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**Parish of the Resurrection, Alton**

**Meeting of Parochial Church Council – Wednesday 8th March 2023**

**All Saints Church Hall - 6.00 pm**

**Present:** Revd Gordon Randall (GR) Chair, Angie Briggs (AB), Derek Gurney (DG), Clive Muller (CM), Robin Kemp (RK), Matthew Bayliss (MB) Craig Stolten (CS) + Lisa Hillan (LH) and Helen Walters (HW) both by remote access.

**Apologies:** Revd Wendy Burnhams, John Vivian, Revd Andrew Micklefield, Alan Armstrong, Tori Hewitt & Sarah Neish

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

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|  | | **Action** |
|  | **The meeting opened with prayers.** |  |
|  | **Conflicts of interest – none** |  |
| **1** | **Minutes of the last meeting – 9th February 2023** Agreed.  Matters arising:   1. Noted that AM and JV had agreed that the Executive group meeting should just meet as required, especially since PCC meetings were now more frequent. 2. CW Induction had been discussed at Finance and Admin, when it had been suggested that CWs be reminded of the need to familiarise themselves with Policies. 3. Eco Church Policy. Noted that it was not necessary for the Chair of the Eco Church Group to attend PCC for every meeting, this would be done on a “when required” basis. **AGREED** to invite the Chair of the Group to the next meeting to discuss the Environmental Policy in particular and the issue of confirming with the Eco Church Group the process for ensuring that items such as recycled toilet paper, eco-friendly cleaning materials and recyclable disposable cups and plates were used throughout the Parish. It was hoped that the Eco Church Group would first liaise with the Parish office as to the preferred products, who then communicate with Church Wardens to ensure that all involved took responsibility in the individual Churches. Noted that minimising the use of paper (e.g. electronic use of Parish Matters, Sunrise, etc. and the use of Drop Box) was a good step forward. 4. Busy Bees. Given the legal advice as recorded in item 6 of the 9/2/23 minutes, the priority now was to set an appropriate rent. The February figure had been set at slightly less than the January figure. MB was revising the hire agreement, which would be forwarded to Busy Bees very shortly. Noted that the invoice would be sent out at the end of March. 5. PCC meeting dates. **AGREED:** The pattern of 10 PCC meetings a year, monthly except August and December on the basis that if a draft agenda was too light, the meeting could be cancelled. It was likely that with increased frequency, the meetings would be likely to be shorter, without hampering the discussion. **AGREED** that 6.30pm was a more suitable time (depending on the views of the Chair) and that the second Tuesday of every month be earmarked. See item 13 below – Date of next meeting. 6. Same sex marriage blessing of rings. The helpful note from AM had suggested a separate meeting to discuss this. **AGREED:** Thursday 4th May in All Saints Hall at 6.00 pm for approximately 2.5 hours. AM had agreed to write a paper with the background. It was likely that a small number of congregants may wish to attend and that the Chair may invite them to ask questions within time limits. | JV  AM/GR  AM  ECG/  OFFICE  MB  AM  AM |
| **2** | **Change of Treasurer**  **AGREED:** The appointment of Craig Stolten, proposed by DG and seconded by RK. Formal thanks would be given to Colin Aitken at the APCM, meanwhile CS was thanked for stepping forward to this important role. | AM |
| **3** | **Utility contracts**  This issue would need to be taken into account prior to the budget for the coming year being agreed. A complication was lack of information, that meter readings were not available for past months, and that the change in tariff as a result of the new contract (that would include a significant saving) could not be actioned until the end of October, from which time savings would start. (Note: discussion on item 4 below that included the uncertainties on utility contracts) | CS |
| **4** | **Year End/2023 budget**  The budget had been circulated prior to the meeting, itemised by centre. Any discrepancies or questions should be drawn to the attention of the Treasurer with immediate effect. The total budget was £166,478 (the major increase in energy costs noted) and the deficit was noted as £26k. In particular it was emphasised that:   * There was a £8k saving on costs going forward even though consumption was going down (possibly an over-estimate). This would be checked. * The actual consumption figure for 2022 was variable, as figures were difficult to interpret. (based on what energy companies are telling us), although it was accepted that proper meter readings were required in the future.   **AGREED:** to accept the budget presented on the basis that it had not been possible to clarify consumption issues. Adjustments may be needed once this was done. Proposed by DG and seconded by MB.  Grateful thanks were expressed to CS for his work on this issue. | CS |
| **5** | **Rationalising meter readings**  **AGREED** that each church (CWs) would commit to doing a reading once a month and send it to the Parish Office on a routine basis. A photo would be sufficient. The information would then be recorded on a spreadsheet. Admin and Finance Committee would deal with the process. | HW/  CWs/  OFFICE |
| **6** | **Diocesan 3-year Financial Plan**  A survey had been sent out requesting views from the Parish on stipends in particular. The difficulties of formulating a Parish response in the timescale was raised, as the closing date was before the next Admin and Finance meeting. AGREED: Individuals on the PCC could respond in their personal capacity, and that GR and AM would draft a response on behalf of the PCC to be agreed prior to it being sent on. | GR/AM |
| **7** | **Charitable giving – 2023**  GR would be taking the lead on this, although it was agreed to make it a piece of work for the Executive Group to take on. Particular points raised:   * - It is standard practice to give a proportion of funds to others * - A culture of giving tends to reap rewards in many ways, e.g. Anna Chaplaincy * - A reminder of the planned giving scheme was overdue in the light of people who have come to the parish in the past year or so. * - Voluntary giving may have diminished, although perhaps more people are using Tap and Go.   **AGREED** to schedule in a time for this issue to be highlighted in appropriate ways. GR and AM to give it some thought. | GR  GR/AM |
| **8** | **APCM**  Noted that AM would be requesting reports from the parish groups to be collated into an APCM Booklet, to be available on line prior to the meeting. The Finance Reports would need to be done in the same way (to be approved on line with the PCC if not possible at next meeting) | AM/All |
| **9** | **Admin review**  MB reported on the work he had been doing in reviewing activities. It was important to make any future plans sustainable in the longer term and to ensure they took account of the well-being of all. AGREED that MB would set up the first session jointly with AM and GR. | MB |
| **10** | **POTR Policies**  As a table of all policies was a standard item for the Admin and Finance Committee, any review needed to be flagged up with the appropriate chairs. Noted that the Youth Ministry Policy was next for review, which had been sent to RK. There were a number of gaps in the system, i.e., where policies didn’t have an obvious Committee “home”. Issues to be discussed therefore:   * Should the Environmental Policy belong to the Eco Church Group, which may be a Sub-Committee of the PCC? * Was there a need for an HR Group which might cover areas such as equalities, recruitment of ex-offenders, lone workers, health and safety and staffing matters. What would the remit be, was a safe place for confidential conversations needed?   **AGREED** that the Admin and Finance Committee would put forward some terms of reference for a future PCC meeting. | HW |
| **11** | **Reports from Committees**   1. The *Ministry Team* were currently discussing the Coronation weekend, where draft plans included an altogether service. The need to ensure that congregants could attend local street parties was important, for example would a family picnic clash with street parties? All Saints had plans for an afternoon Tea party in the following week. The Church of the Holy Rood was also discussing their plans with the local village community. 2. *PCC Exec* – The issue of anticipated costs would need to be discussed and agreed by Church Wardens, who would be advised of the date by which the information was required. 3. *Finance and Admin* – nothing additional to report 4. *Community and Outreach* - It was likely that given diary issues with key people, the Away Day would need to be re-scheduled again for later in the year. RK would tell the parties involved. There was no obvious way around the clash on 15th July between the Travelling Gap lunch in Beech and the Alton Village Fete. Thanks were expressed to RK for his efforts on these issues. 5. *Children, youth and families* - RK had had good meetings with Martha who feels well supported and encouraged. She would be examining the possibilities for theological training next year. 6. *Deanery Synod -* DG reported a good attendance at recent meeting, that had partly focused on the Archdeacon presenting on clergy well-being. This would be discussed with AM. MB was concerned about the practical steps that the PCC would take as a consequence in terms of well-being for everyone. A summary of the session would appear in Sunrise. The reorganisation of the Deanery had been raised. DG would circulate minutes to PCC to go out with next agenda (if received in time). | AM/GR  All  HW  RK  DG |
| **12** | **AOB**  Noted that Andrews Endowed School was currently looking for 3 Foundation Governors, one nomination had come forward. The PCC would have to approve the appointment as they are responsible for ensuring Governors are in place. |  |
| **13** | **Date of next meeting**  See item 1 (5) above. **Agreed as 11th April 2023 at 6.30 pm** |  |
|  | The meeting concluded with prayers at 8.10pm |  |

SH/10th March 2023