**POTR Parochial Church Council meeting**

Tuesday 9th May 2023

6.00-8.30pm, All Saints Church Hall

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| **No.** | **Item** | **Attachment** | **Lead** | **Time** |
| 1. | Open with prayer |  |  | 6.00pm |
| 2. | Safeguarding  (standing item in case needed)   * How to take action Flowchart * Safeguarding Action plan * Safeguarding audit * DBS * PCC members training | 1  2 | Sally Kemp - Parish Safeguarding Officer | 6.10pm |
| 3. | Minutes of the last meeting  + declarations of interest. | 3 | Rev Andrew | 6.20pm |
| 4. | Matters arising not otherwise on the agenda:   * Busy Bees contract * Admin Review * Governors for Andrew’s Endowed & St Lawrence * Living in Love + Faith update |  | Matthew Baylis  Matthew Baylis  Rev Andrew  Rev Andrew | 6.25pm |
| 5. | PCC Appointment   * Vice Chair * Hon. Treasurer * Minute Secretary * Committee Chairs |  | Rev Andrew | 6.35pm |
| 5. | Highlight item: Charitable/Mission Giving | 4 | Rev Gordon | 6.45pm |
| 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. | 5  6 | John Vivian | 6.55pm |
| 7. | Fabric Committees  (issues and minutes of last meeting for info)   * St Lawrence   - Guttering & tiling update  - Glass repair and wire grills  - Parish Centre lighting   * Holyrood – Burial Criteria   (minutes for info)   * All Saints – Boiler repair * St Peters | 7  8 + 9  10 | Churchwardens | 7.05pm |
| 8. | Worship + Spiritual life  (issues and minutes of last meeting for info)   * Eucharistic Assistants * Sidespeople |  | Rev Andrew/Rev Gordon | 7.20pm |
| 9. | Finance + Admin  (issues and minutes of last meeting for info)   * Current budget position * POTR Admin pay rates * Policies table (standing item) * Reserves Policy (for agreement) * Investment Policy (for agreement) * Trustee suitability form * Draft POTR constitution * GDPR policy update * Risk Register (to explain and for full discussion at next meeting) * Minutes of last meeting | 11  12  13  14  15  16  17  18 | Helen Walters / Treasurer | 7.30pm |
| 10. | Communities and Outreach  (issues and minutes of last meeting for info)  *Nothing to report* |  |  | 7.45pm |
| 11. | Children, Youth + Families Committee  (issues and minutes of last meeting for info)   * Communication Policy for Youth Ministry” policy for review / approval | 19 | Robin Kemp | 7.50pm |
| 12. | Staff and Volunteers Group  (issues and minutes of last meeting for info)   * *Nothing to report* |  | Matthew Bayliss | 8.00pm |
| 13. | Looking Forward Recommendations  (1 set of recommendation at alternate meetings) |  | For July meeting |  |
| 14. | Deanery Synod  (issues and minutes of last meeting for info)   * Meeting to take place on 20/6/23 |  |  | 8.10pm |
| 15 | PCC Meal |  | Matthew Bayliss | 8.15pm |
| 16.. | Items for next agenda   * Diocesan & Deanery Synod (Karamoja) * Next section of “Looking Forward” |  | Rev Andrew | 8.20pm |
| 17. | Dates of next meetings  (2nd Tuesday of every month except Aug + Dec) |  |  | 8.25pm |
| 18. | Close in prayer |  |  | 8.30pm |

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