**POTR Parochial Church Council meeting**

11th July 2023

6.30-8.00pm, All Saints Church Hall

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| **No.** | **Item** | **Attachment** | **Action** |
| 1 | Open with prayer led by Revd Gordon Randall |  |  |
| 2 | Attendees – Helen Walters (HW), Robin Kemp (RK), Sarah Neish (SN), Angie Briggs (AB), Derek Gurney (DG), Tori Hewitt (TH), Craig Stolten (CS), Lisa Hillan (LH), Gordon Randall (GR), Cheryl Fisher (CF) (via Teams)  Philippa Penfold (taking minutes)  Apologies - John Vivian, Matthew Bayliss, Andrew Micklefield, Sue Hubbard, Keith Arrowsmith-Oliver, Wendy Burnhams  Declarations of Interest – none |  |  |
| 3 | Minutes of last meeting agreed | 1 |  |
| 4 | Matters arising not otherwise on the agenda:   * Declaration of interest / Trustee suitability forms reminder to send forms to office * Busy Bees contract – not yet signed. Has agreed monthly utility costs. No further update * Admin Review – in progress * School governors - still needed * Charitable giving – identifying charities Ministry Team met – see report. Need more time to consider options. F&A looking at percentage of income. Return to PCC in October. * Living in Love + Faith update – no decisions yet from General Synod. Deanery Synod to be invited to take course.   Damage to tower door at St Lawrence – urgent matter discussed | 2  3 | PCC/Office  Matthew B  Matthew B  Andrew/Helen |
| 5 | Highlight item (a space for an issue identified as needing special attention)  Risk Register – to discuss attached Draft and identify risk areas and actions to mitigate those risks.  Draft Risk Register has been circulated. This was **APPROVED by PCC** in its current form and will be published as agreed on the POTR website. This register to be brought back to PCC on annual basis for review. | 4 | Office |
| 6 | Exec Committee (issues and minutes of last meeting for info)   * Minutes for info - not been circulated. JV to circulate * PAT testing – David Hillan (DH) will be renewing his training. This will be shared with Eccl Ins to check that his is deemed a ‘competent person’ before DH can liaise with CWs for the testing at each building |  | John Vivian  Lisa/Office |
| 7 | Fabric Committees (issues and minutes of last meeting for info)   * St Lawrence   + Forming of Fabric Committee – meeting Sat 15th July. Damage to tower door to be considered * Holyrood   + Minutes of 20th June for info Bees problem – two quotes have been obtained. To be brought back to PCC for final decision * All Saints – new committee of four people. Meeting to be arranged * St Peters – no meeting recently | 5 |  |
| 8 | Worship + Spiritual life (issues and minutes of last meeting for info)   * Sidespeople list Current list has been distributed. SN to provide names for St P. AM to hold list and to be reviewed annually at APCM meeting * New Bishop of Winchester has been announced. * No further update at this time |  | Rev Andrew |
| 9 | Looking Forward Recommendations  ( 1 set of recommendation at alternate meetings)  Growing Community  Report circulated. POTR already leading many initiatives. Items discussed individually   * Communities and Outreach working on extending their membership for outreach work (see item 11) * Encourage people to get involved in activities * 2.4 item – engagement with Wooteys/Manor estates. Need further work on this. * Item 5 – reordering of St L discussed * Report to be kept under review | 6 |  |
| 10 | Finance + Admin (issues and minutes of last meeting for info)   * Current budget position – 1st quarter report given. On budget at the moment. Budget to be provided quarterly with addition of fabric committee budget breakdown. * Suggestion that the Butts Church should be asked to increase their contribution due to the increase in energy costs. Has agreement been signed? Andrew to confirm for next F&A meeting * Policies table (standing item) – Staff and peoples Committee to take ownership of some new policies. * Draft POTR “Basis for governance / structure”   Matthew B reviewing   * GDPR policy update – waiting for new C of E guidance * ? Health + Safety policy – draft acquired from Churchwardens Facebook group. Staffing and People Committee to take this on for each building * Minutes of last meeting for info only – thank to CF for minute taking from Luxembourg | 7  8  9 | Treasurer  Andrew  Matthew B  Matthew B  Lisa  Matthew B |
| 11 | Communities and Outreach (issues and minutes of last meeting for info)   * Church away day – Cathedral visit on a 5th Sunday suggested, possibly June 30th 2024. To be confirmed * Minutes for info * GAP Travelling meals going well. Afternoon tea will be next * Tea at Beech also going ahead * New marquee has arrived. * New venture of summer lunches at HR now underway. * Ride and Stride needs a push * Harvest arrangements – walk from Beech to HR with floral displays at each church. No specific harvest meal for Parish but each church can organise their own if wanted. * Skittles evening | 10 | Robin Kemp |
| 12 | Children, Youth + Families Committee  (issues and minutes of last meeting for info)   * Communication Policy for Youth Ministry” policy for review / approval – has been worked on by LH and RK with input from Martha. **Policy approved by PCC**. To be put on website. * Superhero Summer Club in August * Martha has had a good year and is building contacts with the schools * Glow has been a particular success – could do with more volunteers. Good opportunity for teaching | 11 | Parish Office |
| 13 | Staff + Volunteers Committee  (issues and minutes of last meeting for info)   * Update on formation deferred to next meeting as Matthew not present |  | Matthew Baylis |
| 14 | Deanery Synod   * Karamoja – no update * Clergy wellbeing was discussed * Parishes in Deanery working together due to lack of resources * Living in Love and Faith course being offered to Deanery parishes– dates have now been agreed * Date of next meeting: 19th Oct, 19th Feb, 26th June, 24th Oct (venues tbc) * Minutes of last meeting to be circulated when available |  |  |
| 15 | Safeguarding – no issues reported  (standing issue in case needed)   * Training link – Sally Kemp to provide link for online training. She will also provide information of who needs to do the training * Safeguarding information in church buildings – posters have been distributed to all churches and are available for collection from Andrew’s back door. |  | Sally Kemp  All CWs |
| 16 | Items for next agenda  Envelope giving article in Parish Matters – St P’s and AS congregation members confused as to what they need to do in order to stop the blue envelopes. GR and CF offered to come and explain how to set up Parish Giving scheme.  Feasibility of an outreach event in conjunction with other Alton churches. |  | Gordon/Cheryl  Robin |
| 17 | Dates of next meetings  (2nd Tuesday of every month except Aug + Dec)  12th September, 6.30pm at AS Hall |  | Parish Office to book hall |
| 18 | Close in prayer – meeting closed at 7.59pm |  |  |