

Minutes of PCC Meeting 20th June 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), Allison Gurry AG, Doug Emmett (DG), Caroline Vost (CV), David Bakewell (DB), Helen Dyer (HD)

Chair: Dave Lee

Minutes: Emma Sajo

Prayers: Doug Emmett

1.	<p>Welcome</p> <ul style="list-style-type: none"> DML welcomed the Committee and Penny Clive. <p>Apologies received from:</p> <ul style="list-style-type: none"> Revd Andy Davis, Emily Sandoval, Andrew Wilkson 	<p>Action</p>
2.	<p>Magazine – Update from Penny Clive</p> <ul style="list-style-type: none"> Penny Clive attended the meeting to give an update on the Swanmore Magazine. She reported it is running well. There had been problems with delivery place and time, but this has now been resolved. There is usually enough content for each edition, and if there are any gaps she will fill this. Reminders are sent out to contributors. There is a small editorial team. AG assists and John Austen manages advertising. She explained the process of putting an edition together takes 2 weeks. Little feedback is received. The print run is around 800 and is increased at certain times in the year. The magazine can be accessed online (the directory is not included in the online version) and Gail sends a reminder out to online subscribers. The main pick-up location is the Link. Other possible places of distribution were discussed such as local pubs and including a link to the online magazine on the Facebook page and in Revd Andy's update. ACTION: HD to post the link of the magazine online copy on Facebook, AD to add the link to his email updates. Penny has now completed four years as Editor and would like to finish at the end of her fifth year, in December 2025. It was discussed that a new Editor should be advertised now, to allow for an adequate handover. ACTION: JF to write an ad for the magazine. 	<p>HD AD</p> <p>JF</p>

3.	<p>Minutes of November PCC Meeting</p> <ul style="list-style-type: none"> • The Minutes of the May PCC meeting were approved with one small amendment – ECS to amend ‘Mike Maunders plot’ to ‘Mike Maunders family plot’ - proposed by AG and seconded by DAL. All were in favour. • ECS to arrange for the signed Minutes to be posted on the notice board in the link and added to the website. 	ECS
4.	<p>Matters arising from the Minutes</p> <ul style="list-style-type: none"> • ECS ran through the Actions Log and highlighted any outstanding actions. ECS to circulate updated Actions log. 	ECS
5.	<p>Standing Committee Update</p> <ul style="list-style-type: none"> • JC updated that she has created a set of instructions to place in the disabled loo in the link explaining how to turn the alarm off if it is activated. Currently, the disabled loo in the Paterson centre does not have an alarm and Paul Eathorne is looking into this. • Paul Eathorne has updated the Lone Workers list. ACTION: ECS to circulate current version to PCC. 	ECS
6.	<p>Terms of Reference</p> <ul style="list-style-type: none"> • The ToR for Barnabys has been updated and a final version has been sent to Mike Holubinka for approval. DML asked if DB would join the committee which he agreed to do. ACTIONS: DML / DE to inform Barnaby’s Committee of new PCC member, DE to investigate if Barnabys Committee has a WhatsApp group. • Social and Fundraising ToR – ACTION: ECS to circulate final draft. • Magazine ToR – ongoing. 	DML / DE DE ECS
7.	<p>Safeguarding</p> <ul style="list-style-type: none"> • The Safeguarding Action Plan (SAP) - CV reported the this is looking good. She highlighted the basic awareness training is always amber as it’s a rolling programme. CV proposed the PCC adopt the plan of 13th June 2024, this was seconded by AG and all were in favour. • Parish Safeguarding Dashboard – CV reported annual reviews of the Swanmore Cygnets Playgroup Lead & Helper role descriptions, and the Pastoral Visitor Lead and Pastoral Visitor Role descriptions had been completed. She updated the Pastoral Visitors Risk Assessment is currently being reviewed. 	

	<ul style="list-style-type: none"> • Church Warden and PCC Member Role Description - CV reported these were up for annual review and as no additions were required by the Diocese, she proposed these stay the same. All were in agreement. ACTION: CV and JC to look at the Treasurer role description. • Display of St Barnabas Safeguarding Information - CV confirmed all the safeguarding information is now being displayed and the notice regarding children in the church will also be added to the pew leaflet. CV and JC found more children playing in the church with tea lights. JF explained those opening up used to light a candle from which others can light a candle, rather than using matches. • CV updated that she will be meeting with a Diocese Patch Worker and will report back to the PCC once the meeting has taken place. 	CV
8.	Pastoral Update <ul style="list-style-type: none"> • DAL updated on the re-fit of the prayer corner. There will be a meeting on 7th July to discuss what will be done. A small budget of £200 was requested and this was agreed by the PCC, proposed by JS and seconded by JC. All were in favour. 	
9.	Comms Team Update <ul style="list-style-type: none"> • Helen updated the Committee on her comms work. She highlighted that some inappropriate comments had been posted on the Facebook page, which she had removed. 	
10.	Social Committee Update <ul style="list-style-type: none"> • JDS updated on the following events: • Open Gardens – tickets are on sale. Publicity has been an issue. Postcards still to be distributed as they arrived late. Unfortunately, there is a similar event in Bishops Waltham on the same weekend and it is hoped this will not have too much of an impact. • Film Club – JDS estimates 20-25 people. No one has asked for transport yet. • Teddy bears picnic – will be publicised by the primary school. JDS to source games. • Oh Heck – JDS confirmed the date will move to Saturday 21st September. 	
11.	Property Update <ul style="list-style-type: none"> • A property update report from NW had been circulated to the committee in advance of the meeting and was discussed. • DML highlighted that a public notice is now being displayed re. Barnaby's tile guards work. 	

	<ul style="list-style-type: none"> ECS highlighted that NW had sent an email regarding the confirmation of an interim faculty granted for the tile guards to Barnaby's roof and repair to the Long Room roof, in which he asked for confirmation for MC and R Roofing to proceed with repairs. This was approved and all were in agreement. DE discussed the Property and Maintenance Report which had been circulated to the Committee – he highlighted it was a log to keep everyone up to date with works being carried out. DE highlighted NW's email regarding plasterwork damage. NW would like SC to review the information, so that when work is needed, it can be brought to PCC and decisions made quickly. 	
12.	<p>Finance Update</p> <ul style="list-style-type: none"> In his absence, AW had circulated an update to the committee with a spreadsheet showing income and expenditure against budget as at 31st May. In addition to the spreadsheet, he had highlighted there would be a substantial rebate on electricity charges. The maintenance costs included gutter cleaning and some roof repair work (with more to be done), £500 on the war memorial (entirely covered by a donation), work on the paths and grass, as well as routine servicing. Depreciation now includes part of the cost of the new copier. Very recently, an anonymous gift of £3000 was received from a parishioner. 	
13.	<p>Churchwardens Update</p> <ul style="list-style-type: none"> JC updated that it would be helpful to have more Assistant Churchwardens. Currently there are 7. JC has spoken to a few people who may be interested, and a notice will be added to the pew leaflet. Delivering the magazine at Christmas was agreed by PCC. ACTION: ECS to email Penny Smith to confirm. 	JC ECS
14.	<p>Missions Giving</p> <ul style="list-style-type: none"> DAL confirmed that The Roberts Centre will visit on 1st December 2024. A date for the Street Pastors is still to be confirmed. Work on the notice board is on-going. 	

15.	BBT 10th Anniversary Celebrations and PCC thank you <ul style="list-style-type: none"> JC updated that she had met with the Barnaby's team to discuss the thank you event, and it had been proposed to hold the party on 20th October. ACTION: JC to email Gail to check availability of Paterson Centre. It will be an afternoon tea at 4pm with cake, scones and drinks. Invites will be sent out to the Barnaby's team and all volunteers. 	JC
16.	The meeting closed in prayer and reflection at 9.05pm	