POTR Executive Group Notes of Meeting



Tuesday 10th June 2025 6.30 – 8pm, Holy Rood Church, Holybourne

Present: Revd David Chattell (DC); Matthew Bayliss (MB); Angie Briggs (AB); Sarah Neish (SN); Mark Penfold (MP); Helen Walters (HW); Clive Muller (CM); Philippa Penfold (PP) taking minutes

Also in attendance for first item: Paul Susans (PS)

Apologies: Craig Stolton (CS)

No.	Item	Notes	Action	
1	Open with prayer	DC opened the meeting with prayer.		
2	Apologies + Declarations of	Apologies as above.		
	Interest	No declarations of interest.		
3	Minutes of last meeting (8 th April 2025)	Approved and signed		
4	Standing Committee (To transact the business of the PCC between its meetings, as directed and advised by the PCC or acting in the best interest of the PCC.)	 Grants update PS updated the meeting on progress with grant applications. Robin Lees will also be helping. Both have attended a zoom session on how to apply for grants. Maximum grants available £100k but third of costs must be match funded. Need more clarity on what funding is available before grant applications can be made. Starting on document with Robin Lees to cover this. Have made five applications for Local Councillor grants and waiting a response. Community Infrastructure Levy may also be available but current projects may be difficult to quantify for community use. Children's and Family Worker grant may be available from the diocese but would need an application submitted. Robin Kemp would appreciate some help with this. PS to speak to RK. Churches Trust (annual fee of £49) provide additional help with finding funding pots. APPROVED to register with Churches Trust. Thanks to Paul and Robin Lees for their work. Children & Youth Job update Advert has been sent out to neighbouring diocese and other bodies. Qtr 1 financial update CMF will only be paid for the amount requested. Budget therefore closer to balancing. Will be put on July PCC agenda for 	PS/RK	

		further discussion. Also new stewardship campaign. • Vacancies update CFW – no applications yet. Vicar – nothing heard yet. Treasurer – no applications Benefice Administrator - One application received. One other possible application awaited. Another applicant but possibly too old. Another possible but not available until November. Possible exercise for candidates – PP to consider. Ellie Elder doesn't want to be part of interview panel. Anna Chaplain interviews took place yesterday and an appointment made. She will start in September.	PP
5	Buildings Committee	 AS Church QI Report Just received. Building ok but a few urgent items. Missing shingles and stonework. AS Church Hall requote Donovan has requoted to include paint specification provided by MP, and replacing external panel. Will start on external work in July and Internal in November. QUOTE APPROVED. To be taken from AS Fabric Fund. Lighting will be changed before internal work. Clive has ordered the lights from Glen. Also need to replace guttering so need another quote from contractor. PP/MP to get 	РР/МР
		 AS Church clock pendulum Routine annual inspection showed that pendulum needed to be replaced, costing nearly £3k. A volunteer at AS church who has looked after the clock for many years considers that the pendulum does not need replacing. AB recommended that this be monitored but no further action to be taken at this stage. AGREED New loo and wash facilities are more important! MP to look at this with AB. AS Church hedge cut Paul Grace has been asked for a quote. Likely to be over £500. Butts Church will maintain the hedges after the cut. APPROVED up to £600 to be taken from Fabric Fund. 	МР/АВ

		•	St. Lawrence Stonework decision	
			Cannot spend any money at the moment due	
	74		to grant applications. On hold.	
		•	Smart Water marking	
			Each church needs to make a decision on what to do.	
			HR has made the decision not to have smart	
			water and therefore will not be covered for	
}	7		lead.	
			St P doesn't have lead therefore will not	
			need Smart Water.	
			St L has had lead stolen but would have to	
			have the lead marked. Smart Water to be	
			purchased and registered for St L. MP to talk	
			to TM Roofing, and PP to ask for a quote	
	(from the smart water company to apply the	MP/PF
			smart water. PP to check whether St L needs	PP
			a roof alarm from insurance company as	
			costs may proof prohibitive.	
		•	HR Belfry Door	
			George Harrison quote approved. Will do	
			work in September.	
		•	Fire Risk Assessment quotes	
			Two quotes provided by Hurtwood Fire and	
			3M. PP to check with Ecclesiastical on what	PP
			frequency for these assessments is required.	
			Contractors list – review process F&A will bring this to July PCC for	
			consideration.	l.
			Strategy moving forward for the repair,	
			maintenance and enhancement of our	
			estate	
			Working Group lead by MP to look at this.	
			This strategy should cover the whole	
			Benefice. New incumbent will also have ideas	
			on this. A rep from every church that is	
			involved in building matters. MP/PP to write	MP/PF
			something for Parish Matters to seek	
			volunteers for working group.	
		•	PAT Testing	
,			David Hillan to be asked to carry this out	
			again.	
	+	•	Parish Centre office	
			Busy Bees want to use the old office for their	
			use. Currently used for storage of items for	
			children's work. AGREED to keep office for	
			POTR use until new member of staff	
7	Churchwardons Farring	0.5	appointed.	
'	Churchwardens Forum (A collegial point of contact and	•	Future Services and rota	
	interest for the Churchwardens		Currently down by 3 members of the team,	
	<u> </u>		but hopefully new person who has moved	

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	and the life of the individual churches - a place to share ideas, thoughts and plans for the communal life of the PotR, to make recommendations to the PCC and other committees, and to oversee and make recommendations for the Parish Diary)	 into the town will become part of the team. Still some gaps in July and August. Vacancy update/process Currently praying for the right person to apply. 7 members on the interview panel. Members of writing group will be on the interview panel for POTR. 	
8	Closing Prayer	DC closed the meeting in prayer Meeting closed at 20.10	

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