

DRAFT Minutes of PCC Meeting 20th July 2023 at 7.30pm



Present: Dave Lee (DML), Janet Chant (JC), Andrew Wilkinson (AW), Emma Sajo (ECS), John Sharpe (JDS), Jenny Sharpe (JES), Derrinda Laing (DAL), Jen Frampton (JF), Liz Newbold (LN), Helen Dyer (HD), David Bakewell (DB), Emily Singleton (ES) Carline Vost (CV) Allison Gurry (AG)

Minutes: Emma Sajo

Prayers: John Sharpe

1.	Welcome and Apologies: <input type="checkbox"/> John Branson	Action
2.	Minutes of 15th June PCC Meeting <input type="checkbox"/> The Minutes of the June meeting were approved by PCC. JDS proposed. DAL Seconded. ACTION: ES to arrange for the Chair to sign the Minutes, to display on the notice board in the link and add to the website.	ECS
3.	Matters Arising from the minutes: <input type="checkbox"/> Meeting start time to be noted on Minutes going forward.	ECS
4.	Standing Committee <input type="checkbox"/> Nothing to report.	
5.	Terms of Reference <input type="checkbox"/> On-going. ACTION: AW to continue working on the actions recorded in the June PCC Minutes.	AW
6.	Safeguarding Update <input type="checkbox"/> CV had sent to PCC in advance of the meeting a Safeguarding Update with Appendices including St Barnabas Safeguarding Action Plan; St Barnabas Policy Statement for Responding Well to Domestic Abuse; Domestic Abuse Charter; Electoral Role Officer Description; PCC Secretary Role Description; Deanery Synod Rep Role Description and Safeguarding Officer Role Description. <input type="checkbox"/> CV updated that Safeguarding concerns are being received and acted on.	

	<ul style="list-style-type: none"> <input type="checkbox"/> CV discussed the Safeguarding Action Plan (SAP) and proposed PCC approve the SAP of 11th July 2023. JF seconded. All were in favour. <input type="checkbox"/> CV discussed the Volunteer Safer Recruitment Guidance and Procedure document and asked if the PCC had any amends. No amendments were put forward and CV proposed that the PCC continue to adopt the document. Seconded by DML. All were in favour. <input type="checkbox"/> CV thanked all PCC members who had fed back on the role descriptions and asked if there were any further comments. Two changes were requested. ACTION: CV to update Deanery Synod Rep Role Description – change ‘3 representatives to 2’ and update to say PCC Chair. Subject to the two amends CV proposed the four role descriptions were approved. All PCC members were in favour and the documents were approved. <input type="checkbox"/> Reference Request Forms for PCC and Churchwarden roles. ACTION: CV to simplify and adapt the current form and send out to PCC members over the summer. <input type="checkbox"/> CV asked the PCC who should be named as a contact at the bottom of the ‘Responding Well to Domestic Abuse Policy Statement’. It was agreed that the names of who to contact should be CV, HW and the Incumbent. ACTION: CV to check with HW. CV proposed both documents were adopted by the committee. All were in favour. 	
7.	<p>Pastoral Update</p> <ul style="list-style-type: none"> <input type="checkbox"/> HW informed ES there was nothing further to report to PCC following the June update apart from a recent quarterly supervision meeting that had taken place. <input type="checkbox"/> The PCC gave thanks to HW and the Pastoral team for their on-going work. 	
8.	<p>Communications Update</p> <ul style="list-style-type: none"> <input type="checkbox"/> HD reported progress had been made on the website who’s who page and the comms team are posting once or twice a week on Facebook and working with the Social Committee to link events. ACTION: HD asked the Committee to send the Comms Team any photos that can be shared. <input type="checkbox"/> JC asked if a link to the school website had been added to the St Barnabas website as the school have a link to the St Barnabas website. This has not been done yet. ACTION: HD/ES to add school link to the St Barnabas website. 	ALL HD / ES

9.	<p>Social Committee Update</p> <ul style="list-style-type: none"> <input type="checkbox"/> JDS had provided an update of events to the Committee in advance of the meeting excluding Teddy Bears Picnic. The report updated on the recent June Open Gardens, which despite bad weather, was a success. The report also discussed future events up to 15th December. <input type="checkbox"/> JDS He asked if the title of the Committee could be changed to Social and Fundraising and this was agreed by all. <input type="checkbox"/> JDS provided a verbal update on the Teddy Bears Picnic. The event had been a great success. Thanks were given to Nina Crawley for her contribution. It was agreed it was a worthwhile event and should be repeated. It was noted that most attendees were not members of the church and as a result of the event there were new attendees to Cygnets. <input type="checkbox"/> JDS highlighted more help needed for the events, especially catering 	
10.	<p>Property</p> <ul style="list-style-type: none"> <input type="checkbox"/> A property update report had been circulated in advance of the meeting updating on different work areas including the churchyard, rainwater goods, internal damp work, tree planting and general items. <input type="checkbox"/> The Property Team have requested a new shed as they have run out of space. The current shed is also fairly flimsy and won't last for too much longer. The property team have suggested looking at a more robust and bigger shed. This was agreed by the PCC. ACTION: DML and AW to speak to NW <input type="checkbox"/> ECS read through the Property Team action list as requested by PCC. The PCC gave thanks to all the Property Team for their work. <input type="checkbox"/> DML confirmed a quote for Barnaby's Roof had been received and a faculty will be needed. ACTION: DML to respond to DAC and Standing Committee to approve quote. <input type="checkbox"/> The Kitchen work has now been completed. ACTION: DML to contact Will for the gas safety certificate. 	DML / Standing Committee DML
11.	<p>Finance</p> <ul style="list-style-type: none"> <input type="checkbox"/> A report had been circulated by AW in advance of the meeting. AW reported generally finances were not looking bad, but highlighted utilities are still high. <input type="checkbox"/> ACTION: AW to reframe the budget to incorporate Missions Giving from the General Fund. <input type="checkbox"/> The Resolution to delegate authority to the Standing Committee to invest up to £20,000 was approved. Proposed by DAL and seconded by LN. All were in favour. AW explained the monies invested would be accessible and not locked in. <input type="checkbox"/> Generosity Week running from 24th September to Sunday 4th October was discussed 	AW

	<input type="checkbox"/> ACTION: DML to talk to NW about Generosity Week regarding and the sermon.	
12.	Missions Giving Update <ul style="list-style-type: none"> <input type="checkbox"/> The Missions Giving Committee includes DAL, SL, CB and AW <input type="checkbox"/> It was highlighted that Terms of Reference are needed. ACTION: DML to find the original ToR and to send to DAL who will forward to rest of Committee. <input type="checkbox"/> ACTION: JC to forward requests from HW to the Committee. <input type="checkbox"/> ACTION: Missions Giving Committee to propose 6 different charities to PCC different charities in advance of Generosity Week. 	
13.	Churchwardens Update <ul style="list-style-type: none"> <input type="checkbox"/> JC and DML were signed in. <input type="checkbox"/> DML updated he and JC had recently met the new Archdeacon Kathryn Percival and that she would be preaching on Sunday 30th July. <input type="checkbox"/> DML updated on the Meon Valley Churches PCC Social. Not many responses had been received. ACTION: DML to send re send invite. <input type="checkbox"/> JC updated that she had been contacted by Citizens Advice and will be meeting a member of Citizens Advice on 2nd August. <input type="checkbox"/> JC updated that new guidance will be coming out for churchyards 	
14.	Re-appointment of Peter Wilkins as Foundation Governor <ul style="list-style-type: none"> <input type="checkbox"/> PW has come to the end of his first term and is happy to stand again for another 3-year term. AW proposed the re-appointment. JC seconded. All were in favour. ACTION: ECS to send off the re-appointment form. 	
15.	Vacancy <ul style="list-style-type: none"> <input type="checkbox"/> DML updated on Vacancy status. DML and JC have spoken to new Archdeacon and are awaiting more clarification on timetable and position. 	
16.	The meeting closed in prayer and reflection at 9pm	