

## Minutes of PCC Meeting 19<sup>th</sup> September 2024 at 8pm, in Barnaby's



**Present:** Dave Lee (DML), Emma Sajo (ECS), John Sharpe (JDS), Jenny Sharpe (JES), Jen Frampton (JF), Doug Emmett (DG), Caroline Vost (CV), Andrew Wilkinson (AW), Janet Chant (JC), Derrinda Laing (DL), Helen Dyer (HD)

**Chair:** Dave Lee

**Minutes:** Emma Sajo

**Prayers:** Derrinda Laing

1.	<b>Welcome</b>	<b>Action</b>
2.	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>DML welcomed the Committee</li> </ul> <p><b>Apologies received from:</b></p> <ul style="list-style-type: none"> <li>Revd Andy Davis, Emily Singleton, Allison Gurry, David Bakewell</li> </ul>	
3.	<p><b>Minutes of July PCC Meeting</b></p> <ul style="list-style-type: none"> <li>The Minutes of the PCC meeting on 18<sup>th</sup> July 2024 were approved, proposed by JF and seconded by AW. All were in favour. <b>ACTION:</b> 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
4.	<p><b>Matters arising from the Minutes</b></p> <ul style="list-style-type: none"> <li>ECS ran through the Actions Log and highlighted any outstanding actions. There were a couple of updates to the log. HD (not JF) to write an ad for the new Editor, to go in the next edition of the magazine. Committee to send DE any amends to the Lone Workers list <b>ACTION:</b> All PCC. ECS to circulate updated Actions log.</li> </ul>	ALL / ECS
4.	<p><b>Standing Committee Update</b></p> <ul style="list-style-type: none"> <li>The Property Team had sent a proposal to Standing Committee to purchase a telescopic hedge trimmer as they are currently borrowing one which is not always available and showing signs of wear. The cost would be £600 to £700. This was agreed by the committee, proposed by JF and approved by DE. <b>ACTION:</b> DE to update Nick Whitehead.</li> <li>The lunch club would like to purchase some more chairs with arms – similar to the existing ones, for their members who need a bit more support on their seat. They have offered to buy these and the</li> </ul>	DE

	<p>Church would also be able to use them. Storage was discussed. It was agreed there was space for approximately 10 more chairs. <b>ACTION:</b> DML to speak to the lunch club organisers.</p> <ul style="list-style-type: none"> <li>• PAT testing needs to be undertaken in the Church and church buildings. <b>ACTION:</b> DE to investigate his contact.</li> <li>• Aaron Burgess has enquired as to whether the PCC would consider a Swift Box being fitted to the Bell Tower of the Church. There were some concerns as the louvres are very fragile. <b>ACTION:</b> DE to speak to Aaron and investigate further.</li> </ul>	<p>DML DE  DE</p>
5.	<p><b>Terms of Reference</b></p> <ul style="list-style-type: none"> <li>• Barnaby's Committee ToR – on-going.</li> <li>• Magazine ToR – on-going.</li> </ul>	
6.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• CV updated the Committee on the recent SAP of 7<sup>th</sup> September 2024. CV proposed the PCC adopt the plan. This was agreed by all.</li> <li>• Safeguarding Concerns. CV updated the committee that she had recently received a safeguarding concern which had been dealt with.</li> <li>• CV highlighted the recent Lone Worker email sent out to everyone, reminding everyone of the St. Barnabas Lone Working Policy and guidelines.</li> <li>• Swanmore Cygnets Baby &amp; Toddler Playgroup Volunteer Helpers - Juliet Helbren &amp; Wendy Horn have completed the necessary safeguarding recruitment process and training. CV asked if their appointments could be approved by the committee. This was approved.</li> <li>• St Barnabas Treasurer Role Description – CV to send a copy to Emily and Andrew for their comments before sending to PCC.</li> <li>• CV updated that she had joined a PSO focus group attended by PSOs from across the diocese, about future structure and safeguarding models for the Church or England. All feedback will be taken into consideration and then published.</li> <li>• CV reported there will not be a safeguarding conference this year but a reflection afternoon in November, which CV will attend.</li> </ul>	

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 remarked on the helpful PDF with the list of upcoming St Barnabas events, which has been added to the school's weekly newsletter.</li> <li>• HD reminded the committee to send her any items that can be shared on Facebook.</li> <li>• HD has updated the website with the Future of the Benefice information.</li> </ul>	
9.	<p><b>Social Committee Update</b></p> <ul style="list-style-type: none"> <li>• JDS updated the committee on the Nostalgic Film Club. He reported it had not worked in the church, and going forward will be held in the Paterson Centre. To do this, they require a TV and JDS provided the committee with costings and explained that the guarantee would need to be under an individual's name. It was discussed that the new tv would be for general benefit and JDS reported that Barnaby's and Lions will contribute. It was agreed that it would be worth spending more to get better technology, and for longevity. It was also discussed that a tv license was not needed as it will not be used to show live television. Agreed that PCC will authorise up to £2000 for TV and Sound bar. <b>ACTION:</b> JDS – to look at more options.</li> <li>• JDS reported on future events and updated that he will be organising a committee meeting soon.</li> </ul>	JDS
10.	<p><b>Property Update</b></p> <ul style="list-style-type: none"> <li>• A written report had been circulated to the committee in advance of the meeting.</li> <li>• DE noted that the PCC will need to consider a quotation for repairs to the Lychgate when it is ready.</li> <li>• The committee felt that the quote of £530 plus VAT for the roofing and soffit board repair to the west end of the Nave was expensive. <b>ACTION:</b> AW to speak to Nick.</li> <li>• DE reported the maintenance spreadsheet is now up to date. The Church logbook is also up to date and the terrier is in the process of being updated.</li> </ul>	AW
11.	<p><b>Finance Update</b></p> <ul style="list-style-type: none"> <li>• No further updates.</li> </ul>	

12.	<p><b>Churchwardens Update</b></p> <ul style="list-style-type: none"> <li>• The Archdeacon’s inspection went well and has highlighted some work to be done. The last inspection was 2016. The Archdeacon also reported that the House for Duty roles are in process.</li> <li>• Theresa Reynolds would like to step down from Cygnets at end of the academic year.</li> <li>• JC will be stepping down at the next APCM.</li> </ul>	
13.	<p><b>Missions Giving</b></p> <ul style="list-style-type: none"> <li>• Derrinda continues to update the Missions Giving Board. More information on the Roberts Centre will be added in advance of their visit.</li> <li>• Finding a date for Street Pastors to visit is on hold until Revd Andy Davis returns to work.</li> </ul>	
14.	<p><b>Barnaby’s Update</b></p> <ul style="list-style-type: none"> <li>• The Committee have announced they would like to step down. Rachel Worthington, Dot Holubinka and Mike Holubinka are happy to provide a handover until December. Gail Norris will step down at the end of October. <b>ACTION:</b> ECS to circulate the letter sent to the Volunteers.</li> <li>• The handover process will need thought. The committee will provide a matrix of jobs and roles that need to be filled. Recruitment will be within the community and congregation. A notice will be added to the pew leaflet. HD to add information to Facebook and send to the primary school for circulation. Whilst the transition is taking place, opening times may be restricted. DML and JC will receive all enquiries for the roles advertised.</li> <li>• The Lone Worker Policy now includes Barnaby’s.</li> <li>•</li> </ul>	ECS
15.	<p><b>PCC thank you to Barnaby’s Volunteers – 20<sup>th</sup> October, 4pm – 6pm.</b></p> <ul style="list-style-type: none"> <li>• Invites have now been sent out to Volunteers and partners. <b>ACTION:</b> JC to speak to Rachel Worthington to find out who the list was sent to.</li> <li>• Sparkling wine and finger food will be served. JC will lead on this.</li> <li>• The RSVP date is October 5<sup>th</sup>.</li> </ul>	JC

16.	AOB. <ul style="list-style-type: none"><li>• Doug to Minute the October meeting as ECS absent.</li></ul>	
	The meeting closed in prayer and reflection at 9.20pm.	