**Minutes of PCC Meeting Thursday 8th October 2020 at 7pm on ZooM**

**PCC Members present:**

Chair: Claire Towns. Minutes Secretary: Jill Phipps

Jen Frampton, Jenny Sharpe, Sally Beazley, Bill Jones, Andrew Wilkinson, Liz Newbold, Dave Lee, Amanda Ankers, Allison Gurry, Janet Chant, Ben Armstrong, John Branson, Bobbie Branson

Opening prayers led by Claire.

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| **1** | Apologies for absence: Teresa Reynolds | **Action** |
| **2** | **Minutes of the last meeting held on Thursday 29th July 2020** | Approved by all  To be signed by CT |
| **3** | **Matters arising from July minutes and not covered on the agenda:**   * The new church website is now up and running. Minor corrections and improvements are being made to the information Hub on the home page. * The Parish magazine – a report on this from a first meeting with the new Editor and team was sent out today by Claire. Comments invited:   Deliveries – From April, the Magazine will not go automatically to every house in the Parish. The Feb/March edition will inform people who wish to receive a magazine, how they can collect it. Home delivery will be available for those who are unable to collect it. There will be an annual subscription to cover postage for those outside the village.  Advertising – Advertisers have not yet been invited to renew and when they do so, it will be from February. Some may feel they have not had value for money this year, but many people in the parish have kept their last printed copy to use for the information. In future, advertisers will be getting better quality adverts both in print and on the website, although only 6 printed copies a year. It was suggested that we write something for John Austin to email out to all advertisers, advising them of the changes coming up.   * Barnaby’s have re-opened on Saturday mornings, now extended to include Thursday afternoons and Friday mornings but for takeaways only for the foreseeable future. | **CT/AA**  **AW/JA** |
| **4** | **Approve minutes of the confidential PCC meeting of 18th August (not for publication)**   * Church volunteers; at the meeting, PCC agreed guidelines for volunteers aged 80+ and the length of time of office. PCC ratified the minutes and agreed that term of office for volunteers should be a maximum of 6 years. | **Minutes approved**  **CT** |
| **5** | Correspondence received   * A Card from Anne Pearson- with thanks to the PCC for the generous gift to her on her retirement as Paterson Centre Magazine and Editor of the Parish Magazine. * Revd Liz Cox, Priest in Charge of St Barnabas, Gillingham; Claire has received a letter written to all St Barnabas Churches, from Liz Cox of St Barnabas, Gillingham, asking for financial support . After much discussion, PCC voted 10: 2 in favour of giving £100. | **AW** |
|  | **Mission and Church Life (Vicar)** |  |
| **6** | **APCM matters**  APCM is set for Wednesday 28th October at 7pm via zoom. It was noted that the chosen date falls in half term; the usual March/April date often occurs during the Easter school holiday. It was agreed to check the school calendar for next year’s meeting in order to avoid a clash. This year’s APCM is more of a formality to fulfil the legal duties of submitting financial records to the Charities’ Commission and is anticipated to be a short meeting.  We have to advertise and invite the wider village for the first part of the meeting, which is the election of Churchwardens, so the zoom link will be advertised on public posters.  Claire asked PCC members whose term of office has come to an end, if they would be willing to continue until April; the Churchwardens and PCC secretary have agreed to continue. Deanery Synod ended last week, a new one will start again in November.  Those whose terms of office come to an end:  Jenny Sharpe: has completed 6 years on PCC; she was willing to stand as a Deanery synod rep.  Amanda Ankers: is happy to stand again.  Bobby Branson: was willing to continue on PCC until the next APCM and then stand down.  Jen Frampton: is now eligible to stand for PCC but is willing to continue as a Deanery Synod rep for the next 3 years.  John Branson: is willing to stand again for PCC.  The 2019 collated reports have been sent out and could go onto the website. The 2019 APCM minutes are in draft form until approved on 28th October, after which they could go onto the website.  Posters informing everyone of the APCM will go up on 17th October.  CT needs to clarify legalities of electronic proposals of Churchwardens, PCC and Deanery Synod members. | **CT** |
| **7** | The Paterson Centre   * Risk assessment – thanks to Andrew for doing a first draft based on information from ACRE – Action with Communities in Rural England. The risk assessment will go to all PC users. It is a high level document for the PCC and will be edited down for hall users. JB offered to look at the risk assessment to provide a second opinion with views from Government website. We don’t have to let the Paterson Centre to full capacity; it was noted that the Long Room could be a viable letting space in the future for 1-1 meetings or office space. AW to look at conference tables. * We now have a QR code for the church, link and Barnaby’s. * Paterson Centre Letting: Barnaby’s and the Primary School do not wish to hire the Paterson Centre. We have had enquiries about booking the PC from Meon Valley Carers to start using the office again and for the club to meet again in the Paterson Centre. MOO Music want to go in to PC as Swanmore Methodists are not yet taking bookings for their hall. The Rainbows are meeting inside again but have decided to go to the Village hall, where there is more space, until Christmas.   PCC discussion about accepting the bookings; it could be easier not to let the hall as the cost of cleaning needs to be included in the hire charge and may make it too expensive. It also reduces the spread of the virus. An alternative view was that we need to continue to get back to ‘normal’ life using risk assessments and common sense.  It was proposed that, in the absence of a Paterson Centre manager, PCC allow Standing Committee to discuss each application to use the Paterson Centre. This was agreed by PCC.  Cleaning: in between each user of the Paterson Centre, the hall and toilets need thorough cleaning. Discussion about cleaning in the absence of a cleaner currently. We need to include a cleaner on the risk assessment and draft a job description for a cleaner. There were queries about how other churches manage; Ben to ask at Waltham Chase Methodists and St Peter’s, Jill to ask at Shedfield & Wickham. | **AW**  **Standing Committee**  **Draft up for a cleaner**  **Look at risk assessment**  **BA/ JP** |
| **8** | Church Wardens Update   * The Link Toilet- the original contractors, Green Building Maintenance, are not responding to communications at the moment. BJ has been contacting them to request a review of the plan to track foul and fresh water through the Paterson Centre; it would be better to route these pipes out to the drain on the road. JB noted that there is a drain cover under the doormat in front of the Link door. JB offered to check on that drain cover. * CT expressed thanks to JB for changing the lock on the Link Door. BJ and DL are getting new locks on the PC doors. JB suggested a keycode on the door which allows people to enter via a code, so we don’t need a key. They are not expensive. * It was noted that the door handle on the gent’s toilet has been sheared off, although not in use. | **BJ**  **JB**  **BJ/JB** |
| **9** | **Remembrance Sunday**  Claire announced that the service for Remembrance Sunday this year will be very limited. The national Royal British Legion have forbidden all local branches to parade their standards and it is unsafe for a large number of people to gather, even if we used the school playground. Therefore, a small number of people from RBL and uniformed organisations will join Claire and the Church Wardens in church to hear the roll of honour and a recorded version of the National Anthem. This will be live streamed via Facebook. They will move to the Memorial for 2’ silence, and to lay wreaths; the service will not be advertised as a public event, although some people may gather at that time and Gary will be present to steward that. There will not be a house to house collection this year. |  |
| **10** | **Parish Council Christmas Lights**-  There will not be a Parish Council ‘ light up’ festival this year. Instead, the money is going to provide ‘icicle type’ lights for the school, shop and hairdressers and the church. The small Lych gate will be lit using power from the house next door. Another suggestion is to light the outside of the chancel. A Contractor employed by the Parish Council will fit and supply the lights at no cost to the Church. |  |
| **11** | **Safeguarding**  Teresa sent out a report prior to the meeting; the new PCC will need to review the Safeguarding policy in November as there will be new guidance. The Church of England report on Child Sex Abuse has just been published. Teresa will stay on as Safeguarding Officer until the next APCM when she will be stepping down.  The C of E is now authorising Sunday Clubs to meet again. BA reported that the Crib service this year will be via Facebook; he has contacted all the families and the majority of parents are happy to allow their children to be included in the service. Ben has emails from all parents and will ensure their permissions are followed. |  |
|  | **Mission & Money** |  |
| **12** | **Financial Update**  AW sent out a report ahead of the meeting; church incomehas dropped but we are kept afloat by 11K worth of gifts and grants. We have been paying a reduced parish share; it is for the PCC to decide whether we will make up the deficit by the end of the year.  Summary: some costs have fallen eg utilities; maintenance costs have increased as a few jobs have been completed eg car parking bays painted, a new water heater in the PC. Administration costs are reduced, Magazine expenses are down.  The figures in the report did not include Barnabys; Barnaby’s have just resumed their monthly payments to the church, albeit at half their ‘normal’ levels.  There is still some discussion with the Auditor regarding the 2019 budget figures.  BJ has received grants from the Parish Council for the care of churchyard. A query was raised about emptying of the bins in the churchyard as this appears to have been missed some weeks; this is done by Biffa with an annual cost of £1500. AW to check.  AW proposed to amalgamate the Paterson Centre account (containing approximately 5K) into Church Funds. This was agreed unanimously by PCC.  BA is applying for a grant towards Sunday Club costs. | **AW**  **AW** |
| **13** | **Feedback from Deanery Synod**  Janet, Jen & Andrew and Claire attended Deanery Synod last week; there was a lot of discussion about the Diocesan financial situation. A £2million loan has been applied for but this will have to be paid back. We need to reduce expenditure across the Deanery but there are no specific ideas at present. Deaneries are invited to submit their ideas into wider Diocesan suggestions. |  |
|  | **Date of next meeting: APCM Wednesday 28th October at 7pm via zoom**  **The meeting ended at 8.45 with the grace** |  |

St Barnabas Swanmore – Making Christ known in our community through care for all, welcoming hospitality and worship for all ages