**POTR Executive Group Meeting**

Tuesday 8th October 2024

6.30 – 8pm

Church of the Holy Rood, Holybourne

Present: Andrew Micklefield (AM); David Chattell (DC), Clive Muller (CM); Angie Briggs (AB); Helen Walters (HW); Mark Penfold (MP); Magnus Weighton (MW); Philippa Penfold (PP) (taking notes)

Apologies: Matthew Baylis (MB); Sarah Neish (SN);

In attendance: Paul Susans (PS)

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| **No.** | **Item** | **Action** |
| 1 | **Open with prayer** led by DC |  |
| 2 | **Apologies + Declarations of Interest**No declarations declared. |  |
| 3 | **Minutes of last meeting** held on 11th June 2024 - approved* Parish Administrators Job descriptions – awaiting Ellie Elder to finish her treatments before AM to talk to administrators.
* Energy footprint tool/Energy audits – footprint tool has been completed. Two free audits for HR and St L and AS has had one bought. Awaiting dates.
* CCTV installations –MP said CCTV not a deterrent so may not be as useful for acts of vandalism. Can be a useful tool for safeguarding. Could put up a dummy camera and signs but not a deterrent. MW still researching - can get a professional to fit or buy off the shelf.

**ACTION: MW to continue research into an off the shelf system, with advice from MP, and report back.** | MW/MP |
| 4 | **Standing Committee*** **Children & Youth/Families Committee update** – DC updated the meeting. Advert has gone out for new position. To cover from Baptism through to school age, across the parish, and develop a strategy. Martyn Edwards, Ali Harris and Fiona Walke to help guide the process.
* **Tree work/survey update** – MB has been looking at this. HR survey to be booked as per quote obtained, and other churches to set up their own surveys as they see fit.
 | Parish Office |
| 5 | **Buildings*** **Role of Building Advisor** – report had been circulated. MP, SN and HW have met to discuss the role. MP is co-opted member of the PCC/Executive in his professional capacity as an architect, and can be invited to each church Fabric Committee if advice required. Work plans to be set up from each QI report.

Routine maintenance and annual checks– plan set up by Parish Office.Contractors approved list – MP to help build a list of approved tradesman that can be used as a first resort, particularly for emergency works. To be reviewed annually.**Resolution: Executive Committee approved the report and the role of the Building Advisor, and MP is appointed to the role.*** **Health & Safety/Risk Assessments updates** – Paul Susans joined the meeting. PS not trained but has acted in the role for his company. Trips and Slips done last January, and Risk Assessments then added as a requirement. All of the reports have been circulated to the Executive. Particular importance placed on those items that may cause an issue or danger to people.

Particular items of concern:St L – low rail around boiler steps – signage to be erected.St L - Fire door blocked. Should all buildings have a fire risk assessment done? Parish Office to organise.Knives – could be a risk with knives in kitchens and ease of accessibility to members of the public.St P – main front door access not clear – signage needed.Bell Towers – risk assessments need to be done. PS to talk to the Bell Ringers (Sec).**ACTION: Each Fabric Committee to review their church report and take action or make notes as appropriate. The final version to be sent to the office for safe keeping.**HR Fabric Committee have reviewed the HR H&S report and taken some actions – final version of this report to be sent to the office.Risk Assessments to be reviewed annually.Thanks expressed to Paul Susans for all his work.* **All Saints Hall quotes** – Two quotes received from Helpful Greg and Donovan McIntosh.

**ACTION**: **MP to advise on the quotes and make recommendation as soon as possible.** | Parish OfficePS/Parish OfficeFabric Committee’sMB |
| 6 | **Churchwardens Forum*** **Step back August** – AB asked who steps back? AS were very busy as the Wednesday services continued throughout August, plus the Forget me not service and a baptism. Maybe 8am service not necessary in August as not all churches have them. To be reviewed for next year.
* **Christmas Check In** – Christmas services checked.

TO BE ADDEDChristingle 8th Dec St LAS Carol Service – 15th Dec at 3pmChristingle HR – TBCCard to be produced for each church with January services as an invitation to come back. |  |
|  | **Meeting closed with prayer at 19.53** |  |