**POTR Parochial Church Council meeting**

Tuesday 9th May 2023

6.00-8.30pm, All Saints Church Hall

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item**  **Apologies – Craig, Keith A-O, Sue Hubbard was unable to attend at short notice** | **Attac** | **Action** |
| 1. | Open with prayer |  |  |
| 2. | Safeguarding  (standing item in case needed)   * How to take action Flowchart * Safeguarding Action plan * Safeguarding audit * DBS * PCC members training   PCC discussed “red” items in Action Plan. PCC were clearly told “if you have a concern tell Rev Andrew and Safeguarding lead, and write it down.” All PCC members (except Deanery Synod members) MUST do training and have DBS. PCC was troubled by the number of DBS need for individuals. All volunteers working with children are DBS-ed, and shared DBS with Methodists for bereavement café. The PCC asked for a definition of a list of those volunteers covered by the procedure. The idea of a “safeguarding Sunday” was suggested.  The PCC approved the procedure.  The PCC approved the action plan.  ACTION:   * Sally will ensure everyone have methods to do training. * Sally defines who in various church groups need a safeguarding element to their recruitment. And reports back in January 2024. * All PCC members to do training by September PCC meeting. * The Admin team will be asked to update the safeguarding info up in churches | 1  2 | Sally Kemp  Andrew + Sally  All PCC  Parish Office |
| 3. | Minutes of the last meeting  + declarations of interest.  There were no declarations of interest.  The minutes were accepted as an accurate record.  ACTION:   * Admin team to ask all PCC members to compete a declaration of interest form | 3 | Parish Office |
| 4. | Matters arising not otherwise on the agenda:   * Busy Bees contract   Contract will be returned in the next couple of weeks   * Admin Review   Almost complete   * Governors for Andrew’s Endowed & St Lawrence   Andrew will find out what we need   * Living in Love + Faith update   1st session has happened |  | Matthew Baylis  Matthew Baylis  Rev Andrew |
| 5. | PCC Appointment   * Vice Chair – Helen Walters * Hon. Treasurer – Craig Stolton * Minute Secretary – Sue Hubbard * Safeguarding officer – Sally Kemp * Committee Chairs – the chairs didn’t change |  | Rev Andrew |
| 5. | Highlight item: Charitable/Mission Giving  Andrew circulated comments that came up at the APCM on this issue. PCC agreed:   * that any relationship with a charity should last 3 years. * To find a local, national and international charity * Giving would be separate from giving to POTR   ACTION:   * F+A to quantify 10% of income and present back to PCC (Oct PCC) * Clergy to design a process for identifying charities (Oct PCCC) | 4 | Helen Walters  Andrew + Gordon |
| 6. | Exec Committee   * Minutes of 22nd May mtg * Fixed Electrical Testing * Pat Testing update   (issues and minutes of last meeting for info)   * Meetings set for 3rd July, 4th Sept, 6th Nov – all 5-6pm via Zoom.   Fixed Electrical testing is underway.  PAT testing  ACTION:   * PAT testing - Admin team to update Exec Chair on progress on PAT testing. * PAT testing - Admin to operationalize with CWs | 5  6 | Parish Office  Parish Office |
| 7. | Fabric Committees  (issues and minutes of last meeting for info)   * St Lawrence   - Guttering & tiling update  - Glass repair and wire grills  - Parish Centre lighting – agreed  PCC were told that there is no functioning fabric committee at St Lawrence and that the CWs are setting one up.  ACTION: St L’s CWs to report back to next PCC about setting up the fabric committee   * Holyrood – Burial Criteria - agreed   (minutes for info) - noted   * All Saints – Boiler repair - approved * St Peters - noted | 7  8 + 9  10  20 | John Vivian |
| 8. | Worship + Spiritual life  (issues and minutes of last meeting for info)   * Eucharistic Assistants –   ACTION: PCC approved Andrew’s list. Andrew will send round a list   * Sidespeople   Action: PCC members to send Andrew names of sidespeople / vergers |  | Andrew  All PCC |
| 9. | Finance + Admin  (issues and minutes of last meeting for info)   * Current budget position – this will be provided for the next meeting * POTR Admin pay rates - approved * Policies table (standing item) - noted * Reserves Policy (for agreement) - agreed * Investment Policy (for agreement) - agreed * Trustee suitability form – all PCC members to complete and send to admin * Draft POTR constitution – to be approved at the next PCC – needs to be renamed – “Basis for governance / structure”. Comments to Matthew * GDPR policy update – waiting for Andrew to tell Lisa when new guidance is published * Risk Register (to explain and for full discussion at next meeting) – PCC members to consider draft and bring comments to next PCC meeting * Minutes of last meeting | 11  12  13  14  15  16  17  18 | Craig Stolten  All PCC  Parish Office  All chairs  Matthew Baylis  Andrew  All PCC |
| 10. | Communities and Outreach  (issues and minutes of last meeting for info)  *Nothing to report* |  |  |
| 11. | Children, Youth + Families Committee  (issues and minutes of last meeting for info)   * Communication Policy for Youth Ministry” policy for review / approval – this is being fully reviewed with the aim of bringing to the July PCC meeting | 19 | Robin Kemp |
| 12. | Staff and Volunteers Group  (issues and minutes of last meeting for info)   * *Nothing to report* |  |  |
| 13. | Looking Forward Recommendations  (1 set of recommendation at alternate meetings) |  | For July PCC |
| 14. | Deanery Synod  (issues and minutes of last meeting for info)   * Meeting to take place on 20/6/23   The date of the next meeting was noted – Oct 19th 2023 | 21 |  |
| 15 | PCC Meal  Plan for a shorter July PCC and then for a drink |  | For July PCC |
| 16.. | Items for next agenda   * Diocesan & Deanery Synod (Karamoja) * Next section of “Looking Forward”   Need an item on the budget and current position.  Away Day – whether we have one |  | Rev Andrew  Helen Walters  Robin Kemp |
| 17. | Dates of next meetings  (2nd Tuesday of every month except Aug + Dec) |  |  |
| 18. | Close in prayer |  |  |

Living in Love and Faith:

Dates for sessions agreed on 4th May - all at 6.30pm, venue tbc:

Thurs 1st June

Thurs 29th June

Thurs 6th July

Thursday 20th July

Tuesday 1st August