**Notes of POTR Parochial Church Council meeting**

Tuesday 11th March 2025

6.30-8.30pm, All Saints Hall, Alton

**Present:** Revd David Chattell – Chair (DC); Matthew Bayliss (MB); Angie Briggs (AB); Derek Gurney (DG); Lisa Hillan (LH); Robin Kemp (RK); Clive Muller (CM); Sarah Neish (SN); Mark Penfold (MP); Philippa Penfold (PP); Craig Stolten (CS); Helen Walters (HW)

**By** Zoom: Cheryl Fisher (CF)

**Apologies**: Revd Wendy Burnhams, Keith Arrowsmith Oliver,Tori Hewitt, Revd Jon Rooke, Ann Mason, Craig Stolten,

**Minute Sec:** Sue Hubbard

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| **No.** | **Item** | **Action** |
| 1 | Open with prayer |  |
| 2 | Apologies: Rules relating to non-attendance would be clarified.  Declarations of Interest - none | PP/DC |
| 3 | Minutes of 14th Jan PCC - agreed. No matters arising not on agenda. |  |
| 4 | Minutes of Exec 11th Feb - noted. |  |
| 5 | Safeguarding  No concerns. Sally Kemp would attend PCC in May/June – see Minute 4 from Jan 2025 meeting. |  |
| 6 | Vicar Vacancy   * Thanks to organising team for successful event on 9th March to mark AM’s last day. * Following 18/2 meeting with Archdeacon, the process had commenced. **Agreed** that PP would rationalise appropriate documents & confirm to PCC for perusal before next meeting. * PP had requested availability (2nd or 7th April) for joint PCC meeting with Richard Brand. Following this meeting, and to save time, the PCC would stay to discuss the process. * DC was of the view that the exercise should be productive and thoughtful, not just form filling. * F and A Committee had not approved the letting of the Vicarage, and advised the PCC not to sign at this stage. (potential unnecessary delay and protection of important car parking were concerns). Next a Works Schedule would be drawn up. **Agreed:** more information required before approval. | All  PP |
| lll7 | Fabric Committees  St Lawrence.   * Urgent need to appoint Stonemasons. 2 quotes obtained by MP. £67k needed for repair. **Agreed:** urgent elements should commence by June, especially given summer weather. CM and MP to discuss funding with CS. Likely contractor – Traditional Stone, based in Sussex. * MB raised issue of grants. He would submit text in publicity material to request an individual with grant/funding experience. * Other work needed later, i.e. glass doors, pews etc. for which grants would be required. Currently the sound system was not working effectively, and was being dealt with.   Holyrood – minutes of recent meeting had been circulated. Noted reduction of 5m on tree had been granted. Stone works (£20k) would be dealt with separately.  All Saints   * **Agreed** £8.5k expenditure for work on stone and guttering. (priority items) Quotes had been obtained and Anstey & Stone from Farnham to be engaged. Work on lighting required in All Saints Church Hall.   St Peters   * SN had met with George Harrison recently, quote awaited. MP is organising someone to look at the font.   POTR Contractor list   * A list had been circulated. Constantly reviewed. F and A will formally review it annually. PP to send to HW for agenda.   Growth of moss on all churches noted. | CS  MP/CM  MB  MP  MP/AB  SN/MP  PP/HW |
| 8 | Worship + Spiritual life   * Service plan until end Aug 2025 recently circulated, following recent Ministry mtg. Not yet all confirmed, timings to be discussed. (Brian and Gordon reserves). * Pastoral carek in place, with no obvious gaps. Noted CWs are first point of call plus Ministry team. SN would put something in Sunrise to up-date. | DC  SN |
| 9 | Finance + Admin   * Budget position had been circulated, with figures expected shortly. * Minutes of 25/2 meeting had been circulated. * APCM prep. Mindful of one week’s notice following approval of accounts, anticipated that APCM would be 20th May – 7pm St. Lawrence (signing off to be done before 13th May PCC). **Agreed:**  Extraordinary PCC meeting on 29th April – teams – to sign off accounts for APCM + discussion of Admin role prior to advertising. (Noted: PP needed to change previous notification to Diocese of 6th May for APCM, and that notices had gone out for Electoral Roll). * Capital project (Stonework) noted as £67 + VAT. * Policies table (standing item). Updates due on   + GDPR – approved in January. Policy to be put on website. * Reviewing Charitable giving – Although committed for 3 years, to be reviewed by F and A after a year, then to recommend to PCC on annual basis. Agreed to ask for report at APCM. | CS/HW  PP  PP  HW  PP |
| 10 | Buildings Insurance   * Exploratory information on insurance quotes had been circulated for St Peters and for St Lawrence church + hall. (All Saints and Holyrood tied to a 3 year agreement, ending March 2026. Factors included cost, fire risk assessment for Trinitas, safeguarding, etc. Total cost for Ecclesiastical - £9,713.47 and Trinitas £7,863.   **Agreed** to commission Trinitas, obtaining a second quote for fire risk assessment. PP would inform the 2 providers. | PP |
| 11 | Busy Bees  The agreement not yet signed concludes in September 2025. Whilst it has been implemented in practice MB had produced a version with an end date of 31/8/27, i.e. an extension of 2 years, which increases rate. **Agreed** to sign the extension of 2 years. The issue of car parking for the 2 spaces to the right of the building to be discussed at F and A. | MB  HW |
| 12 | Communities and Outreach  Successful quiz and Vicar’s farewell event. Particular thanks to the team for that. Alpha at The Maltings was progressing well, 16 people.  A meeting was in the diary for summer event planning. | RK |
| 13 | Children, Youth + Families Committee  Work was under-way on the job description, with input from Martyn Edwards and Fiona Walke. It would come back to PCC for approval with a view to recruiting for September 2025. | RK |
| 14 | Staff and volunteers Committee   * Replacing Philippa. Sarah Hinson (HR background) was looking at issues, holding discussions with Ellie, who should be involved due to relationship. JD to be submitted to PCCs for approval prior to advertising. Requires urgent action. * Well-being survey. Although Clergy well-being had been discussed, the issue of volunteers required further discussion. **Agreed** feedback from volunteers was a good idea, but needed further thought. * Volunteers policy – revised policy discussed, needs PCC approval.(volunteers to be asked to read data protection policy. * Equalities policy unchanged – (except changing Rector to Vicar and revising date to March 2028) * Safeguarding policy (replacing whistleblowing policy) requires discussion on the title. * Lone workers to be discussed at PCC in May (remember office staff) | MB  MB |
| 15 | Deanery Synod   * Noted that DC had been appointed Area Dean (wef 10th March) * Documentation, including slides had been distributed. distributed. Communication issue is being considered. More representation needed from POTR. Article for Sunrise. | DG |
| 16 | Items for next agenda:  Lone working policy  Safeguarding  Eco up-date  St. Lawrence Stonework decision  Vacancy up-date  Exec items about building work |  |
| 17 | Dates of next meetings   * Exec – Tuesday 8th April, 6.30pm * 29th April - Extraordinary PCC meeting to sign off accounts for APCM – teams * PCC – Tuesday 13th May 6.30pm * Likely date: 20th May 7pm St. Lawrence |  |
|  | Close in prayer – 8.30 pm |  |

SH/12th March 2025