**Parish Executive Committee Meeting – 27th February 2024**

**All Saints Hall - 6.00pm**

**Present:** Rev Andrew Micklefield (AM), Clive Muller (CM), Helen Walters (HW), Angie Briggs (AB), Sarah Neish (SN), Mark Penfold (MP), Philippa Penfold (PP) (taking notes)

**Apologies**: John Vivian (JV), Matthew Bayliss (MB)

1 Open with prayer

2 Apologies + Declarations of Interest

3 Minutes of last meeting - none

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| **4. Standing Committee -** *To transact the business of the PCC between its meetings, as directed and advised by the PCC or acting in the best interests of the PCC.* |
| * Charitable Giving Policy
 | Report had been circulated. Need to go to PCC for final approval, and then presented to APCM. Charities to be reviewed by PCC annually. Charities suggested in report approved. Policy to be reviewed every 3 years.**AGREED** |
| * Admin Review
 | Report had been circulated. MB and AM had met with PP and Ellie Elder (EE) to discuss. A number of projects fall out of this report, such as website renewal, GDPR and database storage. EE has been asked to take these projects on. Also log books and terroirs – this will involve some work to transfer from paper to digital form. Both administrators work over and above their contracted hours currently so they will need to have more hours to achieve the extra projects – possibly 10 hours per week.Alresford Deanery is now without an area Dean with David Chattell moving to POTR. Bishop David has asked if the two deanerys could be held in pluarity with Andrew as Area Dean and David as Assistant Area Dean. The resulting stipend uplift available would be made to POTR for extra administration.This would be reviewed after one year.BLS also will require extra office hours, and could be asked to contribute towards this.EE has been asked to take on these extra hours and would be willing to take this on, apart from the log book/terroirs that PP will help with. |
| * Financial Delegations of Authority
 | Report had been circulated and suggested draft process/policy. Addition of MP name to Buildings section for emergency work. **APPROVED.** To be reviewed in 3 years time. |
| * Basis of Governance Document
 | Report had been circulated as AM has updated the document.**AGREED** to take to next PCC for final approval. |
| 1. **Building Committee**
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| * Mark Penfold’s role
 | The Executive group has oversight of Building projects. MP has been co-opted onto the PCC to lead on that role. A discussion took place on what that role should be.MP suggested two functions – basic repair and maintenance and enhancing spaces to improve spiritual life. Main driver will come from the QI that are produced each 5 years. Priorities from each QI should be worked across the parish if possible.MP suggested that a 5-10 year plan be produced to cover all QI’s to look at the strategy for projects for all the buildings in the whole parish.CW’s to email MP with the projects they think need doing in their churches, which may be additional to the QI report.MP to produce a draft document and bring back to April Executive meeting, which would be for further discussion.Any CW’s with a building problem can access advice from MP, via the Parish Office. MP can then offer advice and possibly come out and visit and meet on site if necessary.Any work required by the strategy documents will be costed, and work projects approved according to the spending tree/delegated approval policy.**AGREED** |
| * All Churches QI reports
 | See point 1 |
| * Developing a forward planner
 | See point 1 |
| * St Lawrence re-ordering
 | MP, AM and CW’s had met to discuss a way forward, including removal of pews and underfloor heating. Further meetings will look at the project plan and budget for this work. Due by September 2024. |
| * Holy Rood boiler
 | A report has been circulated from a heating engineer with a suggested approach to replacing the boiler. This will now be included as part of the POTR strategy document being produced by MP. Comparison of fuel costs (kilowatt useage) would be helpful. HW to ask heating engineer to look at this. |
| * LED lighting in AS Church
 | Glen McCaul has looked at this and has produced a quote at cost. Glen would do the work for free. Diocesan approval (probably List A) will need to be sought. **APPROVAL** given for £3,566.65 given for work to go ahead. |
| * Reports from Fabric Groups
 | **St P** – the discussion about the future of St P’s from the Future’s Group report. Where should this be discussed? This to be looked at over a 10 year plan period, with possibly a discussion starting with the local Fabric Group. SN to take this forward. |
| 1. **Churchwardens Forum -** *A collegial point of contact and interest for Churchwardens and the life of individual churches. A place to share ideas, thoughts and plans for the communal life of POTR, to make recommendations to the PCC and other committees, and to oversee and make recommendations for the Parish Diary alongside the Worship and Outreach Committee.*
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| * APCM date and agenda
 | Thursday 18th April 2024 |
| * Future Services and rota
 | AM has circulated the proposed rota. Some personnel changes will occur since this has been sent out to the ministry team.Service pattern is working so no proposed changes. |
| * Associate Vicar Licensing service
 | Monday 18th March 2024 in St Lawrence at 7.30pm. AM would like CW’s to be there to process with their ‘wands’. Prosecco, soft drinks, nuts/crisps and cakes (to be provided by SN). |
| * Pastoral Group – a way forward
 | SN and AM have had a discussion about Anna Chaplaincy. What is the boundary on what we can ask Kate to do and what we can do within our own congregation? Need to have a pastoral group within the parish. Each church to put forward a nominee for this group. SN would co-ordinate this group, but AM and David Chatell would also feed into this. |
| 1. Any Other Business
 | HW presented a draft budget. AGREED to take this forward to the PCC and APCM. |
|  | Risk Assessments and H&S Policy – this is being looked at by Staff & Volunteers committee. |

Meeting finished at 19.45

Notes prepared by Philippa Penfold