**PotR Executive Committee**

**Meeting - 15th February 2022**

**Agenda**

**Attendance**

**Present**:

Tim Duddridge (Chair) [TD]; Sarah Neish [SN]; Angie Briggs [AB]; Gordon Randall [GR]; Alan Armstrong [AA]; Keith Arrowsmith-Oliver [KAO]

**Apologies**:

Andrew Micklefield [AM]; John Vivian [JV]; Philippa Penfold [PP]

**Standing Committee**

*To transact the business of the PCC between its meetings, as directed and advised by the PCC or acting in the best interest of the PCC.*

* Review of items from the last meeting (14th December 2021)
  + There were no outstanding actions or items from the last meeting.
* Organist and Verger Fees
  + Recommendations were submitted to the committee prior to the meeting by AM for an amendment to the Organist and Verger Fees. These were approved, on behalf of the PCC (the maximum increase was £50 for the professional organist at weddings - up to £150 from £100).
* Key Holder for PotR Parish Centre
  + The committee discussed that following the departure of Ian and Beryl Attwood from the parish the role of the key holder for the Parish Centre had become vacant. An alternative keyholder had been suggested but as they were not an active member of the church community it was not clear if they would be willing to take on this role in a voluntary capacity.
  + This led to discussion around the administration of both PotR halls - the Parish Centre at St Lawrence, and the hall at All Saints. It was concluded that this matter would be brought to the attention of the Admin and Finance committee for resolution as it was considered to be outside of the role of churchwardens.
* Lone Worker policy - The Lone Working Policy was written specifically with the Parish Office in mind so needs updating.
  + JV has agreed to update and a draft had been provided to the committee prior to the meeting. TD proposed that the committee provide any feedback to JV before the end of Friday 25th February, with a view to it being approved for publication soon afterwards.
* AoB
  + none

**Actions:**

**All** - provide feedback on the Lone Worker policy to JV before the end of Friday 25th February.

**Buildings Committee**

* Review of items from the last meeting (14th December 2021)
  + There were no outstanding actions or items from the last meeting.
* Reports from Local Church Groups:
  + **St Peters**: SN shared that the largest project for St Peters is the re-painting and decoration work. She plans to meet with the painter decorator to discuss prioritisation of tasks and how long they are prepared to hold their quotation
  + **All Saints**: AB reported that maintenance had been undertaken on the boiler room door and that the hall shed had been cleared;
  + **All Saints & St Lawrence**: Stone Mason work is planned for the week of 21 March 2022 for the removal of vegetation growing in the walls of the buildings and making good afterwards.
  + **St Lawrence** - following receipt of quotations for the repair of the roof following the theft of lead last year Simon Goddard has now made a recommendation a contractor to undertake the work.
  + **Holy Rood** - the roof of the vestry has recently been repaired
* Process Review - Tasking Tradespeople for Repairs
  + This item, tabled by JV, was deferred to the next meeting
* Report from SN & AM following their meeting with Simon Goddard
  + SN shared that she and AM had met recently with Simon Goddard to review the level of service the parish was receiving from his practice. They were advised that the Goddard Practice which to continue providing a service to the PotR and recognised that communication had, in the past, not been timely. The practice has recently taken on more staff and was not expecting this to be an issue in the future. SN & AM believed that this was a satisfactory response - and was accepted by the meeting.
* Position from Eco Church award progress
  + Prior to the meeting, a report was circulated from the Eco Church group for the attention of all Local Church Groups. Of particular note was a recommendation from the Eco Church group that replacing the boiler at Holy Rood, while not necessary to achieve the silver Eco Church award for the PotR, would reduce our carbon footprint significantly. John Hubbard has offered to support a project team to convert to a heat pump (ideally ground source) but the project will need someone else to lead it. In terms of age, efficiency, cost and pollution the Eco Church group recommend that this should be a PotR priority. The meeting discussed the recommendation and agreed that a cost-benefit analysis should be carried out before committing to the project. The Holy Rood LCG are to progress.
* AoB

**Actions**:

**Holy Rood LCG** - plan cost-benefit analysis on boiler replacement, with assistance from John Hubbard if required.

**Churchwardens Forum**

*A collegial point of contact and interest for the Churchwardens and the life of the individual churches - a place to share ideas, thoughts and plans for the communal life of the PotR, to make recommendations to the PCC and other committees, and to oversee and make recommendations for the Parish Diary alongside the Worship & Outreach Committee*

* Review of items from the last meeting
  + There were no outstanding actions or items from the last meeting.
* Review of Covid-19 Health and Safety Measures across PotR
  + The meeting discussed and reviewed the current health & safety measures that were in place during the administration of holy communion at PotR services following the move by the UK government from Plan B to Plan A of their Covid-19 response measures. Generally, the changes have been working well, although TD shared that providing the congregation with an option on where they would like to receive the elements was causing some over-complications. It was agreed that TD, JV and AM would review the return returning to the alter handrail as the primary location for distribution of the elements for the congregation.
* AoB
  + SN raised that she had received comments that the process for Giving appears muddled and there appears to be an overlap with those who are registered for Stewardship envelopes and those who are registered with the Parish Giving Scheme. This would be raised with the Admin and Finance committee.
* **Items for Next Meeting Agenda**
  + SN requested feedback and review of the new Service Patterns implemented across the PotR from 2022.