**POTR Finance + Admin Committee meeting**

Tuesday 25th February 2025, 7pm – 8pm by teams

Present: Helen Walters, Andrew Micklefield, Tori Hewitt, Craig Stolton, Cheryl Fisher

Apologies: Mathew Bayliss

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|  |  | Action |
| 1 | The meeting opened with prayer |  |
| 2 | Minutes of last meeting were approved |  |
| 3 | Matters arising (not covered elsewhere)   * Opening Newbury account   The **Newbury** account has been opened. The passbook will be given to Tori so that she can have accurate account balances when she deposits cash. It wasn’t clear if and how cash and/or cheques could be deposited at Newbury.  **CAF bank.** Given Andrew’s move and Philippa’s upcoming retirement it was agreed that Ellie and David would be added to the CAF bank as signatories. | Tori to follow up with Newbury  Andrew to ask Philippa? |
| 4 | Treasurer update   * Latest budget position.   The latest budget position is from September 2024. Tori and Craig to provide an update as soon as possible.  We discussed the timing of the accounts production, approval and submission to the Annual Parish Meeting. Tori will review and let Helen know by 11th March.   * Energy costs – latest update. It would be useful for the CWs to have a regular update or access to the energy consumption of their church. * Craig will follow up with the broker on energy contract possibilities. | Craig/Tori  Tori  Helen to check with Philippa if the information is already available.  Craig |
| 5 | Bookkeeping update – nothing to report |  |
| 6 | Annual review of hall hiring rates :  The FAC did not know if the hall charges for commercial users had been increased automatically as previously agreed. We also did not know what the inflation increase would be for 2025.  Following the annual review of the Butts charge for using All Saints, the Butts church would like more certainty over their contribution to All Saints capital costs. Having considered the options the FAC agreed that a side letter to the contract clarifying the intention of POTR with respect to sharing costs with the Butts, viz. that we would approach them about sharing material capital costs which were of benefit to both congregations but there was no obligation for them to contribute. The FAC agreed in principle (and subject to PCC approval).  The proposed amendment to BB contract were agreed and should be tabled at the next PCC for approval. | HW to email office  [post meeting note – Busy Bees costs are increased annually in line with the Consumer Prices Index which rose 3% in year to Jan 2025]  Cheryl to draft something and Andrew to review.  Matthew. |
| 7 | Risk Register   * Andrew leaving / letting the Vicarage   The Archdeacon has asked the CWs to agree that the vicarage is offered for short term let once Andrew leaves. The FAC agreed that we should not support this as it could increase the risk of a long interregnum.   * Reviewing F+A risks   The lack of real-time information on budgeted versus actual spending is an issue, as regular budget monitoring mitigates the risk of overspending. While waiting for updated budget reports, Craig will alert us if the account balance falls below expected levels.  Craig requested details on expected capital expenditures to help him manage the term deposit accounts. Mark Penfold will provide this information after the quinquennial review results. | Helen  Craig |
| 8 | Renewing Insurance   * Ecclesiastical or Trinitas.   Philippa getting quotes hopefully for the March PCC. | Helen |
| 9 | Parking in St Lawrence Hall   * Should we charge?   Agreed that we should not charge, but continue to place a polite notice on the vehicles, requesting that drivers leave a contact number so that they can be asked to move their car if needed and to consider making a donation to the church. | Matthew |
| 10 | POTR Policies –   * GDPR policy update / actions – awaiting draft from Lisa Hillan. |  |
| 11 | Any other business |  |
| 12 | DoNM –  29 April 2025  3 June 2025 |  |

**Committee members:**

Helen Walters (chair)

Andrew Micklefield (Rev)

Tori Hewitt (Bookkeeper)

Craig Stolten (Treasurer)

Cheryl Fisher

Matthew Baylis