**PotR Executive Committee**

**Meeting – Tuesday 5th April 2022**

**Meeting Notes**

**Attendance**

**Present**:

Tim Duddridge (Chair) [TD]; Andrew Micklefield [AM]; Philippa Penfold [PP]

Sarah Neish [SN]; Gordon Randall [GR]; Alan Armstrong [AA];

Also John Hubbard (JH); Colin Aiken (CA) and Derek Gurney (DG)

**Apologies**:

John Vivian [JV]; Angie Briggs [AB]; Keith Arrowsmith-Oliver [KAO]

The meeting opened with Prayer led by AM.

**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.*

1. **Review of items from the last meeting** (14th December 2021) – deferred to later meeting.
2. **Eco Church** - with John Hubbard:
	* Consideration of points received in the report from the Eco Church team

JH presented his report which had been previously circulated to the group. Main points to consider from report are:

* Lighting - Need a survey of lighting, then JH suggests should buy everything then do the work across all the churches.
	+ AS lighting might be slightly more complex but funding to help will come from Butts Church, plus possible labour force.
	+ Glen McCall is looking at lighting in St L and will supply light bulbs etc and could look at other churches.
	+ Volunteers to run project but will need contractor to fit the bulbs in the churches.
* Parish Centre loft insulation – need to decide what to do with all the stuff in the loft first.
* AS bike racks going in 14th April using team that installed HR racks.
* Recycling bins - may need to look at each church and find best fit. Could earn money from certain items when recycled.
* HR boiler – eco church team to help with project to look at replacement. Need technical feasibility study which could be funded from outside POTR. Look at all types of options. Main project to be concentrated on.
* Carbon footprint – most important for silver eco church award. Working on this during summer. Travel survey under way.

Aim to achieve eco church silver award. Resurrection Trading donation of £2000 to advance eco church agenda.

Greening the churchyard is part of land aspect but not part of building survey, and therefore not included in this report.

SN - Beech is looking at these aspects as a village approach through village hall committee. Alton Town Council is also looking at this approach.

CA warned of keeping it realistic with costs against potential savings through various ‘eco’ solutions. Try to avoid ‘greenwashing’.

AM reminded that grants can be found for a lot of the work.

**ACTION: Executive Group to identify a group of people from each church (from Local Church Groups) to look at each point from JH’s report and work out the plan across the parish, and report back to Executive Group. JH will help guide them on the points in the report.**

SN - More communication as to what is being planned as people not understanding things like the Travel Study.

Thanks to JH who left the meeting.

1. **Policies - Review / Approval:**
	* Equalities - agreed
	* Lone Working - PP suggested something needed for lone working by admin team. St L LCG to look at glass in door to office, coupled with button release on door.
	* Whistleblowing - agreed
	* Communications - agreed

**ACTION: All polices agreed and will be passed to PCC for final approval.**

1. **Finance and Administration**

CA and DG in attendance at meeting to discuss the finances after last PCC meeting.

Current Financial Position - DG outlined the position so far, as previously reported to the PCC. Now need to put money away for a large items, such as a new boiler for HR, etc. The five year quinquennial reports should be used to plan any work.

**ACTION: Simon Goddard to be asked to provide an estimate for any work required in the quinquennial reports, to aid budgeting. Then LCG’s need to put items into a plan for ordering the future work for each church.**

PP reported that her husband, Mark Penfold (an architect) was willing to act as a ‘technical friend’ to the group looking at budgets and the quinquennial reports, and could also help with the group looking at the eco church work.

**ACTION: The Executive Group agreed to ask Mark Penfold to be a member of the relevant groups as they were set up.**

Butts Church use of All Saints Church – the Butts Church have agreed to pay £12K a year for the use of All Saints for their service. It is not clear at the moment how they might contribute to new toilets, which are needed for the increased congregational use.

Hall hire charges have been increased by 15%, and current hirer’s have been informed.

**ACTION: The garage rental agreement with Resurrection Trading should also be increased by 15%.**

Busy Bees Nursery at the Parish Centre – meeting planned with Matthew Bayliss (MB) on Friday 8th April. The Executive Group discussed the current situation and agreed that the group needed to see the proposals that MB had suggested before they are put to Busy Bees.

**ACTION: Meeting to be postponed until proposals have been discussed by Ex Group.**

Parish Admin review – Peter Johnson to undertake the review and will start with AM as the manager of the team.

Energy contracts – a new supplier currently being sought by CA.

Church attendance has dropped drastically and not recovered post-covid. Has affected giving.

GR asked what the average level of giving was across the parish? How many gave through the PGS? How many gave by SO and how many through envelopes?

**ACTION: CA will provide information outside meeting**.

Update on Resurrection Trading – 9 months of negotiation on lease but now signed 10 year lease with 5 year break. The new premises will need £10k’s to refurbish but RT have money to do this from grant funding and donations. Due to leave current premises as soon as possible – lease up in June.

NOTE: Money previously earmarked to help POTR projects is still available.

**19.48 Meeting postponed for completion at another date.**