

Minutes of PCC Meeting Thursday 4th November 2021 at 7.30pm at Barnaby's



PCC Members present:

Chair: Nick Whitehead Minutes taken by: Dave Lee

Jen Frampton, Caroline Vost, Dot Holubinka, Jenny Sharpe, John Sharpe, Janet Chant, Allison Gurry, John Branson

Guests: John Paterson, Ian Wollam, Jenny Maunder, Anne Davis

Opening Prayer: written by Liz, read by Nick.

1	Welcome Apologies from Amanda Ankers, Liz Newbold, Andrew Wilkinson, Derrinda Laing, Claire Eathorne, Bill Jones.	Action
2	Swanmore Primary School <ul style="list-style-type: none">• Presentation and discussion: John Paterson, Headteacher & Ian Wollam, Chair:<ul style="list-style-type: none">○ John: School been through “an experience” over the last 18 months, had a really positive experience with the local community. Use of the Paterson centre was useful. Has been difficult, and it’s an absolute joy having the children all back. Not seeing much evidence of emotional issues: some learning gaps. Brought in additional staff to support the children catching up. Reputation of the school remains positive: waiting lists in most year groups: full YearR for past few years. School largest it’s been in John’s tenure. 60% of the children from within the parish. Not meeting as large groups within the school but fairly normal apart from that. Healthy lifestyle agenda: new caterer, mental support, new outside equipment. New deputy, new KS1 leader both coming soon: changes but positive. Coming from a time of providing “welfare” to the community back to normal and going from strength to strength. Keen to build on links with the church.○ Ian: schools often report shortage of governors: Swanmore has been fortunate in terms of numbers, quality & range of skills. The foundation governors provide the majority of the governors: a spread of experience here is great as there are some roles which cannot go to parent-governors. 3 main committees: finance (chair Andrew), curriculum & standards (Sam Lee), personnel (Bobby Branson). Being a governor is a big job! Relationship between the governors & teaching leadership is good. Gap for an Ex Officio governor at present due to the Vacancy. Financially the school is in a strong position. Governors are there to hold the leadership to account: John wants the governors to challenge. Huge opportunity for the church in terms of outreach into the school’s families.	

	<ul style="list-style-type: none"> ○ Discussion on school/church relationship. Striving for a strong sense of community beyond the school. Lots of needs in families in the village. Both Diocese and LEA were fairly invisible during pandemic as guidance flowed direct from central government to schools. Big opportunity to build something back. John: we don't need/want the big gestures: I would love people to come over and chat/be with the children: modelling for the children. Jen: I've felt very welcomed going into the school; there's a lovely friendly relaxed atmosphere. Yr3 exploring church: mutual learning experience! John: all we're looking for: can we find 2/3 meaningful things to offer some more opportunities? ● A moment of silent prayer for school governors, leadership, staff & pupils. ● Foundation governors: Anne & Jenny came to join the discussion w/ Ian & John. Still one foundation governor vacancy. 	<p>PCC to discuss more about possible touch points with the school in 2022: January PCC meeting.</p>
<p>3</p>	<p>Minutes of the last meeting held on 9th September 2021 Agreed as a clear record of the meeting by all which can be uploaded to the church website.</p>	<p>DL/Office</p>
<p>4</p>	<p>Safeguarding</p> <ul style="list-style-type: none"> ● Annual review: Caroline presented the Model parish safeguarding checklist from the Diocese website, and quoted from Bishop Christopher's letter about past abuse. We have both a parish s/g officer (Caroline), and now a Deputy Recruitment Officer (John B). All paperwork regarding DBS verification is with the Diocese. All PCC and Sunday Club leaders have current DBS checks in place. St B safeguarding policy is dated Nov 2020, so still very current. Will need to be re-adopted after the APCM. <ul style="list-style-type: none"> ○ Safer recruitment: recommend that the Churchwardens do this training ○ Safeguarding training is in date for all Ministry Team, PCC and Sunday Club leaders ○ Recommendation that anyone involved in church life undertake the basic awareness safeguarding training: "vergers, servers, welcomers, caretakers, refreshments helpers, sidespersons, flower arrangers, administrative staff, bell ringers, music group members including sound and AV". Discussion on which of these would be appropriate to offer the training to at St B's: decided all to be invited to participate, to ensure the widest awareness of safeguarding issues to encourage Safer Church. ○ Lone working policy. Caroline presented the Lone Workers list, in its current form. Needs help from the wider team to update (team leads). Risk assessment needs updating. Lone workers need to read the policy & risk assessment and sign that they will abide by this. ○ Everything we need to have on public display is displayed! ○ We have secure storage in line with data protection 	<p>DL/JC to do</p> <p>Caroline to organise and report back</p> <p>Janet & Jen to work with Caroline to update the lone workers list</p>

	<ul style="list-style-type: none"> ○ Pat Centre hiring agreements/safeguarding/risk assessments: Caroline hasn't been able to review these yet 	Caroline to follow up with Church Office
5	<p>Matters arising from minutes and not covered on the agenda:</p> <ul style="list-style-type: none"> ● PCC Secretary: the minute-taking duty will rotate around the PCC members for the time being. Volunteers welcome(!) 	DL to nominate next minute taker
6	<p>Standing Committee Report</p> <ul style="list-style-type: none"> ● Purchase from legacy. We have agreed to purchase a new strimmer/brush-cutter for £850, using funds from the new 'churchyard' legacy. Will be tried out this Friday! 	
7	<p>Vacancy Planning</p> <ul style="list-style-type: none"> ● Suspension of Living: We have received notice of Suspension of Living for St Barnabas Parish. This means that the Patron (the Bishop in this case) no longer has the right to appoint an Incumbent to the living: this happens when the diocese is considering a reorganisation. Any appointment would be a "priest in charge", until such a time that the living is unsuspending. This gives the diocese more flexibility in managing parish reorganisation. ● Appointment of parish representatives: We need to formally notify the Diocese of our two Parish Representatives by 24th February 2022. Anyone wishing to put themselves forward for consideration as a Parish Representative to let Dave know by the end of the month. ● Parish Profile update: We need to complete the Parish Profile by 24th February. Next step is for the subcommittee to meet in person to review the content so far. ● Map of Deanery (Map as attachment): for interest 	<p>All to consider</p> <p>DL to organise</p>
8	<p>Finance Update</p> <p>Andrew provided a financial update summary by email ahead of the meeting. Main points:</p> <ol style="list-style-type: none"> 1. You will see that I am forecasting a small deficit at year-end. This position, however, is skewed by (a) the grant from WCC for improvements at Barnabys and (b) the £17,500 legacy from Ada Marjorie Charwood. Without these, our financial position would be very much worse. 2. Barnaby's have spent some of the grant on tables and chairs etc and on the materials for installing the fan. I am assuming that the cost of the canopy will fall into next year. 3. The legacy we received is for the upkeep of the churchyard, so we are limited on how we can use it. We have spent this month about £900 on a new strimmer and can also use the legacy for the cost of emptying the large bin (about £1500/yr) and other items directly related to the churchyard so I imagine it will be 7-8 years before that restricted income is all spent. 4. At the end of last year, our total assets were around £47,000 so at the end of this year I forecast that they will be reduced to around £44,000, of which about £23,000 will be in restricted funds (churchyard, disability improvements, handbells) and £17,000 in designated funds (Barnaby's and PatCen operating). 	

	<p>5. I think the time has come to consolidate the PatCen Operating Fund with the General Fund; the bank accounts have been merged already.</p> <p>6. On my return I will order a new card donation station for permanent mounting. The delay has been because the company brought out a new model a couple of weeks ago.</p> <p>7. John Austin has written to advertisers in the magazine inviting renewal at last year's prices.</p> <p>Q&A by email:</p> <p>1) Q: Reason why maintenance is likely to be £10k against £6k predicted. A: Maintenance is a very moveable feast. I have added quite a bit for the final quarter to cover the quinquennial and the 5 yearly electrical test as well as remedial electrical work. Some items – e.g. the new coloured lights - might fall into that category but are offset by donations.</p> <p>2) Q: Reason why Admin expenditure is significantly lower percentage wise: £2.5k against £4k predicted. A: We have had less Parish Administrator time than budgeted and lower stationery etc. costs.</p> <p>3) Q: Why Capital works £13,000 against £18k predicted. A: The budgeted figure was based on the old plan of using the link cupboard for the toilet. In the event we chose a simpler, and cheaper, solution and were able to avoid the VAT.</p> <p>Amanda asked (by email) whether we should increase the print run to 1500 for the December Link magazine, and include a Christmas card from the Church, and deliver to houses. Total additional costs amounting to around £700. PCC felt this would be a good statement to the village from the church, and approved the additional expenditure. Magazine needs to have a splash in it to remind people how they can get a copy/sign off.</p>	<p>Nick to contact Amanda to get this into mag</p>
<p>9</p>	<p>Lent Groups</p> <p>Nick asked whether we wanted Lent groups organised at St B's. PCC's feeling was yes. Nick outlined a proposal for a bigger group to meet in the Paterson Centre that might then lead on to smaller groups continuing. Note to invite the Methodist Church.</p>	
<p>10</p>	<p>Church Wardens Update</p> <p>Quinquennial: JC has contacted an architect to perform this and has sent such plans of the building that we have. The Faculty for the Barnaby's canopy ad ventilation work is completed: still awaiting WCC planning.</p>	
<p>11</p>	<p>Diary Dates</p> <ul style="list-style-type: none"> • PCC "Awayday" – Saturday 5th Feb 2022. Nick asked if there was sufficient interest, however many PCC members not at tonight's meeting. Resolution: all are expected to attend and must positively declare if they can't come! • PCC Meetings for 2022: 3rd February, 17th March, 12th May, 9th June, 14th July, 8th September, 3rd November, 15th December. 	<p>All to note date!</p> <p>All to note dates</p>

	<ul style="list-style-type: none"> • Standing Committee Meetings for 2022: 25th January, 8th March, 24th May, 28th June, 16th August, 18th October, 6th December • APCM: 27th April 	
12	<p>Items of general interest, not for discussion</p> <ul style="list-style-type: none"> • Teenage confirmation: four candidates are being confirmed this Saturday at Portsmouth Cathedral • Swanmore Link: Ben forwarded an Advert for Church donations from the Shedfield Parish Magazine, for PCC consideration as to whether we should have something similar in The Swanmore Link. This was felt to be a good idea, and needs to be progressed. We need to find someone to take this on • Rotas: there is a rota of all service-related responsibilities displayed on a notice board in the Link. • Dot: need more volunteers for Barnaby's or it will need to close. 	NW/DL
13	<p>Nick closed the meeting in prayer. The meeting ended at 21:50</p>	
	<p>Date of next meeting: Standing Committee: 7th December PCC: 16th December, 7:30pm</p>	

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