

## DRAFT Minutes of PCC Meeting 18<sup>th</sup> July 2024 at 8pm, in Barnaby's



**Present:** Dave Lee (DML), Emma Sajo (ECS), John Sharpe (JDS), Jenny Sharpe (JES), Jen Frampton (JF), Allison Gurry (AG), Doug Emmett (DG), Caroline Vost (CV), David Bakewell (DB), Andrew Wilkinson (AW), Emily Sandoval (ES), Janet Chant (JC)

**Chair:** Dave Lee

**Minutes:** Emma Sajo

**Prayers:** Janet Chant

1.	<b>Welcome</b> <ul style="list-style-type: none"><li>DML welcomed the Committee</li></ul> <b>Apologies received from:</b> <ul style="list-style-type: none"><li>Revd Andy Davis, Helen Dyer, Derrinda Laing</li></ul>	<b>Action</b>
2.	<b>Minutes of November PCC Meeting</b> <ul style="list-style-type: none"><li>The Minutes of the June PCC meeting were approved, proposed by DB and seconded by AG. 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.</li></ul>	ECS
3.	<b>Matters arising from the Minutes</b> <ul style="list-style-type: none"><li>ECS ran through the Actions Log and highlighted any outstanding actions. ECS to circulate updated Actions log.</li></ul>	ECS
4.	<b>Standing Committee Update</b> <ul style="list-style-type: none"><li>Discussed in other agenda items</li></ul>	
5.	<b>Terms of Reference</b> <ul style="list-style-type: none"><li>Social and Fundraising Committee ToR was approved by the committee, proposed by JDS and seconded by JF. All in favour. ACTION: ECS to save final draft in SharePoint.</li><li>Barnaby's Committee ToR – ECS explained the safeguarding section had been missing from the most recent ToR. This has now been added again. ACTION: DE to send the updated draft ToR to Barnaby's Committee to be reviewed at their next meeting.</li><li>Magazine ToR – on-going.</li></ul>	ECS DE

6.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• The Safeguarding Action Plan (SAP) - CV updated the Committee on the recent SAP of 10<sup>th</sup> July 2024. CV proposed the PCC adopt the plan, this was seconded by AG and all were in favour.</li> <li>• Annual review of Policy Statement for Domestic Abuse – CV explained no additions or amends had been proposed by the diocese and that she and Hazel would continue to be the named persons. CV proposed the PCC adopt the statement, this was seconded by AG and all were in favour.</li> <li>• St. Barnabas Welcome sign – CV reported a notice has been displayed in church, it has also been added to the pew leaflet, and circulated by the school. Gary McCulloch has also been informed. It was noted that children are still coming into church, unaccompanied, running around and lighting candles. Other ideas on how to manage this were discussed, including locking the church on the afternoons Barnaby’s opens.</li> <li>• St. Barnabas Role Descriptions – CV reported all key descriptions are up to date. CV and JC are currently reviewing the Treasurer role description, and this was discussed. It was highlighted that further discussion re. GDPR relating to this role was needed. ACTION: A correction was highlighted on the PCC Member role description – CV to amend.</li> <li>• New Bell Ringing Resources for Parishes – apologies from ECS as this had been missed off the circulation of meeting papers. ACTION: ECS to circulate the document to PCC.</li> <li>• PSO Safeguarding Training – CV reported she had attended further PSO training on Abuse and Older People, Stalking, Fraud and Modern Slavery.</li> <li>• Visit from Diocese Safeguarding Team – this has been postponed and is to be rearranged.</li> </ul>	CV  ECS
7.	<p><b>Pastoral Update</b></p> <ul style="list-style-type: none"> <li>• A written update from Hazel had been circulated to PCC in advance of the meeting. No questions were raised.</li> </ul>	
8.	<p><b>Comms Team Update</b></p> <ul style="list-style-type: none"> <li>• HD had circulated a written update in her absence. She has been in touch with Penny Clive re. timings for advertising the magazine. The who’s who page is nearly completed, with one photo remaining to do. She reported that she has also been speaking with Revd Andy about including information on the website regarding the benefice.</li> <li>• JF highlighted that Cygnets were not aware of the Teddy Bears Picnic and highlighted that better comms were needed between Cygnets and childrens activities.</li> </ul>	

9.	<p><b>Social Committee Update</b></p> <ul style="list-style-type: none"> <li>An update from JDS had been circulated in advance of the meeting. No questions were asked. Thanks were given to JDS for an excellent Open Gardens.</li> </ul>	
10.	<p><b>Property Update</b></p> <ul style="list-style-type: none"> <li>An update from Nick Whitehead had been circulated to the PCC in advance of the meeting.</li> <li>DE reported that the re-pointing of the chimney will be kept under review and is not currently necessary.</li> <li>Options for fitting improved ventilation in the Paterson centre loos has been investigated and will be kept under review.</li> <li>A Fire Risk Assessment was last completed in 2019. ACTION: DE to arrange for an assessment to be done.</li> <li>Access and Disability Audit. ACTION: DE to arrange for an updated assessment to be done.</li> <li>Keay family tree. Nick will be speaking to the family to discuss options.</li> <li>DE highlighted the blown paintwork on the wall by the hymn board needs work. This will be brought to PCC once moisture readings have come down.</li> <li>DML reported an inspector of hygiene had visited during the lunch club. Some cobwebs in kitchen and missing skirting boards were picked up. DML has spoken to NW to see if property team can help.</li> </ul>	<p>DE</p> <p>DE</p>
11.	<p><b>Finance Update</b></p> <ul style="list-style-type: none"> <li>AW had circulated a report in advance of the meeting. He reported a donation of £3000 was received in June and more recently two grants from the Parish Council for Cygnets and the magazine.</li> <li>Extraordinary expenditures included the repair work to the Link roof above the long room, a copyright fine and the cost of the faculty for the snowguards.</li> <li>Utilities are still quite high but there is a rebate to come.</li> </ul>	
12.	<p><b>Churchwardens Update</b></p> <ul style="list-style-type: none"> <li>JC reported there will be two new Assistant Churchwardens.</li> <li>JC and DML reported they had had their official Admission as Churchwardens for the next year, with the service being held at St Peter's Bishop's Waltham on 11th July.</li> <li>JC reported she had recently applied for the free framed portrait of the King, which has now arrived.</li> </ul>	

13.	<b>Missions Giving</b> <ul style="list-style-type: none"> <li>No update.</li> </ul>	
14.	<b>PCC thank you to Barnaby's Volunteers – 20<sup>th</sup> October, 4pm – 6pm.</b> <ul style="list-style-type: none"> <li>Planning of the event is in progress. JC has fedback to Mike Holubinka with the proposed plans for the event. ACTION: DE and DB – to get a list of past and present volunteers to invite.</li> </ul>	DE/DB
15.	AOB. <ul style="list-style-type: none"> <li>AW reported that his role on Diocesan Synod and Ex officio term ends this month. DML proposed the PCC co-opt AW for the remainder of the PCC term. Seconded by ES. All were in favour. ACTION: ECS to update records</li> </ul>	ECS
16.	The meeting closed in prayer and reflection at 9.30pm	