**PotR Executive Committee**

**Meeting – Monday 9th May 2022**

**Meeting Notes (continuing from 5th April meeting)**

**Attendance**

**Present**:

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

Sarah Neish [SN]; [GR]; Alan Armstrong [AA]; John Vivian (JV); Keith Arrowsmith-Oliver (KO)

Also present: Matthew Bayliss (MB)

**Apologies**:

Gordon Randall

The meeting opened with Prayer led by AM.

**Standing Committee (cont)**

*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. **Busy Bees: New Agreement**, including review of a proposal from Busy Bees to significantly extend their usage of the Parish Centre

TD outlined the current situation and discussion that MB and JV have had so far with Busy Bees. Debbie Morgan, Busy Bees manager, is keen to expand and use the hall over longer hours.

MB presented his report previously circulated to Executive group members. The main points were:

* AS Hall being underutilised and could be used to take more bookings, which should help to be able to offer BB more use of PC to increase their income.
* Parish Centre cleaning largely for BB benefit so could ask then to take over, thereby decreasing POTR costs.
* Outside play area not big so increasing the area that BB can use by using the car park would be helpful to their business.
* Initially monthly hourly rate increase would be zero but increase in available hours.
* BB also want to extend fencing down side to increase outside space – will need to be careful of fire exit.
* BB want to increase hours during the summer hours.
* BB want to erect a permanent sign – this may need planning permission.
* Signage (and any associate costs for Planning permission), fencing and other fixture and fittings costs would be met by BB.

Issues to be resolved:

* Busy Bees is a business and longer hours may have an impact on business rates. The Parish Centre is not currently business rated as it is a building within the curtilage of the church and deemed connected to the church.

**ACTION: PP to check with EHDC ratings office regarding the proposed changes and if this would affect the business rating for the Parish Centre.**

***POST MEETING NOTE:*** *EHDC have confirmed that as long as Busy Bees don’t use the hall for their exclusive use (24/7) then there will be* ***no change*** *to the current exemption for business rates for the Parish Centre.*

* The management of the Parish Centre should be laid out in the agreement that both parties will sign. POTR need to check the legal position as to whether this is a ‘licence’ for sole occupancy, and to ensure that this doesn’t create a ‘tenancy’ which may lead to enhanced legal protection. BB will only have sole use during the week but will revert back to church use over the weekend.

**ACTION: MB to send** **an email to PP with the questions to send to Diocesan Registry office to check legal aspects.**

***POST MEETING NOTE:*** *The Diocesan Registry office cannot comment on any commercial agreements outside of ecclesiastical and canon law. A solicitor with knowledge of landlord and tenant legislation would need to be consulted for legal advice.*

* Proposal to move the POTR parish office to AS hall to help ease car parking pressure at Parish Centre.

**ACTION:** **PP to bring back proposal to next PCC meeting on moving office to AS Hall.**

**ACTION: JV and MB to take away proposals and talk with BB. The Executive Group agreed with this course of action.**

AM – also need to ensure that POTR also provide a Christian support, and that the nursery can link their programme to Christian approach e.g. harvest festival, attending Teddies etc.

1. **Butts Church: Agreement**

AM presented the draft agreement for the use of AS Church by the Butts Church, and reported that a number of excellent meetings had been held. The agreement is agreed in principle, but legal response is awaited around terminology regarding tenancy. Some cost savings (less hall cleaning), and sharing of costs for future projects e.g. additional toilets.

MB suggested energy costs should be kept under review every year.

**ACTION: The Executive Committee reviewed the agreement and agreed to put this to the PCC for final approval (AM).**

**Buildings Committee**

* Review of items from the last meeting

**HR Boiler** – on going. Possibility of funding so looking at feasibility of changing boiler. Boiler is still working OK so some reluctant to change unnecessary.

**AS Church Hall** – heating proposal was provided by MB following review of heating in hall. One quote has been received. Boiler OK – quote is for about £600 for new heating controls including remote control (Hive system).

The proposed **office move** could also feed into the timings and cost of upgrading the heating, including internet provision which will help with installation of Hive system. Mens Shed and painting volunteers to be asked to help refurbish and clean out the office at AS hall. Need to talk to John Hubbard re additional insulation.

**ACTION:** **PP to bring back proposal to next PCC meeting on moving office to AS Hall.**

* Reports from Local Church Groups (LCGs)

**All Saints** – no meeting has taken place.

**St Peter’s** – almost at point of to start painting work soon, hopefully this summer.

**St Lawrence**

* Lead repairs - have been completed. Scaffolding has almost been removed.
* Church paths – Alton Town council have agreed. Paths to be replaced around church with bitumen paths. Lychgate to vestry is POTR responsibility. Cost will be £32k – council will pay £15 of this and £15K from POTR St L fabric fund, with the remaining money from St L School. £5k will be donated by Resurrection Furniture to put towards reducing POTR costs.

**The Executive Group agreed to the POTR share of the costs in replacing the paths around St Lawrence Church.**

* Lighting in Chancel – the lighting is failing. Glen McColl happy to replace the lights, with no charge for his labour (£3000). Resurrection Furniture agreed to fund £5000 towards the cost of replacing the lights, so no cost to POTR but want all bulbs replaced by LED. This may require List A permission.

**HR**

* Village Assoc has done work around pond including removal of trees but has revealed rat infestation. Ongoing.
* Stained glass window has slight leak.
* Wall – will get advice on further wall repairs.
* Gates have been removed for repair.
* AoB – none.

**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

Feedback from new service patterns – SN provided some views from parishioners who had spoken to her, as follows

* Not enough 8am – would like two a month.
* Weight of services available very heavy on 2nd and 4th Sundays – more equal spread over month.
* More Parish Conversation on various topics to disseminate info from PCC. More info on changes.
* Giving needs to be reviewed as there are various methods available.
* Elderly in St L and elsewhere feeling underrepresented even though they give more to the church.

AM to review the service pattern in a few months, maybe in a parish conversation using Q&A submitted prior. Weight of service pattern also takes into account that ministry team need a respite.

AB – AS congregation enjoy Weds service and 10am service. When no service in AS congregation going to Meths service or go to St L.

TD/JV – nothing noted. 8am picking up. Some going to other churches including BLS.

HR – no negative feedback and numbers are improving. People coming from other churches. Coffee morning going well and can be bigger attendance than Sunday. Most now stay for prayers.

**ACTION: Six monthly review of attendance figures to be presented to PCC.**

* “Refugee Tales” - stop-over at St Lawrence

Group doing refugee tour and tell stories about refuges. Will be staying overnight in St L.

* Review of Covid-19 Health and Safety Measures across PotR
	+ Mask wearing – now up to the individual personal choice.
* AoB - none

Meeting ended 20.19

The group expressed their thanks to KO as he retired from CW duties, and to TD as he is also stepping down due to increased work pressures. The group thanked both for their hard work.