

# ExNotes of POTR Executive Group Meeting

Tuesday 11<sup>th</sup> June 2024

Held via Zoom

Present: Revd David Chattell (DC), Philippa Penfold (PP) (taking notes), Mark Penfold (MP), Helen Walters (HW), Matthew Bayliss (MB), Angie Briggs (AB), Sarah Neish (SN)

No	Item	Notes	Action
1	Open with prayer	Revd David opened the meeting with a prayer	
2	Apologies + Declarations of Interest	Revd Andrew Micklefield (AM), Clive Muller, Magnus Weighton, Craig Stolton No declarations of interest were declared.	
3	Minutes of last meeting	Minutes of the Executive meeting held on 9 <sup>th</sup> April 2024 were accepted – to be signed later.	
4	<b>Standing Committee</b> 1. Administrator Job Descriptions 2. Evangelistic Event 3. Health & Safety Policy 4. Recruitment of Ex Offenders Policy	<p>4.1 Job Description – Andrew hasn't yet talked to Philippa and Ellie or shared the job description with them. PP to ask AM for them so can be discussed at next PCC.</p> <p>4.2 Evangelistic event – J John event – new docs from Robin Kemp has shifted the outline of the event. Proposal changed from having a meal and after dinner speaker in November. Now meeting at Maltings closer to Christmas and therefore could be confused with other Christmas events. MB suggested that AM and RK should discuss this 1-2-1 to shape a better plan to bring to the next PCC. This may need to take place at a different time of year</p> <p>4.3 Health &amp; Safety Policy – MB presented the H&amp;S Policy that needs approval. HW suggested that all six buildings (4 churches and 2 church halls) should be listed. Policy should also be reviewed every 5 years. <b>The Executive approved the H&amp;S Policy for POTR buildings.</b></p> <p>4.4 Recruitment of Ex Offenders Policy – needs bullet points and a check on some of the language formatting. Needs a review date – 5 years. <b>The Executive approved the Recruitment of Ex Offenders Policy.</b> MB to send updated Policies to PP for uploading to the website.</p>	<p>PP</p> <p>AM/RK</p> <p>MB</p>

5	<p><b>Buildings</b></p> <ol style="list-style-type: none"> <li>5. Building Advisor role</li> <li>6. Personal Injury Claim – Holy Rood</li> <li>7. Developing a forward planner</li> <li>8. Energy Footprint Tool/Energy Audit</li> <li>9. Vandalism and locking/unlocking churches</li> <li>10. Short Report from each Fabric Group</li> </ol>	<p>5.5 HW and SN have put together a potential 'job description' of what MP role for POTR is. Boundaries need to be set between a professional and a volunteer role due to professional indemnity. The Quinquennial surveyor can also provide advice and support, outside of their quinquennial role, although this has proved difficult with Simon Goddard. Concern also raised over time commitments as MP works full time. BA role also provides support in identifying suitable contractors. Also need to look beyond just maintenance but also looking how to be more creative in the use of all the spaces, including the churches and halls.</p> <p><b>The Executive group approved the paper as proposed by SN and HW. Vote of thanks to MP for offering his time for this role.</b></p> <p>5.6. HR Personal Injury claim – hatch has been repaired. Person injured has made a claim and insurer has met with CW's. Process ongoing.</p> <p>5.7. Forward Planning – spreadsheet in progress that will pick up the specific specialism's across all buildings. All proposals also need to be costed, and most will need to done in tranches due to availability of contractors, cost and also disruption to church activities. This will also feed into the budgeting process, and will also need to budget for the building enhancement projects, which are outside of the QI process.</p> <p>MB asked if there was anyone who knew how to find grants to help funding. Could the congregation be asked if anyone has these skills? MB to discuss with AM with possible article to go in Sunrise and PM.</p> <p>5.8. Energy Footprint Tool/Energy Audit – to be postponed to PCC. HW to email AM to discuss and possibly invite Elspeth to next PCC to provide a report.</p> <p>5.9. Vandalism and unlocking/locking churches – AS has had a vandal attack and items have been slashed with a knife or sharp implement, and the wall safe has been rendered inoperable. AS Church is now being opened at different times to possibly deter future visits. St L has also had fire extinguishers stolen recently. Insurance company has suggested that CCTV could be installed, and that all valuables be removed during opening times.</p> <p><b>Executive recommended that CCTV should be looked at for AS and St L in the first instance. MP to provide some suggestions and will ask Baudelaire for advice.</b></p> <p>5.10 Fabric Groups HR boiler - £1000 grant given by local councillor. Cost will be £10K with £5K upfront before the start. Wants to</p>	<p>MB to ask AM</p> <p>HW/AM</p> <p>MP</p>
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		<p>start end of July. Awaiting approval from Treasurer before going ahead. <b>Executive approved July start pending Treasurer approval of available funds.</b></p> <p>St P – George Harrison (carpenter) scheduled for 12 August to start work. Meeting with Simon Cross the painter in July.</p> <p>AS – damp wall outside needs to be cleaned and also inside. Organ serviced and tuned last Friday. Blower and humidifier may have asbestos so MP will advise.</p> <p>St L – stonewash and limewash has been looked at by AM and MP. Stoneworker in Petersfield - MP to contact, also for font at St P.</p>	<p>MP</p> <p>MP</p>
6	<p><b>Churchwardens Forum</b></p> <ol style="list-style-type: none"> <li>1. Future Services and rota</li> <li>2. Pastoral Group – a way forward</li> </ol>	<p>6.1 Instead of 2 communions at HR, moving to one Com service a month from Sept to Nov, and then review those 3 months. Caution around turning away people who this had been a regular service. AM working on Oct-Dec 24 rota.</p> <p>6.2 Pastoral Group – SN, AM and DC will be meeting to discuss a new group and how this will work.</p>	
7.	Close & Prayer	Revd David Chattell closed the meeting with prayer at 19.31	

*Am May* 8/10/24

