

Minutes of PCC Meeting Thursday 13th May 2021 at 7.30pm on Zoom



PCC Members present:

Chair: Andrew Wilkinson Minutes Secretary: Jill Phipps

Jen Frampton, Jenny Sharpe, Dave Lee, Amanda Ankers, Janet Chant, John Branson, Claire Lloyd, Dot Holubinka, Derrinda Laing, John Sharpe, Allison Gurry, Caroline Vost, Nick Whitehead.

Opening prayers led by Jill

1	Welcome & Apologies: Liz Newbold Andrew as existing vice-chair welcomed everyone to the meeting, specifically those new to PCC, especially Derrinda, Dot, Caroline, John and Nick, and Liz who was unable to attend, but has returned for a further term.	Action
2	<p>Membership of PCC & appointment of roles</p> <p>Chairman: Andrew as existing Vice Chair took the Chair. Claire, before she left, had asked Nick if he would take on the role of PCC Chairman during the Vacancy, and he was willing to do so, but we need a resolution as follows:</p> <p><i>The PCC of St Barnabas resolves to request the bishop to authorise Revd Canon Nick Whitehead (PTO) to be Chair of the PCC during the Vacancy, in accordance with rule M26 (2) and (3) of CRR 2020. We recognise that Revd Whitehead, in accordance with Rule M15(1) (b) of CRR 2020, becomes a full member of the PCC when so authorised, and that the role of vice-chair continues, under normal provisions, and operates when the appointed chair is absent.</i></p> <p>Andrew proposed that PCC adopt this resolution and request the Bishop to authorise Nick as Chair of PCC. It was seconded by Amanda and all PCC were in favour.</p> <p>Vice-chair: Dave had offered to stand. All were in favour. Secretary: Jill offered to continue, all were in favour. Treasurer: Andrew agreed to continue, all were in favour. Electoral Roll Officer: Jenny Sharpe was willing to continue, all were in favour. Parish Safeguarding Officer: Caroline had offered to take on this important role, all were in favour. Data Protection Officer: Amanda agreed to take on this role, all were in favour.</p> <p>The 5 new members of the PCC had agreed who would take the 3 year terms – Caroline, Liz and John Sharpe.</p>	<p>Jill to send request via Area Dean.</p>

	These had been sent out and corrected by the SC. No further comments, all agreed they can be uploaded to the website.	
6	<p>Matters arising from 19th April minutes and not covered on the agenda:</p> <ul style="list-style-type: none"> • Barnaby's: Barnaby's have been offering a takeaway service on the last 2 Saturdays, very successfully and welcomed by all. Dot reported that they will continue in the current format for the time being. The BBT are looking at purchasing screens for the counter top to allow for customers to order inside and not at the door. Due to limited space inside, it is not feasible to offer inside seating with correct social distancing but they intend to remain open. The BBT are looking at applying to Winchester Council for a grant to cover the cost of necessary adjustments. Nick queried if these changes were Covid related and whether Barnaby's pays business rates, but Barnaby's is not counted as a business and doesn't pay those rates. Andrew thanked Dot and the BBT. • Paterson Centre Cleaner: There has been one applicant, Jane Taylor, and Claire interviewed her last week. Jane will start working on 24th May for 5 hour p/w in the Paterson Centre and 1 hour p/w in Barnaby's. Terms have been agreed and Jane has met with Gail. • Filing Cabinet in the Vicarage: this contains documentation that needs to be sorted. It would be easier to sort through it in situ. • New book for recording Marriages: Andrew has ordered this. Nick reported that the old Wedding registers and blank certificates are in the church safe: they need to be sent back to the Registrar subject to us retaining the appropriate copy register. • Link Toilet: this will be included in the cleaning duties and is not yet open for business. It needs a laminated sign on the door and a few final items. John B offered to look at sound proofing the Saniflow unit. • Decking: this has all been removed now. It needs a final clearance, the paving slabs restored to form steps and re-seeding of the ground. John B will complete the tidying up this week. Query re the need for a ramp wheelchair egress in the event of a fire; to be considered at a later point. • Garden Equipment in the Vicarage garage: Church strimmer, mowers and chain saws are being stored. The Church wardens are looking at storage options onsite, which may require a faculty. The Area Dean has said we can continue to use the garage until the Vicarage is rented out. • The Swanmore Link: Amanda reported that many people had been unaware of the questionnaire in the last 3 months magazine, asking them about their preference for collecting or having the magazine delivered. The Editor and Amanda were unwilling to reduce the number of copies printed at the moment so we need to inform people when the magazine is issued and where it can be collected from. Discussion about asking the shop, the Parish Council and others to share on social media; also a suggestion to have a 	<p>Social committee</p> <p>PCC</p> <p>JP & AA, John S for key to Vicarage</p> <p>DL & JC</p> <p>JC/JP</p> <p>JB</p> <p>DL/JB/BJ</p> <p>AA- liaise with school, PC, PSO</p>

	<p>banner on school railings bi-monthly. St Peters in BW have a form on their website where people can request delivery and indicating costs. Would a similar form be useful on our website? Along with a list of those advertising. There were positive comments regarding the look and content of the Swanmore Link.</p>	
7	<p>Safeguarding</p> <p>Caroline was welcomed to the PCC and outlined the Safeguarding Policy that the PCC must approve in this meeting. The template came from the Diocese but currently has a space for the incumbent as the Single Point of Contact (SPC) for any Safeguarding concerns. As we are in a Vacancy, Caroline will get clarification from the Diocese on this. However, every member of PCC has a responsibility to be aware of and follow the policy. She will also check on PCC members DBS and training required.</p> <p>Nick queried whether the PCC has insurance and it was confirmed that we have Ecclesiastical Parish Guard which covers us as a church and us as individual trustees, for the normal activities of the church and which also provides some indemnity for previous years.</p> <p>Queries re changes in the wording of the policy: it was emphasised that if the text of the policy is altered, there are implications for us under the Diocesan regulations.</p> <p>Subject to clarification of whether the Church wardens are the SPC, Caroline asked the PCC to adopt the policy. This was seconded by Andrew and agreed by all.</p> <p><i>Post meeting clarification: Caroline has been in touch with Theresa Winship, Safeguarding Coordinator at the Diocesan team who confirmed that</i></p> <ul style="list-style-type: none"> • <i>in a Vacancy, the Church wardens sign the policy statement in place of an incumbent.</i> • <i>there is no need to remove any wording in our document</i> • <i>there is no need for PCC members to sign to say they have read it.</i> <p><i>Caroline will send the policy statement to Gail for printing and display on the Church noticeboard.</i></p>	<p>CV</p> <p>ALL</p> <p>CV</p> <p>Copy on church noticeboard and to Diocese</p>
8	<p>Vacancy Information</p> <p>PCC were advised of the change of date for the meeting with the acting Archdeacon and Area Dean regarding arrangements during the Vacancy. 8th June 2021 at 7.30pm via zoom.</p> <p>Jill will send out the link and the agenda – from the Archdeacon – when it is received.</p> <p>Attention was drawn to the Diocesan booklet advising of guidance during a vacancy; please will all PCC members read this and bring questions and comments to the meeting on 8th June.</p>	<p>ALL</p>
9	<p>Approval of Andrew Wilkinson as Foundation Governor for Swanmore Primary School, to serve a further 4 year term. Andrew, having served 4 years was willing to continue. This was proposed by Jill, seconded by Janet and approved by all.</p> <p>Thanks to Andrew for continuing to serve as a Foundation Governor.</p>	<p>AW/JP</p>

	<p>It was raised that we may not be aware of who the Foundation Governors are and how long they have served. A list of names and photos would be helpful and when their term of office ends. As Sally has moved, we have a Foundation Governor vacant seat. It would be helpful to have this as an agenda item in the future.</p> <p>Andrew encouraged all PCC to pray for our Primary School and the Governing body.</p>	<p>JP Agenda item September</p>
10	<p>Items of general interest (not for discussion)</p> <p>Andrew had sent out a draft budget for 2021 earlier today, for information but not for comment. It would be for discussion at the next meeting.</p> <p>Nick reported that Hazel is putting together the rota of services and visiting preachers. Nick & Hazel will cover the 8am and 10am services on 2-3 services a month but the 8am service frequency will be reduced as it is early for a visiting preacher to travel from a long way.</p> <p>He also asked for any information on a possible baptism on July 18th for which there is little information.</p> <p>Two questions for PCC to think about:</p> <ul style="list-style-type: none"> • post lockdown, do members of the PCC have thoughts on whether the church continues with live stream services? • Will an occasional zoom PCC meeting be acceptable eg in bad weather <p>John S asked about permitted numbers in the Pat Centre for the forthcoming fundraising events, and who makes those decisions and by when? SC would consider this with the Paterson Centre committee, thinking about legal restrictions, fire regulations, layout etc.</p> <p>The Paterson Centre was being used by a choir on Tuesday next week, it needs a good clean and furniture in the middle returning to the Long Room. The Long room also needs some redecoration.</p> <p>Lunch club would like to return to the Paterson Centre; they should liaise with Dave.</p>	<p>JP</p> <p>All</p> <p>AW/JS by June 1st</p> <p>JC</p> <p>DL</p>
	<p>Nick closed the meeting in prayer and blessing.</p> <p>The meeting ended at 21:10</p>	
10	<p>Date of next meeting: Tuesday 8th June at 7.30pm via zoom.</p>	

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

These minutes were approved by PCC at the meeting of 10th June 2021