**Minutes of PCC Meeting Wednesday 29th July 2020 at 7pm on ZooM**

**PCC Members present:**

Chair: Claire Towns. Minutes Secretary: Jill Phipps

 Jen Frampton, Teresa Reynolds, Sally Beazely, Bill Jones, Andrew Wilkinson, Dave Lee, Amanda Ankers, Allison Gurry, Janet Chant, Ben Armstrong, John Branson, Bobbie Branson

Opening prayers led by Andrew, remembering Jan White, who was a member of the PCC for many years, and whose funeral is tomorrow.

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| **1** | Apologies for absence: Liz Newbold, Jenny Sharpe | **Action**  |
| **2** | **Minutes of the last meeting held on 12th May – agreed as correct****& Extraordinary PCC of 11th June – agreed as correct**  | Approved by all To be signed by CT |
| **3** | **Matters arising not on the agenda:*** New website – this is live now, a few adjustments needed, including position and place of Safeguarding information.
* Clock winding – a rota is now in place for regular winding of the church clock by the winding team.
 | **AA** |
| **4** | **Correspondence received**Information from Mike Holubinka: on web domains. Suggested to keep barnabys.coffee and let swanmore.coffee expire. PCC agreed.Re the church domain; two are due for renewal, stbarnabas.org.uk and swanmore.church. Discussion about these and the fact that both Claire and Andrew regularly receive emails addressed to other St Barnabas Churches. Amanda offered to look into this to improve the Vicar@ and Treasurer@ email addresses.  | **AA****CT to feedback to MH****Re domains** |
| **5** | **The Swanmore Magazine** * The plan is to produce a September magazine in the old format.
* The Riso will need replacing within the next couple of years.
* Standing committee would like to appoint Rick & Amanda Ankers as it is their area of expertise, to carry out an evaluation of our Magazine and suggest options for its format, printing, frequency, numbers, and distribution. PCC agreed.
* Advertising: John Austin as Advertising Coordinator has written to Andrew enquiring whether advertisers should get a rebate, refund or reduction on costs because of missing 4 lots of advertising in missed magazines. Andrew has replied that with finances as they are, we are reluctant to offer refunds or reductions for next year and prices next year have not yet been agreed.

Discussion followed on all those points:* Magazine needs to be online but also printable for those without access to the internet.
* It needs to be of comparable quality with other local magazines eg Hambledon and Bishops Waltham. JB to get a copy of the Hambledon magazine for AA to consider.
* Charging – not all were in favour of this.
* Distribution & delivery – suggested that people apply to receive it in the village and copies could be available in church, Barnaby’s, schools, Estate Agents for people to take, for a donation.
* Format – to be of good quality with a colour front, digitally produced and finished professionally.
* Advertising –the quality of current adverts need to be improved and submitted digitally rather than copied; AA suggested offering the advertisers some templates with advice on a logo if needed. The advertisers need to be informed about this in the September magazine as we normally write to them to invite re-advertising in October.
* Budget – AW to send current costs to AA.
* CT to write for the September magazine, informing people of the launch of a new look magazine in October.
* Re the Riso – if this is no longer needed it would release space for other possibilities.

CT reiterated our thanks to Rick and Amanda for all their work on our new website and for taking on the Parish Magazine review.  | **RA/AA****JB****AW/AA****CT** |
|  | **Mission and Church Life (Vicar)** |  |
| **6** | **Re-opening of Barnaby’s**Barnaby’s Business Team had met and submitted a proposal to PCC of how they plan to re-open. Key points:* Reopen on September 8th with takeaway only, for mornings only (Tuesday – Saturday).
* Orders taken from a table at the main door, contactless payments, order collected separately (?at side window) or sit at tables and chairs in the car park.
* Barnaby’s to be deep cleaned.
* Volunteers to be contacted regarding availability and willingness to support.
* Coordination with other users of the Paterson Centre.
* Full risk assessment to be completed
* Training programme for volunteers and team leaders
* Volunteers from bubble or family groups if possible; their temperatures to be checked before each shift.
* No home made cakes, teacakes or crumpets on sale.
* Expenditure needed for PPE, temperature checker, portable contactless card machine, additional tables & chairs and specialised cleaning equipment.
* Opening Barnaby’s for customers inside will need significant financial investment and is not anticipated before October.

Discussion and suggestions on all these points. The PCC agreed on:* Temperature checks for Team Leads and volunteers and contactless payments.
* Takeaway service but without seating or tables, reducing the need to clean them or to buy additional tables and chairs.
* Suggested to open as takeaway in August (but depends on availability of volunteers)
* Could advertise on FB and on new website.
* Start small and see how it goes.

PCC wished to thank BBT for all their work. CT to feedback to them.  | **CT/BBT** |
|  | **PATERSON Centre**The Archdeacon has advised that multi-use of a building is now possibleso Barnaby’s and PC could be in use at the same time. PCC holds the ultimate responsibility for owning and managing the risk assessment for the whole site. Cleaning, one way systems, booking, risk assessments by hirers etc need to be considered.PCC discussion on all points:* Need to prioritise community groups (eg lunch club -currently managing at the village hall with deliveries to those normally meeting to eat)
* Cost to hire will need to increase to cover the cost of deep cleaning afterwards, would hirers wish to pay extra?
* School may ask again to use the PC, it worked well in June/July.
* AP has emailed all groups who use the PC, asking their plans.

PCC agreed to ask around and find out what other churches/community halls are doing. Guidelines written by ACRE: <https://acre.org.uk/news/2020-07-21-information-to-help-village-halls-reopen-updated> | **AP****ALL** |
|  | **Mission and Money** |  |
| **8** | Financial Update Income: AW reported that we are in a better position financially than a lot of churches and cathedrals who rely on donations from visitors and in the plate. Our PGS giving and Standing Orders continue so that helps; we have no income from the Paterson Centre, the Parish Magazine and Barnaby’s, or Church services. The Bishop has advised that Funeral fees are applicable again now. Outgoings: we are maintaining our Parish share to the Diocese at £4K a month (rather than £4,800) as we have been doing since March. We are eating into reserves for this. We are not spending much otherwise. Discussion about Parish share. Proposal from Andrew: that we continue our giving at the current level and when the crisis ends, we backdate our share to what it would have been at its full level. Agreed by all. Query about church collections; Claire has looked at the rules and we are allowed to start taking collections. There will be a collection tomorrow at Jan’s funeral for her favourite charity. We could have a collection at the next drive in service. It was also suggested that we consider an informal Gift Day in October, advertising via website/FB and the magazine.  | AW |
|  | **The meeting closed with the Grace at 8.50pm** |  |
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St Barnabas Swanmore – Making Christ known in our community through care for all, welcoming hospitality and worship for all ages