**Notes of POTR Parochial Church Council meeting**

**14th November 2023**

All Saints Church Hall

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

**Apologies:** Revd Andrew Micklefield**,** John Vivian, Keith-Arrowsmith Oliver, Cheryl Fisher, Derek Gurney, Wendy Burnhams, Craig Stolton

**In attendance:** Philippa and Mark Penfold

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| **No.** | **Item** | **Action** |
| 1 | Prayer |  |
| 2 | Apologies (as above) + Declarations of Interest - none |  |
| 3 | Minutes of last meeting agreed – (10th Oct 2023). Item 3 of Matters arising – correct title is Alton and District Community Relief Foundation. | Minutes corrected and signed |
| 4 | Matters arising not otherwise on the agenda   * Replacing Assoc. Vicar – Shortlisting 15th Nov (2 candidates), Interviews Tues 28th Nov with Bishop David, AM, RK, HW and possibly DG. Hoped that Clergy would ask for help if required in interim. * Admin Review – MB had spoken to Philippa and Ellie, now would speak with AM. * School Governors and Chair - Andrews Endowed – still required. Noted that a Governor trainer there could provide support. * Union of Benefices – Progress awaited, meanwhile objections to be received in the new year. * Charitable giving update – Policy work awaited (AM/KAO both away). Article in November Sunrise noted. * Butts Church review – PP to set up meeting with representatives to discuss contract and costs. | MB  KAO  PP |
| 5 | Highlight item:   * PCC Membership – Between APCMs it is possible to co-opt members on to PCC. **AGREED** to co-opt Mark Penfold and Phillipa Penfold as non-voting members. Noted Mark’s expertise in buildings and Phillipa’s role within Parish. Electoral roll forms to be completed. | MP/PP |
| 6 | Executive Committee - (meeting between Church Wardens and Clergy)  Despite frequency originally agreed as every 6 weeks, this has not taken place. AM had suggested it could be pulled together when necessary.  Felt to be an important group that should meet regularly, in particular to discuss building issues, but also as forum for sharing of ideas and recommendations for Worship/support of clergy. Discussion on most effective use of members’ time in conducting business, at the same time as avoidance of duplication.  **AGREED:** A proposal to go to January PCC that Executive Committee and PCC would meet alternately, January would be PCC and February an Executive meeting. This would streamline discussions, avoid separate Fabric meetings and cut down duplication at PCC. On buildings MP would co-ordinate priorities as there are a number of issues under the Fabric heading. HW would document the proposal for discussion. | MP  HW |
| 7 | Fabric Committees  St Lawrence   * New lights installed in Parish Centre. * Cooker faulty. Quotes being obtained. * Dishwasher also not working. **AGREED** to replace it with a domestic one which is more fit for purpose than commercial variety. * Vestry roof under discussion.   Holyrood   * Minutes had been circulated. * Bellringing policy – had been reviewed. Noted neighbours   need to be notified of a special ringing.   * Disability access information to be placed on website. Office to action. Other Churchwardens to consider developing similar info for the other buildings.   All Saints   * Vestry being cleared. To be re-decorated. * Toilet and hand washing facilities need up-date. Quote required. – Butts Church prepared to share costs. * Congregation numbers are low. * Black patches appeared on red carpet in church. MP had inspected, likely to be from wet feet. * Little shed hosts boiler & some of timber rotting. Men’s Shed had agreed to inspect. * A formal Fabric Committee would be set up.   St Peters   * Quinquennial Report had been very long. Priorities need identification & photographs had been taken as a record. Next step - meeting to discuss carpentry needs. * Noted font also needed attention. Stonemason and carpenter needed. * Gutter leaks had been sorted out. | PP to get a quote  Office  Churchwardens  AB  AB  SN |
| 8 | Worship + Spiritual life   * Managing without an Assist. Vicar – content of AM’s report noted. No afternoon worship at HR once a month for now. * Pastoral Team – WB plans to hold meeting in Nov. for reps from each church to discuss needs. AM would like to attend. Other people who are not church wardens might take it on. Needs a co-ordinated and prayerful approach. * Lent lunches / Lent sessions – discussions underway. Works well at HR. KAO and RA will undertake it. * Plan for replacing Martha in place. | WB  KAO/RO  AM |
| 9 | Finance + Admin   * Current Budget position – not available as CS ill. Quarter 3 position will be available at the end of November and will be circulated then. * Minutes of last meeting (16/10) had been circulated. * Organist fees – Agreed to take up RSCM recommendation. * Policies table (standing item) Baptism – to be reviewed in Jan 24, Bell ringing in Dec 23 and Child Protection (currently being reviewed) for agenda for January PCC mtg. Domestic Abuse policy for February 24 and guidance awaited on GDPR. * Staff and Volunteers committee looking at Safeguarding and Health and Safety. | HW  Chairs of relevant committees  MB |
| 10 | Communities and Outreach   * Meeting next week – nothing to report * Outreach event – awaiting feedback from Minister’s mtg. | RK |
| 11 | Children, Youth + Families Committee   * Replacing Martha – nothing to add. | RK |
| 12 | Staff + Volunteers Committee   * First mtg on 30th Nov. | MB |
| 13 | Safeguarding   * Training had been completed by most members * Quarterly up-date from Sally at Jan mtg. | Members not already trained |
| 14 | Deanery Synod Derek has sent minutes through. Useful. |  |
| 15 | Items for next agenda   * Nothing additional |  |
| 16 | Dates of next meeting   * Tues 9th January 2024 – 6.30 All Saints Hall |  |
| 17 | Close -in prayer – 7.45pm |  |

SH/14th November 2023