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| HEXHAM ABBEY THIRD PCC MEETING 2008-2009 | We have a vision of a world where God's love is enjoyed, celebrated and shared. Therefore it is our mission to become an open community of Christ's disciples, sharing our worship, engaging our faith with the world and offering our lives to serve God's kingdom |
| Date: 23 September 2008 | |
| Time: 1930 | |
| Venue: The Monastic Workshop | |

Present: Canon G B Usher, Ms G Alexander, Mr J Arkless, Mr S Batey, Mr R Dallison, Mr N Gaukroger, Miss N Horne, Dr M Howell, Mrs A Jeffries, Mr J B Jonas, Mrs D Kilby (Chair), Mr D Ratcliff (Clerk), Mr J Robinson, Mr A Sinclair, Mrs S Snow.

In attendance: Mrs J Musto, Mrs F Standfield (Hexham Abbey Project Manager)

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| 08.03.01 | Prayers, reflecting the meanings of Autumn | Action |
| 08.03.02 | Apologies were received from: Mr P Binks, Mr K Box, Mr R Dance, Mr H Everett, Mr E Lovell, Mrs R Ogilvie, Mr R Thornton | |
| 08.03.03 | Minutes of the PCC meeting held on 15 July The minutes were agreed as a true record of the meeting with no exceptions. | DR |
| 08.03.04 | Matters arising: | |
| 08.03.04.1 | Leasing of 29 Robson Drive (2.4.3) Andrew Sinclair confirmed that the lease had started on 1 September | |
| 08.03.04.2 | 1300 th Anniversary of St Wilfrid's Death David Ratcliff reported recent approaches made to examine the possibility of Hexham Abbey Choir visiting Rome during the anniversary year, 2009. The Archbishop of York was unable to accept the invitation to come to the parish in 2009. Further approaches will be made. Abbey Festival and Education visit plans will be adjusted to mark the celebration in 2009 | DR GBU |
| 08.03.04.3 | Revised policy handbook – publication to the website (2.4.5) Further details have yet to be agreed before the publication of policies onto the website | DR Simon Curry |

Lowgate window (2.12.1)

The Rector reported the satisfaction of two Lowgate families with the proposal to locate the old church window in the future Hexham Abby Centre

Rev Helen Barton (1.13.2)

The Rector reported that he and a number of parishioners attended the induction of Rev Helen Barton in her new parish.

08.03.05 Minutes of the Standing Committee held on 9 September

These minutes, circulated to all, were approved by Standing Committee members

08.03.06 Matters arising:

08.03.06.1 Assisting priest – Canon Frank Dexter

DR

The rector reported that Canon Dexter had already taken up some duties.

08.03.06.2 Diocesan appointment to General Synod

The Secretary reported that a Diocesan vacancy to the General Synod would be determined by The Deanery Synod. Details of candidates were available to Churchwardens to review prior to the election.

08.03.07 Hexham Abbey Centre Project

Fiona Standfield, in attendance until the end of this item, presented a report on the Project. This had been circulated to all PCC members. In line with the Project Managers' proposals:

The PCC noted that Dickinson Dees had been appointed as the supplier of specialist financial and legal services.

THE PCC AGREED:

- to the request for a workshop to allow the PCC to be briefed on the options available for governance arrangements. This was fixed for Thursday 27 November at 1800
- to note the information contained in the Sanderson Weatherall reports
- to endorse the decision to approach the Duke of Gloucester as Appeal Patron in the event of the Abbey being turned down by the Prince of Wales
- to note that, for the HLF bid, the project title is *The Hexham Abbey Project*.

All PCC to note

The PCC wished to record thanks to Simon Rowarth and John Robinson for the generous donation of their time and expertise in guiding the Parish through the legal processes thus far.

08.03.08 Hon. Treasurer's report (attached financial statements)

Accounts for July had been circulated in full, and August accounts had been circulated on the day of the meeting. Andrew Sinclair reported a continuing reduction in the projected net deficit of the PCC and Heritage accounts. Further reduction may occur when the income from the Abbey Shop is confirmed.

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| 08.03.09 | Hon. Secretary | | |
| 08.03.09.1 | Art Tour Exhibition | The PCC agreed to the use of the North Transept and Monastic Workshop for an exhibition as part of <i>The Art Tour</i> . The Abbey would be available between 10 November and 12 December. The organizers will be asked to book using the standard agreement | DR |
| 08.03.09.2 | Children in Need | The PCC gave permission for the Abbey Youth Group to sell biscuits on 16 November in support of <i>Children in Need</i> . | AJ |
| 08.03.10 | Rector's items | | |
| 08.03.10.1 | Digitalisation of parish registers | Following an indication of support from the Archdeacons IT WAS AGREED that: The Incumbent and PCC of Hexham grant permission to the Genealogical Society of Utah (The Church of Jesus Christ of Latter Day Saints) to digitally copy records relating to our parish. | DR |
| 08.03.10.2 | Eucharistic Ministers | The Rector proposed and IT WAS AGREED that: The Bishops permission be sought for the licence of the following people to act as Eucharistic Ministers <ul style="list-style-type: none">• within the Abbey – Lynne Ratcliff and Carol Noye• within the Abbey and the Parish – Pam Nobbs and David Ratcliff | GBU |
| 08.03.11 | Deanery Synod Report: | Nothing to report – next meeting 24 September | |
| 08.03.12 | Electoral Roll Officer's Report | Nothing to report | |
| 08.03.13 | Independent Safeguarding Authority | The Council watched a DVD introducing the changes to the law aimed and protecting children and vulnerable adults from harm. Whilst the full hearted support of the intentions of the legislation was expressed, it was noted that the progress to new regulations was very slow. The DVD will be viewed by the <i>Being Safe Committee</i> who will identify specific implications for the parish. Already there was concern about pressures on staff time, and the increased responsibility for compliance on the Parish. | CM |

08.03.14 Appointment of Assistant Priest GBU

The Rector reported the receipt of two applications for this post, which closes on 6 October. He expressed satisfaction in the level of interest the advertisement had created.

08.03.15 Sub-Committee Reports

08.03.15.1 Property

It was proposed by the Rector, and seconded by Roy Dallison and

IT WAS AGREED unanimously that:

The Anglo-Saxon chalice should be left in the existing display case at present and this be reviewed when a decision is made about the new visitor centre, as the chalice could be displayed with other Abbey silver in a custom-built show case.

DR/CD

08.03.15.2 Being Safe (Annual Review)

A report was received from Chris Milner:

Committee this year:

Pat Griffiths, John Arthur, Anita Jeffries, Dr Janet Gold, Lynne Ratcliff, Raymond Dance (Warden), Chris Milner (Chair)

Communicating updated policies

The revised Health & Safety Policy and Responsible Caring Guide for Working with Young People, and our guidance for carrying out event risk assessments, are to be published on the Abbey website.

We hope also to email or, if no email address, to write to everyone in a 'responsible' position (Junior Church Leaders, Stewards, Staff, etc) to tell them where to find the policies to refer to.

An updated BEING SAFE poster will go up in the South Transept, giving updated details of who to contact if you have any concerns.

CM

First Aid training

Pat Griffiths is arranging First Aid training for all the Parish staff team in the Autumn.

8 Junior Church Leaders/Stewards attended a course in June and a further date is being arranged for next year.

Health and safety log

All H&S concerns are now kept in the Parish Centre by Jane. A new form is being introduced, to record details of any concerns, the action taken as a result and sign off, once completed.

CM

Visitors

We had some useful, positive feedback about our policies from our insurers, Ecclesiastical Insurance Group, earlier in the year: but we are going back to them to check the scope of our health and safety responsibilities for the many visitors who come to the Abbey.

DR

Policy compliance review

We will be undertaking a further review later in the Autumn of how well our being safe policies are complied with – in particular Lone Working Risk Assessment – to identify where communication needs to be improved, where the policies are not working and to propose action to resolve any issues arising.

The Council approved, with their thanks, Anita Jeffries as the Child Protection Representative for the parish.

08.03.15.3 Aid and Global Issues: No meeting since last PCC

08.03.15.4 Social and Caring: No meeting since last PCC

08.03.16 Any other business

The PCC expressed its satisfaction with recent events – exhibitions and sales – which had taken place in the Abbey.

Signed as a true record of the meeting:

Chair

Date