**POTR Executive Group Meeting**

Tuesday 9th April 2024

Minutes

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| **No.** | **Item** |
| 1 | Andrew led in prayer |
| 2 | Apologies received from: Angie Briggs, Matthew Bayliss, John Vivian, Mark Penfold, Philippa Penfold  No Declarations of Interest |
| 3 | Minutes of last meeting were approved |
| 4 | Standing Committee   * **Admin Review – Job descriptions**   Amendments were made.  Andrew to meet with Philippa & Ellie to put together two separate job descriptions as per discussion.  Present to next PCC meeting   * **Combining Fabric Funds**   Plan is to run down separate fabric funds and then all fabric donated money to go into POTR Fabric Fund. Will need careful explanation over time. |
| 5 | Buildings   * **Mark Penfold’s role, All Churches QI Reports, Developing a forward planner**   Sarah Neish to write a short paper on ‘Role of POTR Buildings Adviser’ to retain the legal requirements of CWs and Local Church Groups, the delegation of authorities and the implementation processes of the Parish Office   * **Holy Rood Tree**   Matthew Bayliss taking this forward   * **First Aid in Churches – following recent incidents**   All systems working well. Thank you to Ellie for the posters. Any first aid supplies to be ordered through the Parish Office  **Regular maintenance contractors**  This idea to be included in Sarah Neish’s paper above and to discuss with Mark Penfold.   * **Meter Readings**   CWs unsure why meter readings are still being asked for. Are we on smart meters or not? If readings are needed Parish Office to ask giving a suitable lead in time   * **Lightning Protectors**   Approval given for the remedial work to be undertaken by Vectis   * **Insurance – follow up from PCC**   Nothing more to do. Helen got plans in her future diary.   * **Short Report from each Fabric Group**   Helen updated meeting on hatch doors. All approved for action by Local Church Group |
| 6 | Churchwardens Forum   * **APCM date and agenda**   Will need to be held in May due to accounts only just being completed and now need independently examined. F&A to work out date for publication.   * **Terriers & Inventories**   Prefer attachment 3a. CWs to talk to Ellie so that the work of digitalising can begin during the summer.   * **David Chattell responsibilities**   Priority is Focal Ministry in Holybourne  2nd is Youth, Children’s Ministry – Line Management and strategy  3rd is Small Group co-ordination  Looking forward to him beginning next week |
| 7. | Closing Prayer |