

Minutes of PCC Meeting Thursday 3rd February 2022 at 7.30pm in Barnaby's



PCC Members present:

Chair: Nick Whitehead. Minutes: Jill Phipps

Amanda Ankers, John Branson, Jen Frampton, Derrinda Laing, Dave Lee, Liz Newbold, Jenny Sharpe, John Sharpe, Caroline Vost, Dot Holubinka, Janet Chant, Claire Lloyd
Andrew Wilkinson and Liz Newbold via zoom.

Opening prayers: John Sharpe

1	Apologies for absence: Bill Jones, Allison Gurry	Action
Item 7 taken first.	<p>New Foundation Governor for the Primary School Hannah Horner was welcomed and introduced to the PCC. Hannah lives in the village and has a child in Year 2 and one at the Pre-school, and has accepted an invitation to become a Foundation Governor. She has a background in teaching and she and her family worship at St Peter's, Bishops Waltham. Hannah confirmed that her areas of responsibility on the Governing body will be Early Years reading, phonics and Outdoor education. Nick proposed that the PCC support and endorse her appointment to serve a four -year term as a PCC nominated Governor. This was seconded by John B and Dot and all were in favour.</p>	Application forms signed, HH to send to the Diocese.
2	Minutes of the last meeting held on Thursday 16th December 2021 approved.	JP to have them put on website and a copy up in the Link
3	<p>Matters arising from minutes of last meeting None</p>	
4	<p>Standing Committee Report</p> <ul style="list-style-type: none"> • A new pump and filters for the boiler have been fitted for the Paterson Centre, cost £2090. It was completely furred up. The installation of a water softener was suggested for consideration. • During the time that the boiler was out of action, the Team Leads in Barnaby's were subject to a lot of complaints about the lack of heating and also the smell of fish after the lunch club had cooked one week. The Team Leads were not aware of who they should phone or contact about the problem. The Lunch Club has been contacted by Jill to ask them to ensure that the fan was switched on and the windows opened while they were cooking, which they assured us they were doing. Also asked them not to cook fish again. • Dot raised the problem of the cleanliness of the Pat Centre kitchen, which was not up to standard. The 	PC Mgt committee - to look at issues re Contact numbers for Barnaby's Team Leads

	<p>cleaner is unable to cover all the areas in her hours and users should be expected to leave the premises clean. Could the Pat Centre management committee look at this?</p> <ul style="list-style-type: none"> • Correspondence – letter received by Gail, she has spoken to Hazel who has encouraged keeping a record of events and conversations in the future. 	<p>Apologies and thanks sent to the Barnaby's team leads</p>
5	<p>Vacancy Planning</p> <ul style="list-style-type: none"> • Update: Nick had sent out a resume of where we are in the process. It looks unlikely that we will have an incumbent soon, we need to plan for a years' vacancy. At Deanery Synod the previous night, there had been no firm movement forwards. However, Ruth Howlett-Shipleigh (Shedfield) had taken on an audit of the services and activities going on in each church to get an idea of duplication and possibilities of joint working or sharing across the Deanery. This is not a reorganisation but a chance to learn from and share with each other. • Parish Profile: The profile committee are meeting next week to revise the content of the Parish Profile, which will be sent to PCC for proof reading. The profile will need revisions and changes as time goes on. • Website: It was acknowledged that the website needed updating, Gail would be able to make changes if information sent to her. John S offered to look at all the pages and make a list of what needed to be changed. 	<p>AA, DL, DA, JC</p> <p>JS</p>
6	<p>Safeguarding</p> <p>Caroline had sent out some documents, including the Lone Working Policy (LWP) and the risk assessment. These had been reviewed and updated with Hazel's help (as she was Safeguarding Lead for the Diocese of Guildford). The LWP sits with Paul Eathorne as Health & Safety Officer; when Hazel has agreed the revised format and wording, the next step is to encourage people to sign up to it.</p> <p>Proposal from Caroline: that PCC agree in principle to adopt the LWP and it becomes a working document and is put on the website. Seconded by Amanda. All in favour.</p> <p>Discussion of practicalities around the LWP eg alarms. We have 2, one is kept in Barnaby's and one needs to be in church but with access by anyone working in there alone. An alarm can also be downloaded on individual phones.</p> <p>Caroline has received an invitation from the Diocese to sign up to an online dashboard tool which will show us where we are in terms of training, policy etc and which will produce an action plan and a 3 -year learning and development Safeguarding Strategy for the parish. All Churchwardens will have access.</p> <p>Training- as well as the Basic awareness and Foundation level training modules, there is a 'raising awareness of Domestic Abuse' module which all PCC members must complete. This can be done online or in a group face to face, min number 12. All PCC members to email Caroline with their preference and decision then made as to whether to arrange a course, possibly inviting other churches to join us to ensure viability through numbers.</p>	<p>JP/GN put LWP on website once approved.</p> <p>JC to decide on place for the alarm in church and inform those needing to know</p> <p>All to email CV with preference for F2F or online training</p> <p>CV/DA</p>

	<p>Caroline also noted that any role description for PCC should include Safeguarding requirements. She and Derrinda would look at this.</p> <p>At the APCM we would ask the PCC to sign up individually to their responsibilities as members.</p>	CV
8	<p>APCM</p> <p>The date for this is 27th April 2022.</p> <p>3 people have come to the end of their term of office:</p> <ul style="list-style-type: none"> • Dot who stood for 1 year (and could stand for a further 3 years) has opted not to stand again • Derrinda stood for one year and could stand for a further 3 years • Allison – finishes the end of her 3- year term and could stand again for 3 years <p>It was noted that the Treasurer has been in office for 7 years; the PCC determined some time ago that it was good practice for people to serve for a maximum of 6 years and then take a break. PCC were asked to consider who might take over from Andrew.</p>	All
9	<p>Finance</p> <ul style="list-style-type: none"> • Approval of fees: Andrew had sent out a list of fees. Most are statutory which we have to charge for services but there are some items which are at the discretion of the PCC. These include flowers (increased by £20 after discussion with Juliet due to the increased cost of flowers), Bells (no change), Verger (no change) and the organist (who usually sets their own fee in the region of £80-90). For a service of blessing we charge the same as a wedding service and for a memorial service in church, the same fee applies as a funeral service. Proposal: the list of fees as circulated by Andrew is adopted by the PCC; seconded by John S and all in favour. • Stewardship: Andrew had circulated a report. Our voluntary giving just covers our parish share which has been raised from last year and this year has been capped at 5%. It appears that last years' parish share was incorrectly calculated for us on the low side. Our Deanery was most affected by this but there is no requirement to pay back the additional amount. As our voluntary giving only covers our parish share, and we have an annual deficit of £11K, we need more money to allow us to support the things we would like to do. Our last Gift Day was in 2016. Dave reported that at the Church Warden's "signing in", they met Chris Parker from the Diocese who is keen to talk to the PCC's about generosity and giving, and help us to compile an action plan. PCC in favour. Dave to invite Chris to a meeting. 	<p>AW: New list of fees to be placed on the noticeboard in the Link and in the Vestry</p> <p>DL</p>
10	<p>Property</p> <p>Quinquennial update: Janet has spoken to several architects re the quinquennial. The Faculty and application for Barnaby's is waiting on Winchester City Council and should have been approved by now. We are also waiting on</p>	JC

	<p>Historic England as we need to go through them. Cllr Frank Pearson is helping to chase up on the delay. Electrical Repairs: Dave has had 2 quotes, both very different; neither did the last 5 year electrical appliance check so difficult to decide on the best option. Jobs that need doing are:</p> <ul style="list-style-type: none"> • Primary inspection: cost £1300 incl VAT • Works for the canopy for Barnaby's: cost £700 to come from Barnaby's own funds • Other jobs costing approx. £1000. <p>The sum of £2300 will come from the PCC general fund. These jobs must be done as Insurers require confirmation of work completed. It was agreed that a max of £3K could be allocated to this work. Dave proposed PCC approve this amount to allow progress with the work. Seconded by Janet, all in favour. Thanks to Dave and John B for this preparation. PCC noted with thanks that Brian Pancott and John Branson had changed the light in the bell-tower, with materials they funded, so at no cost to the church.</p>	DL
11	<p>Mission Giving Andrew raised the need to decide which missions we are supporting this year; last year not as much was raised as we might have done for our current choices, St George Foundation, the Children's Society and Friends Without Borders. The amount raised was £500 for each of them plus the extra for Christian Aid. Question:</p> <ul style="list-style-type: none"> • Keep the current 3 missions? • Do we go through the process to choose 3 more? • Do we allocate specific Sundays for each one? • Or collect for all 3 on Mothering Sunday, Easter, Harvest and Christmas? <p>After discussion, the PCC continued to stay with our current 3 missions, to collect for all of them on 4 specific days – Mothering Sunday, Easter Sunday, Harvest and Christmas, and to advertise better that we are supporting them. Andrew to write an article for the Parish magazine and it was suggested that we have displays up in church. Also suggested that we support the chosen missions for a term of 3 years rather than one year in order to develop a better relationship with the charities.</p>	AW
12	<p>Platinum Jubilee 2-5th June. We have booked the School field for a Songs of Praise service followed by a picnic but have learned that there are lots of other celebrations and street parties going on that weekend which will clash with the service. PCC decided to cancel the school field service.</p>	BA
13	<p>Lent Groups</p>	

	Dates have been set up for Lent groups with a first session in church on Thursday 10 th March at 7.30pm For the w/c 14 th and 21 st March there will be separate groups meeting in different locations. A closing session will be held in the Pat Centre on Weds 30 th March at 7.30pm	
10	Dates for the Diary Change of March PCC date to Thursday 24th March.	All
11	Items of General Information <ul style="list-style-type: none"> • Dot- Barnaby's freezer needs replacing urgently; PCC authorised BBT to purchase a new one, cost ~ £500+ • Dave -Seating in church- chairs at the back and the side near the piano are designated mask wearing areas to protect the sound technicians and musicians. Notices have been made to indicate this. • Jill – will send information on a new group that has started in school called 'Worship Wonders'. She is planning a toddler and carer group to run on a Monday morning starting after Easter in church, any offers of help welcomed. She has been invited into the Swanmore Pre-school for monthly short visits with ideas to bring the children to church. 	BBT JP
	The meeting ended at 9.30 with a moment of prayer and God's blessing,	