

Minutes of PCC Meeting 22nd May 2025, 7.30pm, in Barnaby's



Present: Dave Lee (DML), Andrew Wilkinson (AW), Jen Frampton (JF), Emma Sajo (ECS), John Sharpe (JDS), Jenny Sharpe (JES), Caroline Vost (CV), David Bakewell (DB), (ES), Doug Emmett (DG), Wendy Horn (WH)

Chair: Dave Lee

Minutes: Emma Sajo

Prayers: Doug Emmett

1.	<p>Welcome</p> <ul style="list-style-type: none"> DML welcomed the Committee and new member, Wendy Horn. <p>Apologies received from:</p> <ul style="list-style-type: none"> Emily Sandoval, Helen Dyer, Janet Chant, Allison Gurry. 	Action
2.	<p>Approve Minutes of Meeting held on 20th March 2025</p> <ul style="list-style-type: none"> The Minutes were approved, proposed by JF and seconded by JDS. All were in favour. DML to sign and post the Minutes on the PCC notice board. ECS to send the Minutes to HD to post on the website. 	DML / ECS
3.	<p>Matters arising from the Minutes (Actions Log)</p> <ul style="list-style-type: none"> ECS ran through the Actions Log. ACTION: DE offered to look at other magazine advertising rates and to look at who is advertising in other magazines, and not in the Link. ACTION: DML to arrange a meeting to discuss Barn Church proposal, with CV. ACTION: DML invite Liz Quinn, Jill Kingston to PCC as ex officio members once they are licensed and invite Ruth Quinn to PCC as an observer. ACTION: ECS to add Anti-Social behaviour strategy to future agenda. 	<p>DE</p> <p>DML DML</p> <p>ECS</p>

4.	<p>Review Minutes of APCM 23rd April 2025</p> <ul style="list-style-type: none"> ECS to circulate to the committee the updated Minutes with DML comments and to ask for approval so the draft Minutes can be published. 	
5.	<p>Appointing Officers</p> <ul style="list-style-type: none"> Vice Chair - DML nominated, proposed by JF and seconded by CV. All were in favour. Treasurer – AW nominated, proposed by DML, seconded by JDS. All were in favour. Secretary – ECS nominated, proposed by DML and seconded by JF. All were in favour. GDPR – ACTION: DML to place an advert for GDPR Officer in pew leaflet and Andy’s update newsletter. Health and Safety – ACTION: DML to ask Paul Eathorne Safeguarding – CV nominated, proposed by DML and seconded by JF. All were in favour. Electoral Roll – JES nominated, proposed by AW and seconded by DB. 	<p>DML DML</p>
6.	<p>Assigning PCC members to Committees</p> <ul style="list-style-type: none"> Standing Committee – JF nominated, proposed by CV, and seconded by DB. Social and Fundraising – already good PCC representation (including JDS, JES, AG and ES) Barnaby’s Steering Group – DB and DE to continue as PCC representatives. Property Team – DE to continue as PCC representative. Finance Committee – DML explained broader membership was needed. AW to continue in the short term and offer handover. ES and DE to join the finance team. Paterson Centre – JDS to join the team (AW and DML currently on the team). Communications Group – ACTION: DML to check with HD if she will continue as she has now taken on the role as Churchwarden. Magazine – the search for new committee on-going. ACTION: DE to speak to Sue de Vere about her distribution role and DML to speak to Penny Smith to see if she would like to help with distribution. Missions Giving Team – WH nominated to join the team (with Cathy Bakewell and Sam Lee). 	<p>DML DE</p>

7.	<p>Standing Committee Report</p> <ul style="list-style-type: none"> • Due to a response needed in advance of the May PCC meeting, the PCC had been asked via email to agree to the kitchen refurbishment work for Barnaby's. The PCC approved the work via email. • DML reminded PCC that the PCC Commissioning service would take place on Sunday 25th May. 	
8.	<p>Safeguarding Update</p> <ul style="list-style-type: none"> • St Barnabas Safeguarding Policy Statement – ACTION: CV to amend Churchwardens to DML and JC and then update the document in July 2025 when JC steps down and HD takes on the role as Churchwarden. With the inclusion of these updates, CV proposed the PCC adopt the policy, this was seconded by JF and all were in favour. • Safeguarding Action Plan (SAP) – CV proposed the plan of 9th May 2025 was adopted by the PCC, this was second by DB and all were in favour. • Parish Safeguarding Dashboard and Policy updates <ul style="list-style-type: none"> ○ St Barnabas Responding to Safeguarding Allegations and Concerns Procedure – the updated policy was approved by the committee, proposed by CV and seconded by JF. All were in favour. ○ Hire of Premises Safeguarding Provision – CV explained this document was up for annual review, with no changes and proposed the PCC adopt the policy. The policy was adopted and all were in favour. ○ Recruitment of Ex- Offenders – CV explained this document was also up for annual review with no changes and proposed the PCC adopt the document. This was agreed and all were in favour. • Safeguarding Concerns – CV updated there are current safeguarding concerns that are being managed and dealt with. • Time & Talent Survey – CV explained this had been a very positive and successful survey with 30 responses and new volunteers in different areas across the church. CV also explained a volunteer had stepped forward to take on the leadership of Cygnets and this was being progressed. 	

9.	<p>Property Team Update – quotations</p> <ul style="list-style-type: none"> • North Gully Repair (leak above the Link entrance doors) - two quotes were provided for lead repair and fibreglass repair. The fibreglass option was approved by the PCC (£1584). Faculty needed. • Repair to Parish Office Flat Roof – the current quotation is £5,400 plus faculty fee. The PCC agreed further quotes were needed for comparison. ACTION: DE to investigate his contact for an additional quote. ACTION: DE to speak to NW to suggest that both faculties for the north gully repair and parish office repair are applied for at the same time to save cost. • Windows – the committee agreed the worst window on the north side should be repaired (£360), along with the south side exit windows (£1,100). Long room work to be left for the time being. All agreed work listed above was proposed by DE and seconded by AW. All in favour. ACTION: DE to update NW. • Gift Day – DML explained that Nick Whitehead had suggested the idea a gift day to help fund projects around the building. It was suggested this was tied into the 180th Anniversary of St. Barnabas which would take place around Harvest time, to tie in with gifts of thankfulness etc. DB highlighted this had worked well at his last church and that the advertising and pictures of what funding was needed for was helpful. 	<p>DE DE</p> <p>DE</p>
10.	<p>Barnaby's Update</p> <ul style="list-style-type: none"> • DML updated the PCC on the recent Barnaby's committee meeting. All is working well. Takings are increasing and the coffee shop is now opening all day on Thursdays and Fridays. The team still need more volunteers and team leads. The kitchen proposal was discussed, which has now been agreed by the PCC. There had been some misunderstanding with the decision-making process. ACTION: DE to draft a note for DML to send to the Barnaby's Committee clarifying the process for decision making. 	<p>DE / DML</p>
11.	<p>Receipt of Written Reports</p> <ul style="list-style-type: none"> • Pastoral – no comments. 	
12.	<p>Churchwardens Update</p> <ul style="list-style-type: none"> • Covered in other parts of the agenda. 	

13.	<p>Licensing Service - Monday 16th June</p> <ul style="list-style-type: none"> • DML provided an update on the arrangements. No formal invites will be sent. The rehearsal will take place a week in advance of the service. HD will lead on refreshments which will be similar to Revd. Andy's instalment but on a smaller scale. JDS agreed to help with drinks, which will be sale or return (sparkling wine, non-alcoholic sparkling and soft drinks). DML confirmed the Bishop will lead the service which will also be used to say farewell to Revd Andy following his retirement. The cost of the food will be split with the other parishes and the diocese will print the leaflets. • ACTION: DML to check sidesman arrangements / car parking person / tech support/ someone to play organ / putting out extra chairs. The diocese will print leaflets. 	<p>HD JDS</p>
	<p>The meeting closed in prayer and reflection at 9.35pm</p>	
	<ul style="list-style-type: none"> • The next Standing Committee meeting is 6th June at 12.30pm in the Link • The next PCC meeting is 19th June at 7.30pm, in Barnaby's 	