

**The Parish of Corbridge St Andrew with Halton and Newton Hall**

**Minutes of the meeting held on Thursday 22<sup>nd</sup> February 2018 at 7.30pm  
In the Cottage**

**Present:**

|                               |                      |                  |
|-------------------------------|----------------------|------------------|
| Linda E Hunter (Chwdn, Chair) | Mike Collins (Chwdn) | Jennifer Herrman |
| Monica Philbrick              | Michael Rae          | Cliff Wright     |
| Edward Pybus                  | Kate Jenkins         | Suzette Milne    |
| Warwick Milne                 |                      |                  |

Mike Collins opened the meeting with a prayer

**Apologies:**

|               |                 |              |
|---------------|-----------------|--------------|
| Max Philbrick | Anne King-Lewis | David Preece |
| Jackie Webb   | Jennifer Wright |              |

3. **Minutes (a):** The minutes of the meeting held on 24<sup>th</sup> January 2018 were accepted as a true record with the following amendments.

**Matters Arising:**

Jennifer Herrman was present at the meeting.

Under **4a Fabric Report** final bullet point amended to:- B Colman's quote for extending the Memorial Garden had been received at £5551 inc.VAT which was the most competitive quote and was accepted.

Under **4d HLF** – This would involve considerable time, expertise and expense, therefore we will not proceed with HLF funding.

Proposed: Jennifer Herrman.      Seconded: Monica Philbrick.      Agreed: 10

**Minutes (b):** The minutes of the Section 12 meeting held on Sunday 21<sup>st</sup> January were accepted as a true record:

Proposed: Edward Pybus.      Seconded Kate Jenkins.      Agreed: 9.      Abstentions: 1

**4a Health & Safety:**

The report prepared and circulated by Michael Rae, Edward Pybus and Linda Hunter was discussed in detail identifying actions already taken, those requiring follow up and those with target dates throughout the year. Linda Hunter and Mike Collins as Church Wardens are identified as fire wardens in this organisation staffed by volunteers. Michael Rae told the meeting that the potential hazards are those people are likely to come across in daily life and common sense, applied with personal responsibility, should ensure that current documentation is more than adequate.

Meantime Michael Rae is to follow up training in the use of fire extinguishers for four individuals in the hope that more cost effective alternatives can be found. One large and two small Fire Blankets have already been purchased. Following the recent incident in St Andrew's when John Graham collapsed, the need for people trained in first aid was identified as doctors or nurses may not always be present in church. A list will be compiled. Edward Pybus has asked Mr Smith if he would be willing, if he were around and needed, to perform First Aid at Halton and he has agreed, Edward Pybus and Suzette Milne would also be willing to attend a first aid course. Mike Collins had already written a letter of thanks to Paul, Debbie and Jennifer who helped at the recent incident and a full report was submitted.

Linda Hunter will continue to work with Edward Pybus to address issues particular to Halton and thanks were expressed to Michael Rae and Edward Pybus for their efforts in preparing the report.

**4b Any important fabric issues:**

Floodlights – A £500 contribution towards the anticipated £1,000 approximate cost of refreshing and making safe the current 4 floodlights has been promised from the Village Trust. At a maximum cost of £650 to the church it was proposed that repair and making safe go ahead.

Proposed: Michael Rae

Seconded: Suzette Milne

Agreed. Unanimous.

Extension to Memorial Garden: The DAC meeting on 8<sup>th</sup> March will review the faculty application and report back.

Woodworm: Proceeding with the expectation that work will be completed before Easter. Warwick Milne volunteered his help in the moving of furniture etc.

## 5 Halton

Rev Jack announced his retirement with his last service on Easter Day. Sir Hugh Blackett has suggested a painting of Halton by his daughter be presented to him as a gift of thanks, was agreed. From Easter, therefore, Halton services will also need to be covered during the interregnum.

## 6 Vacancy Information

a. **The Profile document** with final amendments in light of discussion with the Archdeacon was agreed

Proposed: Linda Hunter

Seconded: Kate Jenkins.

Agreed: Unanimous

Particular thanks were expressed to Max Philbrick, in his absence, for his preparation of the document.

The Job Description and Person Specification are now complete.

b. **Service Rota** – updated and circulated by Linda Hunter.

c. **Calendar** – about to be updated for March and circulated by Linda Hunter

d. **Praying through the Vacancy** – Monica Philbrick reported that 4- 6 people meet each Thursday morning at 10am to pray for the vacancy for 15 minutes. They will continue to refresh visuals used in the church. Prayers were also said for Carol Maskell.

As the selection process proceeds and interviews loom thought is being given to what is to be done on the day in relation to prayer. The view being that on the interview day people may like to participate in perhaps a chain of prayer. Once the timescale is known, then decisions can be made.

### e. Lent and Easter

a. The diary of lent lunches and Holy Week services was circulated. Additional help has been forthcoming for these well attended events. The decision was taken to abandon the Donkey procession in light of the donkey dying. Given that the preparation of the traditional lamb supper involved many people and a lot of preparation without unduly impacting the number in attendance, it was agreed to revise the Eucharistic service and do without supper.

Proposed: Warwick Milne. Seconded: Suzette Milne. Abstentions: 1

Monica Philbrick raised activities for children on Easter Sunday and whether they were to leave the Church for part of the service. Linda Hunter to check with the Bishop.

b. David Preece is to be asked to prepare the Easter garden again with Messy Church team helpers being invited to participate. Monica Philbrick and Warwick Milne also volunteered to help – with the garden to be ready before Palm Sunday.

## 7. Annual Meeting – Sunday 22<sup>nd</sup> April at 11am to be chaired by Area Dean if she is available

a. **Elections** – we will require 3 new members of PCC

b. **The Annual Report** - all reports to be to Linda by 22<sup>nd</sup> March

## 8. Finance

a. **Report:** Cliff Wright spoke to the 2017 report highlighting the highs and lows resulting in a business loss of £8,000 which is an illustration of the direction of financial travel at present. While reserves are still good, maintaining the building, the organ, continuing charitable donations, the parish share and Ministry costs will soon make inroads into those reserves if steps are not taken to address the decline. The Annual accounts will be completed soon and Cliff is willing to hold a workshop for any member to attend to discuss any questions in relation to these.

- b. Organist Fees:** Following detailed discussion of the proposal submitted to increase charges for funerals and weddings it was decided to continue as previously, following RSCM increases, avoiding impacting on weddings and funerals. Linda and Mike to talk with the organists regarding the decision.  
Proposed: Edward Pybus.                      Seconded: Monica Philbrick.                      Agreed: 9
- c. Looking Ahead:** Having read the very thorough document prepared by Cliff Wright highlighting some of the major financial issues facing the church in the future, it was agreed that PCC members would come back at the next meeting with their suggestions/recommendations. A small group to then be set up to modify / add / delete, and put recommendations forward. It is important to keep this moving and an Action Plan prepared pending the arrival of a new Vicar.  
Meantime quote have been received for a new photocopier which should substantially reduce photocopying costs. Consider also a heating consultant to evaluate the state of the current heating system

**9. Mission Action Plan.**

The updated plan was circulated with actions already undertaken highlighted in green, those in progress yellow and awaiting action red.

It was agreed there would be three main items for discussion at the next PCC

- a. Annual Accounts
- b. Financial Action Plan
- c. Progressing MAP

**10. Any Urgent Information:**

Mowden Hall School are appealing for financial support for the School Chapel Bells.

The Grand Piano offered to the Church was declined as being white, it is considered unsuitable for the church surroundings.

**11. Correspondence.** None.