

## Minutes of PCC Meeting Thursday 15<sup>th</sup> July 2021 at 7.30pm on Zoom



### PCC Members present:

Chair: Nick Whitehead Minutes Secretary: Jill Phipps

Jen Frampton, Jenny Sharpe, Janet Chant, Claire Lloyd, Derrinda Laing, John Sharpe, Allison Gurry, Caroline Vost, John Branson, Liz Newbold, Bill Jones, Dave Lee, Dot Holubinka.

Opening prayers led by Janet

1	<b>Welcome</b> <b>Apologies</b> from Amanda Ankers, Andrew Wilkinson	<b>Action</b>
2	<b>Minutes of the last meeting held on 10<sup>th</sup> June 2021</b> Agreed as a clear record of the meeting by all which can be uploaded to the church website.	Jill/Gail
3	<b>Matters arising from minutes and not covered on the agenda:</b> <ul style="list-style-type: none"><li>• <b>Link Toilet:</b> All actions have been completed. JB noted that the toilet seat needs attention. Contractors to be asked to return and sort this out.</li><li>• <b>Church Garden Equipment:</b> Dave has ordered the shed for storing garden equipment, delivery expected Monday. Base to be put down, and shed erected before weddings on 11<sup>th</sup> and 20<sup>th</sup> August.</li><li>• <b>The Swanmore Link:</b> previous deliverers to be encouraged to deliver to their areas as before.</li><li>• <b>Church cleaning rota:</b> Jen reported that more people are needed on the rota and the 5<sup>th</sup> Friday in the month has insufficient numbers to manage. Jen will prepare a notice for the weekly bulletin.</li></ul>	<b>Standing committee</b>  <b>DL/JB</b>  <b>All</b>  <b>JF</b>
4	<b>Correspondence</b>	<b>SC</b>

	Jill has received a letter from the Portsmouth Diocesan Registry dated 29 <sup>th</sup> June 2021. This is the official notice to the PCC regarding the Vacancy and the requirement to prepare a Parish Profile and appoint two Parish Representatives. The Vacancy started on 26 <sup>th</sup> August 2021. SC to decide on process.	
<b>5</b>	<b>Vacancy Planning</b> Notes from the PCC planning meeting on Sunday 4 <sup>th</sup> July had been circulated. Concerns re the proposed East/West plan for the Deanery included the housing development between Knowle and Fareham. All to send further comments to Dave who would collate them and send to David Isaac. Writing Group: the group had met this week and Amanda had sent out requests for help. There have been some responses from the congregation with good comments and phrases. Caroline was asked for a short piece on Safeguarding, Jill to prepare a piece on the school links.	<b>DL</b>   <b>CV, JP</b>
<b>6</b>	Deanery Synod: Minutes of the meeting on 30 <sup>th</sup> June had been sent out. No further comments. Minutes to be displayed in the Link and on the church website.	<b>JP/GN</b>
<b>7</b>	<b>Barnaby's.</b> Mike Holubinka was welcomed to the meeting. Paperwork had been previously circulated regarding funding and provision of a canopy to enable Barnaby's to adapt and operate in a safe way during the pandemic. BBT had applied for and been successful in receiving a TAD grant from Winchester County Council of £5,000. Mike explained that in order to reduce the risk of infections, good ventilation was needed inside Barnaby's and shelter from rain for those sitting outside. Equipment needed: 1) High volume air extractor: the ventilation in Barnaby's is currently inadequate and the ceiling fans currently just move the air up but not out. It was proposed that a high volume air extractor in the window above the counter, behind the coffee machine would provide a	

	<p>better quality of air but a Faculty is needed for this. There would be little noise from the fan, it is relatively quiet. BBT have no reservations about this, and feel it is essential.</p> <p>2) In the past 2 years, we have had outdoor seating at Barnaby's but this has become more important due to reduced seating indoors (due to Covid restrictions). BBT have purchased new outdoor tables able to seat 36, and propose a canopy, which as well as providing shelter, will further advertise the café to passing traffic. There are 2 options for the canopy:</p> <ul style="list-style-type: none"> <li>- Fixed to the wall – drilling into the wall, fixed brackets, the supports may obscure the windows</li> <li>- Fixed to a frame and secured to the ground, not attached to the building.</li> </ul> <p>The Canopy can be manual wind out/in or electric. Electric operation is BBT preferred choice as this makes it easier for volunteers to operate. In addition, the canopy has a wind sensor and will automatically retract itself if the wind strength increases, to prevent damage.</p> <p>Questions:</p> <p>Will installation of the canopy affect the cistern in the car park? MH: No, the frame would be situated right next to Barnaby's wall.</p> <p>How big is the canopy? MH: 5.4m wide, extends out 4m, folds into a 7-8" cassette.</p> <p>Do we need planning permission as well as a Faculty? MH: Not sure.</p> <p>Concerns re matching colours- discussion on options.</p> <p>How many tables can you get under the canopy when fully extended? MH: 6 x 4 person tables.</p> <p>Have you had other quotes for the cost of the canopy? MH: Other potential providers prices are similar. Dot &amp; Mike have looked at different canopies in action; BBT wanted to use a local provider.</p> <p>Are there any photos of what it would look like?</p> <p>Janet had spoken to the DAC, we might need a Schedule B. She would discuss with Andrew.</p> <p>The TAD grant is already in Barnaby's account. The full expenditure will exceed the £5,000 grant but BBT and customers are keen to contribute the additional funds required (£3,500 approx).</p>	<p><b>JC/AW</b></p> <p><b>MH</b></p>
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Winchester County Council will require evidence of expenditure made or progress on spending by end of September. BBT are confident that they can replace the reserves needed for these improvements.

PCC questions: do we need planning permission as well as a Faculty? Mike to enquire about this.

Discussion re planning permission – to ensure the installation is safe

Faculty will check that the appearance does not detract from the building especially when the canopy is closed. BBT propose a dark green canopy to blend in with the building and the local environment and be as unobtrusive as possible.

Insurance will be needed in case of damage or vandalism.

**Proposal:** subject to clarity on planning permission and Faculty for PCC to approve the following:

- 1) Installation of the extractor fan inside Barnaby's
- 2) Fitting of the canopy outside
- 3) BBT to take money out of their reserves

The Chairman asked PCC if they were happy to vote on these proposals immediately? PCC agreed.

**Proposal:** to give BBT permission to move ahead on the installation of the extractor fan:  
Proposed by John Branson, Seconded by John Sharpe. All in favour -unanimous.

**Proposal:** to give BBT permission to move ahead on the installation of a free standing electric canopy outside Barnaby's?  
Proposed by Allison Gurry, Seconded by John Sharpe. All in favour – unanimous.

It was decided to postpone the decision regarding finance until Andrew returned from holiday. The money may not be needed immediately if planning permission has to be applied for.



	Jen wished to raise awareness in the PCC of a shortage of volunteers for church cleaning and some issues around equipment. A note requesting help has been sent round in the weekly bulletin.	
<b>8.</b>	<b>Church Wardens Update.</b> The Churchwardens had nothing to report at the moment.	
<b>9</b>	<b>Finance Report</b> Andrew had sent a report to PCC. Finances are steady. The magazine advertising and Paterson Centre hire is raising income, as well as Barnaby's, where sales have been good. Wedding fees have been reviewed and an updated version was sent to PCC, for display in the Link and Vestry. These were approved by PCC.	<b>AW</b>
<b>10.</b>	<b>A 'Grow Community' in the Primary School.</b> Jill explained that Southampton City Mission (SCM) have partnered with Scripture Union to set up Bible study groups for children in schools, as a lunchtime or after school club. The children will learn about Jesus through games, activities, stories and songs. The primary school were approached by SCM who already deliver 'Question of Faith' days across all year groups and John Paterson, HT, and the RE lead, Tricia Clarke, were keen to be a pilot school. Jill and Ellie Cousins (previously RE lead at the school, now working for SCM) will lead the group together and PCC are asked to support this in prayer and as a church. All were in favour. Jen offered to help with the group if needed.	<b>JP</b>
<b>11</b>	<b>Items of general interest (not for discussion)</b> Jill has received from the Diocese a 'notice of Church Officers Audit to complete, which involves addresses and terms of office of Churchwardens.	<b>JP</b>
	Nick closed the meeting in prayer. The meeting ended at 21:20	
<b>10</b>	<b>Date of next meeting:</b> <b>Standing Committee: Tuesday 29<sup>th</sup> June</b> <b>PCC: Thursday 15<sup>th</sup> July</b>	

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

