

**Minutes of the meeting held on Wednesday 21<sup>st</sup> June 2017  
at 7.30pm in the Cottage**

**Present:**

Linda E Hunter ( Chwdn, Chair)	Mike Collins ( Chwdn)	Edward Pybus
Michael Rae	Monica Philbrick	Anne King – Lewis
Kate Chadwick	Jennifer Wright	Warwick Milne
Suzette Milne	Jennifer Herrmann	David Preece
Max Philbrick	Cliff Wright	

The meeting opened with prayer led by Anne King-Lewis

2. Apologies: Jackie Webb, Jane Stephenson.
3. An amendment to include the names of proposers and seconders for members of the Standing Committee was made to the minutes of the PCC meeting held on Tuesday 23<sup>rd</sup> May 2017 and will be on the minutes recorded in the minute book.

**Minute Secretary:** Jane Stephenson will not be able to attend meetings more frequently. We have tried to find someone in church to help her and this has not been possible. Linda asked PCC whether they would be willing for her to approach someone who does not attend to church to help out. There was some discussion about confidentiality. Proposed: Linda E Hunter, seconded: Michael Collins. 10 in favour.

4 **Structure of meetings**

a) **Reports:** A discussion paper had been previously circulated with regard to the frequency with which we have specific reports at PCC meetings. This has been updated and attached. This does not preclude any information about a particular group or issue being discussed at a PCC meeting if necessary.

**Charities Committee** will be convened by Cliff Wright and recommendations for 2017 charities be brought to July PCC. A further meeting in October will provide recommendations for 2018 charities which will be brought to the November meeting.

5 **Heritage Lottery Funding Bid**

CW & DC

David Crompton, Corbridge Business Partnership and Colin Williams, St. Andrew's Musical Director presented a paper which outlined the salient points with regard to the HLF bid. Members of PCC asked questions re this. Important points to note from this were:

- Financial implications for the PCC: we will be involved in fundraising but funding will be sought from external sources as well. We will be required to provide at least 10% of the bid.
- How will we fund the workers after the 3 years? Either we look for more funding by turning the project into a charity and employing a fundraiser or the project stops.
- The boards: these should be more interactive and fit in with the 21<sup>st</sup> century, head sets and apps.

- Will the bid take cognisance of the County Council, English Heritage policies. Yes it already does.
- Who will employ and line manage the Heritage and Music Co coordinators? The Church. The TIC may be used as a base for the Heritage worker.
- We **must not** lose sight of the fact that the church is primarily a place of worship.
- The legal issues with regard to employing people
- Will our reserves affect our application? No – they need to know we are good stewards of the heritage and finances we have.

The complete bid will be circularised to the PCC before the 20<sup>th</sup> July meeting.

## 6 **Vacancy information**

- a) **Service update:** Sunday services have been as normal with visiting clergy and readers officiating at services. In addition to retired clergy from our parish we have welcomed Rev Nigel Warner, Rev Janet Jackson, Rev Audrey McCartan, Peter and Elaine Ryder. There have been 3 Sundays when we have had Baptisms at 11.30am. There have been 2 cremations and one Thanksgiving service and in addition Rev D Hewlett has also officiated at a Thanksgiving service. We have one funeral followed by cremation which will take place next week.

We may need to keep a watch on the Wednesday morning service as the congregation is dwindling. 2 in the congregation one week.

**July:** There are 2 Sundays when there are Baptisms at 11.30am and 5 weddings one of which will be which officiated at by Rev D Hewlett.

- b) **Process for Appointment of New Vicar:** this had been previously circularised. It is not possible to put a time frame on the process but it would be important to spend some time in ensuring that the profile is engaging, meaningful and relevant. We will need to produce a statement of need which will be, in effect, putting the process into a holding position until the profile is complete.

The Ven Peter Robinson is back to work and will be meeting with the Churchwardens soon.

**ACTION POINT:** Linda and Max Philbrick to contact people who they know who have had a recent vacancy to find out about content of the statement.

- c) **Vicarage & Garden:** The garden will need to be kept tidy in readiness for the let. However, there are some items of maintenance work to be done in the house prior to letting. If needed Michael Rae would work with Ian Beswick to supervise contractors.

Proposed by Monica Philbrick & seconded by David Preece that we pay to have someone cut the grass and sort out the borders and garden. 10 in favour.

**ACTION POINT:** Linda will contact Mr Ian Beswick at Church House to see whether he wants anyone from St. Andrew's present when he has the site meeting.

Warwick Milne suggested that it was important to ensure that the vicarage was visited regularly when there were not contractors present

to check for post and make sure everything was alright. A rota could be set up.

- d) **Communication:** It was agreed that communication was even more vital now that we were in a vacancy.  
It was agreed to set up a Communications team, co-ordinated by Max Philbrick who will convene a meeting.
- Parish News Max
  - Website – which is going to have a complete rewrite over the Summer Simon Hunter
  - Face Book / Twitter Alistair Jenkins will assist with this
  - Bulletin Linda
  - One or two other people to be recruited to this team.

Some could be proof readers, collectors of information etc. Website designs etc to come to this committee and PCC.

Information about the process of appointing the new vicar, simplified and put at the back of the church.

## 7 Praying through the Vacancy

- a) **Ideas, thoughts:** Various thoughts were discussed for including the congregation and our ecumenical partners. The success of the recent 'Thy Kingdom Come' initiative was given as an example of praying together every day for a week. An opportunity to include those not able to come to a group may be through a prayer card. We could have a vacancy prayer which we use every week in the intercessions too. It would be important to include Halton in this too.
- b) **Working group:** A working group comprising Monica, Anne King Lewis, Jennifer Wright and some people from the congregation will be set up to report back to the July PCC Meeting
- ACTION POINT:** produce some thoughts, ideas, examples for the next PCC meeting

## 8 Parish Profile

- a) **Consultation with congregation:** A considerable amount of time was spent discussing the merits of various ways in which this could be approached and whether it needed to be posted on a board or something more confidential and focussed. Points discussed were: should the questions be targeted? should we ask about qualities and values? or how we want the church to look like in 5 or 10 years' time. It was felt that asking people to contribute confidentially may be better.

As this was such an important part of the process, and something we needed to get right, we should endeavour to update our MAP in line with the criteria outlined in the Diocesan Vision - Growing Church, Bringing Hope and the Growth and Fruitfulness plan, before embarking on the profile as thoughts may become clearer as we do this.

However, some of the factual information about the church and the community could start to be collected fairly soon.

## 9 MAP – our vision for Corbridge Church

- a) **Reviewing:** It was agreed that the documents mentioned above would be used to inform our thinking. The Messy Church team would have input into the Children and Young People's section.

The next PCC meeting would set aside a large chunk of time to focus on our vision for the church, bearing in mind that a new Vicar would want to 'put their own stamp on it' when they arrive. This would include looking at how we can link our goals to those of the Deanery and Diocese. We would need to include some targets, milestones or means of monitoring the degree of success achieved.

**ACTION POINTS:** Linda would see if she could get the various documents electronically. If not then David Preece would copy the hard copies we have.

## 10 **Finance**

- a) **Financial Position:** Cliff updated us on the financial position and reminded us that having large reserves should not make us complacent. Our income should at least equal our expenditure, this year it was possible that this might not be the case. Cliff also appraised us of the Deanery Financial situation with relation to and the Parish Share. Yet again some of the smaller parishes would not be able to achieve the target assigned to them. Last year we had helped out so it was proposed by Cliff Wright and seconded by David Preece and all were in favour, that we would be prepared to pay £75,770 for this year only. Cliff is very concerned about the problems of reconciling an increasing Parish Share requirement against a background of declining levels of personal giving which is not sustainable. The Diocese needs to have an appreciation of the problems that churches are facing in varying degrees.

## 11 **Any Urgent Information in the following areas**

- a) **Fabric:** PCC agreed to Michael Rae engaging the contractor Keith Nichol to carry out the roofing work. He was also given permission to engage a joiner to carry out the various items of joinery listed on the quote given by M Maughan not exceeding a figure of £2,600 + VAT.

Suzette Milne mentioned that the radiator in the outside toilet needed refitting to the wall.

We are still busy with woodworm and the electrical work.

**Safeguarding:** The booklet Promoting a Safer Church – the policy document had been received from the Diocese. This can be downloaded from the C of E and Diocesan website.

**Health & Safety:** David Preece reminded us that this should be present on every agenda.

12. **Correspondence:** Apart from the above document nothing else had been received.

Standing Committee	PCC	
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All meetings at 7.30pm		
<b>2017</b>		
Thursday 8 <sup>th</sup> June	Wednesday 21 <sup>st</sup> June	
Tuesday 4 <sup>th</sup> July	Thursday 20 <sup>th</sup> July	
Monday 4 <sup>th</sup> September	Tuesday 19 <sup>th</sup> September	
Wednesday 4 <sup>th</sup> October	Wednesday 18 <sup>th</sup> October	If required