

Minutes of PCC Meeting 14 December 2023 at 7.30pm



Present: 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), Allison Gurry (AG), John Branson (JB), Teresa Reynolds (Cygnetts).

Minutes: Emma Sajo

Prayers: Liz Newbold, read by Andrew Wilkinson

1.	Welcome <ul style="list-style-type: none">• AW as Vice Chair welcomed the committee and Teresa Reynolds, attending from Cygnetts. Apologies received from: <ul style="list-style-type: none">• Dave Lee, Caroline Vost and Emily Singleton	Action
2.	Cygnetts <ul style="list-style-type: none">• Teresa Reynolds provided a detailed update on the progress of the group. As of December 2023, they had 63 children registered between the age of 0 and 4yrs (not including parents or carers) with many families attending from outside Swanmore.• Teresa reported that Nick Whitehead had recently visited the group to talk about Advent and this had been very well received.• Teresa explained the group is looking to recruit more volunteers as a minimum of 5 adults is needed at a meeting due to the number of attendees. She also explained that the group is looking to refresh some of the equipment, but storage space needs to be considered also. She will be investigating a Parish Council Community Project Grant as suggested by Hazel Whitehead. The PCC also suggested the group make good use of all the Messy Church equipment.• Teresa asked how the group can be linked better with the Church and this was discussed. She also explained she had received a helpful list of services and specific events for 2023 and said this would be useful for 2024 so that these activities and services could be promoted. It was advised she speak to Ben Armstrong for this list.• Teresa also shared some of the very positive feedback the group had received from the parents and carers.• Thanks were given to Teresa and team for all they do.	

3.	Minutes of November PCC Meeting <ul style="list-style-type: none"> The Minutes of the November PCC meeting were approved with one amendment requested by DAL regarding the action to move the filing cabinet to be amended from DAL to DML. 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 ECS
4.	Matters arising from the Minutes <ul style="list-style-type: none"> Ben Armstrong provided a proposal for the children’s area in church, which was approved by Standing Committee and is now up and running. Social Committee - JDS to circulate the Events Programme to the committee. JDS to talk to Shantha re. fire door – ongoing. Filing cabinet to be moved – this action to be changed from DAL to DML and is ongoing. The display for missions giving - ongoing. DAL to action. AW to contact the Roberts centre. War graves to be marked on churchyard plan – JB to speak to Gary 	JDS JDS DML DAL JB
5.	Standing Committee Report <ul style="list-style-type: none"> Covered in other sections of the agenda. 	
6.	Terms of Reference <ul style="list-style-type: none"> Ongoing. 	
7.	Safeguarding <ul style="list-style-type: none"> CV had provided the following papers in advance of the meeting; Safeguarding Update and Safeguarding Action Plan. The PCC approved the SAP of 3rd December and agreed to regularly review it. The PCC was happy and satisfied with the contents of the Procedure for Responding to Safeguarding Allegations and agreed to adopt version 2. A safeguarding section has now been included in the BBT draft Terms of Reference. CV asked for the following to be recorded in the Minutes: <i>as PSO I would be grateful to have recorded in the minutes that by having safeguarding included in Barnaby’s Terms of Reference and Declaration of Suitability Form measures in place not only protects St Barnabas PCC and insurances, BBT and Barnaby’s volunteers but also the children, young people and adults they come into contact with. I’ve yet to chase</i> 	

	<p><i>the diocese safeguarding team about whether basic awareness safeguarding training is mandatory for Barnaby's volunteers or left to the PCC's discretion.</i></p> <ul style="list-style-type: none"> • A gentle reminder was given for those who have yet to complete the PCC reference request. • The PCC gave thanks to CV for all her hard work as PSO. 	ALL
8.	<p>Pastoral Update</p> <ul style="list-style-type: none"> • Hazel Whitehead had provided a written update for the meeting. She reported the Pastoral Visitors continue to meet and engage in pastoral work. She noted there had been fewer weddings and baptisms recently. • Their next supervision meeting will take place in January. • The pastoral team would be grateful to receive any details of concerns, people to visit or new neighbours moving in. 	ALL
9.	<p>Comms Update</p> <ul style="list-style-type: none"> • HD updated the committee on the work she has been doing. She has been updating Facebook and the website. Photos were added following the Christingle service. If there is anything else the PCC would like added please let her know. • HD explained there is a Facebook group containing old information and a Facebook page. Following a discussion, it was agreed that the Facebook group would be closed. 	ALL HD
10.	<p>Social Committee Update</p> <ul style="list-style-type: none"> • JDS provided a verbal update. He reported the programme of events has been created for 2024 and will circulate this to the committee. He asked AW whether a film licence could be purchased, AW to action. • JDS explained Eventbrite has been used to sell tickets for events, but is expensive, and he will be looking to sell tickets directly for future events. 	JDS, AW
11.	<p>Property Team Update</p> <ul style="list-style-type: none"> • Nick Whitehead had provided a property team update which had been circulated to the PCC in advance of the meeting. • The PCC agreed the proposal of a new shed. AW to action and speak with NW. • DML to speak to the new architect regarding Barnaby's roof tile slippages. 	AW DML DML, JC

	<ul style="list-style-type: none"> Regarding the long room ceiling - DML and JC to look into a second quotation to replace and repaint the damaged plasterboard, once all leaks have been eliminated. 	
12.	<p>Finance Update</p> <ul style="list-style-type: none"> The Treasurer's Update and Budget Monitoring documents had been circulated to PCC in advance of the meeting. AW reported the end of year forecast income was up, but expenditure had increased also due to higher utilities costs. AW will be changing the utilities contract at the end of December. Parish share will go up by 5% across the board in the Diocese. AW proposed the Missions Grant to stay at £5000 for 2024. AW reported the printer in the office needs to be replaced. AW to look at costs for replacement and bring back to PCC. AW proposed the PCC adopt the Budget. ECS seconded and all were in favour. AW reported the Paterson Centre and Magazine advertising charges had been increased by 10% and Weddings and funeral statutory fees increased by 5%. AW proposed the non-Statutory fees are adopted by PCC. All were in favour. 	AW
13.	<p>Churchwardens Update</p> <ul style="list-style-type: none"> JC updated on arrangements for the licensing Service taking place on Monday 19th February. Preparations are progressing well. There will be a rehearsal on 16th February. High numbers are anticipated, with a reception to be held after the service. 	
14.	<p>Missions Giving Team Update</p> <ul style="list-style-type: none"> The display for Missions Giving is in progress. DAL actioning. AW to contact the Roberts Centre. 	DAL
15.	<p>Vacancy</p> <ul style="list-style-type: none"> Work on the Vicarage is progressing well. The property team and volunteers have been working hard and the lounge and cloakroom have been redecorated, with plans to do the kitchen in early 2024. The garden tidy up is planned for 6th January. 	
16.	<p>Governors</p>	

	<ul style="list-style-type: none"> • ES has been nominated for the role of Foundation Governor and has been interviewed by the Chairman, who supports the nomination. AW asked PCC to support this nomination. All were in favour. • AW reported the Chair of Governors, Ian Wollam, comes to the end of his term in February 2024, but is happy to stand again. He asked the PCC to support this nomination. All were in favour. 	
17.	The meeting closed in prayer and reflection at 9.15pm	