

## Minutes of PCC 11<sup>th</sup> May, 7.30pm at Barnabys



**Present:** Dave Lee, Andrew Wilkinson, Jen Frampton, Derrinda Laing, Emma Sajo, Helen Dyer, Jenny Sharpe, John Sharpe, David Bakewell, Caroline Vost

**Minutes:** Emma Sajo

**Prayers:** Andrew Wilkinson

1.	<p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>Allison Gurry, Emily Singleton, Janet Chant, John Branson</li> </ul>	
2.	<p><b>Minutes of March PCC Meeting and April Extraordinary Meeting</b></p> <ul style="list-style-type: none"> <li>These were approved and signed by the Chair. JF proposed. AW seconded. These have been displayed on the board in the Link and put up on the Church website.</li> <li>An Extraordinary Meeting to discuss the current Vacancy proposal was held viz Zoom on 13<sup>th</sup> April. The Minutes were approved. JS proposed. JF seconded.</li> </ul>	
3.	<p><b>Matters Arising from the Minutes</b></p> <ul style="list-style-type: none"> <li>No matters arising.</li> </ul>	
4.	<p><b>Appointing Officers</b> Officers for the current roles as listed below were appointed and approved:</p> <ul style="list-style-type: none"> <li>Dave Lee as Vice Chair - Proposed by AW and seconded by JF</li> <li>Andrew Wilkinson as Treasurer – Proposed by DL and seconded by JS</li> <li>Emma Sajo as Secretary – Proposed by JF and seconded by Derrinda L</li> <li>GDPR – TBC. <b>ACTION:</b> Derrinda L to ask JB if he would be happy to be GDPR Officer</li> <li>Paul Eathorne to continue as Health and Safety Officer</li> <li>Caroline Vost as Safeguarding Officer – Proposed by JF and seconded by ES</li> <li>Jenny Sharpe as Electoral Roll Officer – proposed by DL and seconded by AW</li> <li>Janet Chant to be the representative on the Deanery Mission and Pastoral Committee.</li> </ul>	Derrinda L
5.	<p><b>Assigning PCC members to sub-committees</b></p>	

	<ul style="list-style-type: none"> <li>• Social and Fundraising: John S, Jenny S, Allison, Derrinda, Sarah Woodman, Rick Ankers, Cathy Bakewell</li> <li>• Barnaby's Business Team PCC rep: Liz</li> <li>• Property Team PCC rep: John B</li> <li>• Finance Committee: Andrew, Liz, Emily to be asked</li> <li>• Paterson Centre: Andrew, Liz, Dave, Gail</li> <li>• Communications Group: Helen, Emily to be asked</li> <li>• Standing Committee: Jen to join <b>ACTION</b> ES to send JF Standing committee dates</li> <li>• Magazine Committee PCC rep: Allison <b>ACTION</b> ES to speak to AG to ask who else on committee?</li> <li>• Missions Group: Derrinda, David to ask Cathy (post meeting: Sam also expressed an interest)</li> </ul>	ES ES
6.	<p><b>Terms of Reference</b></p> <ul style="list-style-type: none"> <li>• AW had circulated to the Committee in advance of the meeting the draft Terms of Reference for: Social and Fundraising Committee, Finance Committee, Barnabys, Paterson Centre, Swanmore Link Magazine, PCC Standing Committee and the Property Team</li> <li>• The Property Team Terms of Reference were approved. Proposed by AW and seconded by ES. DB asked about spending rules and if permission was needed from the Archdeacon. JS confirmed Faculty rules apply. <b>ACTION:</b> ES to send final version Property Team ToR to NW. <b>ACTION:</b> All to study all the remaining ToRs emailed by AW and to send back comments, so that they can be progressed at next meeting.</li> </ul>	ES ALL
7.	<p><b>Standing Committee Report</b></p> <ul style="list-style-type: none"> <li>• The Standing committee meeting set the agenda. There was nothing further to report.</li> </ul>	
8.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• CV circulated to the PCC in advance of the meeting the following reports: St Barnabas Safeguarding Policy Statement, St Barnabas Safeguarding Action Plan, Safeguarding Update, St Barnabas PCC Role Description, Churchwarden Role Description.</li> <li>• CV presented the Safeguarding Policy and proposed it was adopted. JF proposed, and JS seconded. CV to send a copy to Diocese Safeguarding team for their records.</li> <li>• CV presented the Safeguarding Action Plan and proposed it was agreed. Derrinda L proposed and JF seconded. CV highlighted the plan would be regularly reviewed. In addition, CV was pleased to update that all new PCC members had nearly completed their safeguarding training.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Social Media. CV reported that the PCC Facebook page currently had no lead and no one monitoring it. PCC were asked by CV who might take on this role. CV highlighted the need for a named person to be accountable for this. CV proposed Helen Dyer to be Facebook Lead. Seconded by JF. CV updated a thank you had been sent to Jill Phipps for her work monitoring and looking after the Facebook account.</li> <li>• CV updated on the Bell Ringers Team. Ed Collis had undertaken all necessary Safeguarding training for his role as Tower Captain and all the bell ringing team had done the basic awareness training. CV thanked Ed Collis and his team for completing the necessary training.</li> <li>• Safeguarding training. CV updated on the work with JC, currently looking at all the teams that need training.</li> <li>• Role Descriptions. CV had circulated the role description for Churchwarden and PCC member. CV explained the importance and need for a role description for all roles in the Church. CV updated she had completed role descriptions for all children related roles and would now look at other roles. CV asked if anyone had any comments on the role descriptions, she had circulated.</li> <li>• <b>ACTION:</b> CW to go back to Diocese to ask about two references.</li> <li>• <b>ACTION:</b> CV to amend churchwarden description. Change churchwarden to Area Dean or Archdeacon.</li> </ul>	CV CV
9.	<p><b>Pastoral Matters.</b></p> <ul style="list-style-type: none"> <li>• <b>ACTION:</b> Derrinda L agreed to bring a report to the next meeting.</li> <li>• <b>ACTION:</b> ES to email NW and HW for any update for next meeting.</li> </ul>	Derrinda L ES
10.	<p><b>Property Update</b></p> <ul style="list-style-type: none"> <li>• The Property Report of 28th April was circulated to the PCC in advance of the meeting.</li> <li>• Derrinda L asked if the path to the Link would be reinstated. <b>ACTION:</b> DML to ask property Team for options.</li> <li>• Kitchen Hot Water Boiler – Will Fleming has returned to continue the work on the kitchen boiler, which will be replaced (discussed and agreed by the Standing Committee). He has also added some insulation to the piping of the Main Church boiler to increase efficiency as well as fixing some small problems with the Paterson Centre boiler. He will be providing Gas Safety Certificates.</li> <li>• Organ Repair – periodic problems with organ. Has not had any major works for three years. A quote of £800 plus VAT has been provided for work to be carried out, which has been agreed by the Standing Committee. AW highlighted VAT will be reclaimed.</li> </ul>	DML
11.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• AW had circulated a report to PCC in advance of the meeting. AW highlighted error on report. AW reported that Income is slightly above budget and expenditure above budget (mainly due to utilities costs).</li> </ul>	

	<ul style="list-style-type: none"> <li>• AW reported that the income is much better than this time last year due to Stewardship campaign, utilities costs are much higher compared to recent years.</li> <li>• AW reported no record in accounts for PCC decision to allocate 10% of planned giving to Missions.</li> </ul>	
12.	<p><b>Churchwardens update</b></p> <ul style="list-style-type: none"> <li>• Derrinda L delivered an update on behalf of JC in her absence. She highlighted that the term Deputy Churchwarden is not correct and the term Assistant Churchwarden should be used instead.</li> <li>• Derrinda updated on the current status of Assistant Churchwardens – she reported Tony King had stepped down, Crawford to continue and Caroline Vost had accepted the role of Assistant Churchwarden. David Bakewell considering the role.</li> </ul>	
13.	<p><b>Vacancy</b></p> <ul style="list-style-type: none"> <li>• DL updated the PCC on the current vacancy and explained the proposal is for a single incumbent to take two benefices and one parish, in plurality. Once appointed the incumbent could appoint 3 House for Duty Priests. This proposal has been reviewed and agreed by all parishes involved.</li> <li>• DL informed the PCC that he had been invited to a working group involving a Churchwarden from each area, which he would attend in JC absence.</li> <li>• Parish Profile –DL explained how the document would be put together. The current Parish Profile needed to be condensed. DL asked who would like to be part of Parish Profile working group – Derrinda L, HD confirmed they will join the working group.</li> </ul>	
14.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Missions Group - DL asked who would like to be involved in this group. Derrinda L confirmed she would join the group and DB will ask Kathy.</li> <li>• School Farmers Market. PCC involvement was discussed. It was decided it was the wrong timing as it clashes with Open Gardens, and PCC will not join on this occasion.</li> <li>• AW reported on the recent OFSTED inspection at the Primary School. Foundation Governors were well represented. It was felt the inspection went well.</li> <li>• AW highlighted the Ascension Day Choral Evensong at St John Baptist. Archdeacon Will Hughes will give the address.</li> <li>• JS requested minibus drivers for Open Gardens and asked if anyone would be able to help. DL happy to help with notice.</li> </ul>	
15.	The meeting closed with the Grace.	