**Draft Notes of POTR Parochial Church Council meeting**

9th January 2024

Church of the Holy Rood, Holybourne

**Present:** Revd A Micklefield (Chair); Matthew Bayliss (MB); Angie Briggs (AB); Cheryl Fisher (CF); Derek Gurney (DG); Lisa Hillan (LH); Robin Kemp (RK); Clive Muller (CM); Keith Arrowsmith-Oliver (KAO); Sarah Neish (SN); Craig Stolten (CS); John Vivian (JV)

**In attendance**: Mark (MP) and Phillipa Penfold (PP)

**In attendance:** (for first item on Resurrection Furniture) John Hubbard, Robin Lees and Tim Codling and (for Safeguarding item) Sally Kemp

**Apologies**: Wendy Burnhams, Tori Hewitt

| **No.** | **Item** | **Action** |
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|  | Proposed changes to the Charitable Objects of Resurrection Furniture.  A separate meeting of members of Resurrection Trading CIO was held. See minutes separately recorded. | AM |
| 1 | Open with prayer 6.25pm |  |
| 2 | Apologies + Declarations of Interest. Noted:   * RK Trustee of the Kings Arms * LH member of staff at KA |  |
| 3 | Minutes of last meeting – agreed and signed |  |
| 4 | Matters arising not otherwise on the agenda   * Appointment of Associate Vicar – Confirmation of appointment of Rev David Chattell, moving to Holybourne Vicarage Feb. Licensing on Monday 18th March – Venue tba. * Admin Review – no movement since last PCC – Feb. meeting scheduled. * School Governors and Chair – several vacancies (especially Andrews Endowed) now filled. Remaining vacancy at St. Lawrence being filled currently. * Union of Benefices – Church Commissioners have agreed but petitioners have 28 days to appeal. * Charitable Giving – at recent meeting need for advocates for various charities agreed. Suggested charities should be a local, a national and an international. On-going work, then to PCC, following which announcement to congregation at APCM | MB  AM  AM  AM |
| 5 | **Safeguarding**  Sally Kemp explained position on 3 non-British Citizens who had full DBS checks completed but for whom Diocese regulations required risk assessment. See confidential minute on full detail. **AGREED:** that PCC would conduct risk assessment to comply with Diocese requirements.  Policies on Safeguarding, Child Protection and Domestic abuse had been reviewed and were **AGREED**. | SK  Admin |
| 6 | **Futures Group Recommendations - Service structure**  The paper circulated from AM refers. **AGREED** it would be reviewed once the Associate Vicar and Curate were in post. More progress was required on training.  Points made/discussed:   * Action required on a range of issues, especially to ensure that Parish was following guidance/being consistent. * Clarity practical application in sermons * Action plan required on communications following evaluation, eg Parish Matters, Sunrise, social media, Website. (? Role of BLS on website) Concentrated effort required. * Check on benefits v actions would be necessary. * Re-ordering at St L should be examined (post pandemic)  **AGREED -** a small group would meet (MP **+** Church Wardens and St. Lawrence representatives) to take forward­. * Item 9.3 (Beech) to be placed on Exec Agenda | All  All  PP to co-ordinate |
| 7 | Exec Committee  Discussion on future meeting schedules. **AGREED**: Bi-monthly PCC and in the month between The Executive Committee to be chaired by AM. This would be a Standing Committee of the PCC, a forum for Church Wardens, and buildings committee. (Tuesdays were not convenient for JV).  Noted: currently the communication systems working well and PP would co-ordinate papers. Eco church up-date delayed to March. | PP |
| 8 | Fabric Committees  St Lawrence  Noted: Tower guttering fixed, pathway and choir vestry roof done. Volunteers active (WhatsApp group) Cooker and dishwasher in Parish Centre repaired/replaced. Faculty eventually obtained to repair broken window.  Holyrood  Minutes of 5/12 attached to papers. Terrier lost. Kitchen hatch needs repair.  All Saints  Shed repaired. Black marks on carpet investigated by MP. (Specialist cleaners needed for removal of mould. Quotes awaited for work to make level floor near dais.  St Peters  MP was investigating/suggesting priorities. Issues to go to Exec. | PP  MP  PP |
| 9 | Worship + Spiritual life   * Pastoral Group Proposals from AM were good. Next step - conversation required with Anna Chaplain. * Lent lunches - to start after Ash Wed. for 5/6 weeks. Proceeds to Karamoja. * Lent sessions organised by churches in Alton (Thursdays) – looking at how early church shapes church today. | AM  KOA |
| 10 | Finance + Admin   1. Current position (as of Sept 2023) – circulated as attachment 9. Income to September was £1,754 under budget, expenditure also less than budget by £7,189. Therefore £5,435 better than anticipated. Current up-date awaited (bookkeeping) 2. Draft budget for 2024 (item 10) – Predicted £8,349 loss based on increase in costs/inflation + allowing £6,965 for charity. Total budget (in draft) £235,917. 3. Utility budget (item 11) predicted £11,948.75 costs. All to inform CS if figures inaccurate. Both draft budgets will be agreed at next meeting. 4. Minutes of last meeting of FAC circulated with agenda. Noted: clarification of difference between ‘fund’ and ‘budget’. Also fabric pots for each church building are savings accounts and won’t be topped up. 5. Plan to centralise fabric fund where not given for specific needs (providing proper explanation given). 6. Management of church halls – responsibility to be agreed, i.e. church wardens or admin team and what system would be most appropriate.  * Stewardship campaign. Education of congregation required, and discussion as to how this might be done by a small group. MP would look at QIs and see what is involved. Need people to understand mission and ministry and this is how it’s funded. Focus should be both on fabric AND other needs. * F and Admin to come up with a plan of which groups do what to be raised at APCM if ready. * Policies table (standing item)   Updates due:   * + Baptism (with Ministry team)   + Bellringing (St L and AS) – Increased numbers noted.   + Child Protection (see above minute – actioned)   + Safeguarding (as above) | CS  All  CS  All  MP  All  HW  AM |
| 11 | Communities and Outreach   * Xmas tree festival very successful – good funds for charities. * Pop Up Carols – more events + more numbers * Very successful Christmas party * Fish and chip supper/quiz – new date to be agreed. * Away day – end of June. Likely at Winchester. Consultation with Dean current. | KAO  AM |
| 12 | Children, Youth + Families Committee  **AGREED:** to accept KA’s offer to run for 3 years (costs £6k) :   * a weekly 11/18 Discipleship session on a Monday evening for 1.5 hours (Unite); * 2 weekly lunch Clubs at Amery Hill and Eggar’s Schools; * A WhatsApp support group   A Service Level Agreement effective from 9/1/24 to 31/12/27 (previously circulated) offered recruitment of Y and C worker and Resurrection Trading would be asked if they would fund it | RL/AM |
| 13 | Staff and Volunteers Committee  First meeting held in Nov, next scheduled 16th May. Health and Safety policy commenced. | MB |
| 14 | Deanery Synod – nothing to report. Next meeting 19th February – (COGS Four Marks) Attendance of Bishop asap. | AM |
| 15 | Items for next agenda:  Living in Love and Faith – Prayers of Blessing. Noted: involvement of PCC - March agenda. | HW |
| 16 | Dates of next meetings  (2nd Tuesday of every month except Aug + Dec)   * Tuesday 12th March 2024 for PCC * Proposed Exec mtg - Wed 14th Feb – 5pm (half term so tbc) |  |
| 17 | Close in prayer - 8.30pm |  |

Sue Hubbard/9/1/24