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

Tuesday 10th September 2024

Church of the Holy Rood – 6.30 pm

**Present:** Revd A Micklefield (AM) - Chair; Matthew Bayliss (MB); Angie Briggs (AB); Revd David Chatttell (DC): Cheryl Fisher (CF); Derek Gurney (DG); Tori Hewitt (TH); Robin Kemp (RK); Clive Muller (CM); Sarah Neish (SN); Helen Walters (HW); Magnus Weighton (MW)

**Apologies**: Revd Wendy Burnhams, Lisa Hillan, Keith Arrowsmith Oliver,

Philippa Penfold, Mark Penfold, Revd Jon Rooke, Craig Stolten

**Minute Sec:** Sue Hubbard

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| **No.** | **Item** | **Action** |
| 1 | Open with readings (Psalm 62 and Luke Chapter 4, v 38/44) and prayers |  |
| 2 | Apologies + Declarations of Interest (none) |  |
| 3 | Minutes of 9th July PCC. **Agreed** |  |
| 4 | Matters arising not otherwise on the agenda   * Building Advisor Role – Meeting to be fixed between MP and Sarah Neish and Helen Walters decide on actions and roles. Noted Exec had approved paper(produced by HW/SN) * Pat testing – completed. Written evidence has been sent to the office | HW  LH |
| 5 | Risk Register  Assignment of 13 categories listed in paper dated July 23 (reviewed July 24)  so that specific sub-groups could monitor progress. **AGREED:**   1. Structural budget deficit (High) – F and A   2/3 Clergy well-being & Safeguarding (High) – Staff & Volunteers Cttee  4. Spending in excess of budget (Medium) -F and A  5. Severe damage to a church building (Medium) – Executive Cttee  6. IT + equipment failure in parish office (Medium) Vicar and Admin.  7. Failure to recruit Church Wardens (Medium) – Executive Cttee  8. Departure, illness, incapacity or poor performance of key staff (Medium) – Staff and Volunteers Cttee  9. Website failure (Medium) – Vicar and admin.  10. Fraud or theft (Medium) – Vicar and admin.  11. Activities bringing POTR into disrepute (Low) – Vicar + Admin  12. Failure of key provider of banking (Low) - F and A  13. Inability to meet financial obligations (Low) - F and A  Noted: Risk Register to go to PCC each year | All  HW |
| 6 | Administration   * Job descriptions. Awaiting discussion with staff. Titles Benefice Administrator and Benefice Buildings Officer. * Spending decision on website. **AGREED**  1. To share costs with BLS 2. To commission Carl Saunders (Website Designer locally) at a cost of £4,350 + VAT. – 2nd quote not necessary. 3. EE to support testing team of MB and MW + appropriate others. | AM  EE |
| 7. | Fabric Committees   * ST. LAWRENCE.   Pigeons still present in the loft. Awaiting appropriate time to deal.  MW looking at CCTV idea for Parish as a whole.   * HOLY ROOD   Boiler in situ.  Large tree concerns. 2008 survey referenced. **AGREED** to commission Sapling Arboriculture Ltd at cost of £810 (incl. VAT) – from Fabric Fund  **AGREED** to 6 small tables and a trolley to keep them in. £999.12 (2 quotes having been obtained) – to come out of Holy Rood Fabric Fund with surplus from POTR Fabric Fund.   * ST. PETERS   A large tree was causing concern. MB would call Sapling to see if this work could be included in Holy Rood work.  **AGREED** Retrospective quote from Donovan McIntosh for internal/ external maintenance and carpentry - Total costs - £2,312.50 + VAT. Noted that Resurrection Furniture had received a funding request (decision awaited), If received would go to POTR Fabric Fund.  ALL SAINTS  A worrying tree needs diagnosis (ideally to be included in above)  LED lights finally completed  20 new upholstered chairs with arms acquired.  Concern about water down drain pipe (MP opinion awaited)  A quote had been obtained from Helpful Greg for Hall (Office shelving, cleaning, outside panels, painting inside, skirting boards + contingency) @ £22 an hour. Total costs £2,856 including materials (except shelving in office) and including a £176 contingency. All Saints Maintenance Fund could be used. **AGREED** obtain additional quote prior to decision. | MW  MB  MB  SN  Decision to come back to PCC/Exec |
| 8 | Worship and spiritual team   * Noted thank you cards completed and circulated. Draft letter with agenda. (Request would follow for regular planned giving, then buildings and finally prayer) Comments requested on AM’s letter. MB suggested readers need clarity on message and CF that inflation should not be ignored. MB suggested FAQs to be included. * MB raised need for information on funding/grant pots. Jayne Tarry maybe available to discuss. * Pastoral Team – Sunrise article had been done. A number of comments had been received (SN). DC, SN, AM to meet as promised * Interest on Romans Course and looking forward to the sessions | ALL  SN  DC |
| 9 | Finance and Admin   * Budget position at June 24 satisfactory. Less in deficit than expected. * Giving good in some parts, no so in others * Individual Fabric fund figures have been given to help CWS. * Reminder for all to send in likely future expenditure. * Thanks to CS and TH for their hard work. * MB to contact Busy Bees on figures. * Policy table up to date. LH to work on GDPR for report in November. Communication Policy for Youth Ministry to be reviewed in Aug 26.   Office to change review dates where necessary. | All  MB  Admin |
| 10 | Communities and Outreach   * 14/9 Away day - likely 80 attendees. * Christmas unlocked – 4th Dec. Harvest church had waived fee (£250) for Maltings. Posters being prepared. Tickets from early Oct. Follow up meeting a week later at Goldfinch. Support from local churches. Anticipating 350 people. People to think who to invite. * Arrangements for Harvest lunch underway (SN) | RK  SN |
| 11 | Children, Youth + Families Committee  Recruitment of Y and C Worker. Now there was a question of whether this could be a full-time post. (Meeting on 17th September) | RK |
| 12 | Staff + Volunteers Committee   * No further minutes since May. * A possible area is on C of E Clergy well-being. AM felt that discussion should include ‘the whole people of God’ with a role within the Church. * Risk assessments – oral up-date. Chased by insurers to put H and S policy in place. Linked to that risk areas in the buildings and performing a review, i.e. congregations and visitors. Paul Susans had prepared papers to go to the Fabric Committees or local church groups so that a view can be formed on content. PS to attend those meetings. **AGREED:**  PS to go to Exec mtg. | MB/AM  MB to invite PS to Oct Exec |
| 13 | Vision going forward  The values of Proclaiming the Risen Jesus, Steadfast in Faith, Active in Service introduced 10 years ago. **AGREED** to review with proper reflection time. (BLS to be included) to take place in early 2025. Some of the questions:   * Are we over-committing ourselves? Are we looking after each other? * Are there too many meetings? * What changes are required – what are our priorities – what do we need to look like in 10 years? How can we adapt? More young people – how? * Noted huge difference in responsibilities in last 10 years, i.e. now 7 churches and much change. * Important for Ministry Team to be involved. | AM and all |
| 14 | Deanery Synod  On 14th Oct Alton Deanery meeting with Bishop, visiting 3 different churches (including Bentley and FM/Medstead) | DG |
| 18 | Dates of next meetings   * Executive Committee – Tuesday 8th October – 6.30 pm HR * PCC Nov AS |  |
|  | Meeting closed with prayers at 8.45 pm |  |

Sue Hubbard/11th September 2024