**Parish of the Resurrection, Alton**

**Tuesday 13th July 2021, 6.00pm**

**Church of the Holy Rood, Holybourne**

**In attendance**: Revd Andrew Micklefield (AM), Colin Aiken - Treasurer (CA); Derek Gurney (DG), Revd Rachel Sturt (RS), Revd Lynn Power (LP), Matthew Bayliss (MB); Alan Armstrong (AA); Wendy Burnhams (WB); Sarah Neish (SN); Angie Briggs (AB); Tori Hewitt (TH); Lisa Hillan (LH); Robin Kemp (RK); Revd Gordon Randall (GR); Elspeth Mackeggie-Gurney (EG

Philippa Penfold (PCC Secretary) (PP)

Also in attendance: John Hubbard (JH) – item 5 only

1. **Welcome** The meeting was opened by Revd Gordon Randall with a short bible reading and prayer.

**The meeting agreed to take item 5 out of order to allow John Hubbard to present his report.**

**5.. Update from Resurrection Furniture (John Hubbard)**

The report from Resurrection Furniture had previously been distributed to PCC members (see attached at end of minutes – Appendix A).

The PCC expressed their thanks for all the excellent work done by the paid staff and volunteers, and in particular the work of the Trustees. They felt that this was a ‘good news story’ which should be widely shared in the local area and in the wider Deanery and Diocesan area.

**Resolution: JH sought support from the PCC to seek larger premises in preparation for when the current lease on the shop runs out in June 2022.**

**PCC voted – all in favour.**

1. **Apologies were received from: Tim Duddridge (TD), Keith Arrowsmith-Oliver (KO); John Vivian (JV)**
2. **Minutes of last PCC meeting, held on the 24th May 2021 were approved.**
3. **Matters Arising** - RK responded to Item 4 bullet point 3 to say that he had offered to serve on the schools stream with BLS.
4. **Pastoral Re-organisation**

A meeting has been held with representatives from Bentworth, Lasham and Shalden (BLS) and discussions on future ministry team support for service provision has been discussed. Nothing further to report at this stage. A meeting will take place on Monday 19th July to find ways of giving support for services from September remembering that the parishes actually are in vacancy.

1. **Recommendations from Future Group report:**

The PCC discussed at length the items which had received a red dot during the workshop held on 26th June to discuss the Future Group report. Further work will be needed on some areas, which would include further Parish conversations over the next months.

The PCC agreed to keep the members of the congregation up to date with the PCC discussions on the report. AM suggested that a brief summary of the work done to date could be provided on the weekend of the 18th July, and asked all PCC members to provide him with any further comments on a draft communication document he had prepared.

**Action: All PCC members to provide their responses by Thursday 15th July to AM.**

1. **Reports from groups**
	1. Executive Group – report attached to minutes (Appendix B)
	2. Community & Outreach – minutes of 5th July attached to minutes (Appendix C)
	3. Worship & Spiritual Life – nothing to report from the ministry team. Service provision in August will follow the usual pattern of one service only on each Sunday across the Parish, on a rotating basis across all four churches. St Lawrence will cover two weeks due to there being 5 Sunday’s in the month.
	4. Local Church Groups – report from All Saints attached to minutes (Appendix D)
	5. Finance & Administration – minutes of the Admin & Finance group 1st July 2021 attached (Appendix E). CA presented the resolution that is required by the Newbury Building Society to complete the amendments to the account, as below:

**Resolution** regarding the Newbury Building Society, Alton branch savings account in the name of All Saints PCC Fabric Account; Account no.2846870910; Type: Treasurer Plus.

(1) Following the passing of Michael Corfe and the standing down of Andrew J Russell as Treasurer new signatories are required as follows:

* Reverend Andrew Micklefield, Vicar
* Philippa Penfold, Parish Administrator
* Colin Aiken, Treasurer

(2) All future withdrawals, including account closure, to be signed for by any two of the above three persons.

(3) That Andrew J Russell be removed from the account as a signatory.

(4) That the postal address for all communications be changed to that of the current Treasurer:

25 Yellowhammers, Wooteys Way, Alton, Hampshire, GU34 2JR

**This Resolution was approved unanimously by all members.**

7.6 Eco Church report – the July report is attached to the minutes (Appendix F)\

 The PCC gave approval to go ahead with facilitated workshops and a written report with outline plans for the St Lawrence Churchyard from HCC People & Spaces Project at a reduced cost of £2000. This will give a focus on community and ecological used. All stakeholders will be asked to part of the workshops.

 **PCC members gave unanimous support.**

**8. Closing prayers** led by Revd Lynn Power, following her announcement that she will step back from active parish ministry from September 2021 to early January 2022 to determine the shape of her future ministry. She will resign her licence to the parish and seek Permission to Officiate which will give her some freedoms across the diocese.

Meeting closed at 20.30

**Next meetings** – all at 6pm:

Tuesday 21st September; Tuesday 16th November 2021

Tuesday 11th January 2022, Tuesday 15th March,

APCM - Tuesday 26th April 2022

**Appendix A:** **Report to the POTR PCC from Resurrection Trading July 2021**

Background

The Resurrection Furniture shop is now in the 5th year of trading – we had our 4th Birthday on the 4th July.

For the first two years the shop was reliant on an anonymous donor to cover the rent of approximately £20,000 per annum to ensure that expenditure and income balanced. By the end of the second year we were able to repay a proportion of the donation and moved into making a surplus in year 3 for the first time.

During year 3 we had substantial staff changes including redundancies and a period with no paid staff at all with operational duties undertaken by Trustees. Now we have a paid Supervisor Debbie Uys part time and recently we appointed a ‘trainee’ Matt under the (Government funded) Kickstart programme to support Debbie. Debbie and Matt lead a team of more than 30 volunteers to run the shop Tuesday to Saturday 10-4pm, the van for collections and deliveries three days a week and repairs and a PAT testing service.

The Shop during the Pandemic

The Resurrection Furniture shop continues to trade well despite the pandemic. Since October we have been closed for several weeks with our staff furloughed and then reopening in May on reduced hours. In the financial year ending at the end of June, the income from sales was over £59,000. Although this was £16,000 less than budgeted, it was achieved over only 33 weeks of trading, due to Covid lockdowns. Grants from the government amounted to £27804, which went a long way to make up some of the lost revenue. We expect a surplus of income over expenditure of nearly £32,000, having made grants totalling just over £12,500 during the year. Thus, the underlying surplus is close to £45,000. An excellent situation, considering the trading difficulties.

Grants made by Resurrection Trading (our business name)

The grants made this year of £12,500 include the first instalment of a five- year planned support to our Parish Children, Youth and Families (CYF) project.

Community Cupboard £1000

Christians against poverty £200

Alton’s Women’s refuge £500

The Kings Arms £876

POTR CYF Fund £10,000

During 2020 we also made grants to the Parish Fabric Fund of £5k and to the Kings Arms of £6k so in total we have given grants of £23,576 to date.

The balance at the bank is £88,000, with £41,000 held for emergencies and expected expenditure, such as replacing the van. Therefore, the amount available for grants is presently £47,000. The trustees are keen to receive an updated youth strategy and a buildings plan for the parish, to guide us in making grants that meet RF charitable purposes.

The shop lease ends in June 2022

The Trustees are actively considering what to do when the lease on the present shop ends in June 2022. Although it may be possible to extend the lease for an additional period, this may be a good opportunity to move to larger premises. The size of the present shop is a limiting factor in our operation. One property is being considered, which would give about three times the floor area

for a significant increase in rent. This would be worthwhile, if we can increase sales by, say, 40%. There would be the potential to display furniture better and to increase profits significantly. We are also intending to secure a 10- year lease with a break-clause after 5 yrs. Now that we have a reliable business model the longer lease is better value for money and is less disruptive to all personnel.

Taking on a larger shop does have its risks. We have to weigh up the likelihood of achieving higher sales and making a larger surplus with the need for more volunteers, some additional staff hours and higher overheads. The shop is virtually a shell at present and requires considerable work before it can be ready for business. However, we believe that more space will allow furniture to be displayed better, it will be easier for volunteers to manage, reduce the need to pay for storage and increase the opportunity to upcycle furniture for a better return. We may be able to stock beds and possibly white goods in the future. We plan to increase our catchment area with more marketing and continue to expand online sales that began during the lockdown.

This is therefore a highly significant moment in our progress and we would like to have the support of the PCC. At present we are in early negotiations with the landlord and do not expect to be at the point of signing a lease until September.

Reporting and Publicity

This is an interim report. The full annual report will be made available to all PCC members, volunteers and interested people before the AGM planned for 7.00 p.m. on Tuesday 21st September, immediately before the PCC meeting on that date. All PCC members are the sole voting “members” of the Resurrection Trading and will decide the future of the charity for the next twelve months.

We are publicising the shop at the major community events this summer and in addition we plan to present the work of the shop and its ethos to the wider POTR congregations at services in all four churches during September.

RT Trustees

John Hubbard Chairman

Robin Lees Secretary and Finance

Derek Gurney Operations

Ruth Randall Staff and Volunteer welfare

Tim Codling Transport including van and drivers

**Appendix B: 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

**Appendix C: Community and Outreach Committee Meeting - Notes 5th July 2021**

*Present: Robin Kemp, Keith Arrowsmith-Oliver, Wendy Burnhams, Sarah Neish, Clive Muller [for*

 *item 1 on Community Market] Apologies: Andrew Micklefield*

**1. Community Market**

Very worthwhile for both the volunteers and the regular attendees, including church and non-church members, some families and those coming for coffee and a chat, often single people. Profits range between £650 and £850 per time.

Good opportunity for informal meeting of clergy in dog collars [Andrew & Wendy] with the above.

***Action****: Robin to put appeal in Sunrise and Parish Matters for more volunteers to sit and chat with those having coffee. Flyers to be displayed to advertise the Ladies Meet & Eat, the Men’s Breakfast, Alton Walking Church for Men, Teddies. Parish office to advertise in “What’s On” page in The Herald.*

**2. Eco Fair: Sunday 11th July**

Praise for the Eco team for very good eco service on Sunday 4th, despite the showers. Confidence that the Eco team have their display at the Fair well in hand.

**3. Summer Parish event: Friday 20th July**

Date moved ahead by a day. Experiment with a Friday not a Saturday. 2.30-4.30p.m. Coming out of Lockdown whole parish event at Sarah’s farm in Beech. Scavenger hunt and activities for children. Big cream tea, with scones, cakes, biscuits, sandwiches.

Poster, leaflets and advertised in Sunrise and Parish matters.

**Action**: *Sarah*

**4. Town Fair [All Things Local]: Saturday 4th September**

Photographs and display of aspects of Parish life. Single leaflet with a list of activities and contact details.

Suggested close harmony group of choir members alternating with a music group [keyboard, guitar, flute, percussion]. Position green gazebo adjacent to Resurrection Furniture. “We Care” poster and volunteers to interact with the public about the bereavement café, mental health, needing a friendly face, etc.

***Action:*** *Robin to confirm booking, liaise with Parish Office on publications, approach Tony Willman and someone to take charge of the logistics . Keith to approach Holybourne musicians. Wendy to approach volunteers for “We Care” interactions.*

**5. Jigsaw Festival in conjunction with Rotary**

Number of jigsaws severely depleted, through sales and deterioration, so not enough for a festival this October. 500/600 required. Plans still in place for mounting the festival jointly with Rotary. Quinquennial report states that jigsaws on the pod are a fire hazard.

Action: Keith to explore Rotary storage facilities and place article in Sunrise for two editions requesting further donations of jigsaws and explaining the situation

**6. Gazebos/ mini marquee for parish events**

The three currently available are very flimsy and too small at 3m x 3m. Suggestion of nominated team who know how to erect them properly.

***Action:*** *Sarah and Robin to explore the costs of replacing them with more substantial ones.*

7. Date of Next Meeting: Monday 9th August 10.00a.m.

**Appendix D: Local Church Group meeting notes (All Saints) July 2021**

The inside of the Church has no current issues and we continue to monitor the Vestry/ toilet area which is now very shabby paint wise etc.  (Angie B and Anne Mason)

The Church Yard hedges look wonderful after the recent cutting and shaping. A band of volunteers keep the grass looking neat. We are still tidying up behind the church where we await a water butt c/o Eco Church. A cycle rack is due to be installed at the front to the right of the door. The Gilbert White Bed has looked colourful and attracts much interest from passers by. (Mike Reynolds and Angie)

The AS Hall has had enquiries for hiring especially for small groups, some more are expected in September. The outside area and car park need some tidying up at some stage soon. The long lasting gap in the fence to allow a resident in Rack Close to have a rubbish skip on the grass has now been closed.(Judy Brown)

**Appendix E: Admin and Finance meeting 1st July 2021**

**Minutes of the Finance and Administration Committee**

**1st July 2021**

In Attendance: Andrew Micklefield, until 10.30am; Colin Aiken; Tori Hewitt; Derek Gurney (Chair)

Apologies: Tim Sturt.

1. Derek thanked members for attending at short notice and for the excellent team work that had been undertaken in the absence of any direction from formal Committee meetings**. Derek proposed in addition to the Treasurer, Colin, and Tim, Parish giving, in future Tori should be a permanent member of the Committee. Andrew will also be invited as an ex officio member of the Committee.** It was clear from the meeting that Tori will bring significant experience to the meetings. Derek was also hoping to add one or more members to strengthen the Committee, particularly regarding policies.
2. The Committee considered a number of reports that Colin had sent to the PCC on a monthly basis. These relied on good teamwork and timely information. The Committee will at its next meeting review the present guidelines and timetables to avoid some of the delays that have held up the monthly financial reports. The Committee agreed that the present formatting of the reports is essential for Colin and Tori to ensure that all the background “checks and balances” and movement of funds are carried out. However, a more strategic report is required for PCC members and for information of our Church Members, highlighting any key areas of concern or additional funds.
3. It was agreed that the Glossary relating to all the funds and their purpose would be reviewed in time for preparing the 2022 draft budgets. Andrew requested, as part of the review, whether It may be possible to consolidate some of the Funds.
4. For the past two years the revenue budget has been prepared mainly on an incremental approach. Zero based budgets are preferable. Some budgets are built up at individual Church level. For 2022 **it is recommended that:**

**The POTR Revenue Budget will be supported by the following Management Budgets:**

* **Management budgets for each of the 4 Parish Churches where expenditure is recorded at that level**
* **1 Management budget for Parish wide expenditure such as office staff and expenses**

* **Management budgets for the Parish Centre and All Saints Hall costs and income**

Once PCC approves the Net Revenue Expenditure for 2022, the separate Parish Churches’ Management Budgets will be given to the four Local Church Councils to manage and **certify** invoices for payment. This will improve accountability and allocate control at the correct level. Any additional expenditure will need to be approved in accordance with the current guidelines. **It was also recommended:**

1. **that Local Church Council’s will be required to identify any expenditure to be met from other Funds as part of the budget process. These will be required to be approved as part of the PCC approving Expenditure for 2022. (**It was noted that each Church has a Quinquennial report that identifies the timing of potential expenditure);
2. **Any Capital projects that will incur any expenditure in 2022 will need to be identified and submitted by the Local Church Councils. Should these cover more that one year the estimated total cost will need to be submitted to PCC for approval.**
3. **Any Capital projects that will incur expenditure in 2021, the current year will also require advanced approval by PCC**
4. **Guidance notes will be issued to the Local Church Council’s in due course ( Action Colin & Derek)**
5. It was noted that using the Web Site for donation that there appeared to be no provision to gift aid. Andrew to review.
6. For 2022 the Common Mission Fund contribution has been increased by £6,665 or £555pm. The Treasurer forecasts a General Fund overspend of £12,500 in 2022, based on April’s data. Some Parishes have increases of +25%. There is a process for appeal, but was unlikely to be successful in POTR case. The total CMF payment for POTR does not even cover the cost of our two Priests. **It is recommended that an appeal should not be submitted and steps be taken to raise the additional CMF costs.**
7. **Next meeting: 12 August 2021 9.30am at Derek and Elspeth’s Home.**
8. **Future Additional Work:** Determine dates and processes for systematically reviewing policies; await PCC decisions on the work of the Future’s Group and any implications for the remit of this Committee.

DAG/07/07/21

**Appendix F: Eco Church report to PCC July 2021**

POTR has been awarded the Bronze Award & the team will be working towards Silver from now.

The Climate Sunday Service on July 4th was a great success despite the weather (a great illustration of climate change in action!) Over 100 people attended & feedback has been positive. We would like to make this an annual event.

Eco Church will be represented at the Eco Fair on Sunday July 11th where our stall will focus on climate justice.

Eco Church Team has worked closely with ACAN & has representatives on the regular litter picks and in Plastic Free Alton which was launched in June. Teddies, Blaze and The Kings Arms joined the ACAN “Alton Joins Hands for Climate Change” project by colouring in paper dolls. These were displayed at the Climate Sunday service and will be used at the Eco Fair to represent to Government the weight of concern about the climate.

The programme to get POTR to Silver will be finalised in September but work is ongoing on three projects –

* measuring POTR’s carbon footprint which will include a travel to church survey in the early autumn
* exploring a more ecological and community based use of St Lawrence churchyard with Hampshire County Council and the Town Council
* installation of cycle racks at All Saints and Holy Rood (faculties have been granted)