**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
 | 12 |  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 BaylisMatthew BaylisRev AndrewRev 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.
 | 56 | 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
 | 78 + 910 | 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
 | 1112131415161718 | 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