

The Parish of Corbridge St Andrew with Halton and Newton Hall

**Minutes of the meeting held on Thursday 23rd May 2018 at 7.30pm
In the Cottage**

1. Opening prayer led by Jennifer Herrmann

2. **Present:**

Linda E Hunter (Chwdn, Chair)	Jennifer Herrman	Max Philbrick
Monica Philbrick	Michael Rae	Cliff Wright
Edward Pybus	Kate Jenkins	Suzette Milne
Warwick Milne	Pauline Bennett	Carol Moffatt (Minute Secretary)

Pauline Bennett was welcomed as a new member to the committee.

Apologies:

Anne King-Lewis	Jennifer Wright	Mike Collins (Chwdn)
-----------------	-----------------	----------------------

Standing Committee: Linda Hunter was re-elected as Chair – proposed: Jennifer Herrmann, Seconded: Max Philbrick, Agreed: All. Plus two new members:

Kate Chadwick – Proposed: Warwick Mile, Seconded: Linda Hunter, Agreed: All.

Suzette Milne – Proposed: Cliff Wright, Seconded: Jennifer Herrmann, Agreed: All.

Trustee form sent round for signature and returned to Linda Hunter, who circulated new Charity Commission Guidance for Trustees booklet as a reminder to PCC Trustees of their responsibilities to the Charity. The three questions raised to be viewed by all prior to the meeting on 26th June and used as a basis for full discussion in conjunction with Safeguarding responsibilities.

3. **Minutes:** Minutes of the meeting held on 21st March 2018 accepted as a true record.

Matters Arising: Floodlights – Work complete and letter of thanks sent to Corbridge Parish Council who paid the full cost for the work.

4. **Reports:**

(a) Safeguarding

Dates were circulated for Safeguarding training and updates. Suzette and Warwick Milne together with new member Pauline Bennett to attending a session in Hexham Abbey on 15th November 2018 at 10.00am. A copy of updated Action Plan has been given to Pauline together with information on the role and responsibilities of PCC members. Monica Philbrick, Louise Stubbs and Linda have talked re the staffing of JC and sessions now take place in the children's corner. Linda Hunter expressed her intention to step down from the role of Safeguarding officer and is to approach two other members who may be willing to take on the role. No reportable incidents.

(b) Health and Safety

Updated Manual Handling and Risk Assessment documentation to be completed, otherwise action plan up to date. Two reported and recorded incidents; a lady who fell at Messy Church and another who passed out at a recent concert. Neither incident preventable and could happen again.

Michael Rae is to experiment with enlarging current candle holders to accommodate tea lights as a safer alternative to candles, he will report back at next meeting. It may prove more economical to replace with new holders or to remain as they are, as use is only once a year.

It was agreed to that 12 Steward sashes be ordered at a cost of £3.75 each, to be worn at public events instead of the high viz jackets currently worn.

(c) Halton

Edward Pybus reported Jack Hay was in good heart at his last service taken at Easter, and very much appreciated the painting of Halton Church presented to him.

(d) Maintenance

Planned programme of work completed. Work identified still requiring attention as follows:

1. Repair of leaking roof in the North side of the church. The main source has now been properly identified and a quote received of £2,400 which could rise when work begins and extent determined. However, it is not expected to be more than £3,000
2. Leak over Vicars vestry caused by failing roof felting.
3. Daylight seen through roof on right side of nave.
4. Repair to cottage roof
5. Exterior painting of doors.

The estimated cost of all roofing work less than £4,000 and exterior painting including materials £900.

Proposed: Monica Philbrick. Seconded: Suzette Milne. Agreed: All.

Colmans to begin work on Memorial Garden within next month. Decision on engraving still to be made. Mike Collins is handling admin and Michael Rae Project Managing. Parish Council to be advised.

An intermittent fault on the vestry door lock to be monitored to avoid a further incident. The locksmith called out on a Sunday to gain entry made no charge, but suggested it may be necessary to change the lock and have new keys.

(e) Data Protection

This is in progress and emails have been sent to all on current mailing lists.

(f) Deanery Synod meeting 17th May 2018

Max Philbrick reported on the meeting where it was agreed that future meetings would be open to all interested as it is a most useful forum for an exchange of views with other parishes. There was a presentation by Ian Flintoff on Necessary Change. More involvement from all invited on Pathways Mission – every diocese to be asked what they could use a Bishop for. Messy Church and Choral Evensong have been suggested as the contribution from Corbridge.

A new Diocesan Finance Officer has been appointed who will take up post shortly. He is to meet with Treasurers and Church Wardens from every parish to identify ways of addressing the financial challenges facing all churches.

(g) Music

The suggested rates have been agreed with the organists and will be reviewed again in the Autumn to agree rates for 2019. An outline proposals is awaited from the organists via Standing Committee regarding organ repair/replacement. The organists have asked that £40k they could raise be matched by Church funds – to be tabled at next meeting.

Further discussion took place re the safety and suitability of the present piano on receipt of a replacement offer from John Ross. It was agreed independent advice would be sought and brought before the committee pending further discussion. Linda Hunter to advise John Ross.

5. Vacancy Information and updates.

(a) Easter Services

It was unanimously agreed that Easter Services had been excellent and inspiring. Two clergy awaiting operations put continuing pressure on the Service rota.

(b) Parish Calendar

Updated copy circulated.

(c) Praying through the Vacancy

Monica Philbrick continues regular updates with prayers for the new vicar preparing to join us.

6. Finance

Cliff Wright spoke to the report highlighting Parish Share as our largest outgoing, alongside other expenses and issues that will need to be addressed if we are to remain in a healthy financial position.

7. Mission Action Plan

Updated copy circulated. Work ongoing to draw people from the broader community to subscribe and contribute to the Parish News. Discussions ongoing with Colin to broaden appropriate and meaningful hymn selection.

A Harvest Supper is proposed as an event to welcome the new Vicar, with the idea that it would include opportunities to participate in any entertainment planned.

8. Financial Action Plan

Pending the arrival of the new Vicar the following items have already been addressed in the Financial Action Plan which the Standing Committee spent considerable time assembling.

3.1 Learning from other Churches. Max working to establish a network at the Deanery Synod for meaningful exchanges of views and ideas.

3.2.2. Ian Bapty's views to be invited on the compilation of historical boards available in the church for visitors.

3.2.3 Report awaited from Kate Jenkins and Cliff Wright on a suitable card machine for use in the church.

Agreed photocopier from Document Solutions expected to be in situ very shortly.

3.3.2. David Preece to head a small group to bring a proposal to the PCC reviewing current heating system and operation, to determine improvements in effectiveness and cost.

Utilities contracts to be reviewed on expiration in 2019.

3.4 Fundraising – General events calendar circulated with the possibility of a wedding fayre to take place January/February 2019.

3.5 In order to expand the programme of musical events a volunteer is sought to organise a programme. Possibility of this volunteer opportunity to be advertised in Corbridge Matters and across the diocese.

3.6.1. Funding campaign to be reviewed when new Vicar in situ

3.6.5. Funeral Collection Policy – Max Philbrick to report back in July after discussing all options within the deanery.

3.10.1 An independent appropriate advisor to charities would be useful to ensure we optimise investments.

3.11.1 New Expenses Policy to brought to July PCC

3.11.2. Clear Purchasing Protocol to be brought to July PCC

The Charities Group to be reconvened chaired by Monica Philbrick with Cliff Wright and two others to identify charities to be supported this year – report to July meeting.

9. Correspondence

It is planned that future PCC meetings will take place on the last Tuesday of the month. (TBC)

Jennifer Herrmann is happy to continue with the administration for Christian Aid week but cannot undertake the recruitment of more volunteers which are desperately needed for distribution and collection. She was thanked for the work she has done for the past 10 years.

Linda Hunter advised that for the Midsummer Evening planned by local traders, chairs are being loaned free of charge, as is use of the Cottage for their meetings..

10. Meeting dates for 2018-19 – as noted on agenda.

Linda Hunter closed the meeting at 9.45pm with the Grace.