

## Minutes of PCC Meeting 2 November 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), David Bakewell (DB), Emily Singleton (ES) Allison Gurry (AG), John Branson (JB)



**Attendees from BBT** - Mike Holubinka, Dot Holubinka, Sarah Walton

**Minutes:** Emma Sajo

**Prayers:** Derrinda Laing

1.	<b>Welcome</b> <ul style="list-style-type: none"><li>The Chair welcomed the committee and guests from Barnaby's.</li></ul> <b>Apologies received from:</b> <ul style="list-style-type: none"><li>Caroline Vost and Helen Dyer</li></ul>	<b>Action</b>
2.	<b>Barnaby's Business Team</b> <ul style="list-style-type: none"><li>Mike Holubinka thanked the PCC for their support, specifically he mentioned the internal redecoration of Barnabys and more recently, the request for an outside secure storage shed and addition of separate gas monitor.</li><li>Mike explained the plan to expand the Kitchen in Barnabys as it is noticeably too small and difficult for volunteers to work in. This aim is for this to take place in 2024.</li><li>The BBT team highlighted the need to attract more volunteers. It was suggested that a regular advert is placed in the pew leaflet and magazine.</li><li>Sarah Walton highlighted the amount of work that goes into running Barnabys and explained how much thought is given to opening over school holidays and whether it is beneficial.</li><li>AW asked about pricing. Mike confirmed that increases in costs had been taken into account and Barnaby's prices are still below high street prices.</li><li>JF asked how charities are chosen. The BBT explained that charities are chosen by the BBT Committee or the public can nominate a charity and this can be done via the website. Emphasis is given to local charities eg. St Georges Foundation and The Meon Valley Food Bank. In addition, national charity events are run, such as Macmillan Coffee Morning, and these events are planned throughout the year.</li><li>BBT requested for a filing cabinet to be moved. ACTION: DML</li></ul>	DML

	<ul style="list-style-type: none"> <li>• Sarah Walton asked about the roof tiling. DML explained this is an on-going and a faculty is needed for the snow guards.</li> <li>• Next year will be Barnaby's 10<sup>th</sup> year anniversary.</li> <li>• The PCC thanked BBT for all they do.</li> </ul>	
3.	<b>Minutes of September PCC Meeting</b> <ul style="list-style-type: none"> <li>• The Minutes of the September PCC meeting were approved. ECS to place the signed Minutes on the notice board in the link and to arrange for them to be added to the website.</li> </ul>	ECS
4.	<b>Matters Arising from the minutes:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
5.	<b>Standing Committee</b> <ul style="list-style-type: none"> <li>• DML updated on the recent requests made by BBT for an additional gas meter to be fitted, so that the gas used by Barnaby's can be monitored more effectively and for the purchase of an outside secure storage shed, providing additional and needed storage for Barnaby's. Both requests were considered by the Committee and approved.</li> <li>• JC updated the Committee on the new sign for the Paterson Centre, agreed by the Standing Committee, to match the existing sign for Barnaby's.</li> </ul>	
6.	<b>Terms of Reference</b> <ul style="list-style-type: none"> <li>• No further updates.</li> </ul>	
7.	<b>Safeguarding Update</b> <ul style="list-style-type: none"> <li>• In advance of the meeting, CV had provided the following papers which were circulated to PCC: Safeguarding Update, St Barnabas Safeguarding Action Plan, Draft Terms of Reference for BBT, Draft Declaration of Suitability.</li> <li>• In CV's absence, DML ran through the Safeguarding Update document.</li> <li>• SAP - CV asked the committee to please approve the SAP dated 17<sup>th</sup> October. This was approved by the Committee – proposed by AW and seconded by ES.</li> <li>• Lone Working – CV reported on recent information that had been circulated regarding lone working and confirmed that no incidents had been reported at St Barnabas.</li> </ul>	

	<ul style="list-style-type: none"> <li>• CV has updated the BBT ToR to include a safeguarding section and has also adapted a diocese Declaration of Suitability Form specifically for BBT volunteers to sign. LZ confirmed she would be the main point of contact for BBT safeguarding matters. CV reported she has also been in contact with the Diocese safeguarding team to check if basic safeguarding training is mandatory for BBT volunteers or at the PCCs discretion.</li> <li>• A link to the full report for Guidance on the Provision of Lifts and Transport in Parishes was provided and CV highlighted that the guidance only applies where transport has been arranged on behalf of the church. She updated that she had spoken to JDS who has confirmed Open Gardens transport is organised by the Lions Club.</li> <li>• CV and JC attended the Diocese Safeguarding conference on 23<sup>rd</sup> September, chaired by Bishop Jonathan. JC updated that it was an incredibly interesting and well-resourced conference.</li> <li>• CV thanked those who had arranged for reference forms to be completed and gave a gentle reminder to those who still need to submit forms.</li> </ul>	
8.	<p><b>Pastoral Update</b></p> <ul style="list-style-type: none"> <li>• DML discussed Ben Armstrong’s request for PCC approval to make a specific area in church for children, which is more interesting and inviting than the current table with pens and pencils. This was agreed by the Committee. AW confirmed there is money in the budget if needed. DML requested a proposal from BA.</li> </ul>	BA
9.	<p><b>Communications Update</b></p> <ul style="list-style-type: none"> <li>• HD had sent apologies to the meeting and had provided a short update via email advising PCC that there are new pictures on the website under ‘Our Facilities’ and the ‘What’s on Page’ now features links to Facebook events.</li> </ul>	
10.	<p><b>Social Committee Update</b></p> <ul style="list-style-type: none"> <li>• JDS confirmed that Oh Heck would go ahead as there are sufficient numbers, tickets sales for the Sax concert are doing well and the Events Programme is now fixed for 2024. JDS to circulate the Events Programme to the Committee.</li> </ul>	JDS
11.	<p><b>Property</b></p>	

	<ul style="list-style-type: none"> <li>• A property report and general to do list provided by Nick Whitehead had been circulated to the PCC in advance of the meeting, providing an update on the work in the churchyard, rainwater goods, roofing, Paterson centre windows and tree planting project.</li> <li>• DML updated that he would speak with NW regarding the Paterson Centre Windows replacement.</li> <li>• JDS confirmed he is liaising with Shantha re. the Fire Door in the Paterson Centre.</li> <li>• Curtain rails are to be replaced in Paterson Centre. DAL leading on this.</li> <li>• JB highlighted his concerns regarding the ongoing gutter problems.</li> <li>• DAL raised concern regarding the new post of the Lychgate which is splitting.</li> </ul>	DML JDS DAL
12.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• AW updated on the approved BBT expenditure for the outside secure shed and gas monitor. He explained that BBT had transferred £3000 towards energy costs for this year and the addition of the gas monitor for Barnaby's would provide a more accurate reading going forward.</li> <li>• AW confirmed the £10,000 has now been transferred from the deposit to savings account</li> <li>• Magazine advertisers have been notified of an approximate 10% increase</li> <li>• The Parish Share will be decided in the next few weeks and will be incorporated in the December budget.</li> </ul>	
13.	<p><b>Missions Giving Update</b></p> <ul style="list-style-type: none"> <li>• DAL confirmed the three charities chosen are The Roberts Centre, Street and School Pastors and St George Foundation.</li> <li>• DML suggested a display for the Charities and representatives. DAL to organise.</li> <li>• It was confirmed that a letter to notify each Mission they had been chosen, would be sent from the Treasurer</li> </ul>	DAL AW

14.	<p><b>Churchwardens Update</b></p> <ul style="list-style-type: none"> <li>• DML discussed the proposal for a memorial bench to be installed in memory of Jan White - an email from Nick Whitehead with details of the proposal had been circulated to the committee in advance of the meeting. The proposal suggests the new bench is installed in the place of the current Flower Arrangers' bench, which will be moved to another part of the churchyard. This has been agreed with the Flower Arranging Committee. The inscription on the bench will read 'In memory of Jan White'. John White will organise the installation of the new bench and re-location of the Flower Arrangers' bench. The PCC were very happy with this proposal and all were in favour.</li> <li>• DAL updated that Penny Smith is organising the delivery of the Christmas cards and Christmas magazine, to be delivered at the end of November.</li> <li>• DAL confirmed 12 war graves had been identified on which poppies will be placed. AW asked if these could be marked on the graveyard plan.</li> </ul>	DAL
15.	<p><b>Deanery Synod Update</b></p> <ul style="list-style-type: none"> <li>• Nothing to note.</li> </ul>	
16.	<p><b>Vacancy</b></p> <ul style="list-style-type: none"> <li>• DML confirmed the licensing date of 19<sup>th</sup> February, David Isaac will plan the service and formal invitations will be sent out. DML asked PCC to think of anyone who should be invited from the community. There will be a reception following the service. DML confirmed other activities normally taking place in church that evening have been re-arranged.</li> <li>• Decorating Vicarage – the PCC are responsible for decorating sitting room and cloakroom. The house will be available to access from 5<sup>th</sup> December. NW organising.</li> </ul>	ALL  NW
17.	The meeting closed in prayer and reflection at 9.30pm	