

Minutes of PCC 16th June 2022 at 7.30pm in Barnaby's.



Present: Nick Whitehead, Janet Chant, Dave Lee, Caroline Vost, Jen Frampton, Derrinda Laing, John Sharpe, Jenny Sharpe, Andrew Wilkinson, Liz Newbold

Minutes: Dave Lee

Thanks to Janet Chant for refreshments.

1	Apologies Allison Gurry, Claire Eathorne, Amanda Ankers, John Branson	Action
2	Minutes of meeting 12th June were approved and signed by the Chair. These will be displayed on the board in the Link and put up on the Church website.	NW
3	Matters Arising from the minutes: List of PCC and Standing Committee dates for the year: Standing Committee: 8 th July, 31 st August, 17 th October, 28 th November, 30 th January, 27 th February PCC: 21 st July, 15 th September, 15 th October (Awayday), 3 rd November, 15 th December, 9 th February, 16 th March APCM: 26 th April	
4	Safeguarding Caroline has circulated a report circulated to all. She presented the Parish Safeguarding Action Plan, where we as a Parish are working towards Level2. There are a lot of items in the plan coded "green" with some items at "amber". Main gaps: some Church activities require Activity Descriptions: Jill Phipps is working on these; the Safer Recruitment Process needs to be put in place: Caroline and John B are working on this. The PCC approved the adoption of the Action Plan. Jill has agreed to be the Church's Social Media Rep, responsible for the administration of the Facebook account. DBS checks are now required to be renewed every three rather than five years: Caroline has put in place a schedule to ensure that the necessary renewals are brought forward.	JP CV, JB
5	Review of PCC committee structure Andrew led a discussion on committees. Committee membership is generally reviewed annually, however with covid this has not been a priority, and a lot of work normally carried out by committees has been done by the PCC as a whole. Of the existing committees, Barnaby's Business Team (BBT) has been very active; the Social and Fundraising Committee (SFC) has continued to run events, and the Fabric and Grounds Committee (FGC) has spawned a very active grounds team. The small Standing Committee (SC) has continued to function as normal. Now is a good time to review Committees, and there is a need to reform a Fabric committee and form committees to oversee Communications and Stewarding. It was clarified that committees would benefit from	

	<p>wide participation from the church community and would not be restricted to PCC members – although there must be PCC participation in all committees. Committees would be expected to report to the PCC regularly.</p> <ul style="list-style-type: none"> • Andrew is going to circulate the existing (2016) committee Terms of Reference documents for comment, and Andrew will then update this as required. • PCC agreed to work a phased approach to establish, re-establish and strengthen committees by the next APCM • A short discussion was had on priorities for first focus. The general agreement was that the first priority should be Stewardship, and the second Communications. <p>Andrew was thanked for his work in kicking off this activity.</p>	<p>AW/All</p> <p>All</p>
6	<p>Communications Team</p> <p>A discussion was had on the need for a Communications Team to be established to draw together and improve the various media for communications: notice boards, magazine, social media, others. PCC agreed that a Communications team should be established as a new Committee (see item 5!).</p> <ul style="list-style-type: none"> • All to consider whether they wanted to be part of this team • All to consider others who could be invited to be part of this team • Dave to put a short paragraph together for general circulation 	<p>All</p> <p>All</p> <p>Dave</p>
7	<p>Finance</p> <p>Andrew gave a short verbal report. The new Barnaby's awning work has been paid for from the BBT account (£5600). Airborne Electrical have been working on 5-year checks, electrical work in support of the improvements in Barnabys, and some remedial work: this has come to £1700.</p>	
8	<p>Stewardship</p> <p>The action plan proposed by Chris Parker (attached) was reviewed and was adopted in principle. Dave, Andrew, Derrinda and Liz volunteered to form the basis of a Stewardship Committee to develop the action plan further.</p>	<p>Dave, AW, Derrinda, LN</p>
9	<p>Vacancy/Parish Profile</p> <p>A short discussion was had on the information now on the Diocesan website regarding Bishop Jonathan's Roadmap (www.portsmouth.anglican.org/Roadmap2022/). Janet has sent a letter to the Bishop on behalf of the churchwardens, asking for more clarity about plans and timescales for the Diocese.</p>	
10	<p>Regular/Occasional delivery of Swanmore magazines</p> <p>After a short discussion, it was agreed that we would organise a one-off full delivery for the December issue of the parish magazine. After this we will review the number and enthusiasm of deliverers and see whether a more regular delivery is viable.</p>	

11	<p>Updates</p> <ul style="list-style-type: none"> a) Replacement of high altar frontal: Vicky and Jill are looking at options and will report back to PCC once they have some suggestions. b) Key safe: this will be installed soon. A link to a questionnaire has been circulated for people to fill in to get access. c) Offer of installation of a beehive in the churchyard: no information has been provided d) Churchyard trees: Nick showed a proposal which is being worked. There was general agreement for Nick to continue working this and return to the PCC when it is complete. 	
13	<p>Items of general interest/AOB</p> <ul style="list-style-type: none"> a) It was noted that Sam Lee's first term as a Foundation Governor is soon up. There was unanimous approval for her reappointment should she choose to serve for a second term. b) John Sharpe wants help to find a grave in the churchyard marked by a stone cross with no name. c) Jenny Sharpe is exploring the possibility of publishing a church phone list that is not restricted to those on the electoral roll. d) The Barnaby's team would like a contact number in case of emergency issues. It was agreed that this should be the BBT first, followed by the Churchwardens, with John Sharpe being agreeable to being phoned in an unofficial capacity if no other route succeeds. e) The annual fire extinguisher inspection is taking place on 29th June, and the Quinquennial inspection is taking place on 30th June. Thanks to Janet for arranging these. 	
	The meeting closed in prayer at 9.49pm	

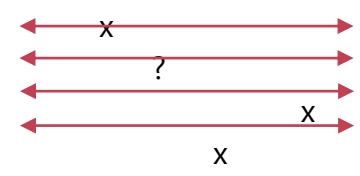
Attachment: Document from Chris Parker: "Swanmore – Findings and Action Plan"

Giving Review – Encouraging Giving in our Church - Summary of findings and Action Plan.

Parish: St Barnabas, Swanmore

Date: 12 May 2022

		Findings	Action
	Giving Culture		
1	Why should I give to this church?	"To sustain it" "It is my local Church" "I like it's Churchmanship" "In response to God's Gifts" It's my responsibility" "To ensure continuing Mission and Ministry"	
2	Do we have a budget? Do we pay attention to it?	There is a budget; a defensive or survival budget. It is usually set at a deficit.	Consider setting budgets for individual areas of Church life, with authority to be spent up to budget annually.
3	Culture of generosity...	At risk financially Not very generous Little faith God will provide Few givers	Financially secure Very generous Great faith God will provide Many givers



Practicalities of Giving

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4	How do we encourage regular giving to our parish?	Information leaflets removed during COVID There is a display – needs refreshing There is information on the website There is an online giving facility PGS is used – more encouragement to join might be required	Review and update information leaflets as necessary. Make leaflets available. Review and refresh giving display. Build on the success of PGS and encourage more to join.
5	Do we make the most of Gift Aid?	Yes; claims are made monthly and GASDS is used.	No further action at present.
6	Our church has a giving day/week	Rarely or never Not since 2016	Introduce a Giving Sunday, at least annually, to focus on the impact of the Mission & Ministry of the local church.
7	On our giving day/week we...	N/A in this instance	Talk about why we should give – Need Talk about what happens when we do – Impact.
8	We formally thank all our regular givers...	Rarely or never	Institute a formal annual programme of thanking givers for their gifts. To be run alongside Giving Sunday.
9	We preach/talk about giving and/or generosity	We don't	Alongside Giving Sunday and at one other time in the year, to preach about Giving as part of Discipleship.
10	We preach/talk about about our impact and vision for the future	Rarely	Be specific in preaching and talking about local Impact and Vision.

11	Do we have ways people can give contactlessly	Yes, there is a device and a QR code for online giving.	No further action required at present.
12	Do we encourage people to give through a legacy?	Legacies have been received There is no legacy policy	Adopt a formal Legacy Policy. Update information as appropriate.
13	Do we encourage fundraising in our local community where appropriate?	We do	No further action at present.
14	Do we make the most of our facilities for hire?	Advertise online with up to date and attractive photos. Charges are compared and benchmarked.	No further action at present.
15	Do we manage our maintenance wisely?	Yes, with the assistance of able church members. There is a budget.	No further action at present.
16	Do we explore grant funding?	Grants have been applied for.	No further action at present.
17	How do we manage our reserves?	Unclear whether there is a reserves policy. Current reserves thought to be about 20 weeks equivalent.	Check for reserves policy and adopt if not currently in place.

Action Plan

	Short 1-3 months	Medium 3-18 months	Long 18-36 months
1	Prayer		
2	<ul style="list-style-type: none"> Review and update information leaflets as necessary. Review and update static giving information displays. 	<ul style="list-style-type: none"> Introduce a Giving Sunday, at least annually, to focus on the impact of the Mission & Ministry of the local church. Talk about why we should give – Need. Talk about what happens when we do – Impact. <p>Stewardship Programme?</p>	
3	<ul style="list-style-type: none"> Institute a formal annual programme of thanking givers for their gifts. 	<ul style="list-style-type: none"> Alongside Giving Sunday and at one other time in the year, to preach about Giving as part of Discipleship. Be specific in preaching and talking about local Impact and Vision. <p>Stewardship Programme?</p>	
4	<ul style="list-style-type: none"> As part of re-introducing the offertory as part of worship, consider alternative approaches. 	<ul style="list-style-type: none"> Adopt a formal Legacy Policy. Adopt a formal Reserves Policy. Update information as appropriate. 	

Resources

Legacies:

<https://www.churchofengland.org/resources/building-generous-church/enabling-giving/giving-mechanisms/legacy>

Reserves:

<https://www.parishresources.org.uk/pccs/managing-reserves/>

Explaining Need:

<https://www.churchofengland.org/resources/building-generous-church/enabling-giving/explaining-need>

Preaching/Teaching about Giving/Generosity:

<https://www.churchofengland.org/resources/building-generous-church/encouraging-generosity/discipleship-materials>

<https://www.churchofengland.org/resources/building-generous-church/webinars-and-training/generosity-learning-hub>

Further resources to explore Generosity:

<https://www.churchofengland.org/resources/building-generous-church/webinars-and-training/generosity-fika>

<https://www.churchofengland.org/resources/building-generous-church/webinars-and-training/generosity-toolkit>

<https://www.churchofengland.org/resources/building-generous-church/encouraging-generosity/ideas-activating-generosity/generosity-0>

The Offertory:

<https://www.parishresources.org.uk/offering/>.

Stewardship Programmes:

The Parish Funding Programme - <https://www.parishresources.org.uk/giving/pfp/>

Giving in Grace - <http://www.givinginGrace.org/>