

The Parish of Corbridge St. Andrew with Halton

Minutes of the meeting held on Wednesday 21st March 2018 at 7.30pm in the Cottage

1. **Opening Prayer:** David Preece opened the meeting with a prayer

2. **Present:**

Linda E Hunter (Chwdn, Chair)
Michael Rae
Kate Jenkins (minute taker)
Jennifer Wright
Max Philbrick

Mike Collins (Chwdn)
Cliff Wright
Suzette Milne
David Preece

Monica Philbrick
Edward Pybus
Warwick Milne
Anne King-Lewis

Apologies:

Jennifer Herrmann

Carol Moffatt (Minute secretary)

Minutes: The minutes of the meeting held on 22nd February 2018 were accepted as a true record.

Matters Arising: It was noted that Carol Moffatt should appear as present as minute secretary.

An update was requested on 8b: Organist Fees - another meeting has been arranged.

An update was requested on 4b: Floodlights and faulty bulbs in church will be completed on Fri 23rd March with stock in hand: Corbridge Parish Council have agreed payment and the Village Trust offer to pay as well has been deferred to another project. Woodworm – the timber is to be delivered, treated, stained and onsite during April. Memorial Garden – the facility was granted on March 5th with permission to extend the garden, subject to any objections received to the notice on the church notice boards.

Update 8c: Photocopier – further quotations had been sought and the best option found was through Document Solutions which included a stapler and booklet maker

Proposed: Linda Hunter

Seconded: Kate Jenkins

Agreed: All

3. **Reports**

a) Safeguarding

An action plan has been produced. Areas which require input include support systems for carers and those suffering from dementia ; risk assessment for those working with children; domestic violence awareness.

Proposed: Linda Hunter

Seconded: Suzette Milne

Agreed: All

b) Halton

It was confirmed that Rev Jack Hay's last day officiating at Halton will be Easter Sunday. Edward Pybus agreed to produce a report from Halton for the AGM.

c) AGM

It has been arranged for Mary Warner to start the meeting and the Area Dean will arrive as soon as possible rather than amend the date. Thanks were given to David Preece who will be standing down after his 3 years of service; there will be two vacancies as Jackie Webb has also resigned.

d) Maintenance

The electrical inspections are now all complete. The repointing of the church cottage and the underground electrical cabling replacement will begin as soon as the weather dictates. The replacement piano trolley was discussed; Michael Rae agreed to liaise with John Ross and pass on the information to

the standing committee. In the interim it was agreed that a sign should be produced to ensure correct handling of the piano to prevent personal injury as well as possible damage.

e) Data Protection Guidelines

The Parish Data Audit has been completed and some data has already been shredded. A Data Privacy Notice was distributed; discussion took place regarding the creation of a breach management procedure as well as a document that would hopefully cover all mailing lists, rotas etc in line with new GDPR guidelines. Funerals, baptisms and weddings could be an issue so careful thought is required. Agreed that this should be passed on to the standing committee.

Proposed: Warwick Milne Seconded: Max Philbrick Agreed: 12, 1 abstention

f) Deanery Synod

Max Philbrick spoke to his report; the Deanery Facebook page has not been well used, but he is still trying to encourage social media use for the parish; No incumbents received any GDPR advice from the Diocese; Rev Tom Birch from Wylam encouraged involvement from all parishes to engage with the Pathways Mission.

4. The Selection Process

Parish visit is on 27th April and interviews take place on 30th April 2018; no short list as yet – awaiting further information from the Archdeacon.

5. Vacancy Information

a) Service Rota

The Area Dean has been asked to take a service, but will require a replacement at Riding Mill

b) The Parish Diary

This has been regularly updated and circulated by Linda Hunter, no changes requested.

c) Praying through the Vacancy

Prayers continue on a Thursday for the vacancy; if progress is made with the selection process new information can be produced.

d) Lent & Easter

Bishop Mark has agreed to take all services over the Easter weekend; a new Maundy Thursday service has been agreed and new orders of service produced. The afternoon service on Good Friday will focus on the last seven words of Jesus before he died.

6. Finance

The annual accounts previously circulated were approved

Proposed: David Preece Seconded: Edward Pybus Agreed: All

7. Financial Action Plan

- 3.1 Learning from other churches (Liz Collins to follow this up)
- 3.2.1 David Waugh to look at raising money for booklets and display boards featuring historical, tourist and religious information; a small group has been set up to look into grant funding options.
- 3.2.3 A discussion took place around the information produced by the Treasurer; agreed to look into card machines in church;
- 3.3 David Preece is to look into improving the efficiency of the boiler and heating distribution in church. In future, once existing stocks are exhausted, all bulb replacement will be LED. We will continue to review contracts and tariffs on utilities.

- 3.4 Fundraising – events organised to date: March Fete, Historic Talk, Organ Recital, Concerts in June & July, Chamber Music Recital, Forum Book Event, Christmas Tree Festival, Voices of Hope Choir, 2019 Flower Festival.
- 3.5 Looking at finding someone with a musical background to arrange musical events as a separate income stream.
- 3.6 Giving – Alistair Jenkins to be invited to attend a PCC meeting to give advice on how we can tackle this subject. 3.6.4 promoting inflation linked giving should be addressed as well as the policy on retiring collections 3.6.5
- 3.6.2 Continue to review collections by standing order and encourage new givers
- 3.6.3 Agreed to wait for the new vicar to assist with flyers and introductory packs
- 3.7 Church Cottage repairs now total £48,000. Agreed that at present our reserves should be used to maintain and improve our assets, as well as looking at alternative ways of income generation in the future.
- 3.9 Agreed we should play a role in Diocesan reform in recovery of Parish Share; agreed we should decide annually the amount donated to charities.
- 3.10 Agreed once spending commitments are finished, PCC commission an investment review of our reserves.
- A working group be set up to look further into these and other points raised by the Treasurer. Initially the standing committee will follow this up.

8. Mission Action Plan

Agreed that this would be deferred until the next meeting

9. Correspondence

A pair of socks had been sent through from the Unwearoutable Sock Company!
 Consultation Document on Schools received and circulated.

Linda Hunter closed the meeting at 9.45pm with a prayer of thanksgiving.