

**Parish of the Resurrection, Alton**

**Minutes of Parochial Church Council – Tuesday 11th January 2022**

**All Saints Church Hall - 6.00 pm**

**Present:** Revd Andrew Micklefield (AM), Chair, Colin Aiken, Treasurer (CA), Alan Armstrong (AA), Matthew Bayliss (MB), Angie Briggs (AB), Revd Wendy Burnhams (WB), Tim Duddridge (TD), Derek Gurney (DG), Tori Hewitt (TH), Robin Kemp (RK), Sarah Neish (SN), Keith Arrowsmith-Oliver (KAO)

**Apologies:** Revd Gordon Randall, Elspeth Mackeggie-Gurney, Lisa Hillan, Jenny Lawrence, John Vivian

**In attendance:** Sue Hubbard (Minute Secretary)

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|  | **Action** |
|  | **Opening Prayer.** AM introduced a Prayer for 2022, gave his thoughts and how it was suitable and appropriate for the Parish. ***“Oh that you would bless us and enlarge our border;******and that your hand might be with us,******and that you would keep us from hurt and harm”***Thought should be given as to how we record answers to prayer. | **AM** |
| **1** | **Minutes of 16th November 2021** – agreed as correct record and signed by Chair |  |
| **2** | **Matters arising – progress on Going Forward agenda (item 4):** **Disciples -** mention at services in January about small groups - been well received, 2 groups already partly set up. (Futures Group and Cloverleaf). The proportion of members who attend groups was felt to be around 70 or 80 people. **Agreed:**  to keep an on-going record of this.**Community -** RK was continuing to explore engaging new estates (across all churches), with a pilot now planned – with training and leaflets - for volunteer pairs. **Younger –** progress on partnerships with Andrews Endowed School had been slowed due to Covid. They were, however, keen.**Service Structures** – It was too early to form a view at this stage. Review likely around Easter.**Butts Church** – the issue of possible sharing of All Saints was under discussion (no issues from the congregation) and needed resolution at the earliest stage. A meeting would be setup by AM with DG/GR/AB/Butts Church to move the idea forward. Points would include an agreement acceptable to all, contributions from Butts Church and how this would be organised, provision of a toilet and capital expenditure agreement.  | **Small group leaders****RK****GR****Executive Group****AM** |
| **3** | **Review of Baptism Policy and Practice**The up-date to the *Baptism and Christening Policy* circulated prior to the meeting had been required due to the changed service pattern. Summary of the process was given, i.e., Preparation sessions held on one Sunday per month to which families were invited for explanations and questions. The Baptism only took place once that had been attended. Baptisms now held outside normal services for practical reasons.  |  |
|  | WB raised the issue of the Parish ensuring that every opportunity was taken to encourage families to engage with our churches, given that baptism is a great moment in the life of every family. The words “We welcome you” were at the centre of the service. The practical difficulties of ensuring that families were aware of groups such as Teddies, Church @ 4, etc. in the most productive way was raised. Individual visits would be an excellent way forward, but concern about clergy time to do this was expressed.**Agreed: to take this back to the Ministry Team for further discussion.** | **WB** |
| **4** | **Finance Report and Budget setting for 2022**The Report from the Finance and Administration Committee of 5/01/22 had been circulated prior to the meeting. The following issues were raised:1. CA had circulated the financial position prior to the meeting indicating that in November expenses exceeded income by £1,897 (£3,642 behind budget).  This was due to planned giving, one-off GA gifts and therefore GA tax all being behind budget.  It was noted that the amount below budget is reducing month on month, and that the General Fund is now running in deficit.
2. CA had met with the Church Wardens, prior to setting the **budget** (based on November figures) Noted that usage had been based on 2019 figures, that utility bills would be subject to huge increases. He was now preparing this for the APCM.
3. The banking situation was far from desirable, with **no paying-in of cash at Alton**. TH had used Petersfield, Basingstoke and Guildford and had concluded that Petersfield would be our best option. (Noted that as a result of the Christmas Tree Festival recent cash figures were much higher than normal). Concern was expressed about (a) the need for a secure post box for the Parish office (AM would clarify when the office was open); (b) cash on our premises should be banked asap and that we should have the minimum in our possession; and (c) that each Church had a safe which should be used as much as possible. **Agreed** that **cash handling** would be reviewed by the Finance and Administrative team.
4. AM raised the question of **increasing income** as a bigger priority, i.e., planned giving (that had fallen) and revenue opportunities (e.g. Busy Bees and Butts Church) that needed resolution. Our **data** was unreliable, despite current efforts from TH on stewardship. TH would be up-dating records shortly so that CA could have an accurate basis for his projections. Thanks were expressed to TH for her sterling efforts.
5. MB mentioned the need to remind parishioners to contribute in different ways and suggested that a **PCC meeting** should be dedicated to Finance later in the year, particularly to assess trends.
6. AM suggested that consideration was given to increasing **the number of people** on the Finance Committee, e.g., DG/TH/PJ/CA as workload was significant.
7. Income could be increased by undertaking a review of hall rentals.
8. A review was underway of **organist fees** in accordance with the Royal School of Church Music protocol. Executive Committee to agree future payments at its next meeting and information would be passed to CA once completed.
9. DG thanked CA and TH for their work on finances.
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| **5** | **Review of Parish Administrators & Operations Manager**AM had prepared a paper giving a suggested way forward. There were a number of factors, particularly to ensure that the Parish Administrators were fully aware of progress.Of particular concern was the need to ensure that AM and GR were not conducting unnecessary administrative duties in the future, as the Parish would change. (note: MB left the meeting at this point – 7.20 pm)**Agreed:** A Task Group be set up, which would report back to the PCC at the March meeting. AM would discuss this with MB. | **AM** |
| **6** | **Reports from Groups**Executive GroupNoted that nothing to add to Minutes from 14/12/21 – previously circulated – except that lead had been taken from St. Lawrence roof and there was an issue with the vestry at Holy Rood. The matter of a decision on communion (relating to Covid regulations) would be required in due course.Community and OutreachRK highlighted key points from thee meeting notes of 29/11/21. In particular he raised the draft calendar of events that included Alton Churches Together events, some unconfirmed. In particular he mentioned the Lent Course (to be at the Maltings where better facilities existed and the outreach project that was at the planning stage. The Pop-Up Carols had been a good indication of engagement.Worship and Spiritual LifeWB had circulated prior to the meeting a revised Data Privacy Notice with a Consent form with a view to making it easier for the church family to contact each other to offer mutual support and encouragement. Particular changes had been recommended (in red) and the view was that the most simple and appropriate system would be for people to opt out where they felt it necessary. This would require good communication with church members, (i.e., mentions in Sunrise, etc.) and would result in everyone having better access to information where permissions can be given. Noted that blind copying was still felt to be an important way of contacting groups. **Agreed to approve the documents so that WB could continue her discussions with the Parish Administrators.**Local Church GroupsDiscussions had already been fed into the Executive Group. | **TD/****AM****RK****WB** |
| **7** | **Any other business**1. AM reported that discussions and agreements relating to Bentworth, Lasham and Shalden had gone to the next level in the formal process and that they would form their own Parish of 3 churches, with AM the named incumbent. Letters were currently being sent out to the community. AM would be attending evening meetings shortly in the 3 villages, so that people could go and talk to him. He was in regular contact with Church Wardens and finance representatives. There was considerable co-operation from the Churches and officers, but concerns were that it could be a somewhat unmanageable organisation in future years when less familiar people took on roles from those currently involved.
2. Elaine Brown (wife of Revd Peter Brown) is to transfer her Licensed Lay Minister status from Guildford to Winchester Diocese. **Agreed:** this change was supported by the PCC – proposed by DG and seconded by TH.
 | **AM** |
|  | 1. Reported that The Grange Bennett family would like to install a bench in the churchyard at Holybourne, for which they will contribute. **Agreed:** Proposed by CA and seconded by KAO.
2. Noted that Lindsay Alec Rolfe and his wife Jennifer Rolfe had submitted a Petition for Faculty for a plot in the churchyard at Holybourne, which had been discussed fully with Rob Law and GR. **Agreed:** Proposed by KAO and seconded by TH.
3. Keyholders of St. Lawrence Parish Centre had handed in their keys to the hall to the Parish Administrator. Their role was to make the key available to hirers and to ensure it was safely returned. A temporary arrangement was urgently required. **Agreed** that the Caretaker by approached in the first instance.
4. AB reported that the Men’s Shed at All Saints had offered space for storage.
5. Noted that shortlisting for the Anna Chaplain was currently taking place with 6 candidates.
6. RK reported that an informal group on Children’s Youth and Family was meeting regularly, led by RK, with a view to supporting Martha.
 | **AM/GR****Philippa****TD** |
|  | **The meeting closed with prayers at 7.50 pm** |  |

**Date of next meeting Tuesday 15th March 2022 - 6.00 pm** SH/12/1/22