

Minutes of the Parochial Church Council Meeting held in the Cottage

on Tuesday 15th November 2016 at 7.30pm

The Vicar welcomed everybody to the meeting, in particular Michael Collins in his role as Churchwarden. Rev. Julie Robson held a prayer.

1. Present :-

Rev. David Hewlett	Linda Hunter (churchwarden)	Cliff Wright (Hon treasurer)
Michael Collins (churchwarden)	Rev. Julie Robson	Richard Dixon
David Preece	Max Philbrick	Monica Philbrick
Jane Stephenson (secretary)	Jennifer Wright	Michael Rae
Elizabeth Robson.		

Apologies for absence : Jennifer Hermann.

2. Minutes :

The minutes of previous meeting held on 20th September 2016 were accepted as a true record and so signed.

Matters arising from the minutes :

- None.

3. Worship, Ministry and Mission :

(1) Vicar's items

As per report by Rev David Hewlett dated 7th November 2016.

The vicar explained: that we need to renew Eucharistic Assistants' Permissions. This now the responsibility of the PCC not the Bishop.: proposal by Linda Hunter, 2nd by Max Philbrick and all PCC members in favour, with no abstentions, that Eucharistic Assistants permissions be renewed.

The Vicar informed the meeting that the Village Christmas card was going well & is to be distributed as arranged via Corbridge Matters delivery team.

(2) MAP

Copies were handed to PCC members. It was explained no further ideas had been forthcoming. Discussion around further thoughts/ideas :-

- The Deanery Development Group meeting – item relating to holding services in different parishes to be added to MAP.

- It was suggested that we look further at how we can measure whether we have achieved success or whether it is not always possible to quantify success in this way.
- The completed MAP to be displayed within Church so that everyone can see our vision and forward plan for the next year.
- Explore the possibility of the role of the Church guides to be included so as to link in to the valuable part they play in the Mission and Ministry of the church
- Pastoral care to be included, particularly the work currently done by Rev Julie Robson with the elderly and in residential homes
- Links with the School to be included.

The ideas are to be added to the MAP

(3) Calendar

2 items to be removed – this will be via email.

(4) Young Church

As per report submitted by Louise Stubbs 4/11/16.

(5) Messy Church

It was outlined how strong the Messy Church team is and how relationships are developing. The team meet at 2.40pm to pray and focus on what they are trying to achieve.

There have been positive comments about the flyer and Monica explained the idea of having a lending library within the Messy Church congregation. A request was made to finance: books for a lending library and benches to go with the tables.

It was agreed that the PCC would finance the purchase of 6 gopak benches to go with the tables and would provide £300.00 to purchase books for the lending library. Proposed by Monica Philbrick, 2nd Rev Julie Robson, all members in favour with no abstentions.

The Vicar offered a big thank you to the team.

(6) Choir

As per report by Colin Williams.

6a. HLF report. The enquiry form was presented to the PCC and questions answered re this. Linda Hunter (Chair of the HLF committee) asked permission from the PCC to ask Alistair Jenkins (HLF bid link) to submit the application. Proposal by Richard Dixon for the enquiry form to be sent, 2nd David Preece, all in favour with no abstentions.

(7) Events and bookings

As per report by Linda Hunter dated September 2016. In relation to the request for the staging blocks to be lent out – proposal by Michael Rae for the request to be refused, 2nd David Preece, all in favour no abstentions.

Linda reported on the traders meeting and asked the PCC to discuss a request to have a blow up snowman within the grounds which is 35 foot tall, during the Christmas Tree Festival weekend – further information to be sought.

The Vicar thanked Linda for her links with the traders.

(8) Corbridge 1st School

No report received.

(9) Catering

As per report by Carol Maskell.

(10) Deanery

(i) Deanery Development Group

As per the circulated notes of the DDG meeting 2/11/16

The Vicar outlined the usefulness of the DDG and Deanery Synod.

4. Finance, Fabric and Administration

(1) Treasurer's report

Report presented by Treasurer Cliff Wright, additional graphs handed around & explanation provided.

In the report already sent to PCC members Cliff asked the PCC to consider the levels of authorisation for financial projects. See below.

Expenditure Authorisation

The source of authorisation for all expenditure is PCC. In some cases, such as significant projects (for example, cottage windows), organist/choirmaster remuneration, charitable grants or Parish Share, that authority is directly exercised. Specific authority, however, is not a practical option for the day to day running of church affairs where many, more minor financial transactions are involved. To address these requirements, PCC “delegates” financial authority to the Churchwardens so that transactions can be efficiently managed on its behalf. The current limit on delegated authority for Churchwardens is £400 including VAT for each expenditure commitment.

Following review, the current level has been found to be inappropriate for current circumstances and too narrow to properly address all of the expense types involved. The following framework is proposed:

Expense Type	Scope	Authority
Non-Discretionary	Council Tax, Water Rates, CCLI (music licence)	CW's have full authority.
Utilities	Gas and electricity	CW's authorised to agree supply contracts with providers. Details of agreed contracts to be presented to PCC.
Services	Insurance. Regular maintenance of boilers, fire extinguishers, church clock, organ and any other church equipment. Photocopier rental and usage.	CW's have full authority to agree contracts.
Events	Chiefly fund raising events	CW's have unlimited authority for expenses relating to events agreed through PCC.
Clergy Expenses	Working expenses	Authorised limit of £750 per application for CW's.
Other Expenses	General running expenses including one-off repair costs.	Authorised limit of £750 per expenditure item for CW's.
Projects	Significant repair, replacement or new acquisition agreed by PCC.	CW's or specifically appointed individual(s) have unlimited authority to manage projects within financial limits set by PCC.

After discussion it was proposed by Rev Julie Robson and 2nd by Jennifer Wright that the above proposal be accepted and that the current limit on delegated authority for Churchwardens is £750.00 including VAT for each expenditure commitment. All in favour no abstentions.

In addition to supporting the Church Urban Fund, and Tear Fund this year it was agreed that we support Marie Curie due to the care they provided for Gilbert Marshall. The Vicar is to meet with the Charities group to discuss the charities that we will support in 2017.

Banking arrangements – this is to be addressed in Spring as there is no rush.

Thanks offered to the Treasurer.

(2) Charities Previously covered

(3) Fundraising Previously covered

(4) Church Wardens Report

As per Fabric Report dated November 2016 & presented. Linda Hunter explained the cost of the electrical inspection and the requirement to re-assess the system for keys. This will be reported back at the January meeting.

(5) Cottage

Michael Rae spoke of the crack that has appeared on the chimney of the cottage and the implications of cost & health and safety.

Linda Hunter indicated that the PCC will need to commit financially to the maintenance of the cottage in 2017 as there were one or two problems emerging. Further information will be brought to the January PCC

5. Safeguarding

The Safeguarding team on the parish needs to be expanded and the PSO is going to talk to 2 people to ask them to come on the team. Parish Documentation is up to date. But not all those who need to go to training have attended yet. Further training dates will be available soon. , Ecclesiastical Insurance will not cover PCC if the relevant documentation is not in place and those requiring training have not attended.

6. St.Oswald's Halton

Nothing to report.

7. St. James Churchyard Newton

Nothing to report.

8. Correspondence

De-regulation of the Market Place – as per Northumberland County Council document.

Rev. Julie Robson has received a letter from the Food Bank offering their sincere thanks.

Dates of next meetings see below

	Standing committee	PCC
January 2017	Tuesday 10 th January (7.30pm)	Wednesday 25 th January
March 2017	Monday 6 th March (7.30 pm)	Wednesday 22 nd March
May 2017	Monday 8 th May (7.30 pm)	Tuesday 23 rd May
July 2017	Monday 3 rd July (7.30 pm)	Thursday 20 th Jul