

**Parish of the Resurrection, Alton**

**Meeting of Parochial Church Council – Tuesday 9th May 2023**

**All Saints Church Hall - 6.30 pm**

**Present:** Revd Andrew Micklefield(AM) Chair, Alan Armstrong (AA), Matthew Bayliss (MB), Angie Briggs (AB), Derek Gurney (DG), Lisa Hillan (LH), Robin Kemp (RK), Clive Muller (CM), Sarah Neish (SN), Revd Gordon Randall (GR), John Vivian (JV), Helen Walters (HW)

**Apologies:** Revd Wendy Burnhams, Tori Hewitt, Craig Stolten

**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 – 11th April 2023**  Agreed. |  |
| **2** | **Matters arising**  Busy Bees Contract  No movement since last up-date. The issue would be followed up shortly.  Admin Review  MB had held various meetings (AM/GR/DG) and was currently arranging a similar session with the Parish Administrators.  Governors for Andrew’s Endowed Noted Ailsa Jacob had been appointed as a new Governor.  Living in Love + Faith update  The productive meeting last week resulted in a course of meetings being agreed (see item 16) to explore the issues in much more detail by undertaking the Living in Love and Faith Course. | MB  MB  All |
| **3** | **Environmental Policy**  Elspeth Mackeggie Gurney attended to introduce the Environmental Strategy, (previously circulated) which was based on the Environmental Policy of POTR (approved by PCC in April 2023), which was effected largely following the A Rocha Eco Church programme. Points stressed:   * The Strategy represented work that has been done, or is in motion in many cases. AM had been regularly consulted on key action points. * Costs so far were low, likely to significantly increase as more issues were dealt with especially around buildings * The Evidence column showed that many actions had been achieved, but the issues were complex. The Target/reporting dates would be helpful in terms of quarterly reporting to PCC. * The whole environmental issue required culture change within the Parish.   Issues raised:   1. Clarity on the responsibility for using green energy suppliers. On a day-to-day basis this would be the PCC Admin team, with the PCC taking overall responsibility. 2. Noted that the energy supplier would be confirmed at Autumn 2024. Meanwhile this would be reviewed in Autumn 2023. 3. The issue of moving from Bronze to Silver was raised, in terms of what was required to obtain it. EMG confirmed that the carbon footprint with plan for reduction was key to this and that information gathering was in train, especially with the travel data having been obtained. Buildings were complex, but work was well on the day. It was possible that the simpler task of Holy Rood achieving silver first may give momentum. 4. Effective communication was key. The ECO Church annual service would be held on 2/7.   **AGREED:**  The Strategy was approved, in a format that was felt to be particularly helpful.  The Eco Church team were commended for their excellent work.  The first report would be given to the PCC in October 2023. | PCC  Admin  EMG  EMG |
| **4** | **Executive Committee**  JV reported that meetings had now been set with the agreement of the Church Wardens for 22nd May, 3rd July, 4th September and 6th November (all from 5.00 to 6.00 pm via Zoom). There were a number of issues to be tackled. | JV |
| **5** | **Fabric Committee –** on going issues for each Church were:  St. Lawrence   * Repeated vandalism on the south side stained glass window, with a long 6-month cycle to obtain repair. (recently vandalised for the 3rd time). The use of Mesh to be considered. * Guttering on the spire had fallen, the Parish office were dealing with it and the possibility that it had been incorrectly installed initially. * The pathways would be done during the summer holidays, with the benefit of POTR, RF, School and local Council funding). They should then be safe and less slippery. * Pigeons were nesting in organ loft, and liaison with Musical Director was in hand. * Noted that light bulbs had all been replaced and that a new hot water boiler had been installed in the kitchen. * Heating controls were in accordance with the need to reduce expenditure. * The Quinquennial inspection had just taken place.   Holy Rood   * A bee expert had been engaged, and although still 8 colonies, the matter was controlled. * A USB Charging point had been installed in the vestry. * PAT testing was required. (various options were available) * Graves – recommended that no more reservations were taken in Section K. However, one case was still on-going which required special consideration. A paper had been previously circulated containing all facts.   **AGREED:** Mr. T. Carmichael’s reservation request be approved and that no more reservations be taken in Section K. This would be reviewed in 10 years’ time.  All Saints   * Rev W Burnhams was proposing a new notice board as the previous one had been blown down some 14 months ago. A possible design had been circulated that was broadly similar to the one at Holy Rood.   **AGREED:** Expenditure of £545 + £65 for the header + delivery of £65 (all with VAT to be added)  14 months ago. Butts church are now a fixture.  The design would include the Butts Church (with their agreement), and they would then be approached to make a contribution to the costs.  St. Peters   * Painting work to be undertaken by Mr. Guy to commence shortly as soon as the weather had improved. The Quinquennial inspection was scheduled for June. * Following discussion it was felt unnecessary to take any action on the Burial plot at this stage. | JV/CM  HW  HW  AB  SN |
| **6** | **Worship and Spiritual life**  Suggestions regarding *Eucharistic Assistants* would be brought to the next PCC meeting.  The ‘*Thy Kingdom Come’* movement to remind people about praying in the community (all encouraged to pray for 5 people) would take place between 18th and 28th May. Crosses at the Church of the Holy Rood and St. Lawrence (and possibly All Saints) would be part of this, with ribbons available for people to use as part of their prayers. The information to be circulated included dates and places where people could meet and pray and this would be circulated. | AM  Admin staff |
| **7** | **Finance and Admin**  Current budget position  Treasurers were working hard on end of year, APCM preparation and handover, with the aim of bringing current budget to this meeting monthly.  APCM reporting update Finance and Admin would meet on 16/5 when Craig would report. Noted that the Examiner had completed work on the accounts.  Amalgamating budget lines  In accordance with a note circulated in advance, as the Living Space project was now complete the Holy Rood Fabric Fund and the Living Space fund should be amalgamated into 1 budget. The total balance was £10,349.83. **AGREED**  GDPR policy New guidance expected from the Church of England had not been received. Noted that LH had agreed to look at it when it was to hand and compare it with ours, also checking on any training implications. MB pointed out the legal cover on insurance was up to £250,000 and that there was no cover for fines for contravention.  Policies table – as previously circulated. Noted that Communication Policy for Youth Ministry would be meeting on 10/5. Finance and Admin Committee were monitoring progress on the table, with a standing item for review at the PCC.  Minutes of the last meeting – Noted that a review had taken place on pay rates of the office staff had been overdue. Confidential information of pay rates were not included in the papers.  **AGREED:** Anonymised information and financial figures for the budget to be brought to the next PCC. Salary increases to backdated.  Expenditure  MB raised that it was important that meter readings were still being recorded and submitted. | CS/CA  F & A  CS  LH  RK  CS |
| **8** | **Communities and Outreach**  Of particular merit were The Messsiah performance (thanks to Bruce Nicole), the Fish and Chip supper and Quiz (thanks to the Arrowsmith Olivers) and the Gap meals that had been organised. It was also particularly pleasing to note the success of the events for Easter week. The Summer Holiday Club would be re-started on a Wed in August, using the marquee. It was hoped to receive RF funding for this item, which could also be used for the Harvest Festival and other summers events. | RK |
| **10** | **Children, Youth and Families Committee – Policy review**  As noted in item 7 above, the Policy would be discussed on 10.5. It was envisaged that little change would be required. The Committee consisted of Robin Lees, Lisa Hillan, Sue Burrows, Martha and Robin Kemp. AM suggested that they may be joined by a parent of a child who attended events within the Parish. | RK |
| **11** | **People Committee – re-named “The Staff and Volunteers Sub-Committee of the PCC**  The draft Terms of Reference had been circulated prior to the meeting, with the emphasis on volunteers. The following were noted:   * Well-being had been incorporated following a recent Deanery Synod meeting. * The membership of the group would be MB (to chair for the first 6 months), the Vicar and Associate Vicar, 3 members appointed by the PCC, 2 of whom might have relevant expertise. There would be 3 meetings a year. It was the first of its kind in the Deanery | MB |
| **12** | **Safeguarding**  AM would meet shortly with Sally Kemp – Parish lead on Safeguarding. There would be items to be raised at the PCC next time. JV raised the need for refresher training. **AGREED** to record particular thanks to Sally for undertaking this important role, and ensuring that the appropriate person/s were advised when an issue had occurred. | AM |
| **13** | **Looking forward recommendations**  The PCC had agreed to review a different part of the document each time and an extract from Growing Disciples had been circulated prior to the meeting. Points raised:   * AM reported that these recommendations had been very successful, with a number of groups that now meet. * Noted that GR supports small group leaders. * It was felt that we need to ensure we communicate more effectively on the existence of these groups and the value of being part of one. (evidenced by a successful Clover Leaf group starting up following a mention within St. L). We could (a) make sure they are part of the service, i.e., prayers, so that people see the groups in action (b) put an article in Sunrise and (c) direct new people towards them. * Pastoral care aspect was important within each group, especially noted that a number of groups already existed where this support was given, although there was some concern was expressed (SN) about people not already in a group who may require support. * Information about groups (also circulated prior to the meeting) was on POTR website.   **AGREED** that the Ministry team would keep this Pastoral Care in review, particularly looking at appropriate links with the Anna Chaplain team and the Pastoral Care Group. | AM/GR |
| **14** | **Deanery Synod**  The item to note the Minutes of the February meeting had already been brought to the PCC. There was a meeting in June to pull it together. It was felt that anyone who might stand for the Deanery Synod should take care that they are able to attend the meetings. KAO had requested to be part of this group.  **AGREED** that DG would report on the latest position on Karamoja and would also report to the PCC at each meeting. | DG |
| **15** | **Items for next agenda** – many items would be automatically included in the agenda, but the following were highlighted for discussion next time:   1. Eucharistic Assistants 2. Diocesan and Deanery Synod, including Karamoja 3. A section from “Looking Forward” 4. Safeguarding 5. Staff and Volunteers sub-group 6. PCC meal |  |
| **16** | **Dates of next meetings**  Confirmation that PCC meetings would take place on the 2nd Tuesday of every month (except August and December) from 6.30 to 8.00 pm.  The APCM would be on Thursday 25th May at **6.30 pm** in St. Lawrence Church  Additionally, discussion on Living in Love and Faith sessions had been agreed to be held at 6.30 pm on the following Thursdays. It was agreed that they be held at the Church of the Holy Rood.  1st June  29th June  6th July  20th July  1st August (Tuesday) |  |
|  | **Special mention**  As Alan Armstrong would be relinquishing his role as Church Warden at the Church of the Holy Rood at the APCM this would be his last meeting of the PCC. Grateful thanks were recorded to him for his work over the years. |  |
|  | **The meeting concluded with prayers at 8.22 pm** |  |

**SH/10th May 2023**