

Minutes of PCC Meeting 18th September 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), Revd Emma Andersen (EA), Helen Dyer (HD), Allison Gurry (AG), John Sharpe (JDS), Jenny Sharpe (JES)

Chair: Dave Lee

Minutes: Emma Sajo

Prayers: Dave Lee

1.	<p>Welcome</p> <ul style="list-style-type: none"> DML welcomed the Committee and guest, Robin Andersen. <p>Apologies received from:</p> <ul style="list-style-type: none"> Emily Sandoval 	Action
2.	<p>Gary McCulloch – Church Security</p> <ul style="list-style-type: none"> Gary McCulloch presented on church security. He advised cameras could be put up anywhere in the church however, he suggested the best place would be in the Link, to capture anyone entering the church. He advised if a camera was installed, appropriate signage showing CCTV was in action would need to be displayed. He also clarified, there is no obligation to turn cameras off if requested, and that they are easy to install and operate. In his experience, putting cameras up is a good deterrent, he advised dummy cameras were not worth installing. He advised there must have Data Protection officer (DPO) to control the data and agreed to do this. He was asked if he would be our GDPR officer rather than just DPO and said he would like some time to consider this and would let the PCC know. The PCC agreed to install one camera in the Link. All were in favour. 	

3.	<p>Approve Minutes of Meeting held on 17th July 2025</p> <ul style="list-style-type: none"> The Minutes of the July PCC meeting were approved, proposed by DB and seconded by JF. 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
4.	<p>Matters arising from the Minutes (Actions Log)</p> <ul style="list-style-type: none"> ECS ran through the Actions Log and updated the document. 	
5.	<p>Standing Committee Report</p> <ul style="list-style-type: none"> Paterson Centre Kitchen – Water Heater: DML and HD updated a new water heater had been purchased and would be installed on 19th September. Associate Priests: DML confirmed the three Associate Priests licensed to St. Barnabas are Trustees of the PCC and should be sent the PCC Meeting papers and Minutes. He also reported that they have been advised to attend at least one meeting a year for each of the PCCs. ACTION: DML to give email address of associate priests to ECS. ACTION: Going forward ECS to send PCC meeting papers and Minutes to the three Associate Priests. Christmas cards: these will be delivered again this year, by hand. Penny Smith will organise the delivery. Church keys: DML updated that more keys had been cut for the Link and that key box codes may change. Going forward the Duty Churchwarden rota will include the allocated key owner. ACTION: DML to let strimming team know code of boiler room key box. 	DML DML
6.	<p>Churchwardens Update</p> <ul style="list-style-type: none"> Covered in SC report. 	
7.	<p>Safeguarding Update</p> <ul style="list-style-type: none"> The Safeguarding Action Plan (SAP): The SAP of 10th September was circulated to the committee in advance of the meeting. CV proposed the Committee adopt the SAP as the current plan and agree to regularly review it. This was agreed by all. Barn Church: CV confirmed that Barn Church had been added to the Parish Safeguarding Dashboard. Barn Church Risk Assessment – EA updated a risk assessment had been completed by Robin. ACTION: CV liaise with Robin regarding the Barn Church Risk Assessment. 	CV

	<ul style="list-style-type: none"> The draft Parish Safeguarding GDPR Policy: The policy was circulated to the committee in advance of the meeting and discussed. CV confirmed the controller would be the PCC. She also highlighted that a privacy notice was needed. ACTION: CV to update the GDPR document and to prepare a privacy notice to be discussed at the next meeting. DBS Log In: CV thanked those who have updated their DBS log in. She urged people not to ignore the reminder emails, as their account will be deactivated if they do. Displaying Safeguarding Information: CV reported we are compliant regarding displaying Safeguarding Information. She has sent further documents to Gail to be added to the website information hub. Meeting with Diocese Safeguarding Officer: CV reported she had met with Daisy Gandy, the Diocese Safeguarding Advisor, who is 'patch' point of contact in the diocese. The meeting went well. Safeguarding Sunday will take place on 17th November. CV has registered St Barnabas Church and will speak to Hazel and Nick on how it can be incorporated into church activities. 	CV
8.	<p>Church Lighting</p> <ul style="list-style-type: none"> JDS updated on Church lighting. Spotlights on pulpit and lectern: JDS explained the cost of materials was inexpensive compared to the cost of installation. The total cost would be just over £500. ACTION: John to send lighting briefing to Nick to include in the 180 Appeal. Enhance colour lights in the Nave: JDS updated this was investigated and it was felt it was not needed. South Aisle – no work required at the moment. ACTION: JDS to send lighting briefing to ECS to circulate to PCC 	JDS JDS
9.	<p>Finance</p> <ul style="list-style-type: none"> AW circulated papers to the committee in advance of the meeting and provided a general update. He reported regular Income had gone down slightly over the year. He highlighted large expenditure including Barnaby's refurbishment, new dishwasher, coffee machine and the Paterson Windows repair. He reported a healthy income from Barn Church. Paterson Centre Hire Fees: AW proposed an increase of £1 per hour. This was agreed unanimously by the PCC. ACTION: AW to inform Gail of the increase. 	AW

	<ul style="list-style-type: none"> Magazine advertising rates: AW updated that annual advertising had decreased and needs to be looked at. AW proposed a 3% increase, except for 1/6 of a page, with the flexibility for John to negotiate if he needs to. This was agreed by the PCC. ACTION: AW to report back to John Austen on rate increase. Copyright Licenses: AW reported we are currently on the lowest tariff. With increased average attendance and Barn Church, AW proposed moving to the next tier, and to drop streaming license. This was unanimously agreed by PCC. 	AW
10.	<p>Receipt of Written Reports</p> <ul style="list-style-type: none"> Reports were received from the Pastoral Team, Communications Team, Social and Fundraising Committee and Missions Giving. No questions were raised. Missions Giving – WH to provide an update at the October PCC meeting. 	WH
11.	<p>Barn Church</p> <ul style="list-style-type: none"> EA updated on Barn Church. She reported a very positive start. She updated the official launch would take place on Sunday 21st September in the Soberton Guide Hut, anticipating numbers above of 50. She explained Barn Church would run every Sunday morning and explained, as it is a different type of service, it is not running in conflict with other Sunday morning church services. She also confirmed the BC website is up and running. Robin Anderson introduced himself and explained his role as Operations Manager. He updated on the Steering Group formation and clarified that rather than a DBS check, prospective appointees had been asked to complete a Declaration of Suitability. In addition, he reported the majority of appointees had now completed the safer recruitment process. Nominations for the Barn Church Steering Group: The following nominations for the Barn Church Steering Group were received: Phil Dhillon-James, Alice Goodwin-Hudson, Robin Andersen, Richard Green-Wilkinson, Anuschka Perold. The PCC approved these subject to the completion of safeguarding training. The motion was proposed by AG, seconded by DB. All were in favour. Barn Church Safeguarding GDPR Policy: it was confirmed the data controller would be the PCC and day to day running will be managed by CV and Richard Green Wilkinson. Barn Church Safeguarding Documents: It was agreed that CV would have access to these documents. EA thanked the PCC for all their help. 	

	<ul style="list-style-type: none"> PCC representatives for Barn Church: CV and DML volunteered to act as the Barn Church representatives, and this was agreed by the committee. 	
12.	<p>180th Anniversary Appeal</p> <ul style="list-style-type: none"> 180 Anniversary Appeal: HD updated the committee on the 180 Appeal and recapped on main funding areas. Harvest Service Lunch and format: HD updated on the lunch arrangements following the harvest service and requested helpers. She explained a signup sheet for buffet contributions had been left on the pulpit and reminded that attendees would also bring their own drinks. HD suggested the format on the day would be no tea and coffee after church, instead the event would begin with Nick's presentation followed by lunch. Publicity: HD updated posters have been put up and information has been shared with local schools. Box project: HD reported already 130 have been allocated. 	
13	<p>Link Magazine</p> <ul style="list-style-type: none"> HD updated that she had met with Fiona Chan who would like to share the editor role. HD shared concerns that there are still not enough people to keep the magazine going, but she is optimistic the current group will work well. The first issue with new group will start in November. 	
	<p>AOB - Knitters for nativity.</p> <ul style="list-style-type: none"> Wendy updated on the knitting group she is involved with, who are knitting the nativity. She explained this project has been approved by Nick Whitehead. The nativity will be placed in the Memorial Window and the old hutch will be repurposed to use outside with some additional knitting scenes. She highlighted the project has brought a lot of people together. 	
	The meeting closed in prayer and reflection at 9.50pm	
	<ul style="list-style-type: none"> The next PCC meeting is 16th October at 7.30pm, in Barnaby's 	