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

Tuesday 14TH May 2024

All Saints Church Hall – 6.30 pm

**Present:** Revd A Micklefield (Chair); Matthew Bayliss (MB); Angie Briggs (AB); Tori Hewitt (TH); Lisa Hillan (LH); Robin Kemp (RK); Clive Muller (CM); Sarah Neish (SN); Craig Stolten (CS); Helen Walters (HW)

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

**Apologies**: Wendy Burnhams, Keith Arrowsmith-Oliver, John Vivian, Derek Gurney, Revd David Chatttell, Cheryl Fisher

**Minute Sec:** Sue Hubbard

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| **No.** | **Item** | **Action** |
| 1 | Open with reading and prayer  |  |
| 2 | Apologies + Declarations of interest declared: PP – Admin Review |  |
| 3 | Minutes of last meeting of 12th March 2024– agreed and signed. | PP/SH |
| 4 | Matters arising not otherwise on the agenda**Union of Benefices**. Noted that BLS had joined together into one parish, and we are now titled The Benefice of the Resurrection wef 1/4/24. We can still be Parish of the Resurrection and The Parish of Bentworth, Lasham & Shalden separately. Officers elected to their PCC. We undertake some of their admin (costs to them £1,500) Website will be ultimately joint.**Sharing All Saints with Butts Church.** Working well – further review in the autumn – Cheryl Fisher co-ordinating**Meter readings.** Companies had requested meter readings.  |  |
| 5 | **Executive Committee.** Minutes of 9/4/24 noted. Building Adviser role to be discussed at next meeting.  | AM |
| 6 | **APCM** – 22nd May. Details on website. Nomination forms required. Still need Deanery Synod reps. Awaiting finances to go on website. Opportunity to be taken to discuss Charities. **AGREED** MP & PP to be co-opted. Nomination for vacant Church Warden at St. Lawrence in place. Paper copies of reports required for 22nd. | AM/PP |
| 7 | **Admin Review.** * Administrator job descriptions drafted/circulated with agenda. Discussion required on exact split between 2 Administrators. **AGREED** - report back to next Exec meeting.
* Terriers + log books had been discussed by Administrators. Log book straightforward. **AGREED:** Church Wardens to check what equipment/photographs are available and liaise with office as to what information needed, ultimately to be held electronically centrally.
 | MBCWsPP/EE |
| 8 | **Fabric Committees*** **St. L** Re-ordering is pending. Noted brass cleaning done. Fabric Group had met on 12.05.24
* **Church of the Holy Rood -** minutes previously circulated.
1. Boiler. Factors discussed as per proposal document previously circulated. Radiator costs (2 required) could be covered via a grant from Cllr Graham Hill. Savings estimated as £2,754 pa would recoup investment in 4 years. Reliability/environmentally sound critical. Expert investigation proposed costs of circa £8k. for replacement. **AGREED:** to replace boiler and using the known and reliable provider (Gary Martin) to undertake work. Contract to be forwarded to PP. Congregation to be informed. Given it is community asset **AGREED** to request contributions from the community via the Holybourne Magazine.
2. Agreed to requesting loan monies from Diocese for ease of cash flow
3. Incident of broken pelvis caused by serving hatch door noted. Had been repaired, but personal injury claim would be made. (evidence to be provided). HW, MB, MP, AM meeting to discuss further
* **All Saints** Water ingress caused large damp patch inside. AB to discuss with MP.
* **St. Peters** MP/SN had looked at timber repairs. **AGREED** Quote of £2,300 plus VAT (above the £1k limit for agreement for 1 quote) from George Harrison accepted, this was from good/known provider and should avoid delay. £3,163 in fund which would cover timber work, although painting required. Simon Cross to be asked to quote.

**AGREED** that as the £1k level over which 2 quotes are required could be impractical & cause delays, this should be reviewed on a case-by-case basis, and where possible contracts to be awarded to known providers, a list of which was being compiled. Expenditure to be formally agreed by Executive Committee or PCC (whichever reduced delay) However, where an unknown contractor was used and expenditure over £1k, 2 quotes were required. | HW/MB CSHW/MBHW ABSNPP Church Wardens |
| 9 | **Worship & Spiritual life** Noted: Vicky Semple not coming as Curate for personal reasons.**Stewardship Campaign**. 2023 accounts to be presented to APCM with budget for 2024. Finance Committee discussion needed on exactly we are asking for; thank you letters to go out before the summer. Campaign in September.**Pastoral Team**. Development work in progress, with next meeting shortly. | CSSN |
| 10 | **Finance + Admin** Minutes of last meeting had been circulated. In this current year budgeted to over-spend. Particular issues:* GDPR work had been undertaken. Noted that general e-mails should only be used for a particular group. BCC was a safe option. Old e-mail addresses to be deleted. All to check whether individuals are on database.
* Reserves Policy **AGREED**
* Bell ringing Policy **AGREED**
* Baptism Policy – draft awaited
* Recruitment of ex-offenders – on the agenda for Staff & Volunteers Committee
* Health and Safety Policy – MP would be pleased to get involved. Work starting soon from Staff and Volunteers Committee. Risk Assessment Review from Insurance Company. MB to send information to PP after an imminent meeting.
 | AllPPMB |
| 11 | **Communities and Outreach** * The notes of the meeting on 22/4 had been circulated. Key points:
1. GAP travelling meals postponed.
2. Parish Tea – Sunday 21st July, Beech
3. Skittles evening – Holy Rood, with portable skittles alley.
4. Parish away day (cancelled last year) at Bentworth Village Hall. (possible date 14th September) with use of school grounds. Content tbc but proposal is to link it with an Evangelistic event later in the year. Canon JJohn booked to speak. (Philo Trust)
* Follow on event (Wed 4th December evening) using process from a 30-page booklet. Evangelistic carol service. £5 charge to be made, each to bring a non-Christian, to be organised as POTR with Methodist Church. Costs £242 (Maltings) + donation to JJ. **AGREED** RK would prepare budget to present to July PCC.
 | RK |
| 12 | **Children, Youth + Families Committee** * I applicant for Youth Worker post, arrangements in hand for interview. (Panel to include RK and Sally Kemp)
 | RK/AM |
| 13 | **Staff + Volunteers Committee** Next meeting scheduled, with the possibility of a new member attending what was only the 2nd meeting. A paper previously circulated included proposal to increase hourly rates to Administrators by 3.2%. **AGREED**. | MB/CS |
| 14 | **Items for next agenda** Living in Love and Faith Pastoral GuidanceComparison of stats on numbers worshipping in last 10 years.Electricity costs | All |
| 15 | **Dates of next meetings**:APCM – 22nd May at 7.30 pm at Church of the Holy RoodExecutive Committee 11th JunePCC – Tuesday 9th July | All |
|  | Close with prayer | 8.30 |

Sue Hubbard/15th May 2024