

Thornthwaite, Braithwaite and Newlands Parochial Parish Council

Minutes of TBN PCC meeting 24th June 2021, St Herbert's Church Hall 7pm

Next PCC Meeting: Monday 19th July 1pm (St Herbert's Church Hall)

Attendees: Andy Murphie (Chair), Anthony Simpson, Alison Biggs, Don Thoburn, Hannah Roberts (Secretary)

Apologies for absence: Anne Thoburn

1.0 Prayer

2.0 Minutes of last meeting (AGM) agreed (09.05.21)

3.0 Matters Arising Newlands Church

- i) Friends of Newlands Church revised subscription rates agreed

		Current	Proposed
Annual	Individual	£15	£25
Annual	Joint	£25	£35
Life	Individual	£150	£200
Life	Joint	£200	£275

- ii) Proposed date for friends of Newlands church service (29th August) agreed in principle. PW to liaise with AM regarding details for service.
- iii) Dates for next wedding at Newlands Church confirmed as Saturday September 11th 2021.
- iv) Members of PCC happy to confirm in principle (subject to changing COVID regulations) that Newlands Church is designated to hold the carol service this year. Details to be confirmed between PW and AM closer to the date.
- v) Regarding revised use of the school room at Newlands Church (exhibition). Members of PCC were happy to agree in principle to revised change of use for the room, however, start-up costs for the project would need to be secured from Newlands restricted funds or via private sources/ grants rather than the unrestricted general fund for TBN.
- vi) Members of PCC agreed to approaching Peter Williams (PW) as a proposed lead for Newlands Church.

- vii) Regarding the works to be completed at Newlands Church (issues as highlighted in the quinquennial report). DT agreed to contact builders to get an initial quote.

4.0 Matters Arising: St Herbert's and St Mary's Church

- i) Relating to the cleaning of St Herbert's Hall. DT raised the possibility of employing a local cleaner to perform ad hoc duties. Members of the PCC were in agreement with this approach. DT to follow up and report back at next meeting.
- ii) Regarding risk assessments for COVID and general cleaning of The Church HR to undertake draft of risk assessments and feed back to PCC members.
- iii) Regarding open access of toilets whilst church is open for private prayer and visits. Members of PCC decided that as toilets cannot be locked or segregated these will remain open. Members agreed that improved signage and provision of cleaning wipes to encourage visitors to maintain cleanliness of area was a good idea. **NOTE: Please can we agree who will take responsibility for signage and buying wipes etc.**
- iv) Review terms and conditions of Hall Hire Contract for St Herbert's: Members agreed that a £50 refundable deposit should be taken from 'new' hirers which would cover additional cleaning costs if the hall was left in an unlettable condition. Regarding parties who have previously hired the hall, it was agreed that the deposit conditions would not be enforced. It is recognised that the letting agreement will need to be updated to reflect the changes in PCC members. This will be revisited once Roy Butcher takes over as Interim Treasurer.
- v) Quinquennial report for St Herbert's. Outstanding minor repairs to be completed: Emergency lighting needs to be repaired. DT to follow up with quote/invoice.
- vi) Regarding Public liability Certificate from Ecclesiastical Insurance (to be displayed in St Herbert's/ St Mary's) . HR to follow up with Insurance company.
- vii) PAT Testing – failed appliances. AB to liaise with colleagues to ascertain whether an extension cable is required for St Herbert's Church. PW to confirm whether teas are going ahead at Newlands Church and whether a new kettle is required. St Mary's does not require a replacement portable fan heater as wall mounted heaters are in situ.
- viii) Quote for Drainage and structural Report for St Mary's (Ian Wells). All members of PCC agreed to approaching JAP trust to fund the report. HR to approach Charles Hope for application form for Trust.
- ix) AS raised the fact that 3 powder fire extinguishers need replacing. AS to feed back to members regarding costing.
- x) Quotes for removal of dead trees in St Mary's Graveyard. DT presented 2 quotes; £600 and £750. AS offered to get additional quote to see whether costs could be minimised. DT explained to members of PCC that dead trees would need to be removed or they may pose a damage risk to headstones if felled during high winds/ poor weather conditions. HR to approach CH for application form for JAP trust for funding.

- xi) DT presented 2 invoices from Nick Cripps (electrician) for PAT testing and repairs to lighting/ heating. Invoices approved by members of PCC, HR to approach CH for funding options for works (JAP trust or General Fund).

5.0 Appointments/ Elections PCC

- I) Members of PCC agreed to co-opting Roy Butcher as Interim Treasurer
- II) Members of PCC agreed to co-opting Robert Canham as a member
- III) DT agreed to remain booking secretary for St Herbert's Hall for the interim
- IV) AM agreed to approaching current safeguarding officers at Crossthwaite Church to ascertain whether they are prepared to take on the role within The TBN parish.
- V) AS agreed to retain position as electoral roll officer.
- VI) Members of PCC agreed that at present there was no need to appoint a vice-chair.

6.0 Any Other Business

- i) Note to PCC members please ensure all agenda items are given to the secretary prior to meetings. This will allow us to minimise AOB points and facilitate efficient and effective meetings.
- ii) Inauguration 4th July St Herbert's Church @ 4pm

HR to ensure 60 copies of order of service are made available for congregation.

AS to purchase coffee, tea and milk for service

AM to supply additional disposable cups for tea and coffee

HR to supply napkins/ bags for cakes/ traybakes.

Friends of St Mary's to provide cake/ Traybakes

AM to liaise with Sue Grant regarding flowers and whether she is available to play the organ.

AS offered to perform the reading from St Mark's gospel as per order of service.

No additional parking provision has been made available by school.

All congregation members to maintain social distancing and wear masks unless addressing the congregation.

If weather remains fine, tea and coffees plus cake to be served from hatch and congregation members to filter out of door into playground area to ensure COVID friendly refreshment provision. If weather is poor, refreshments to be served via tray whilst congregation is seated (socially distanced).

7.0 Meeting closed with a Prayer