

## Minutes of PCC Meeting 14 February 2024 at 7.30pm



**Present:** Dave Lee (DML), Janet Chant (JC), Emma Sajo (ECS), John Sharpe (JDS), Jenny Sharpe (JES), Derrinda Laing (DAL), Jen Frampton (JF), Liz Newbold (LN), David Bakewell (DB), John Branson (JB), Helen Dyer (HD), Emily Singleton (ES).

**Chair:** Dave Lee

**Minutes:** Emma Sajo

**Prayers:** David Bakewell

1.	<b>Welcome</b> <ul style="list-style-type: none"><li>The Chair welcomed the Committee.</li></ul> <b>Apologies received from:</b> <ul style="list-style-type: none"><li>Allison Gurry, Andrew Wilkinson, Caroline Vost.</li></ul>	<b>Action</b>
2.	<b>Minutes of November PCC Meeting</b> <ul style="list-style-type: none"><li>The Minutes of the December PCC meeting were approved. Proposed by DB and seconded by LN.</li><li>ECS to arrange for the signed Minutes to be posted on the notice board in the link and added to the website.</li></ul>	ECS
3.	<b>Matters arising from the Minutes</b> <ul style="list-style-type: none"><li>DML ran through the Action Log. ECS to circulate the updated log to PCC.</li></ul>	ECS
4.	<b>Licensing Service</b> <ul style="list-style-type: none"><li>DML ran through the final arrangements for the service and highlighted the different responsibilities allocated to each PCC member. It was decided that alcoholic and non-alcoholic fizz, orange juice, tea and coffee would be served. HD asked about photos and DML confirmed that Bertie had been asked to take photos. ES asked about badges and it was decided welcome lanyards would be needed. ES to arrange this.</li></ul>	ES
5.	<b>Standing Committee Report</b>	

	<ul style="list-style-type: none"> <li>• DML reported that AW had looked at various options for a replacement printer and had put together a proposal for the Committee to consider (refer to item 13).</li> <li>• DML reported that the Standing Committee had recently authorised BBT to purchase a new coffee grinder as their old one was no longer fit for purpose. The cost was considered by SC and agreed to be reasonable.</li> <li>• DML updated the Committee that the tree planting project had been published as 'on hold'.</li> </ul>	
6.	<p><b>Terms of Reference</b></p> <ul style="list-style-type: none"> <li>• The Terms of Reference for the Finance Committee, Property Team, Standing Committee, Swanmore Magazine, Barnabys and Social and Fundraising Committee had been circulated to the PCC in advance of the meeting.</li> <li>• The Terms of Reference for the Finance Committee, and Standing Committee were approved.</li> <li>• It was agreed the Terms of Reference for the Swanmore Magazine needed further discussion regarding point 6b.</li> <li>• The Terms of Reference for Barnaby's are still to be agreed.</li> <li>• The Terms of Reference for Social and Fundraising to be reviewed by JDS.</li> </ul>	JDS
7.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• The Safeguarding Update document and Safeguarding Action Plan had been circulated to the Committee in advance of the meeting. DML ran through Update document in CVs absence.</li> <li>• The SAP of 27<sup>th</sup> January 2024 was approved by PCC - proposed by CV in her update, and seconded by DB. It was agreed that the document would be regularly reviewed.</li> <li>• A reminder was given to the PCC members who need to complete the reference request action.</li> <li>• CV had noted that she had recently reported a Safeguarding concern to the Diocese.</li> <li>• The PCC approved the appointment of Hilary Walsh and David Reynolds as helpers at Cygnets. Proposed by JC and seconded by JF. All were in favour.</li> <li>• Some PCC members will need to renew their safeguarding training this year and CV will be in touch with each member, closer to the renewal date.</li> <li>• LN to liaise with CV regarding the Safeguarding training for Barnaby's volunteers.</li> <li>• CV would like the requirement for completion of the Basic Awareness safeguarding training course to be included in the BBT's terms of reference and Barnaby's volunteer role description so future volunteers are aware of this expectation.</li> </ul>	<p>PCC Members</p> <p>CV LN</p>

	<ul style="list-style-type: none"> <li>CV had provided the Committee with information on Spiritual Abuse Guidance and Training with links to information and dates of optional training courses via zoom. DB suggested it could be helpful for all PCC members to do the course. DML suggested PCC members let CV know if they complete the course.</li> </ul>	ALL
8.	<p><b>Pastoral Update</b></p> <ul style="list-style-type: none"> <li>HW had sent a short update which had been circulated to the Committee in advance of the meeting. The pastoral team continues to operate and to have regular supervisory meetings. The team continues to be active in support of baptisms, weddings and funerals as well as visiting the sick and housebound.</li> </ul>	
9.	<p><b>Comms Update</b></p> <ul style="list-style-type: none"> <li>NO new updates from HD.</li> <li>DML asked HD if the Who's Who page on the website could be updated.</li> <li>JC agreed to speak to Tony King about updating the name on the notice board in front of the lychgate.</li> </ul>	HD JC
10.	<p><b>Social Committee Update</b></p> <ul style="list-style-type: none"> <li>JDS reported the quiz evening had been a great success and had raised just over £1300. He is now looking at how the film license can be used. JDS confirmed that the next event on the Social Committee Programme is Open Gardens.</li> </ul>	
11.	<p><b>Property Team Update</b></p> <ul style="list-style-type: none"> <li>An update from the property team had been circulated to the Committee in advance of the meeting.</li> <li>JB updated the Committee on his work with Gary McCulloch (CSO) to repair the War Memorial metal fence. JB reported that Gary McCulloch is now the Custodian of the War Memorial.</li> <li>DML to speak to Nick Whitehead regarding the plastic tape and posts to be replaced by the disabled bays.</li> <li>DML reported that a meeting had been arranged with the new architect and surveyor to take place on 9<sup>th</sup> February 2024, to look at the tile slippages issue above Barnaby's.</li> <li>The tree planting project is now on hold. Further discussion is needed regarding how this can be taken forward.</li> <li>Quotes have been received from MC&amp;R to repair the small lead roof above the long room with a fiberglass covering. A further quote is being sought from MC&amp;R to replace with a lead.</li> <li>MC&amp;R will be clearing the gutters and gullies. Dates for this are to be confirmed.</li> </ul>	DML

	<ul style="list-style-type: none"> <li>The property team have a budget of £600 to replace the shed. Their preferred option is no longer available, so they are looking at alternative options.</li> <li>The PCC gave thanks to everyone who had been involved in redecorating and preparing the Vicarage.</li> <li>JC discussed the need for signage regarding children entering the church on their own whilst parents are in Barnaby's. JC to speak to CV.</li> </ul>	JC
12.	<p><b>Finance Update</b></p> <ul style="list-style-type: none"> <li>AW had circulated a Finance Update in advance on the meeting and in his absence, DML ran through the update document.</li> <li>AW had noted that there had been no unusual income or expenditure this year and the utilities provider has now been changed to EDF at a lower rate than last year.</li> <li>AW had provided three options for a printer replacement. The PCC considered each option and agreed option A would be best.</li> <li>DAL sought permission from the Committee in AWs absence, to buy daffodils for Mothering Sunday and this was approved by DML.</li> </ul>	AW
13.	<p><b>Churchwardens Update</b></p> <ul style="list-style-type: none"> <li>A Barnaby's update document had been circulated to the Committee in advance of the meeting. JC reported that Sarah and Alastair Walton had stepped down from the Barnaby's leadership team. Sarah will continue to work in the coffee shop and help with MacMillan coffee morning and Alastair will continue to help with the classic car event. LN reported the transition had been running smoothly. Thanks have been given to Sarah and Alistair for their contribution and all they have done.</li> <li>The PCC approved the two new servers, Christine Thomas and Brian Thompson.</li> </ul>	
14.	<p><b>Missions Giving Team Update</b></p> <ul style="list-style-type: none"> <li>The Missions Notice Board work is on-going. DAL to speak to AW. It was suggested that HD post the Charities on Facebook.</li> </ul>	DAL HD
15.	The meeting closed in prayer and reflection at 9.15pm	