

DRAFT Minutes of PCC Meeting 14th September 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: David Bakewell

1.	Welcome and Apologies: <ul style="list-style-type: none">John Branson	Action
2.	Minutes of July PCC Meeting <ul style="list-style-type: none">The Minutes of the July meeting were approved by PCC. DAL proposed, JDS seconded, all were in favour. ECS to place the signed Minutes on the notice board in the link and to arrange for them to be added to the website.	ECS
3.	Matters Arising from the minutes: <ul style="list-style-type: none">DML to complete outstanding actions.	DML
4.	Sunday Club <ul style="list-style-type: none">DML welcomed Ben Armstrong (BA) and Nick Whitehead (NW), to discuss Sunday Club. A paper had been circulated to PCC in advance of the meeting.BA and NW explained that due to very low and inconsistent numbers and lack of help, Sunday Club would be paused and could be re-looked at when the new incumbent starts. BA explained, in place of Sunday Club, during services a table would be placed at the back of church with activities for children, in addition, focus would be given to specific events throughout the year to involve a wide range of children (light party, Christingle, crib service) and they would build on café church. BA highlighted that there are other local groups for children.BA confirmed he would be stepping down as Sunday Club lead. Thanks were given to BA for all his work and commitment to Sunday Club.	

	<ul style="list-style-type: none"> Having discussed the proposal, the committee agreed it was the right time to pause Sunday Club at the end of September 2023. 	
5.	Standing Committee <ul style="list-style-type: none"> Nothing to report. 	
6.	Terms of Reference <ul style="list-style-type: none"> The updated ToRs were circulated to PCC in advance of the meeting. All ToRs now have a consistent format. AW explained he is in contact with BBT regarding their ToR, which will be taken to the next BBT meeting. CV asked how the Safeguarding policy on the Barnabys ToR would be adhered to and measured. This was discussed by the committee and CV offered to provide assistance. ACTION: CV to liaise with LN and provide necessary safeguarding information to be passed on to the BBT and volunteers. Magazine ToR – ACTION: AW to look at membership and send the updated ToR to Penny highlighting the PCC Membership on the team. DB highlighted all ToR’s should state a minimum attendance at meetings. ACTION: AW to look at this further. AW asked ECS for assistance with the ToRs. AW and ECS to discuss further. Thanks were given to AW for all his work on the ToRs. 	AW/LN CV AW AW AW/ECS
7.	Safeguarding Update <ul style="list-style-type: none"> The St Barnabas Safeguarding Action Plan (SAP), St Barnabas Tower Captain Role Description, St Barnabas Bell Ringing Assessment and a Safeguarding Update had been provided by CV and circulated to PCC in advance of the meeting. CV proposed the updated SAP of 4th September was approved. This was seconded by DB. All were in favour. CV updated PCC on the new Safeguarding Hub on which information relating to job descriptions and training requirements can be stored. The PSO has access to this as well as the Churchwardens. CV confirmed the Tower Captain Role description and Tower Risk Assessment had been completed. CV proposed PCC adopt both documents, seconded by AG. All were in favour. 	

	<ul style="list-style-type: none"> • CV confirmed HW had agreed to be the named person on the 'Responding Well to Domestic Abuse' Policy and Practice Guidance Statement. CV confirmed that Domestic Abuse posters and leaflets had been displayed. • CV gave thanks to PCC members who had organised the referee requests to be completed. CV would like to complete this task by the end of the year. ACTION: PCC Members to continue sending in their Reference forms • CV updated that St Barnabas are now compliant with the three-year DBS cycle and everyone's DBS is up to date. • CV updated that where transport has been formally organised, there is new guidance. CV explained it does not affect private transport arrangements but could have an impact on Open Gardens. CV suggested this is discussed further at the next PCC meeting. ACTION: ECS to add to agenda 	<p>ALL</p> <p>ECS</p>
8.	<p>Pastoral Update</p> <ul style="list-style-type: none"> • No Update. 	
9.	<p>Communications Update</p> <ul style="list-style-type: none"> • HD provided a verbal update. She highlighted the current facebook site had been updated to prevent external advertising. HD advised that the old facebook account was still useful and should be kept. • HD confirmed that the school link had been added to the 'About us' page. • HD welcomed any feedback. • ES has now stepped down from the Comms team and thanks were given to HD for her work. 	
10.	<p>Social Committee Update</p> <ul style="list-style-type: none"> • JDS updated the committee on upcoming events. The next event is Beer and Hymns/programme finalised and following this, Oh Heck. • JDS updated that children's film night had been taken off the programme. • JDS asked the committee if it would be advantageous to take out a year license for showing films rather than one off licenses. ACTION: AW to look at license options. • JDS is looking for more committee members. ES has agreed to join the committee. 	AW
11.	<p>Property</p> <ul style="list-style-type: none"> • A Property Team update had been circulated to the Committee in advance of the meeting. 	

	<ul style="list-style-type: none"> • DML explained they now have quotes for the replacement of the Paterson Centre windows, but no quotes to repair the current window. ACTION: DML to ask property team to request quotes for repairing the windows rather than replacing. • Roofing issues were discussed. ACTION: DML to speak to NW re. roof repairs. • DAL highlighted that the curtain rails in the Paterson Centre need replacing as well as the rail for the Tapestry. ACTION: DAL and JDS to take forward. Approved by AW. 	DML DML DAL / JDS
12.	<p>Finance</p> <ul style="list-style-type: none"> • A Finance Update and Budget Monitoring spreadsheet had been circulated to PCC in advance of the meeting. AW highlighted that £5000 Missions Giving had been added to the budget. • AW proposed that the Paterson Centre charges are raised in January 2024. Having looked into this, AW proposed an increase of 10%. Seconded by DAL. All in favour. Similarly, AW proposed the magazine advertising rates to be increased by 10%. ACTION: AW to action rates increase 	AW
13.	<p>Missions Giving Update</p> <ul style="list-style-type: none"> • Documents had been circulated in advance of the meeting, including a proposal document and voting paper. DAL discussed the proposal Six missions had been chosen using a specific criteria, grouped as local, national and international. DAL explained this would be presented to the congregation on 24th September and 1st October. The last day of voting would be 8th October. This would run alongside the Church of England Generosity Week (24th Sept – 1st Oct). AG proposed. JF seconded. All in favour. • Thanks were given to the Missions Group for all their work. 	
14.	<p>Churchwardens Update</p> <ul style="list-style-type: none"> • JC updated that Gary Muculloch ACSO has offered to be Memorial Custodian. PCC are very pleased for him to carry out this responsibility. All in favour. • DML updated that we still need to find an architect. ACTION: DML to look into this. 	DML

15.	<p>Deanery Synod Update</p> <ul style="list-style-type: none"> • The presentation given at the recent Deanery Synod meeting will be discussed at the next PCC meeting. ACTION: ECS to add to October agenda. • Jill Phipps is to be confirmed as Anna Chaplain. She will be commissioned on 2nd Oct at 7pm, St John's Shedfield. 	ECS
16.	<p>Vacancy</p> <ul style="list-style-type: none"> • An extraordinary meeting took place on 24th August, at which PCC voted and decided to proceed with the Bishops Candidate. A reception to meet the candidate took place on 13th September. An interview was held on 14th September. 	
17.	The meeting closed in prayer and reflection at 9.20pm	