**Minutes of POTR Parochial Church Council meeting**

Tuesday 8th July 2025

6.30-9pm, All Saints Hall

**Present: Clive Muller, Mark Penfold, Matthew Bayliss, Angie Briggs, Lisa Hillan, Sarah Neish, Elspeth Gurney, Robin Kemp and Tori. Sally Kemp attended at start to give Safeguarding update**

**Apologies**: Ann Mason, Craig Stolten, Keith Arrowsmith, Helen Walters, Derek Gurney, Cheryl Fisher, Jon Rooke

**Minute Sec: Ellie Elder**

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| **No.** | **Item** |  | **Action** |
| 1 | Open with prayer at 6.30 pm |  |  |
| 2 | Apologies + Declarations of Interest  | None |  |
| 3 | Approval of meeting minutes | * Minutes of May PCC
* Minutes of the June Exec
* Minutes of June extraordinary PCC
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| 4 | Matters arising not on the agenda | * Fire risk assessment frequency, Chase insurance company about fire risk as they are required.
* PAT testing – we need to fund £86 to get David Hillan’s kit calibrated. **Approved**
* Co-option of Mark Penfold. DC proposed. Unanimous approval. Thanks to Mark
* Election of Kay Walker as Churchwarden at St Lawrence. Robin Kemp proposed. All agreed.
* Sk raised an unspecified matter and by instruction of the Diocesan Safeguarding officer is not yet permitted to say anything more at this stage.
 | **Office** |
| 5 | Vicar Vacancy Update | No applications this round. Went back to Richard Brand. RK asked about the two who were moving into the Diocese. One had applied for a different job. Church Times readvertising in September. Closing date in early October. Will still be on Diocese website for applications.  |  |
| 6 | Fabric Committees (issues and minutes of last meeting for info) | * St Lawrence.
* Smart Water – Generated by insurance need. MP to talk to roof people about applying it.
* Roof alarm – check with insurance company about absolute need as very expensive. Annual fee over £1000. Ongoing.
* Holyrood.
* Flat roof to vestry. MP recommends to just reroof not insulate. MB to bring up at next HR Fabric meeting

-Minutes - APPROVED* All Saints

-Decided against Smart Water at the current time as advised by MP-Hedges cut and look wonderful.-Stonework repairs starting at end of July along with gutters and rainwater pipe. Chris Anstey of Anstey and Stone. -AS Hall external decorating at end of July. CM to hopefully get lights done in July. Interior painting taking place at the start of November* -St Peter.

-Donovan doing painting and carpentry. -Font – MP to look into it. Last items to complete from QI inspection-Buildings Strategy update – No progress at yet but will continue to work on this | **MP****MP****MP****MP** |
| 7 | Worship + Spiritual life (issues and minutes of last meeting for info) | * Interregnum update. Ministry team to sort a rota up to Christmas. Anette to get PTO to possibly help.
* Anna Chaplain recruitment. Emily Spencer has been appointed. 31st August for commissioning service with GAP at St Lawrence
 | **Office** |
| 8 | Finance + Admin (issues and minutes of last meeting for info) | * Latest budget position (March). CS not available to give an update. **Elspeth raised point that budget has not been discussed in detail. Needs to be raised for September meeting albeit quite late in year. Budget review. All responsible so we do need to scrutinise it. Budget should be amended with youth worker costs. New resource called Cornerstone for Stewardship in trial. Worth looking at.**
* MB Needs to know percentage of time split for admin taks between POTR and BLS so correct funding from BLS is allocated.
* Minutes of last F+A meeting
* CMF. Paying the actual ask. Ambition to pay what we are asked to pay. Not overpaying as previously done. Pays monthly.
* Contractors register. MP highlighted its purposes. Always looking to add to the list. LH knows some good electricians through the Alton District fund.
* Any future capital projects? – Insufficient funds for certain projects but if we want to do some of the bigger projects then we need a strategy for that. Need a group of volunteers to report to the exec.
* MB – to address the decreasing numbers in POTR and following on is stewardship. Bring to next meeting.
* Replacing the Treasurer – Big thanks to Craig. Paul Susans has volunteered for treasurer role. Agreed we mustn’t overload him as it’s a big role to take on. Especially as doing grants too. PS to get a good handover. End of year accounts will be passed to our external advisor, Laurie Powell and will produce External Verification report. This will cost £100. Everyone supported that spend. Reduces load massively for treasurer.
* Risk Register for Sept meeting
 | **Office** |
| 9 | Policies | * Policies table (standing item) MB to take the Complaints and conflicts of interest policy to Admin & Finance meeting
* LH has circulated the communications for youth to the youth and families group. Will finalise for next PCC meeting
* Creation Policy. EG circulated the draft from Eco Church Team. Policy APPROVED
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| 10 | Communities and Outreach (issues and minutes of last meeting for info) | * Curry night – 33 people came. RK to propose 3rd November for another curry night. Book whole restaurant. And have entertainment.
* Away Day on 13th September – will be at Bentworth. Will be discussed at next C & O meeting
* Harvest lunch 12th October with entertainment.
* Alpha course. Move to AS Hall as much cheaper. BN looking for people to produce meals for the evening. Guests asked to make a donation.
* SN asked everyone to come to tea. Keith’s 70th so a few HR people will be missing
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| 11 | Children, Youth + Families Committee (issues and minutes of last meeting for info) | Unfortunately no applicants this round for the children, youth and families leader. A few people expressed an interest but were not churchgoers and did not go on to submit an applicationSunday 20th July RK will be showing the Esther film staring children from GLOW in the St Lawrence 10.30am Service and will be used to promote youth and will be a youth focused service. Young people to do readings and some songs.SK and RK to carry on with GLOW in absence of youth worker. Unite is flourishing.Lighthouse is losing numbers |  |
| 12 | Staff + Volunteers Committee (issues and minutes of last meeting for info) | Replacing Philippa. Saw 1 person and just arranging to see a second applicant. Thanks to MP, Sarah Miskella and DC for interviewing. | MB |
| 13 | Deanery Synod  | * Minutes - date of next meeting 9th October
* Great meeting with Diocesan safeguarding officer, Jackie Rowlands and Bishop Hugh Nelson, Armed Forces Chaplain. Hugh talked about threat and sense of conflict. Jackie Rowlands discussed huge rise in referrals because more people understanding what safeguarding is.
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| 14 | Any other business | * Need a PCC minute adding David Chattell and Victoria Hewitt as signatories to Newbury bank with immediate effect.

The PCC authorised these changes to the Newbury and CAF bank accounts.* For the next PCC; we will need to take Craig Stolton off Newbury bank Account and CAF Bank, and add Paul Susans and Ellie Elder on. Philippa Penfold will need to come off CAF and Newbury banks.
* Stewardship – perhaps running a campaign in the autumn. DC to research Cornerstone. Review Parish Giving Scheme. F & A will discuss.
* Look at Budget in detail
* Discuss Electoral roll.
* Risks register
* Communications policy
 |  **TH****DC** |
| 15 | Dates of next meetings (2nd Tuesday of every month except Aug + Dec) | * PCC – September 9th, 6.30pm
* Exec – October 14th
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| 16 | Close in prayer |  |  |