

**Parish of the Resurrection, Alton**

**Meeting of Parochial Church Council – Tuesday 11th April 2023**

**All Saints Church Hall - 6.30 pm**

**Present:** Revd Gordon Randall (GR) Chair, Alan Armstrong (AA), Matthew Bayliss (MB), Angie Briggs (AB), Derek Gurney (DG), Robin Kemp (RK), Sarah Neish (SN), Craig Stolten (CS) and Helen Walters (HW)

**Apologies:** Wendy Burnhams, Tori Hewitt, Lisa Hillan, Rev Andrew Micklefield, Clive Muller, John Vivian

**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 – 8th March 2023** Agreed.  Matters arising:   1. The position on utility contributions from Busy Bees was clarified. (Item 1 (4) refers. Following detailed consideration, the charge had been set at £250 per month. (Under on-going review) Meanwhile the Hire Agreement and MOU had been sent to them and subject to any comments, it is likely that final arrangements are agreed at the next PCC. 2. A meeting with MB, AM and GR on the administrative review (Item 9) was scheduled to take place as soon as possible after Easter. 3. Noted that the item under AOB of the need for 3 Foundation Governors at Andrews’ Endowed was still to be confirmed. | MB  MB |
| **2** | **Eco Church Policy discussion**  Elspeth Mackeggie Gurney attended for this item, pointing out that the document previously circulated (Environmental Policy) had originally been provided by the Diocese, and amendedby POTR to suit its needs. The main driver was the commitment to be net zero by 2030. Although approval of the plan was in July 2022 where all Cathedrals and church establishments had to sign up to it, POTR had already set up its Eco Church Group in 2019.  It was noted that most of the requirements were met or that we were working towards them. A key need to meet was the carbon footprint of the buildings and Eco church is working out what our carbon footprint was (incl energy consumption) which needed to be reduced. The next step would be to put together costings and funding options.  The Bronze award had been achieved some 18 months ago. However, a piece of work on carbon footprint reduction was now required. As a separate issue, a central buying policy, where one person took responsibility for sourcing items such as tea, coffee, biscuits and cleaning materials, properly communicated would be beneficial for this reduction.  It was accepted that the cost/work on buildings would be significant. HW asked if it was possible to put in time frames for achieving actions/reviewing progress, (noting the date on the bottom of the paper was 2026) although Elspeth pointed out that progress was dependent on funding and the establishment of priorities, as the implications were significant.  MB expressed concern about who would take responsibility for implementation, as the Church Warden workload was already significant.  **AGREED:**   1. The Policy was agreed in principle, as a direction of travel, noting that agreement was not full approval of costings. 2. Once costings were available, plans would be brought to the PCC for approval (in the autumn) on a case-by-case basis. The implementation of each would depend on funding. 3. Meanwhile Elspeth would present a strategy for the next meeting. 4. Overall responsibility for implementation could **not** be given solely to the Eco Church team, and thanks should be passed on to them for their important and time-consuming work on this area. 5. Elspeth made a commitment to report to the PCC on a quarterly basis, broken down under headings.   Elspeth was thanked for her important input to the meeting | EMcG |
| **3** | **PCC Groups**  Executive Group  Noted that Item 7 (charitable giving and stewardship) from 8/3/23 meeting was outstanding. AM had committed to arrange a mtg with JV. There was a strongly felt view that the Executive Group needs to be functional so that it can meet when asked to deal with issues. It was noted that the Exec Group had not met since last summer.  Holy Rood group   1. The Fabric Committee had agreed to commence work in the vestry relating to bees. Shelving and paint would be required. **AGREED**: An initial spend of £500 was approved with additional sum of up to £500 for costs should they be required. 2. Rob Law had completed a piece of work on identifying a patch in the graveyard that had not had burials for 500 years. The plan and information had been circulated prior to the meeting. **AGREED** to support the application to allow burials in Area K. 3. to reserve 1 burial plot in the Churchyard for Mrs. Newlands in accordance with the details submitted prior to the meeting. 4. Reservations of burial plots were briefly discussed and HW will submit a further paper for discussion at the next PCC meeting about the use of area K generally. | AM  HW |
| **4** | **Admin and Finance**   1. The 35-page POTR Trustees Annual Report circulated just before the meeting required detailed consideration. **AGREED** that the PCC members would look in detail at the report and come back **within a week with comments and questions**. The figures would be examined independently and the whole report would be sent to the Charities Commission. The Report would be approved at the next meeting on 9th May. 2. The year-end position was included and the 2023 Budget had been approved at the last meeting. 3. Policies. The table of policies circulated before the meeting had included a “Communication Policy for Youth Ministry”, scheduled for March 2023. This would be submitted to the next PCC. 4. The draft Terms of Reference for a proposed People Sub-Committee had been circulated. Noted that Item 2.2 needed to be broadened to include volunteers. Although there were some questions to be resolved, it was **AGREED** that such a group was required within the Parish, although perhaps not with this title. Noted that ‘well-being’ had been a principal driver for the group and that it may contain AM/GR + 3 others, preferably someone with an HR or appropriate background. The Chair would be on the PCC ideally. The Diocesan office might be able to advise. 5. GDPR Compliance. Noted that Church of England guidance was expected by the end of April. **AGREED** that this matter be handled by the Executive Group and to PCC via Finance and Admin. Noted that a GDPR notice and consent form was on the website. Whereas it was likely that we complied with the requirements, concern was expressed about recent photographs of children that had been placed on social media. It was also suggested that the weekly e-mail from the Parish might carry a disclaimer at the bottom if recipients no longer wished to receive the e-mails. **AGREED** that this was a matter for everyone and that once the guidance was received Lisa Hillan be asked to check to see that we are compliant. This would be placed on the agenda for the next meeting. | ALL  RK  AM/GR  LH |
| **5** | **Community and outreach committee**.  Noted that it had been necessary to postpone the Away Day for now. The Group would be meeting shortly, but meanwhile there was nothing to report. |  |
| **6** | **Worship and spiritual life**.   1. Eucharistic assistants. AM had a list that would be discussed at the next PCC meeting. 2. The services rota is in place, but does need to be up-dated. | AM |
| **7** | **Looking to the Future Report**  Originally circulated in July 2021, an interim report had been circulated by AM since that date. AM had hoped that this could now be reviewed to see where progress had been made and celebrate achievements, identifying what we do well. It was accepted that we now need to look at lay ministry, future parish conversations and charitable giving. **AGREED** that this would be looked at within the Executive Group.  SN raised the issue of whether the new service rota worked sufficiently, especially in terms of compatibility with well-being.  **AGREED** that the document be formally reviewed by the PCC in a structured way, perhaps by taking it a section at a time on a regular basis. | AM/Exec Group/ Treas |
| **8** | **Minutes of Holy Rood Living Space/Fabric Committee**  This had been circulated for information only. DG felt it was unclear as to whether St. Lawrence currently had a Fabric Committee or working party. Such minutes could and should be sent regularly to the PCC. | JV |
| **9** | **AOB**   1. Noted that **GLOW** had started recently and was going well. 2. Also noted that the recent performance of the Messiah had been well received. |  |
| **13** | **Date of next meeting**  9th May – 6.30 to 8.00 pm  APCM – 25th May (? Time)  For ease of reference future meetings would be on 13th June, 11th July, 12th September, 10th October and 14th November |  |
|  | The meeting concluded with prayers at 8.10pm  SH/12th April 2023 |  |