

CARTMEL PENNISULA TEAM MINISTRY
ST PETER'S CHURCH FIELD BROUGHTON
PCC Meeting held Thursday 19th July 2012 at 7.00pm
In the Parish Rooms

Present: Rev N Devenish (Chairman), Mr J Hibbert, Mrs B Hibbert, Mr M Slater, Mrs J Slater, Dr E Taylor, 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 on Tuesday 15th May 2012.**
These were approved as correct and signed.
3. **Matters Arising**
 - i) **Notice Board/ Cellar Steps Light**
Donations of £80 received to date for Notice Board. Faculty forms to complete and Notices to be up for 28day. Holly stump may need removing. Notice Board to be put up by volunteers.
Action: Mr J Hibbert.
Resolution:- To go ahead with Notice Board once conditions of Faculty have been satisfied and provided the cost remains the same.
Proposed: Mr J Hibbert, Seconded Mr P Fitchett. 6 members voted in favour and one abstention.

Resolution:- To go ahead with light over cellar steps, once conditions of Faculty have been satisfied and provided the cost remains the same.
Proposed: Mr J Hibbert, Seconded Mr P Fitchett. All members voted in favour
 - ii) **Cremation List.** Completed
 - iii) **Flower Policy.** Meeting held revised policy in manual
 - iv) **Levens Choir Concert.** Concert was well attended, after expenses £290 remained from the collection. It was agreed to give all the collection to the school in Rwanda.
Proposed: Dr E Taylor Seconded Mr J Hibbert all members voted in favour.
For future events it must be clear in publicity and at the event what donations are for, particularly if they are being divided between organisations.
Thanks were expressed to Jeff and Fiona for help and to Peter and Rosemary.
The church has purchased 60 wine glasses for use at events costing £53.95.
4. **Deputy Churchwarden.** It was agreed that this not relevant at present and that the existing arrangements where the retired churchwardens support and cover for the church warden when necessary was working well.

5. **Correspondence** A letter was received from the Diocese thanking the Parish for their contribution for 2011 and outlining their difficult financial situation and asking us to consider our offer for 2013.

6. **Finance**

i) **Financial Summary** Dr E Taylor tabled a report outlining financial position. It is expected that we should break even at year end.

ii) **Churchyard Fund** The bequest from Mrs Scolah has been put into the CCLA as a separate Church yard fund. It was intended for the maintenance and upkeep of the churchyard. The current policy on this fund is that the interest can be used for grass cutting if required and Christmas pedestal flowers.

The capital to remain invested unless large items of expenditure are needed to churchyard. Works to trees, ground works and boundary wall are all areas that could be considered. The decision on the funding of these and any other related items to be taken by the PCC as and when they occur.

iii) **Parish Offer**

There was a discussion on the financial situation at the Diocese and the future implications for parishes.

The final decision on the Parish Offer for 2013 will be taken at the September meeting, it was suggested that we agree to pay the same as this year £8,000, with a possibility of paying more if year end position permits.

Dr E Taylor will feed back to Diocese.

7. **Worship and Services**

i) **Service Booklets.** To go on next agenda. Rev. N Devenish to meet with Mr J Hibbert to go through draft. Item for Away Day. Check that congregation feedback now they have been used for a while. Rev N Devenish to put in magazine article about Welcome and new Service Books, also mention on 29th July service.

ii) **Prayer Chain** Now up and running.

iv) **Wedding Leaflet** here. Field Broughton information complete

v) **Patten** – larger patten found and in use

8. **Fabric**

i) **Security Light** See Item 3i)

ii) **Cleaning List** – done Mrs J Slater to laminate

iii) **Frontal Repairs** – ongoing.

Discussion on painting of wrought iron altar rails. Mr P Fitchett, Mr J Hibbert to look at seek advice from Mr D Birch.

iv) **Valuation of Lectern** - unable to progress.

v) **Vestry Access/Security** – Item for discussion at Away Day. Daily maintenance of toilet would be an issue if open to public.

Action;-Rev N Devenish to contact cathedral for advice.

vi) Health and Safety.

- Annual update of green folder is to be done
- Copy of policy to be put at back of church and one retained in vestry.

Action: Mr J Hibbert.

9. Churchyard

Concern was expressed over the recent problems with the contractor who did his planned grass cut early meaning there was only a gap of 10 days since the previous volunteer cut. This has upset both volunteers and donors to the fund. This year the weather and exceptional grass growth have contributed to the problems. The matter has been raised with the contractor, along with the disposal of grass onto flower beds.

- It was suggested that next year we advise him that we will withhold payment if a cut is done too close to a previous cut/boon day.
- Instead of making a verbal time plan of cuts we put a provisional plan in writing at beginning of year – however, this will need to link with proposed volunteer cuts.
- Request that he contacts Mrs S Dean prior to doing a cut to check it is alright

We also need to recruit more younger volunteers to help with the volunteer days.

10. Safe Guarding

Mrs B Hibbert has attended course at Allithwaite on 18th July and will attend further training in October on producing a Policy appropriate for the activities in our church.

Discussion followed on the need for CRB checks for those doing home visiting /house groups. The policy relates to vulnerable adults as well as children.

Action: The new notice for Church porch to be completed. Mrs B Hibbert

Leave as an Agenda Item next meeting.

11. Ride and Stride

This will take place on September 8th the church will be open for it and drinks and biscuits will be provided.

Action: Mrs B Hibbert to organise.

12 St Peter's Away Day

To take place on Saturday 13th October, venues proposed are the Parish Centre at Ulverston or Brathay church. Items for discussion include, Service Booklets, Safe Guarding, Giving/stewardship and youth attendance/links with schools and families.

Inventory handover – completed

Parish Room Financial Report – copy to be circulated to Rev N Devenish and Mr J Hibbert.

13. Deanery/ Diocese/Churches Together

Deanery Synod – No-one able to attend from parish.

Diocese – nothing to report

Churches Together - Sheet detailing meeting held on 21st June was circulated. Hand-out and questionnaire on Welcoming was passed on to Rev N Devenish.

14. Team Council

Sheet summarising meeting held on July 22nd was circulated. Main items were the draft Mission Action Plan for the Team, the work of the Communications Group and future dates.

Clergy Expenses - Treasurer asked in view of balance of Team Accounts should parishes be still giving same amount for expenses.

Action: Team representatives to raise at next meeting.

15 AOB

Manna house A box for food donations had been left in church porch without any request for permission. This has been taken away it was suggested that we consider giving to them at Harvest. Discuss at next meeting

16 Date of next Meeting - Tuesday 28th August at 7.00pm