

**CARTMEL PENNISULA TEAM MINISTRY**  
**ST PETER'S CHURCH, FIELD BROUGHTON**  
**Minutes of the PCC Meeting to be held on Tuesday 8<sup>th</sup> November 2011 at**  
**7.30pm**  
**In the Parish Rooms**

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

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

1. **Apologies** - all members present.
2. **Minutes of last meeting** held on Tuesday 20<sup>th</sup> September, 2011 were accepted and signed.
3. **Matters Arising:-**
  - Minute 3 iii) Notice Board**  
John Hibbert to contact LDNP for information on what is allowable.
  - Minute 3iv) Memorial Benches.**  
The bench in memory of Mr P Gray has been purchased and will be put in place in spring.
  - Minute 3vii) Security Lighting, Insurance on oil tank.**  
Ecclesiastical Insurance have supplied information on a security system.  
Dr. E Taylor to pass onto Mr J Hibbert.  
The insurance covers in full theft of oil.  
It was agreed that church wardens will implement regular checks on the oil level and log monthly. They will also look into costs of security/motion sensor lighting for back of church. **Action: Churchwardens**
  - Minute 5ii). Team Council Fees.**  
These have now been paid in full for this year and a direct debit set up for next year. Rev D Simon explained that in future the Team Council will contribute to costs of Team Administrator and so contributions will remain at present levels.
  - Team Council Minutes.** It was agreed that the draft Team Council Minutes would be forwarded to Churchwardens. **Action;- Mrs J Slater**
  - The PCC Minutes** The unrati ed PCC Minutes will be put on Church Notice Boards: **Action Mr J Hibbert**
  - Minute 5iii) Gift Aid Transition**  
This is in hand.
  - Minute 6) Display Boards**  
Items for display boards to be given to Mr J Hibbert. The display boards will be put up and completed after New Year: **Action Mr J Hibbert**
4. **Correspondence**
  - i) Windermere Deanery POS Co-ordinator**  
A letter had been received regarding the financial situation of Ambleside Parish, requesting financial help for Diocese to cover cash flow situation. The PCC declined to help at this stage due to our financial situation. ( Rev D Simon was in attendance at meeting and noted our response).
  - ii) Diocesan Mission & Pastoral Committee**  
A letter has been received regarding the draft Pastoral Measure for the transfer of the parishes of the benefice of Leven Valley to the benefice of the Cartmel Pennisula

Team Ministry. The PCC is invited to make representations on this scheme if they wish. Following discussion on the proposed scheme the following statement was agreed regarding the Patronage Board:-

“It is suggested that the clergy be represented by the Team Rector and the Lay Chair of the Deanery be omitted from the Patronage Board”

*Action: Mrs S Dean to reply to letter and to display Notices etc.*

## **5. Finance**

### **i) Financial Report.**

Dr E Taylor (Treasurer) gave a verbal report. The financial situation is more or less the same as at the September meeting. It is predicted that at the year end 31<sup>st</sup> December 2011 there will be approximately £2,000 down on the previous year. At the October revaluation of giving 4 people have increased their giving.

### **ii) Next years fees.**

There was a long discussion regarding wedding fees and the costing of items such as verger, organ and organist, heating. Costs incurred in addition to the statutory fees must be regarded as voluntary donations. There should be evidence to prove the costing eg cost per hour of heating, RCM fees for organists etc. We are unable to charge extra for couples not resident in the parish or without qualifying connection, but as we can refuse the wedding a donation is often a solution. The Church of England website page ‘My Wedding’ is useful reference.

The fees for 2012 are remaining the same as 2011

The RCM scale fees doubled if wedding is being recorded due to performing rights. The Standing Committee will table their proposals for a list of optional and/or additional costs at the next meeting.

*Action: Mr J Hibbert, Mr E Taylor and Mr P Fitchett*

### **iii) Data Line Entry**

Mr J Hibbert is doing the congregation return on line. Mr E Taylor is preparing the financial return on paper (forms can be downloaded).

### **iv) Procurement**

Following discussion it was agreed to draft a procurement policy, it was agreed to aim to use local contractors where possible. Currently churchwardens can purchase items up to £150 in value. Regular purchases e.g. oil and electric to be treated differently. The Standing Committee will have authority up to specified value – to be agreed.

The purchase of items over this amount to require full PCC authorization.

*Action:- Mr. J Hibbert and Dr E Taylor to draft policy for next PCC*

## **6. Display Boards**

Covered in Item 3(6) above.

## **7. Worship and Services**

### **i) Service Booklets**

Mr J Hibbert circulated latest Common Worship Booklet. The cost of 60 copies would be in the region of £18 - £25 from Parish Office. Large print version to be costed. A short run of 20 copies will be done for a trial with the congregation. The Team Rector as seen all the versions produced to date. It was suggested that the BCP Holy Communion booklet have a red cover, Morning Prayer – blue and Common Worship Holy Communion Green as before.

### **ii) Annual Service Programme**

The draft list in the Service sheet was accepted with following amendment the Harvest Service would be the Sunday following the 1<sup>st</sup> Friday in October and Good Friday and Ascension Day would not be included.

## 8 Fabric.

### i) **Quinquennial**

The log book has been returned. No report as yet.

*Action: Mrs S Dean to contact Mr P Grout*

### ii) **Gutters**

It was agreed to obtain another quote for the gutters from either N Birch or W Crowe, the work will have to be carried out next summer.

### iii) **Burial Plan (See Churchyard 9.)**

### iv) **Lead Theft.**

On the night of Wednesday 2<sup>nd</sup> November the lead was stolen from the porch roof and the south transept roof. The police were informed and the insurance. The insurance company recommends that other materials are used to repair the roof. The English Heritage architect is meeting with Mr J Hibbert on Friday 11<sup>th</sup> November to discuss alternative roof materials eg. tiles on the porch to match rest of church and a fibre glass substitute for the other roof to prevent further thefts. The insurance claim cannot exceed £3,700 as the rest of the £5,000 annual claim allowed for lead works was used repairing the earlier attempted theft. A faculty will be needed to change the roof materials and we may include a light for the back of the church on this application. The PCC voted unanimously to accept this proposal.

## 9. Churchyard

### i) **Burial Positions**

It was agreed to plan out available plots for future burials with a proposed order of use.

*Action: Arrange a meeting with Mr J Hibbert, Mr J Sowerby Mr D Clapp and Mrs S Dean to form plan*

ii) The Churchyard fund currently stands at £370. The harvest service raised £178 and a further donation of £50 was received.

## 10. Deanery

Next meeting is in January, nothing to report

### **Diocese**

Signing of Declaration of Intent with Ecumenical partners will take place in Advent.

### **Churches Together**

**17<sup>th</sup> December Carol Singing outside Post Office in Grange at 10.30am**

**18<sup>th</sup> – 25<sup>th</sup> January Week of Prayer.**

**22<sup>nd</sup> January Grange Methodist Church at 6pm**

**18<sup>th</sup> – 20<sup>th</sup> St Charles' at 12.00am**

## 11. Team Council

20th November at 6pm there will be a Taize Service at Fell Church.

Team Vicar interviews take place over 10<sup>th</sup> and 11<sup>th</sup> following social event in Priory on the Thursday evening there will be opportunity for PCC members to feed back to Field Broughton rep on the panel.

Team weekend there are still vacancies.

## 12 AOB

**i) Authority of Eucharist License** needs renewing. The PCC authorized the renewal of Mrs M Park, Dr E Taylor, Mrs B Hibbert, Mr P Fitchett and Mrs J Slater

**ii) Memorial Plaque**

It was agreed to give permission for a small plaque in memory of Mrs J Slater's mother on the Notice Boards given in her memory.

**iii) Cremation List** on the memorial has a wrong date. A Marshall was 1983 not 1993 will confirm date and arrange for amendment to be done when engraving for Mr C Brown is undertaken, needs to be invoiced separately.

**iv) Stoles for priest**

it was agreed to put ours out before services for clergy to use if they wish.

**v) Parish magazine** – a copy to be sent to all other churches in team via team office. (Mrs J Slater takes one to Cartmel).

**13 Next meeting** - Thursday 12th January.

**14 Closing Prayer** - The meeting closed at 10.05pm with the Grace