**Notes of POTR Parochial Church Council meeting**

Tuesday 14th January 2025

6.30-8.30pm, All Saints Hall, Alton

**Present:** Revd A Micklefield (AM) Chair; Matthew Bayliss (MB); Angie Briggs (AB); Lisa Hillan (LH); Robin Kemp (RK); Clive Muller (CM); Keith Arrowsmith Oliver (KAO), Mark Penfold (MP); Ann Mason (AM); Craig Stolten (CS);

**By Zoom:** Rev’dD Chattell, (DC); Cheryl Fisher (CF); Derek Gurney (DG); Philippa Penfold (PP) Tori Hewitt (TH)

**Apologies**: Revd Wendy Burnhams, Revd Jon Rooke, Magnus Weighton, Sarah Neish, Helen Walters

**In attendance for 4th item –** Sally Kemp

**Minute Sec:** Sue Hubbard

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| **No.** | **Item** | **Action** |
| 1 | Open with prayer |  |
| 2 | Apologies  Declarations of Interest - none |  |
| 3 | Minutes of November PCC – held on 12th Nov. No Matters arising |  |
| 4 | Safeguarding  Noted Sally Kemp and AM had recently met to review safeguarding. Full discussion followed:  Safeguarding Action Plan – some actions had been taken which had moved some items from red to green. Following this discussion further information/dates would be added, (would turn more sections to green). Others would remain red until on-going tasks completed. **ACTION PLAN AGREED.** Meanwhile actions required:   1. SK in the process of meeting with leaders of Glow & Teddies. 2. Review of safeguarding training of all Church Wardens and PCC members underway, in particularly noting dates of training already undertaken so that monitoring in place for renewal. **AGREED** 3. C of E Safer Recruitment Form had been completed by every new helper/leader at every group since 2022. For the future, anyone new would also have a face-to-face interview with group leader. Noted not appropriate for those who had been known for a number of years. **AGREED.** LH would incorporate new approaches into Risk Register. 4. Role descriptions to be reviewed by the leader of each group for the helpers. SK to follow up. 5. GLOW – noted all leaders had been trained and completed SG training and have valid DBS Certificates. 6. Teddies – as all accompanied by parents and leaders had either completed or are in process of completing SG training, no action required. 7. Lighthouse – SK would establish who are the leaders each week. All leaders/helpers had valid DBS Certificates. Only leaders required to complete SG training as reliance is on leaders to supervise. **AGREED** SK will ensure that all the leaders have completed or will complete SG training. 8. Lego Church – as probably a service, especially as parents attending. SK to check with DC. Noted DC and RC covered.   In order to fulfil monitoring requirements, SK would attend PCC each January, following which each May or June (depending on which meeting follows the AGM) plus in the Autumn, i.e. 3 times a year.  Relationship with Methodist Church. **AGREED** (following consultation with Liz George from MC) that where volunteers work across two Churches, i.e. Anna Friends or Bereavement Course, if one of the two churches had done DBS and Safeguarding training and had seen evidence, there would be no need to repeat the exercise for the other Church. The SGO from the other church would see/record details of the DBS certificate + date of SG training completed by each individual.  Responding promptly to Safeguarding Allegations document – document had been received and noted.  PCC particularly noted the robustness of the process in place and expressed thanks to SK.  Finally, and importantly, there had been **no incidents to report.** | SK  SK  SK  LH  SK  SK  SK  SK  SK  SK  SK |
| 5 | Matters arising not on the agenda   * Update on Archbishop of Canterbury change – Bishop of York and Bishop of London covering. Recruit to commence shortly. * Advice on grants for Exec – Jane Tarry booked to come to the Exec. meeting in February to talk about Grants. * Vision session with BLS – the vacancy process may cover this work, rather than duplicating. * Vicar Vacancy. AM due to commence his new post at the Cathedral in April. First action is meeting with Archdeacon, Church Wardens - 18th February by Zoom. (Briefing on how to manage during an interregnum). Noted 9 Church Wardens have legal responsibility and DC would work under their direction. Later consultation with congregations. | PCC  Church Wardens |
| 6 | Clergy Well Being  In the context of resignation of the Vicar key points were:   * It should be ascertained in exit interview whether we had met our duty to support well-being in last 11 years. * Notes of last PCC discussion on 1st question – circulated. * The 2nd question scheduled for this meeting, however, now not appropriate, except discussion of how to avoid unhealthy patterns of work, e.g. time off or over-working. Best addressed at the beginning of new incumbent’s time with us, and also links with Mission/Vision Action plan. * Noted, it had been disappointing not to have secured additional curate. * Congregations would need explanations of any change in working patterns in the future.   Discussion of service plan (item 9 refers)  DC was confident of the rota (as previously circulated) being met, with the occasional gap. 2 retired ministers had agreed to provide cover. We should be able to sustain the new pattern, (April to Sept. pattern currently being agreed) despite retirement of Revd Lynn Power.  Regular monitoring on welfare required in the interregnum.  Noted – include clergy welfare in parish profile. | Church  Wardens  Church Wardens  Church  Wardens  DC  PCC |
| 7 | Diocesan Financial Briefing paper  Content of paper noted. CMF collection rate slightly increased. Whereas we had contributed, it was unlikely we could offer any more finance, especially in the light of capital spend in the next 5 years. Points made:   * Need to work with parishes not contributing in the Deanery(under-way) * Explanation of what the CMF is used for to be stressed. * Where attendance had declined, a reluctance to contribute. * Congregational decline is 40%, clergy numbers declined by 40%, closure of buildings only 3% * Old buildings require significant maintenance costs. | PCC |
| 8 | Fabric Committees   * St Lawrence – MP working with potential Stonemasons for work at St. L and All Saints. Quotes being obtained for Quinquennial work to be reported to next Exec. with recommendations and costs. Asbestos surveys were being done in all the buildings. * Holyrood – Recent Minutes had been circulated. Issue of a tall fir tree worrying a neighbour was urgent. Height needed to be reduced to 16m. I quote had been received from recommended tree surgeon at £1,530 + VAT. 2nd quote being obtained. **AGREED.** In view of the urgency, and potential danger, the PCC accepted the quote from Hampshire Tree Services to go ahead. This would allow List B Faculty application. This was subject to obtaining a second quote. * All Saints – in good condition. * St Peters – SN not present, but it was believed that it was in good condition apart from the font.   CS - need to understand what future expenditure would be required, so that monies could be released in good time.  MB - Grade 1 listed buildings might qualify for other resources. | MP  MP/PP  Exec Com |
| 9 | Worship + Spiritual life   * Service plan until April 2025 noted – discussed in item 6. * Noted change to 4th Sunday evening service with Peter Walker coming to speak. * Also consideration would be given to a prayer slot at St. Lawrence on the 2nd Sunday, in particular for the vacancy. | DC |
| 10 | Finance + Admin (budget previously circulated)   * Actual expenditure position at September 2024 = £6,908 (not including charitable giving). The end of year figures should reach £5,226, giving a likely surplus of £1,400. * The next PCC meeting would approve 2025/26 budget, assuming no additional running costs, + inflation increase. * Hall hiring rates to be reviewed at Finance Committee -25/2 * Minutes of 7.1.25 meeting previously circulated referred to Newbury account now opened. Signatories needed clarification due to Vicar leaving. * Policies. LH had circulated GDPR papers prior to meeting. **AGREED** to accept 3 documents circulated. In particular the Data Protection Policy, although PP/LH to work through detail to see what small changes might be needed for working practices. Any changes would be reported to March PCC. * Noted that LH remains happy to help with Risk Register. | CS  Finance  Cttee  CS/PP  LH/PP  LH |
| 11 | Communities and Outreach   * Notes of meeting held on 6th January noted. * The Alpha course commencing 15th January well subscribed. * The Marriage Course was different to Marriage Preparation. |  |
| 12 | Children, Youth + Families Committee   * Recruitment of Y&C Worker - meeting to be held on 15th Jan. |  |
| 13 | Staff + Volunteers Committee   * Meeting scheduled for 16th January |  |
| 14 | Deanery Synod   * No meeting until 19th February |  |
| 15 | Items for next agenda:  GDPR  Vacancy up-date  Exec items about building work | HW |
| 16 | Dates of next meetings   * Exec – Tues 11th February, 6.30pm * PCC – Tues 11th March 6.30pm (today was Andrew’s last mtg) |  |
| 17 | Close in prayer 8.35pm |  |

SH/15th January 2025