

DRAFT Minutes of PCC Meeting 23rd May 2024 at 7.30pm, in Barnaby's



Present: Dave Lee (DML), Emma Sajo (ECS), John Sharpe (JDS), Jenny Sharpe (JES), Derrinda Laing (DAL), Jen Frampton (JF), Emily Sandoval (ES), Allison Gurry AG, Doug Emmett, Andrew Wilkinson (AW), Caroline Vost (CV).

Chair: Dave Lee

Minutes: Emma Sajo

Prayers: Jen Frampton

1.	Welcome <ul style="list-style-type: none">DML welcomed the Committee, Doug Emmet (new member), John Sharpe and Caroline Vost (joining for a second term). Apologies received from: <ul style="list-style-type: none">Revd Andy Davis, Janet Chant, Helen Dyer and David Bakewell	Action
2.	Minutes of March PCC Meeting and April APCM <ul style="list-style-type: none">The Minutes of the March PCC meeting were approved, proposed by AG and seconded by JF, all were in favour.The Draft Minutes of the APCM held on 24th April 2024 had been circulated to the Committee in advance of the meeting and reviewed. The Committee were happy and agreed they be posted on the notice board and added to the website – ECS to action.	ECS
3.	Matters arising from the Minutes <ul style="list-style-type: none">ECS ran through the Action Log and updated the spreadsheet. ACTION: ECS to circulate the updated log to the Committee.	ECS
4.	Appointing Officers <p>The following were appointed:</p> <ul style="list-style-type: none">Vice Chair – Dave Lee. Proposed by JF and seconded by AG.Treasurer – Andrew Wilkinson. Proposed by DAL and seconded by JDS.	

	<ul style="list-style-type: none"> • Secretary - Emma Sajo. Proposed by JDS and seconded by DAL. • GDPR – no one appointed. It was suggested a notice is put in the pew leaflet. CV also highlighted there is no GDPR Policy. ACTION: ECS to arrange the notice. • Health and Safety Officer – Paul Eathorne. • Safeguarding Officer - Caroline Vost. Proposed by DAL and seconded by AG. • Electoral Roll Officer. Jenny Sharpe. Proposed. DAL and seconded by JF. 	ECS
5.	<p>Assigning PCC members to Committees</p> <ul style="list-style-type: none"> • Standing Committee – Jen Frampton. • Social and Fundraising – already good representation from PCC, no one added. • Barnabys Committee – Doug Emmett. • Property Team – Doug Emmett. • Finance Committee – no one added. • Paterson Centre – no one appointed, already good representation from PCC. • Communications Group – Helen Dyer. ACTION: DML to ask DB if he will join the committee. • Magazine – Penny Clive (Editor), John Austen (advertising). ACTION: DML to speak to Penny. • Missions Giving Team – no one added. ACTION: DAL to check Cathy Bakewell and Sam Lee are happy to continue. 	DML DML DAL
6.	<p>Standing Committee</p> <ul style="list-style-type: none"> • Nothing to report. <p>ACTION: DML / ECS to circulate information for SharePoint.</p>	DML / ECS

7.	<p>Terms of Reference</p> <ul style="list-style-type: none"> • Barnaby's ToR – DML reported this was close to sign off. DML suggested a Churchwarden was added. ACTION: DML to send copy of ToR to DE and AW. • Social and Fundraising ToR – JDS ad reviewed the document. He highlighted that he had added that the social and fundraising team could buy and retain alcohol up to £150 to be stored and locked in the link cupboard. AW approved this addition. ACTION: AW to send ToR to ECS and ECS to circulate to Standing Committee. • Magazine – DML to follow up with Penny. 	<p>DML</p> <p>AW DML</p>
8.	<p>Safeguarding</p> <ul style="list-style-type: none"> • The following documents had been circulated to the PCC in advance of the meeting - St Barnabas Safeguarding Action Plan, St Barnabas Policy Safeguarding Statement, Recruitment of Ex Offenders Policy Statement and a Safeguarding Update. • Signage regarding children entering the church without their parents. The wording was agreed by the PCC. • St Barnabas Policy Safeguarding Statement. CV proposed the PCC adopt the statement. Seconded by JF. CV to send a copy to the Diocese for their records. • Safeguarding Action Plan. CV proposed the PCC adopt the current plan of 7th May. Seconded by AG. All were in agreement. CV updated the committee that she is working with Hazel to update Pastoral Roles and Responsibilities. • Parish Safeguarding Dashboard. CV proposed the PCC adopt the Portsmouth Diocese Policy Statement on the Recruitment Offenders Seconded by JS. All were in agreement. CV proposed the PCC adopt the updated Swanmore Cygnets Risk Assessment. ECS seconded. All were in agreement. • Safeguarding Training – CV gave thanks for everyone who took part in Spiritual Abuse training course. • ACTION: CV to send out a list of when training is to be renewed for PCC members. 	<p>CV</p>
9.	<p>Pastoral Update</p> <ul style="list-style-type: none"> • A report from AD had been circulated to the PCC in advance of the meeting. • DAL asked for support from the PCC to improve the prayer corner. It was suggested PCC members meet after a service to discuss how the prayer could be improved. ACTION: ALL 	

10.	<p>Communications Team</p> <ul style="list-style-type: none"> • Whos' who page - waiting for Ben's and Edd Collis' pictures • Missions Giving - details are now on https://stbarnabas.org.uk/get-involved/ • Café church logo - discussed something created by Cygnets – still to do 	
11.	<p>Social Committee</p> <ul style="list-style-type: none"> • JDS reported the recent concert had been very successful and had raised just over £700. • The next event is Open Gardens. More drivers are needed. Please contact JDS if you can help. • The Lions have offered the use of the minibus for the film club. • Teddy bears picnic – this is in progress and being organised by Nina. • Another Oh Heck will be organised in September. • Other events are Beer and Hymns on 12th October, Chamber Choir 14th December. <p>ACTION: JDS to send out complete list of dates.</p>	JDS
12.	<p>Property Update</p> <ul style="list-style-type: none"> • The new shed is now in place. • Location for the tree to be planted in memory of Zac Keay. ACTION: DE to let NW know PCC have suggested Mike Maunders family plot. • The PCC is seeking a second quotation to replace and repaint the damaged plasterboard, once all leaks have been eliminated. ACTION: DML • DML highlighted there is an additional leak in the link. • Doug Emmett is now working on a document to help integrate/cross-reference the property works and the Quinquennial Report. ACTION: DE to send the draft document to ECS to circulate to committee. • ACTION: DML to send NW email from DAC with Archdeacon's approval. 	<p>DE</p> <p>DML</p> <p>DE DML</p>

13.	Finance Report <ul style="list-style-type: none"> • AW had circulated a report to the PCC in advance of the meeting. AW highlighted the main expenditure was the Printer costing £4811, which would be spread over five years, he also highlighted the roofing and gutter works costs. There on was omission from report of monies received of £750. • AW discussed the Risk Register which the Independent Financial Examiner had suggested was created. ACTION: AW to create Risk Register 	AW
14.	Churchwardens Update <ul style="list-style-type: none"> • Health and safety update - Paul Eathorne is updating the Lone Workers list. ECS to circulate to committee for feedback. • Locking up - DE to do lock up on Sunday 26th, ES to lock up on 27th in place of DML. 	ECS DE, ES
15.	Missions Giving <ul style="list-style-type: none"> • Charity information now on website • Dates to be arranged for Charities to visit St Barnabas. 	
16.	The meeting closed in prayer and reflection at 9.07pm.	