**POTR Executive meeting**

**15th June 2021 (via Zoom)**

**Notes and Actions from meeting**

Present: Tim Duddridge (TD) Chair; Andrew Micklefield (AM); Gordon Randall (GR); Keith Arrowsmith-Oliver (KA); Alan Armstrong (AA); Angie Briggs (AB); Sarah Neish (SN); Philippa Penfold (PP)

Apologies: John Vivian (JV)

1. **Standing Committee**

1.1 AM reported that Jenny Lawrence has asked to take the All Saints representative place on the PCC once Wendy Burnhams is ordained and therefore part of the licensed minister representation on the PCC.

**ACTION: All agreed – PCC to note.**

1.2 SN reported that the St Peter’s local church group had held a meeting where the new TOR were discussed. The Fabric group didn’t feel it was their role to take on outreach and ministry as well.

**ACTION: AM explained the rationale and Sarah thought it would be okay. AM will change the name of the committee to ‘Community and Outreach’ in the Terms of Reference.**

1.3 SN asked if a member of congregation can attend instead of the PCC member as a representative of St Peter’s. It was agreed that PCC meetings were open to all – attendees can be invited to speak but cannot vote.

Nothing to report from St L or Holy Rood.

1. **Buildings**

**All Saints**

2.1 Roof repairs have been completed. Organ now needs repairing.

**ACTION: PP to send email to Andrew Cooper to authorise organ repairs.**

2.2 Hedges at AS need cutting. Josh at Cross Court has left the company.

**ACTION: PP to acquire two hedge cutting quotes from Cross Court and Paul Grace.**

2.3 All churches have now had gutters cleaned by Stubby’s.

**ACTION: PP to request that they were cleaned May and early November, as part of the annual maintenance contract.**

**Holy Rood**

2.4 Roof repairs scheduled to start 24th June, but funeral will take place at 2pm.

**ACTION: PP to check if contractor could stop work during time for funeral.**

2.5 Gate repairs – report has been received from Simon Goddard and forwarded to Thomas Hutchinson of Century Brickworks, who have provided a quote, to check if quote still covers what is required by Simon Goddard. Report will then be sent to DAC for completion of List B application.

2.6 Noticeboard is to be put up by church door.

**ACTION: PP applying for List B approval.**

2.7 Bee expert has looked at bees – advised that they should be left alone as it would be more problems if removed.

**St Lawrence**

2.8 No major works have taken place since last meeting. Waiting to see if gutter clearance has helped with water ingress at The Galilee Chapel door.

2.9 Roof of Parish Centre – Stubby’s have quoted for the work to remove the moss and apply a chemical treatment to stop the moss re-establishing. The treatment will need to be done in August due to the nursery. Total Cost £450 for work and provision of chemicals.

**ACTION: The Executive Group authorised Stubby’s to carry out the work to remove the moss and apply a chemical treatment to stop the moss re-establishing. PP to contact Stubby’s and arrange date in August for work.**

2.10 TD reported that a Working party to tidy up will be arranged soon.

2.11 The Parish Centre car park speed humps have been painted with yellow paint.

**St Peters**

2.12 Peeling walls – SN reported that they need some quotes to repair and repaint the walls which are peeling badly.

**ACTION: SN to liaise with PP.**

1. **Churchwarden duties**

3.1 Churchwarden Visitations have all taken place.

3.2 AM will be sending out July service rota soon. Covid restrictions will not been lifted by 21st June. Baptisms can only have 30 at service. GR asked if this included children

**ACTION: AM to find out if children are included in the total number for Baptisms.**

1. **AOB**

Nothing.

AM closed the meeting with a prayer.

Meeting ended 16.48