

CARTMEL PENNISULA TEAM MINISTRY
ST PETER'S CHURCH FIELD BROUGHTON
Minutes of the PCC Meeting held on 21st May 2013 at 7.30pm
In the Parish Rooms

Welcome and Prayers. The meeting opened with prayers from the Rev N Devenish

1. **Apologies:** Mrs J Slater, Mr M Slater and Mrs V Dixon,
Present: Rev N Devenish, Mr J Hibbert and Mrs B Hibbert (arrived during meeting), Dr E Taylor, Mr P Fitchett and Mrs S Dean.
2. **Mission Action Plan** To be discussed under Item 6 – Invitational Service.
3. **Minutes of Meeting held on 14th March 2013**
4. **Matters Arising:-**

List of cleaning job done by PCC members was discussed
Mr & Mrs P Fitchett will look after toilet and clean brass.
Dr E Taylor will look after Sanctuary and South Transept. Mrs J Taylor will be responsible for the Altar linen.
Volunteers will be sought for the upkeep of other specified areas –
Action: Churchwardens to sort.
List of tasks for Sidesmen needs slight amendments.
Action: Dr E Taylor
Back door repair to be done.
Letter to Friends of St Peter's has been done
5. **Correspondence.**
 - i) Letter from Diocese regarding eligibility of Charity Trustees which also applies to PCC members. To be included in APCM nomination papers for churchwardens and PCC members. **Action: Mr J Hibbert/Mrs S Dean.**
 - ii) Letter from Mrs APM Dean regarding baptism records
Action: Mr J Hibbert to check date or records begin. Mrs S Dean to reply
6. **Items from APCM for attention during year**
 - i) **Invitational Service.** The St Peter's Day service to be Common Worship on Saturday 29th June at 6.30pm. Agreed to send letter to members of Electoral Roll and plus volunteers who may not be on. In letter ask for requests for favourite hymns, most popular ones will be used in service on Back to Church Sunday on 29th September PCC members to share distribution. Refreshments to be served after service - wine and nibbles.
Mr M Slater to be asked if he is willing to organise the wine. Ladies to organise nibbles.
Action: Mr J Hibbert and Mrs B Hibbert to organise.
 - Mr J Hibbert noted hymns for 16th June (Father's Day were all good well known ones. Suggest put hymns for next Service on Notice Board.
 - ii) **Pastoral Visitor** to be included in magazine insert **Action:Mr J Hibbert.**
 - iii) **List of jobs and volunteers to be set up** – dealt with under Matters Arising.
 - iv) **Develop music in services.** Rev N Devenish to agree sung responses with Sylvia for each of 5 possible services, prior to reprinting. Simple effective setting needed eg Smith as used at Cartmel, 20 copies of music for services to be ordered.
Actions: Rev N Devenish and Mr J Hibbert.

7. Finance

i) Election of Treasurer

Dr E Taylor was proposed by Mr j Hibbert and Seconded by Mr P Fitchett vote was carried unanimously.

ii) **Financial Report** Nothing significant to report.

iii) Account Balances

NatWest Current Account	£4,045	(£4,391)
Churchyard Fund	£740	(£750)
CCLA		
Fabric	£37,669	(£37,633)
Deposit	£16,494	(£16,465)
Churchyard	£10,070	(£10,052)

iv) **Fabric Fund** Dr E Taylor (Treasurer) proposed that owing to increasing costs, the balance of the Fabric and Restoration Fund should not be allowed to fall below £37,000 (previously £35,000) without the authority of the PCC, this was agreed unanimously.

v) Review of Authorisation Levels

it was unanimously agreed that the levels of authority to sanction the expenditure of money on goods or services be amended as follows:

One Churchwarden up to £50

Two Churchwardens up to £125

Standing Committee up to £1,000 with subsequent information to the PCC.

The Treasurer to notify PCC of all expenditure over £100

Routine expenditure such as purchase of oil, electricity etc. are exempt from these limits, but the insurance premium will require discussion at the PCC before approval can be given.

vi) Bank Accounts Signatories

Two authorised signatures are needed on each cheque.

Currently the Treasurer and the 2 Churchwardens and the 2 emeritus Churchwardens Mr P Fitchett and Mrs J Slater. It was agreed to continue with this arrangement but with the stipulation that one of the signatures is from either the Treasurer or one of the Churchwardens.

Proposed Dr E Taylor and Seconded by Mrs B Hibbert., unanimously carried

9. Worship and Services

i) Review of Mothering Sunday and Easter Services.

Time scale this year for Mothering Sunday preparation was short, next year need to make detailed plans at January meeting for both services. Easter Sunday had good (50), cards were sent very few responded to them. posters did better the year before at local tourist accommodation etc.

ii) **Harvest Festival is on Sunday 6th October**, the Harvest Supper is on Friday 4th October time to be confirmed (7pm).

iii) **Epiphany Lunch - Sunday 5th January** – arrangements for catering and refreshments same as last year organise at November Meeting.

iv) Service Booklet review

Eucharistic prayer in Main Service Sheet changed to Prayer G.

Supplementary sheet to be printed for shorter services with Eucharistic Prayer H

Layout of booklets to be portrait.

10. Items from Annual Meeting Plan

i) Compile Annual Programme for meetings

Meetings for next year are:-

Tuesday July 9th, Tuesday September 10th, Tuesday November 19th

Thursday January 9th 2014

ii) Elect Vice Chairman

Mr John Hibbert was proposed as Vice Chairman, proposed by Dr E Taylor and Seconded by Mr P Fitchett

iii) Review and Ratify the following policies:-

a) Health and Safety

Deferred to next meeting. *Action: Mr J Hibbert to email policies to PCC members.*

b) Fire – part of Health and Safety Policy.

c) Safe-guarding – reviewed in November, put on Agenda for November.

d) Tower. Currently must be 2 people when going up the tower, this is becoming unpractical. In future the following safety rules will apply.

- Anyone going up the tower to leave door open, take the key up with them.
- A sign will be made to hang over door saying someone is up the tower.
- Ensure someone know you are going up the tower.
- Take a working mobile phone with you.

11. Fabric

It was unanimously agreed to withdraw the faculty for vestry grille.

It was agreed to a small project to sort out vestry to include locks on main cupboards, extra oak shelves at the back of toilet.

Action: Churchwardens, Mr J Hibbert to obtain quote for shelves.

12. Churchyard

Grasscut done early May

Cover needed for tiles

Action: Churchyard Committee

13. Deanery/Diocese/Churches Together

Discussion took place on the Diocesan Vision for 2020 when clergy numbers will be much lower due to number retiring. More responsibility on layity is inevitable.

14. Team Council

Team Mission Action Plan discussed.

15. Any Other Business

The tracery at top of the organ pipes needs a small repair.

Action: Churchwardens to seek joiner.

16. Next meeting Tuesday 9th July 2013