

Minutes of PCC 15th December 2022 at 7.30pm via Zoom.



Present: Nick Whitehead, Janet Chant, Dave Lee, Andrew Wilkinson, Caroline Vost, Emma Sajo, John Sharpe, Jenny Sharpe, Derrinda Laing, Amanda Ankers, Jen Frampton, Amanda Ankers

Minutes: Dave Lee

Prayers: Derrinda Laing

1	Apologies John Branson, Allison Gurry, Claire Eathorne	Action
2	Minutes of meeting 3rd November 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: a) Derrinda reported that the December magazine delivery was successfully carried out. Feedback on the delivery was generally positive.	
4	Safeguarding 1. Safeguarding Action Plan: Caroline presented the current Parish Safeguarding Dashboard (PSD) Action Plan, which is now generally “green”. The PCC approved the adoption of the plan (proposed: Andrew, seconded: Jen). 2. Data Protection Compliance: The safeguarding confidential document drop-box is now in place, and paper records have been scanned, uploaded and destroyed. Amanda (GDPR Officer) is satisfied that we are compliant with GDPR and records retention. 3. Lone Working Policy: Paul Eathorne (H&S Officer) has created the St Barnabas Lone Working Policy and revised the guidance 2019 (draft 2). Caroline proposed and Derrinda seconded the adoption of these documents: all approved. 4. DBS Checks: latest guidance requires that a DBS clearance is now valid for 3 and not 5 years. To phase this in by January 2024 means bringing forward renewal of certificates for the following to this year: Liz Newbold, John Branson, Allison Gurry, Jenny Sharpe. 5. Bell Ringers: Caroline is continuing to liaise with Ed Colliss on the implementation of the DBS & safeguarding training requirements as mentioned in The Winchester and Portsmouth Diocesan Guild of Church Bell Ringers Safeguarding Policy, 2021. 6. PSO: Caroline attended the Parish Safeguarding Officers Network Meeting on 17th November. St Barnabas is amongst a small number of parishes within the Diocese working well on implementing	

	Level 3 of the parish safeguarding dashboard. Caroline is mentoring a fellow PSO from outside our Deanery.	
5	<p>Property Report</p> <ol style="list-style-type: none"> Property Team: We want to set up a Property Team, under new terms of reference. Janet will look out an old document to amend. The aim is to formally start this early in the new year, with the group determining their own scope of work. Nick will look at this in the first instance and will talk to others who are already regularly involved in maintenance activities to see whether they would like to be a part of this. Churchyard paths upgrade proposal: See attachment. Discussion of the adoption of Phase1. Dave queried whether a faculty would be required: Nick to check with the Archdeacon. Subject to that, the phase 1 plan was proposed by Andrew, seconded by Jen and approved by all. Storage Review: Phase II Parish Office, Filing Cabinets (print room) etc.: Following the successful work on the Long Room, Nick is going to kick off Phase II looking at the Parish Office and the Print Room filing cabinets. Actions: <ul style="list-style-type: none"> Nick, Amanda, Andrew and Janet to review the remaining print room filing cabinet content, preparatory to moving anything still needed up to the office. Barnaby's may request to use the vacated print room space. 	<p>NW</p> <p>NW</p> <p>NW, AA, AW, JC</p>
6	<p>Communications Team</p> <p>Nick will advertise the formation of the new team in the weekly email, using the copy that Amanda produced that was circulated to the PCC.</p>	NW
7	<p>Proposal that Nina Cawley become a Foundation Governor at Swanmore CofE Primary School: Nina is currently a Parent Governor: the proposal is that Nina become a Foundation Governor, allowing someone else to become a Parent Governor. There was a query as to whether Nina's role working as a learning support assistant at the school would be an issue: to be followed up. Proposed Andrew, seconded Jen, approved all (subject to the satisfactory response to the query).</p>	DL
8	<p>Update on Preschool/Cygnets activities</p> <p>Jill provided a written update to PCC on the ongoing Cygnets, Swanmore Primary School and Preschool activities. See attached report (Annex A).</p>	
9	<p>Awayday</p> <p>Suggested as the morning of Saturday 4th February. All to put in diaries!</p>	
10	<p>Stewardship and first cast of 2023 Budget : Andrew provided a report (Annex B) and a financial summary and draft 2023 budge (Annex C). PCC examined the budget and agreed to adopt it as a draft (proposed Andrew, seconded Derrinda, approved all). PCC will look at the subject of "tithing" from our income at the Awayday.</p>	

11	Vacancy update Nothing to note. The vicarage has been let for another 6-month term.	
12	APCM arrangements : Nick to circulate details of those whose terms are up this year (Amanda, John B, Claire, Liz, plus Jen & Jenny (Deanery Synod). All to consider who we might encourage to join the PCC.	
13	2023/2024 Standing and PCC dates PCC: 11 th May, 15 th June, 20 th July, 14 th September, 2 nd November, 14 th December, 8 th February, 14 th March. Standing Committee: 19 th May, 7 th July, 1 st September, 20 th October, 24 th November, 19 th January, 23 rd February. APCM: 24 th April 2024.	
14	Churchwardens' report: The Cellar pumps have been replaced: one is plumbed in a temporary style: in discussion with the mowing team about effecting a permanent solution. Dishwasher was reported to be broken by the Mean Valley Lunch team: under investigation. Short discussion about Warm Spaces Initiative: conclusion was that there wasn't the management resource to be able to put something on.	
15	The meeting closed in prayer and reflection at 9:01pm	

Annex A: Update for PCC on Children's Activities: 15th December 2022

Swanmore Cygnets

Our baby and toddler group has been running for 2 terms, on Mondays from 9am to 1030, and is very successful. We meet in the Paterson Centre and use the Link too in warmer weather but are using the Long Room for puzzles and reading now its colder.

The team includes Nina Cawley, Anna Seymour, Jen Frampton, Allison Gurry, Janet Pancott, Anne Davies, & Sam Lee. We also have help from Juliet Helbren, Richard Cawley and Rob Angell as needed.

We have 20+ families coming each week, some very regular and others less so; they come from Swanmore and the surrounding villages and include mums, dads, grandparents and carers. The children vary in age from a few weeks old to 4years.

We offer tea or coffee and cake (provided by the team but also by parents) for adults, and appropriate snacks and fruit with juice or water for the children. The cost per family (not per child) is £2. Anne provides a craft each week which is very much enjoyed by the older children and their parents. At 10.15 we clear toys away and sit in a circle for 'notices' including birthdays, and singing, before finishing about 10.45.

We have a list of the children's birthdays and give each one a small birthday card designed by Isobel Oates and printed by Amanda and Rick (paid for from Cygnets funds). We are also giving each child a Christmas book, purchased from the Bible Society.

This group has links with Worship Wonders at school and with the Pre-school as families who come to Cygnets often have older or younger children.

Swanmore Pre-School

I have been going in to the Pre-school on a monthly basis following an invitation by the staff issued during a conversation when passing the gate on a dog walk! The visit is usually for 20-30' and includes a story or a craft and a song with a prayer. The children also came into church for a visit in the summer. As a result of this, Sarah Hiscock, the Manager, asked if they could do their Nativity for parents in the church and this will take place on Friday 16th December. The children and staff have been coming into church for 20' sessions to practise their songs and are getting very confident and comfortable in church.

Swanmore Primary School

I am thankful for the warm welcome I always receive when I go over to the Primary School, from the Headteacher, reception staff and all adults in the school, and the children! I am also very grateful for the RE lead teacher, Tricia Clark, who works so hard to keep worship and learning about Jesus at the front of everything, and who is so appreciative of the church's involvement.

The school are expecting a visit from Ofsted imminently and that will be followed sometime later by the Church School inspection, SIAMS (Statutory Inspection of Anglican & Methodist Schools).

Worship Wonders continues on a weekly basis for 30' on Thursday lunchtimes. The team -Jen Frampton, Allison Gurry, Cheryl Young and Anne Davies- continue to support and help the children with the activities we do. We have had to limit the numbers of children this term as we were having 40+ at each session and it was getting unmanageable. The children who come are from Years 1 to 4 (age 5-9).

This term:

- We have brought the children across to church once in the early Autumn for quiet reflection, which they all enjoyed.
- a group has worked with Anne in the Spirituality Courtyard planting bulbs and putting in new plants
- we have looked at the Bible and the books in it
- we have thought about prayer and learned about ‘teaspoon prayers’
- we have set up the ‘remembering prayer station’ for the community with ribbons and rosemary sprigs on the school railings, and made large poppies for the railings
- we have looked at the story of Moses as a baby and Moses and the burning bush
- we have looked at the Nativity story and drawn our favourite bit of it, making a tree decoration
- we have watched the Godly Play story of the Nativity

We give the children Sunday Club and Café Church cards when appropriate and several have attended, making links with others in the church family.

In October, Year 3 children came across to St Barnabas for ‘**Experience Church**’ – finding out about Baptism, the Eucharist, prayer, the Bible and how we share our faith- by spending time at 6 different ‘stations’ around the building. Each station was led by a member of the church family and the children took away a bookmark of the Lord’s Prayer and information on Sunday Club and Café Church.

In addition, Vicky Cronin and I made **Christingles with year 1** recently and Nick and I went in to **Year 6** to talk about **the Messiah** (last year those children also came into church to learn about the Eucharist with Nick).

I have put a 2’ meditation activity in the staffroom for this term and I try to pop in there as often as I can. We have a baking team (Janet Chant, Sarah Chase, Vicky Cronin, Dinah Weberstadt, Nina Cawley & me) who provide a selection of cakes for staff twice a term, which is much appreciated.

The Junior school have started coming into church on the first Wednesday of each month from 9.15am for 30’ for their **Worship on Wednesdays**.

Year R came into church one afternoon in September to explore the building. Harvest services were held in church for the first time for several years and **Year R’s Nativity** will take place on 6th, 7th & 8th December, when the Pre-school and Swanmore Lunch Club are invited to attend as well as parents.

A group of 6 or 7 Year 2 children come over to the **Swanmore Lunch Club** with two of their teachers on alternate Wednesdays and sit and chat and read to the adults for 15’; they also help with the raffle which they enjoy. Dennis Wheeler who organises these visits with us, has ordered special ‘thank you for reading’ badges for the children and there is always a list of children wanting to come across! We plan to take the school choir over to sing for Lunch Club in January.

I will be starting my church placement at St Luke’s Church, Southsea at the beginning of February until the end of May, for 3 days each week (Sunday, Monday and Tuesdays).

Jill.

Annex B: Treasurer's Report to PCC 15 December 2022

1. Stewardship Campaign '22 Responses to date show:

11 new PGS givers

10 existing givers increasing their gift

Around £6600 of new money plus £1250 in Gift Aid

Quite a few members of the congregation have not yet responded.

Some of the new givers have not indicated the value of the gift, so the figure above should increase.

One PGS member has left the scheme; I will try to find out why.

2. Forecast Out-turn for 2022 Please refer to the table (Annex C)

a. It looks as though the church funds excluding Barnaby's will make a small surplus and Barnaby's should also make a surplus.

b. In the 2022 budget I am afraid I greatly underestimated the Administration costs – mainly salaries (secretarial and caretaking) and office costs – and the Paterson Centre lettings income. I think I had not expected normal life to resume so quickly after the pandemic.

3. Budget for 2023 On the same spreadsheet.

a. The increase in planned giving income and Gift Aid is based on the figures in para 1 above but I hope for more. Non-PGS giving is slowly declining and collections in the plate should fall as givers join PGS.

b. I have been optimistic that fundraising income will continue to be buoyant, and I actually hope for more than the budget shows, but much depends on Open Gardens weather. Magazine income for next year is still coming in.

c. Parish Share has yet to be announced. I have assumed that the hint given at Diocesan Synod that shares will remain the same comes good, but in the worst case we could see an increase of £2800.

d. I have not included any Missions giving from the General Fund, but one might argue that the time may be right to re-introduce a tithe on planned giving (£4600), or at least a semi-tithe (£2300) in place of the special collections which have not really got going again after Covid and Claire's departure. One of the stewardship responses said the giver would consider giving more if we gave systematically to missions. We need to choose missions to support in 2023 (and beyond?).

e. Utilities' costs continue to rise and so far we have not seen the promised rebate on bills which both Diocese and suppliers are working on. This week I have estimated that the monthly rise in Barnaby's energy costs, compared with pre-Covid, is around £315 (difficult to be exact as Barnaby's is not metered separately from the rest of the PatCen) and I have invited BBT, through Mike Holubinka, to increase the facilities payment accordingly.

f. I suggest that Paterson Centre hiring rates should rise by 10% to recoup at least some of the extra energy costs. That begs the question of what we should do when energy costs fall! I have not consulted anyone else on this – sorry!

4. Fees Statutory fees for weddings and funerals will increase by about 10% in January. The PCC needs to agree the optional extras for weddings and the charges for non-statutory services. I have consulted Juliet (for flowers) and our musicians, but await replies from some of the latter. The only change I propose at present is that the charge for flowers rises by £15 to £145.

5. New Works

- a. Although there are many items of work on the Quinquennial Report, I have not put anything aside apart from the normal budget. I suggest the Fabric Committee should cost some of the higher priority items for further discussion; alternatively they could take responsibility for that part of the budget.
- b. I support the use of funds from the Churchyard Maintenance Fund (the Charlwood legacy) to improve the paths and their edges. Otherwise it is impossible to keep the gravel in place.

Andrew Wilkinson
Dec 22

Annex C: St Barnabas Swanmore Forecast Out-Turn 2022 and proposed budget 2023

Receipts	Budget 2022	Forecast 31 Dec 22	Budget 2023	Comments
Regular giving - PGS	32,000	32,813	40,000	stewardship income
Regular giving – other	8,000	7,000	6,000	stewardship income
Unplanned giving	4,000	7,500	7,000	in plate or ad hoc donations
Other Gifts	0	6,800		legacies or anonymous donations
Income Tax Recovered	10,000	11,000	12,000	from above
Fundraising surplus	2,000	3,600	3,500	income less costs
Fees	2,000	3,200	2,000	weddings and funerals
Dividends & Interest	25	20	25	on balances in the CCLA account
Magazine Income	8,000	8,040	7,500	advertising and donations
Paterson Centre lettings	3,000	8,450	8,000	all operating revenue
Grants	0	2,199		WCC for Barnabys
Other income	1,000	2,200	2,200	mostly for memorial path
Barnaby's contribution	7,800	7,800	10,000	facilities charge
	77,825	100,623	98,225	
Payments	Budget 2022	Forecast 31 Dec 22	Budget 2023	
Parish share	54,703	54,703	55,000	figures not yet announced
Other ministry costs	1,200	1,553	1,600	clergy exps, deanery synod
Worship	700	750	750	resources, music, flowers
Young people's work	100	50	125	Sunday Club etc
Missions & Charities	300	0		grants from church income – Hackney link
Maintenance	12,000	12,400	12,000	repairs, maint, servicing, insurance, churchyard
Utilities	10,000	11,000	12,000	gas, electricity, water, sewerage, waste
Administration/Governance	3,000	8,000	8,000	secretarial, caretaker, office, PCC expenses etc.
Magazine expenses	7,500	9,470	9,000	printing and postage
Capital works		0	1,500	eg churchyard paths
Depreciation	1,250	1,250	1,250	
Other expenses		100	100	
Surplus/(deficit)	(12,928)	1,346	(3,100)	(deficit funded from reserves)
	77,825	100,623	98,225	

Barnaby's income	10,000	32,000	32,000
Barnaby's expenditure	8,000	28,500	28,000