

CARTMEL PENNISULA TEAM MINISTRY
ST PETER'S CHURCH FIELD BROUGHTON
Minutes of the PCC Meeting held on Thursday 12th January 2012 at 7.30pm
In the Parish Rooms

Present:- Mr P Fitchett (Chairman), Rev D Simon, 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 meeting** held on Tuesday 8th November 2011 were accepted and signed.
3. **Matters Arising/ Action Points:-**
 - i) **Notice Board** Mr J Hibbert to contact LDNPA for guidance on signs, include on Faculty for roof if possible. Discuss at March PCC
 - ii) **Display Boards**
 - a) PCC Minutes (less any confidential items to go on boards).
Brief outline of key items for Community News. **Action: Mr J Hibbert.**
 - b) Ratified Team Council Minutes to be put on. **Action: Mrs J Slater**
 - iii) **Team Council Minutes** Unratified Team Council Minutes to be sent out to all PCC members and a copy printed for Mr P Fitchett **Action: Mrs J Slater**
 - iv) **Eucharistic Licences** In process –with Bishop
 - v) **Memorial Plaques** ~~/ –Wording being worked on.~~
 - vi) **Cremation List** Amendment to erroneous -date on plaque in memorial garden not yet confirmed with Mr Marshall,
Action:-Mr P Fitchett to contact Mrs Brown to check whether she wishes Mr Brown to go list. If so we be done together and invoiced separately.
4. **Correspondence**
 - i) **Mission Action Plan** Copy of Team MAP from 22nd September Minutes to be sent to Rural Dean. In addition we have done as a Parish the Building Strategy and the Survey of Youth. **Action: Mrs S Dean**
 - ii) **Rev R Moatt** Letter of thanks received.
 - iii) **Team Vicar Appointment** Letter confirming appointment of Rev N. Devenish as Team Vicar with responsibility for Cartmel and Field Broughton has been received. Also the Minutes of Licensing Meeting of 12th December. The Licensing will take place in the Priory on 3rd February at 6.30pm.

We need two volunteers to present symbols - the Bible, and the Chalice and Patten, also two Sides persons and one person to lead printed prayers. Volunteers will be required to attend rehearsal on 1st February at 7.30pm. It was agreed to donate £50 to cost of the wine. This will be announced in Church and a list done.

iv) Diocesan Mission & Pastoral Committee A copy has been received of the Pastoral Measure 1983 for the Benefices of CPTM; Leven Valley; Egton-cum-Newland and Lowick and Colton; Hawkshead and Low Wray with Sawrey and Rusland and Satterthwaite. This came into effect on 1 January 2012.

v) Broughton East Parish Council A donation of £50 has been received from for the Graveyard.

5. Finance

i) The Treasurer gave a brief verbal report. There have been no major changes to the financial position since last meeting. A deficit in the region of £2,500 is predicted for the year end. The insurance renewal is £2,061. The reduction in the Parish Share from £870 to £666 per month is making a significant difference. The deposit account is down by £4,300 to £16k. Fabric and Restoration Account hasn't varied much. Income up £4k due to fees mainly.

The Accounts for the year end are being prepared.

ii) Fees 2012 It was agreed to keep the fees the same as 2011.

iii) Procurement Policy A procurement policy is being drafted and circulated. iover this full PCC. Only exceptions regular large items eg. Oil and electric. Local contractors/suppliers where practicable. *Action;- Mr J Hibbert*

6. Worship

i) Service Booklet Trial It was agreed to print a further 20 booklets, lighter red back on BCP. Trial to run until Pentecost. Formally review comments at July PCC meeting. Look at layout/shape as well as content. [Reviewed Recommendations / way forward to be agreed](#) by Advent.

ii) Welcome to Rev. N Devenish. It was proposed that on Sunday 26th February we have a 10.30am Service followed by a Jacob's Join lunch at the Parish Room. All welcome to meet Rev Devenish and his wife. List for food donations to be put up, expect 40 maximum.

Actions: Mr and Mrs Hibbert –food list, publicity etc., Mr M Slater drinks, Mr P Fitchett book room.

iii) Flower Policy

a) **Lent.** No flowers:- weddings etc in lent, flowers to be removed after service.

b) **Advent.** No flowers or greenery:- Greenery and candles removed after Friends concert. Decorate with green and white for Christmas and 9 Lessons and Carols service. Tree of life to go in at beginning of Advent.

It was agreed that in future all decorations and flowers should be removed after special services and the church to left as found.

The revised policy to be put in manual and circulated to PCC and also put up on Notice Board??/

-Action;- Mr J Hibbert

7. Fabric

i) **Quinquennial:-** Mr J Hibbert to contact architect Mr P Grout to request report. The roof over the tower staircase needs attention as noted on inspection. Mr J Burrows has estimated a cost of approx. £80 to re-point and seal roof slabs. A general discussion regarding pointing took place it was agreed that future pointing should use a white sand preferably from local quarry.

Action: Mr J Hibbert.

ii) **Gutters:-** Mr G Porter has submitted an additional estimate for cleaning and painting the inside of the gutters. The additional cost is £265 the previous one for painting is £786 making £1051 in total. The works to be done in April. The other 2 contractors approached have not submitted an estimate. Therefore the PCC voted unanimously to accept Mr G Porter's estimate.

(Peter can you confirm whether it is a quote or an estimate for me)

~~The works to South Transept will commence week beginning 27th January 2012, the lead is being replaced with Terne coated stainless steel as recommended by English Heritage. The work is being done by North West Lead at a cost of £3,599 inc VAT. The lead flashing will be replaced.~~

~~The total cost of the repairs will be in the region of £6,159 including VAT. The PCC approved £6,500 to be allocated for all works.~~

iv) **Security Light** Estimates to be obtained for placing a security light on north side of church over the steps to the cellar. This will be included on the faculty already being submitted. **Action :- Mr J Hibbert.**

iii) **Roof Repairs** The porch is being tiled. We have received a donation of tiles but will still need to buy some 'tile and a halves' and ridge tiles to match main roof. The base cost is £2,198 plus cost of collection, also cost of on going making good to tarpaulins etc. Estimated final cost £2,600 no VAT as Mr J Burrows not VAT registered.

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8. Churchyard

- i) Mrs E Garth's ashes will be interred on Friday 27th January.
- ii) Minutes of meeting of Churchyard sub-committee were sent out with Agenda
- iii) It was agreed that the garden of remembrance is for ashes only; not the caskets should be buried and there should be no stone markers, and For best practice, positions of interment will be noted we do not mark the exact location of individual burials, but there is no undertaking not to inter ashes in previously used positions.

The burial policy will be updated accordingly and circulate to PCC members and put into manual Action:- Mr J Hibbert.

~~————(John I am sorry this is all I've got on this item — there was some discussion on old interments marked on a grid I know but what was conclusion, please advise me what to put.~~

9. Deanery

a) Mrs B Hibbert attended presentation on Building Strategy, which had statistics in relation to Penrith Deanery, which had no firm plan. Windermere Deanery parishes came out well. Survey on building use Penrith had 78% with poor sustainability, Windermere had 28% poor sustainability, almost the complete opposite. There were also big issues with general condition of buildings in Penrith Deanery.

b) Youth Minister £22,000 still needed even with money (£10,000) saved on Allithwaite/Flookburgh appointments, this is equivalent to £4,500 per year for 3 years, need 40 committed donors to pledge this money. It is proposed to set up restricted fund for Deanery Youth Work so money can be Gift Aided.

A replacement Youth Worker for Ash Stannard has been found. The Sands in Grange has offered its downstairs room free of charge for youthwork.

The PCC ~~discussed donating a specific collection to the fund (John was this agreed and if so which one?)~~ agreed our Mission giving from Parish could be for this. Our representative is Mrs B Hibbert. (We need to agree how this will be done at the next meeting.

Diocese Nothing to report

Churches Together

Lent Lunches

24th February - St Pauls Grange

2nd March – Boarbank

9th March – United Reform Church

23rd March - St Charles's, Grange

30th March - Methodist Church, Grange.

Next meeting 6th February at the Methodist Church.

Christian Unity Week Service 22nd January at 6.00pm in Methodist Church.

Team Council

Minutes of last meeting 17th November 2011.

Main items were:-

- a) Leven Valley Benefice – amendment to Board of Patronage to be done to include Team Rector.
- b) Lost for Words course – on average 20 people attended.
- c) Team Weekend in January - not full but going ahead

11. Any other business

i) Church cleaning – Future Agenda item. Mr P Fitchett to bring written details of what is done to next meeting. Need to publicise more the main cleaning day. Other regular chores need sorting eg. Brass cleaning and toilet etc.

ii) Levens Choir would like to hold a concert on Sunday 17th June 4-5pm. The church will receive 1/3 of the takings, help with advertising is required and refreshments. PCC agreed to this.

iii) Anyone wishing to can join the Team Weekend Sunday lunch at Rydal Hall on 22nd January the cost is £17.50, contact Mrs J Slater.

iv) Prayer Chain – Mrs M Simon will co-ordinate the CPTM prayer chain. The in was circulated. It will not be progressed further till Rev N Devenish is in post. Mrs J Slater is our parish representative. Part of MAP is prayers.

v) Roof Donation A cheque for £50 has been received from gentleman from Barrow towards roof repairs. **Action-: ~~Mr J Hibbert to thank~~ Thanks due to him and also the donor of the roof tiles from the PCC.**

vi) Frontal Repairs - Some of the frontals etc require restoration, need to find someone able to do it.

vii) Insurance of valuable items. Need to obtain valuation/replacement cost of items such as eagle lectern. Should it be secured/chained.

viii) Times and Seasons. Common Worship and Common Worship Festivals, costs £30. Mr J Hibbert to buy copy if we cannot share/borrow one, though Rev Devenish may have a view on whether we need one.

ix) Parish News - Need to leave more copies at back of church. Need to send copy to Dr G Burrows. Peter FitchettWho??

x) Annual Parochial Church Meeting

To be held on Tuesday 17th April at 7.30pm in Parish Room.

Actions;- Mr P Fitchett to book room, Mrs B Hibbert to provide nibbles etc.
All reports to Secretary by 6th March. See list attached to Minutes.

xi) Christmas Card - Mr J Hibbert to ask Mr P Grout if we can have copy of sketch of church for use as Christmas Card/logo etc.

[xii\) Thanks for donations - Treasurer to purchase pre-printed cards from Church Finance supplies and send out thanks for aggregated sums of giving to all donors \(to include some non-locals who have returned?\)](#)

[xii\) Value of Eagle lectern. JH to ascertain approximate value of Eagle lectern for insurance purposes.](#)

12. Next Meeting
13th March 2012 at 7.00pm in Parish Rooms

The meeting closed at 10.40pm with the Grace