

Minutes of PCC Meeting 17th July 2025, 7.30pm, in Barnaby's



Present: Dave Lee (DML), Andrew Wilkinson (AW), Jen Frampton (JF), Emma Sajo (ECS), Caroline Vost (CV), David Bakewell (DB) Wendy Horn (WH), Doug Emmett (DE)

Chair: Dave Lee

Minutes: Emma Sajo

Prayers: Dave Lee

1.	<p>Welcome</p> <ul style="list-style-type: none"> DML welcomed the Committee <p>Apologies received from:</p> <ul style="list-style-type: none"> Emily Sandoval, Helen Dyer, Jenny Sharpe, John Sharpe, Allison Gurry 	Action
2.	<p>Approve Minutes of Meeting held on 22nd May 2025</p> <ul style="list-style-type: none"> The Minutes of the June PCC meeting were approved, proposed by CV and seconded by DB. ECS gave DML a printed copy to sign and post on the notice board. ACTION: ECS to ask HD to post approved Minutes 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 and updated it, removing the duplications! ACTION: DML to talk to Liz Newbold re. church heating. ACTION: ECS to add anti-social behaviour strategy to Standing Committee agenda. 	DML ECS
4.	<p>Co-Opting Emma Sajo</p> <ul style="list-style-type: none"> DML proposed Emma Sajo be co-opted on to the Committee, this was seconded by JF, and all were in favour. 	

5.	<p>Standing Committee Report</p> <ul style="list-style-type: none"> • DML reported a new fridge had been bought for the Paterson Centre kitchen and Will Flemming would be looking at the water heater on Friday 20th July. 	
6.	<p>Churchwardens Update</p> <ul style="list-style-type: none"> • Archdeacons Visitation - DML reported the Archdeacon's Visitation had taken place at the end of June, at which he and Helen were officially admitted as Churchwardens. • Vacancy – DML updated on the appointment process. He reported the Parish Profile had been finalised and provided the following dates: <ul style="list-style-type: none"> • 19th September to 10th October – Advertisement • 22nd October – Shortlisting • 5th November - Interviews • 4th November - Parish Day • 5th February - Licencing 	
7.	<p>Safeguarding Update</p> <ul style="list-style-type: none"> • Safeguarding Action Plan (SAP) – CV reported the Plan was looking good and the Committee agreed to adopt the Plan of the 8th July. • Parish Safeguarding Dashboard Updates <ul style="list-style-type: none"> • Volunteer Safer Recruitment guidance – CV explained this was up for review. She explained no changes had been made to the guidance but highlighted that two forms had been added - a Volunteer Checklist and Volunteer Template. The PCC agreed to continue to adopt this guidance. CV highlighted there should also be guidance for paid roles and contractors. ACTION: CV to look into this. • Church Activity Risk assessments – CV updated these have been reviewed and are in place. • The Makin Report and PCC Action Plan – CV discussed the documents that had been circulated. The PCC were happy and agreed to adopt the Code of Safer Working Practice. • Safer Recruitment <ul style="list-style-type: none"> • Appointment of Cygnets Leader – CV updated references and DBS checks had been completed, safeguarding training underway and DH will officially take on the role in September. • Barn Church Assistant PSO – DBS checks now completed for Robin Andersen and Richard Green Wilkinson and their safeguarding training is underway. 	CV

8.	<p>Finance</p> <ul style="list-style-type: none"> • AW reported the budget is on track. • AW updated that enough donations had been received to cover the cost of the new hymn books. He reported he is currently working on a book plate design for the dedication requests. ACTION: AW to circulate the book plate design to PCC. • AW noted large items of expenditure including the cost of the windows repair in the Paterson Centre (completed) and the repair work to the lead gully roof above the Link entrance (to be done). • AW reported that ES and DE are now signatories. • AW reported that new tables for the Paterson Centre had been requested. The cost would be approximately £120 per table. He asked the PCCs approval to buy 5 tables and this was agreed, proposed by CV and seconded by WH, all in favour. ACTION: – AW to purchase 5 tables. • AW reported that donations had also been received for Barn Church. <p>The following resolutions were passed:</p> <ul style="list-style-type: none"> • Lead Gully Roof Repair Swanmore Saint Barnabas PCC resolves to direct MC & R Roof and Property Services to repair the Link Gully in Lead work and Fibreglass in the sum of £ 810, in accordance with the quotation dated 25th Nov 2024. The PCC hereby resolves to apply for a Faculty in order for this work to be undertaken. Proposed by AW. Seconded by DE. All in favour, 0 against 0 abstentions. • Parish Office Flat Roof. Swanmore Saint Barnabas PCC resolves to direct J Skene Roofing to repair the flat roof above the Parish Office in the sum of £3750 in accordance with the quotation dated 10th June, and having taken advice from its inspecting architect. The PCC hereby resolves to apply for a Faculty in order for this work to be undertaken. Proposed by AW. Seconded by DE. All in favour, 0 against 0 abstentions. 	<p>AW</p> <p>AW</p>
----	--	-----------------------------------

9.	<p>Barn Church</p> <ul style="list-style-type: none"> • DML reported a successful meeting had been held with members of the PCC and Barn Church to discuss how it would sit under St Barnabas PCC. • A draft ToR had been circulated to the PCC in advance of the meeting. One change was requested to point 8 i. 'training records shall be held and stored in accordance the St. Barnabas GDPR policy'. With this change made, DML asked the PCC to adopt the ToR. This was proposed by DE ad seconded by DB All in favour. • DML updated the Barn Church team are preparing for their first official service on 21st September, in the Guide Hut, Soberton Heath. They have also been running bi-weekly gatherings and Emma has been leading an Alpha course. 	
10.	<p>180th Anniversary Service Celebrations and Fundraising Appeal</p> <ul style="list-style-type: none"> • It was decided the key areas for the fundraising appeal would be: <ul style="list-style-type: none"> a) Fabric maintenance - improvement of roof windows and redecoration b) Interior – internal lighting, sound system and altar frontal 	
11.	<p>Receipt of Written Reports</p> <ul style="list-style-type: none"> • Written reports were received from the Pastoral Team, Property Team, Missions Team, Social and Fundraising Team and Comms Team. There were no questions. • ACTION: WH to present ideas for new charities at the October PCC meeting. • Social and Fundraising Committee – Nina Crawly has asked for help for Teddy Bears picnic. • Song of Praise. Hazel has asked for this to be advertised. She has also suggested inviting people who have not been to church for a while. ACTION: DML to discuss this with Hazel at the Churchwardens meeting. 	DML
12	<p>Fire Audit Report</p> <ul style="list-style-type: none"> • DE ran through report. He highlighted there is little 'no smoking' signage, and it was decided that another notice of 'no smoking and vaping' would be added to the notice board in the Link. ACTION: DE • ACTION: DE to look at cost of adding a smoke detector in Kitchen. • ACTION: DE to organise notices to show where the muster point is, in case of a fire. • DE reported there would be an alarm and fire extinguisher test on 1st August. 	DE DE DE

	<ul style="list-style-type: none"> • DE agreed to be the lead person for fire safety. • ACTION: DE to arrange for a fire drill. • The full report can be viewed on request from the PCC secretary or DE. 	DE
13	<p>Link Magazine</p> <p>DML reported that Michael White would like to join the new team. Sandra Walker has had discussions with Penny about the editorial work and there is potentially another person who would like to help</p>	
	The meeting closed in prayer and reflection at 9.35.	
	<ul style="list-style-type: none"> • The next PCC meeting is 18th September at 7.30pm, in Barnaby's 	