

**Thornthwaite, Braithwaite and Newlands Parochial Parish Council**  
**Minutes of TBN PCC Meeting 4<sup>TH</sup> November 1.30pm, St Herbert's Church Hall**

*Date/ Time of Next PCC Meeting: Wednesday 1<sup>st</sup> December 1.30pm*

Attendees: Andy Murphie, Don Thoburn, Anne Thoburn, Roy Butcher, Hannah Roberts, Robert Canham, Mary Wardle

Apologies: Anthony Simpson, Alison Biggs

1.0 Prayer

2.0 Minutes of Last Meeting agreed (06.10.21)

3.0 Treasurer's Report (update from RB)

- Meeting to be arranged with Richard Pratt to explore options for signing off 2020/2021 accounts.
- Transfer of signatories for Barclays and HSBC still outstanding.
- Sum up Terminal (sourced for St Mary's Church) requires an upgrade to 3G to become fully functioning. This would incur a cost of £82.50 a year. Other options for credit/ debit card giving to be explored in the future.
- Application for 2020 gift aid now submitted to HMRC, likely to yield approximately £3500 in funds.
- Work has now commenced on the restructuring of TBN accounts as per previous agreement at PCC meeting held on 6<sup>th</sup> October 2021.
- Newlands Accounts. Current balance of FONC account: £9143.38 (recent VAT repayment from works completed on belfry). Current balance of Newlands PCC account: £6197.15. Newlands currently awaiting works to be commenced on windows (to be completed by Albion Glass). These works have pre-existing approval. RB to discuss with PW funding works via FONC account.

4.0 JAP Trust. Current liquid assets stand at approximately £39,000. Trustee meeting has now been initiated by CH, current outstanding liabilities against trust stand at approximately £10,000 (including invoices from DSR and Albion Glass). PCC now awaiting cheque to be issued.

5.0 Works to be completed at St Mary's Church

- Albion glass have quoted for repairs to lead and stained-glass window repairs. Quote totals £3920. Invoices to be submitted to JAP for pre-approval.
- Additional slate inserts required for W10 Tracery repair, but as yet no tradesman available to complete works. This will incur additional costs on top of the quote received by Albion Glass.
- Percolation studies still to be completed to locate suitable soak-away site (\* Update: subsequently percolation tests have been completed on 11<sup>th</sup> November, awaiting invoice).

- Diocese have requested faculty approval for drainage plans. AM is completing paperwork for submission.
- DT agreed to contact Ian Wells for invoice proforma for all up to date work completed.
- Current schedule of works for St Mary's is as follows:
  - i. Percolation studies to be completed.
  - ii. Faculty approval to be sought.
  - iii. Flood risk/ amelioration study to be completed by Tweddle and Slater.
  - iv. Design and technical specifications to be finalised (Tweddle and Slater).
  - v. Tender for works (if Faculty approval gained)
  - vi. Once drainage plans actioned to monitor church (humidity) and make decision on further works as necessary: heating, plastering, electrics etc. Organ placement likely to be last works to be completed.

#### 6.0 Phone line at St Herbert's Church

- PCC still receiving bills for phone line despite Flood Risk Group agreeing to take over financial responsibility. This responsibility should have been handed over from March 2020.
- PCC has continued to incurred costs totalling £90 per quarter. Previous bills to be forwarded to Flood Risk Group for reimbursement.
- PCC agreed that the account should be transferred into the name of The Flood Risk Group going forward. RC to provide current contact and address details for Flood Risk Group to facilitate account transfer.

#### 7.0 Safeguarding Update (AM)

- MW has been approached by AM to consider the role of safeguarding officer for the parish. PCC group approved appointment subject to due process. Appointment of new safeguarding role now subject to safer recruitment process which involves training modules, due diligence documentation, interview and record of recruitment. Process being led by AM.
- Treasurers Report (RB) Update regarding appointment of foundation Governor for St Herbert's Primary School. Proposed candidate Sarah Miller (previous head of St Herbert's Keswick). Motion proposed by AM and seconded by RB. Motion approved.
- Update regarding drainage survey at St Mary's Church. Proposed Percolation studies (to site location for soak-away) are costed at approximately £450 (+ VAT) and full drainage survey is costed at approximately £1300 (+ VAT). Motion proposed by AM and seconded by DT. Motion approved.
- Update from Diocese. Any proposed future works to drainage must be submitted to faculty for approval. AM has obtained a faculty form for completion. Likely to be considered at next Faculty meeting on 21<sup>st</sup> October, now awaiting feedback.

#### 8.0 Charity Donations

- DT proposed that Lakeland 100 donation should be gifted to Keswick First Responders. Motion seconded by AM and approved by PCC members.

#### 4.0 Meeting closed with a Prayer.