toilet.

**iv) Parish Room Committee Meeting** – Mr P Fitchett to let Mr J Hibbert and Rev n Devenish know date

**v) Display Boards** – need something more suitable for pinning things to.

**vi) Parish Electoral Roll** – notice going up in January.

**vii) 2<sup>nd</sup> Joint Ceilidh with Cartmel** is taking place on 23<sup>rd</sup> February at 6.30pm in Cartmel Village Hall, bookings by 9<sup>th</sup> February to Mrs B Hibbert on 36411 or Mrs D Devenish on 36261.

## **12 Date of Next Meeting.**

This was changed to Thursday 14<sup>th</sup> March at 7.30 pm.

The APCM is on Tuesday 16<sup>th</sup> April at 7pm

- List of reports required will be sent out with Minutes to be back with Secretary by 5<sup>th</sup> of March to circulate to other members prior to meeting.

**The meeting closed at 10.10pm with The Grace**

## Annual Parochial Church Meeting. Reports

Tuesday 16<sup>th</sup> April 2013 at 7.00pm in Parish Rooms. Reports to be send to Sue Dean by letter or e mail by 5<sup>th</sup> March 2013 **are highlighted** others to be submitted before PCC on 14<sup>th</sup> March

ANNUAL PAROCHIAL MEETING – REPORTS	2013		
	TO BE COMPLETED BY		
<b>ELECTORAL ROLL</b>	Mrs B Hibbert		
TEAM RECTOR	Rev N Ash		
<b>TEAM VICAR</b>	Rev N Devenish		
<b>CHURCHWARDENS</b>	Mr J Hibbert		
<b>TREASURER’S REPORT</b>	Dr E Taylor		
<b>PARISH ROOMS REPORT</b>	Mr P Fitchett		
<b>CHURCHYARD REPORT</b>	Mrs S Dean		
CHURCHES TOGETHER REPORT	Mr M Slater		
DEANERY SYNOD REPORT	Mrs B Hibbert		
CARTMEL PENNISULA TEAM MINISTRY REPORT	Mrs J Slater		
CARTMEL PRIORY SCHOOL GOVERNOR’S REPORT	Mrs S Dean		
LEVEN VALLEY SCHOOL GOVERNORS REPORT	Mrs B Hibbert		

MEETING	AGENDA ITEMS	
MONTH	ANNUAL ITEMS	OTHER ITEMS/COMMENTS
JANUARY	Plans for APCM List of Reports for APCM Review of Christmas/Advent Fix Harvest etc Plan Mothering Sunday and Easter, St Peter's Day, Ascension Day, Corpus Christie Church Cleaning. Annual Inspection of Churchyard	
MARCH	Presentation of Accounts Presentation of PCC reports	
APCM & VESTRY MEETINGS	Elect Churchwardens Sidemen, Deanery Synod and Team Council Reps. Etc.	
MAY	Plan programme of PCC meetings for year. Elect Deputy Chairman Review and ratify Policies:- 1) Health and Safety 2) Fire 3) Safe-guarding. Items raised at APCM for PCC to look at.	
JULY	Arrangements for Harvest Initial discussion on Parish Offer?	
SEPTEMBER	Arrangements for Remembrance Sunday, Christmas Services Agree Parish Offer Fees?	Fees – not sure which month we should review them?
NOVEMBER	Review of Services/Worship? Churchyard	This seems a quiet month so possible review/planning meeting.