

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

**Minutes of the meeting held on Wednesday 24th January 2018 at 7.30pm  
In the Cottage**

**Present:**

Linda E Hunter (Chwdn, Chair)	Mike Collins (Chwdn)	Jennifer Wright
Warwick Milne	Suzette Milne	Monica Philbrick
Max Philbrick	Kate Jenkins	Cliff Wright (Hon.Treasurer)
Michael Rae	Edward Pybus	Anne King-Lewis

Suzette Milne opened the meeting with a prayer.

**2. Apologies:** David Preece, Jackie Webb.

**3. Minutes:** The minutes of the meeting held on 21<sup>st</sup> November 2017 were amended removing the final sentence under 5c. Praying through the Vacancy, they were then accepted as a true record and signed. Proposed: Suzette Milne. Seconded: Jennifer Wright. Agreed: 12

The minutes of the Section 11 meeting held on Wednesday 6<sup>th</sup> December were accepted with the noted addition that "after the meeting all voting papers were destroyed".

Proposed: Warwick Milne. Seconded: Jennifer Wright. Agreed: 11.

**Matters Arising:** None.

**4. Receive Reports:**

**a. Fabric Report.**

- The contract for treatment of Woodworm in the choir vestry is expected to be placed by 25<sup>th</sup> January 2018, with the work anticipated to be complete by Easter 2018. A decorator will then be needed to re-stain the woodwork. Michael Rae invited the PCC to put forward recommendations of suitable decorators.
- No further work will be carried out on the Cottage until the weather improves.
- The scaffolding required to enable further repair work to the high level gutter will be an additional expense. The contractor Keith Nichol is anticipated to start the work around April time when the weather improves.
- An updated quotation for the replacement of four rather than two of the floodlights is awaited. MR to contact the Village Trust and LEH the Parish Council seeking a contribution to the cost.
- The agreement to pay for three hours work to tidy up the Church yard was confirmed.
- B Coleman's quote for extending the Memorial Garden had been received at £5551 inc. VAT, half that of the quote from Strettles.

There was much discussion as to whether work should proceed at this time or whether it should await the appointment of the new vicar. Given that space is awaited for two additional places at present and it was the general feeling that the church should always be able to accommodate relevant requests, that long term the charges applied make this a self funding project and that the closing date for the faculty necessary is 22<sup>nd</sup> February for 8<sup>th</sup> March meeting, it was agreed efforts should be made to attract specific funding using "Corbridge Matters".

Proposed: Max Philbrick. Seconded: Edward Pybus. Agreed: Unanimously.

**Maintenance Plan:** The poor condition of the Notice Board by the Hill Street gate led to agreement that as it was little used, it should be taken down. The re-painting of the garage doors was added to the current list of required repairs.

**b. Health and Safety.** A draft interim report to be tabled at the next meeting.

**c. Safeguarding:** The SG team will be meeting and the action plan to be updated to include:-

- Domestic Violence Policy with what help is available in such circumstances. Notices have been updated and renewed in toilets
- LH to update Role and Responsibility paperwork for review at 21.3.18 meeting.
- Discussion around the need for clarity for those dealing with people in church grounds who appear in need of help. Laminated single sheet copies to be placed in relevant areas to be available to all who may be alone in the church. Although policy recommends there should be no lone workers, it was recognised this not always possible. It was recommended that lone workers carry a mobile phone.

**d. HLF**

LH read out the letter received from HLF as to what would need to be done to prepare a revised bid. This would involve considerable time, expertise and expense. Max and Monica Philbrick suggested that this should not be a priority to be undertaken during the interregnum. Meantime it was proposed that quotes be sourced for alternative organs both electric and pipe, together with best estimate for repair.

Proposed: Suzette Milne. Seconded: Kate Jenkins. In favour 10.

Meantime every effort made to maintain links with schools, an asset for the future with scholarships possibly being offered at a later date.

**5. Section 12 Meeting.** See below.

**6. Vacancy Information**

- a. Service Rota:** LH circulated the rota complete to the end of April 2018,
- b. Fees:** the new fees table had been circulated, showing increased fees for 2018
- c. Praying through the vacancy:** Action being maintained through the church during the vacancy.
- d. Lent and Easter:** There will be the usual programme of Lent Lunches including talks beginning at 12 noon with lunch at 12.30. More volunteers are required to support this already popular programme. LH reported that Bishop Mark will be coming for Easter. Rev Janet Jackson will preside and Canon Michael Jackson will preach on Palm Sunday. All churches to be encouraged to take part in the Donkey Walk as well as local schools.

**7. Mission Action Plan**

- LH led the meeting through an update of the Plan that appears as Appendix 3 in the Parish Profile. Much has already been achieved and efforts continue, to ensure the full programme is addressed.
- Data Protection is to be updated in May 2018 at which time our list of email addresses will be revised to comply and used to encourage a broader subscription to "Parish News".
- The Lent lunches are to be more widely advertised, i.e. Primlea Court.
- Consideration to be given to other seasonal lunches or afternoon teas, possibly including an organ recital.

**8. Finance**

Cliff Wright spoke to the meeting highlighting the need for a planned review of gifting and spending. It is clear that strategies need to be developed in discussion with the new vicar to address the issues of financial planning including a review of our charitable giving, perhaps giving more to fewer. The 2017 accounts will be available at the next meeting. He proposed to produce a follow up report within three weeks with suggestions for a solid base for further discussion.

He has also begun a dialogue with the recently appointed Phillip Ambrose, responsible for Finance at Church House, regarding the Parish Share, to enable the broader discussion to take place at Church House.

## **5. Section 12 Meeting**

There was lively discussion around the comments made by the Bishop and Archdeacon around the Parish Profile document. It was suggested that more clarity was needed in defining who and what we are. LH had prepared a paragraph attempting to do this. However, it was felt that St Andrews journey of diversity was explained in the opening letter with the following amendments:-

- Para.4 1<sup>st</sup> sentence to continue ..... change our approach; “this is a flexibility we wish to maintain.”
- In addition the final bullet point on page five should be moved up to be the second bullet point.
- Max is also to change the colouring on the introductory letter to something more personal.
- A question was asked re how the appointment process would go. LH and MC then explained they had to decide which of the three proposed options regarding the appointment, they wished to adopt:
  - a. The candidate already identified by the Bishop as being suitable.
  - b. Light advertising on the Diocesan website.
  - c. Heavy advertising in national press.

This is the decision of LH and MC. and not the PCC.

## **9. AOB**

Assistance for funding towards Helen Buque visit to Corbridge. It was agreed a warm welcome awaited Helen should she visit but that no funds were available.