

Minutes of PCC Meeting 26th January 2026, 7.30pm, in Barnaby's



Present: Dave Lee (DML), Helen Dyer (HD), Andrew Wilkinson (AW), Jen Frampton (JF), Emma Sajo (ECS), Caroline Vost (CV), David Bakewell (DB), Wendy Horn (WH), Allison Gurry (AG), John Sharpe (JDS), Jenny Sharpe (JES), Emily Sandoval (ES), Doug Emmett

Chair: Dave Lee

Minutes: Emma Sajo

Prayers: Andrew

1.	Welcome	Action
2.	Approve Minutes of Meeting held on 18th September 2025 <ul style="list-style-type: none"> The Minutes of the PCC meeting of 13th November 2025 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
3.	Matters arising from the Minutes (Actions Log) <ul style="list-style-type: none"> ECS ran through the Actions Log and updated the document. Fire Drill - ACTION: DE to arrange for an announcement to be made to let the congregation know what will happen in a fire drill. Magazine Banner – ACTION: HD to speak to the donor to confirm the cost. 	
4.	Standing Committee Report <ul style="list-style-type: none"> Property timber and fascia work, flat roof repairs, pipe fitting and CCTV to be discussed in item 9 Thank you gift for Nick and Hazel – HD updated a gift had been decided and would be presented on Sunday 22nd February. Hamper for Sandra – to be arranged for her arrival at the house. ACTION: HD to arrange Barnaby's Hampshire Chronicle Competition, ToR and Bench – to be discussed in item 8 Work at the Vicarage – DML updated the garden had been cleared by the Strimming Team and a new kitchen had been fitted. 	

	<ul style="list-style-type: none"> • St Barnabas Office – AW updated the mould had been treated. Work on the flat roof is being arranged. Standing Committee have advised Gail is not expected to work in the office in these conditions. • Magazine – HD updated the new magazine is now out and the new team is working well. Some comments had been made that the blue text at the back of the magazine was not easy to read. 	
5.	<p>Churchwardens Update</p> <ul style="list-style-type: none"> • Architect - DML reported the current architect (Warren Whyte) is retiring and a new local architect, Simon Goddard from the Goddard Partnership, based in Bishops Waltham, and who is on the Diocesan Property Board, had been found. The Chair asked the PCC to agree to the appointment of Simon Goddard and this was agreed by all. • Seminar - DML reported that he had recently attended an online Churches and Net Zero Carbon seminar, which had been very interesting and had provided some useful information. ACTION: DML advised the committee that he would like to progress the Eco Church Award and ES offered to help. ACTION: DE to research double glazing idea. • Keys – HD updated that keys still not being returned. 	
6.	<p>Safeguarding Update</p> <ul style="list-style-type: none"> • Safeguarding Action Plan (SAP) of 14th January 2026 – CV reported the Plan is looking very good and asked the committee to agree to the current Plan. This was agreed by all. • DBS – CV explained that in addition to the online DBS renewal, a status check also needs to be done to keep the DBS current. CV will be contacting PCC members about this. • St Barnabas Safeguarding Photography Guidance – CV explained a congregant had raised some concern about the guidance. The committee discussed what was currently in place and agreed the current guidance, based on Diocesan guidance, was sufficient. It was agreed it would be helpful to have a brief note in the pew leaflet. ACTION: CV to draft a note for the pew leaflet which will be added going forward. DML updated that the CCTV will have its own GDPR policy. • Parish Safeguarding Network Meeting – a PowerPoint presentation of a safeguarding adult review had been circulated to the PCC. CV explained it had been discussed at the meeting, and she had been asked to circulate to PCC. • CV updated that she will be speaking with Sandra about Safeguarding when she joins. • Lone Working Policy – ACTION: HD to email the Team Leaders to remind their team about the Policy and of the alarms available to use, stored at the back of the church 	

7.	<p>Finance</p> <ul style="list-style-type: none"> • 2025/6 Budget - AW presented the 2025/26 budget proposal, which the PCC accepted, seconded by DML and all were in favour. The PCC approved the monies for the chosen charities of £6,000. • Trading – AW discussed a proposal of setting up a separate Trading company to avoid potential tax, as the total income over the last two years has exceeded 25% of turnover. DML offered to speak to the Diocesan Registrar to seek advice. ACTION: DML to speak to the Diocesan Registrar to ask advice as to whether it is necessary to change the current structure of Barnaby’s, and if yes, the PCC approved Standing Committee to take this forward. • Fees - As statutory fees have increased by 4%, AW proposed that wedding and funeral fees also increase by the same proportion. This was approved by the PCC. • Insurance – AW updated that after discussion with Standing Committee, it had been decided to change Insurance companies from Ecclesiastical to Trinitas. Trinitas offered a much lower quotation, and other churches have moved over to them. 	
8.	<p>Barnaby’s</p> <ul style="list-style-type: none"> • Hampshire Chronicle Competition – DML reported that due to a concern being raised about the running of the competition a full investigation had been done and a report produced. It was agreed that nothing unethical and underhand had taken place. A list of recommendations was provided at the end of the report. The PCC approved the report and agreed it would be published with the Minutes of this meeting. • Bench – Barnaby’s Steering Group would like an additional bench for visitors to the café and those with dogs who sit outside. The request was discussed and it was noted that in addition to the cost of the bench, a faculty would be required which is expensive. The committee suggested that the current chairs could be used. ACTION: DML to discuss this with Barnaby’s Steering Group. • Terms of Reference – ACTION: DML to work with DB to update the ToR. 	

9.

Property

- **Timber Fascia and Soffits Work** – the following resolution was passed. Proposed by DE, seconded by ES and all were in favour (13 votes for, 0 against, no abstentions)

This PCC resolves to accept the quotation from Spokes of Hampshire in the sum £5,400 and takes note of the health and safety requirements. It understands that permission to proceed rests with the archdeacon (Table B).

- **CCTV Camera** - the PCC agreed the use of CCTV and the following resolution was passed - proposed by AW, seconded by AG and were all favour. (13 votes for, 0 against, no abstentions)

The PCC resolves to install a CCTV Cameras in the Church premises.

- **Pipe** – DML reported that a pipe is needed to carry drip water from the coffee machine out of the building. The following resolution was passed, proposed by DE, seconded by JS and all were in favour. (13 votes for, 0 against, no abstentions)

The PCC resolves to install a outlet pipe through the wall of Barnaby's for the coffee machine. Proposed by DE, seconded by JS, all were in favour.

Flat Roof Repairs – DML reported that revised quotations had been received, following new advice from the Goddard Partnership to add insulation, the addition of a roof light to provide future easier access and repair of ridge tiles. DML reported that Nick Whitehead had spoken to the DAS and confirmed an amendment could be made to the existing Faculty.

The following resolution was passed, proposed by JS, seconded by DE, all were in favour (13 votes for, 0 against, no abstentions)

This PCC Resolves to authorise the Standing Committee, on its behalf, to seek an amendment to Faculty 2025 – 116545 logged on 3rd July 2025, to allow 1) for the introduction of insulation into the new roof, 2) the repair of the adjacent ridge tiles, and 3) the replacement of the existing roof light with an opening version (giving improved access). Such works not to exceed £7,000, including fees.

10.	<p>Receipt of Written Reports</p> <ul style="list-style-type: none"> • Reports were received from the Pastoral Team, Barn Church and Missions Team. No questions were raised. 	
	<p>Licensing Service</p> <ul style="list-style-type: none"> • DML gave an update on the arrangements. The Bishop will now be in London and is unable to attend, so Archdeacon Kathryn will be presiding. The music has been organised. Invitations have been sent. DML confirmed six Sidesmen will be needed. ACTION: JS and DE to purchase the wine and prosecco. A live feed will be provided. 	
	<p>The meeting closed in prayer and reflection at 21.42</p>	
	<ul style="list-style-type: none"> • The next PCC meeting is 26th February at 7.30pm, in Barnaby's 	

Barnaby's and the 2025 Café of the Year competition

Introduction

Following the voting round of the 2025 Café of the Year competition, the St Barnabas Churchwardens received an email query into the handling of issues of the Hampshire Chronicle within the coffee shop, and whether this had unduly influenced the outcome of the competition. This document attempts to outline the facts around the competition and then draw conclusions and recommendations.

Background

Every year, the Hampshire Chronicle and its sister publication the Romsey Advertiser organise a Café of the Year competition. This showcases local popular cafes (each shortlisted café gets a feature in the paper) and provides a way for the newspapers to raise their profiles amongst the Cafes' clientele. (Note: I have just used "The Hampshire Chronicle" below, but this can be taken to mean both the Hampshire Chronicle and the Romsey Advertiser).

Timeline of events

The 2025 competition was launched on 10th Septemberⁱ with an article in the Hampshire Chronicle asking for readers to nominate their favourite local cafes for inclusion. Nomination was via a newspaper coupon or an online form. Some Barnaby's volunteers put in nominations themselves, and were also aware of many customers coming in and saying that they had nominated Barnaby's (unbidden). Eleven days after the start of the nomination phase, Barnaby's highlighted the existence of the competition on social media via their facebook pageⁱⁱ.

The shortlisting of ten cafes was a simple threshold of the cafes receiving the most online nominations. The Hampshire Chronicle announced the shortlist on 20th October, with an article that gave the rules for the voting round: principally that each vote needed to be filled in on an original coupon from the Chronicle/Advertiser editions of 23rd and 30th October, and that multiple coupons could be returned in a single envelopeⁱⁱⁱ.

As part of the competition, each café was visited by reporting staff in order to produce an article about the establishment for publication in one of the coupon issues. Barnaby's was featured in the first of the two issues^{iv}. The visit took place a few days before this issue, and as part of this, the Chronicle staff member explained how the competition worked (2 issues, entries via coupons etc). They also explained that each of the cafes were offered fifty "promotional copies" of the Hampshire Chronicle or Romsey Advertiser for each of the two coupon issues. These papers were made available to the cafes at a discounted rate and were for the café to disburse as they saw fit. The Chronicle staff member indicated that all shortlisted cafes took up this offer. A quick search of social media from other shortlisted cafes shows that a number of them did^v. The staff member also provided some promotional materials, which included an official coupon collecting envelope for use in the cafe^{vi}.

The Barnaby's team leaders involved in this discussion felt that the offer for the promotional copies should be taken up, but did not think that Barnaby's should bear the cost, and so paid for the copies by personal donations from a small number of volunteers (quote: "we are always donating things to Barnaby's"). No copies over and above the officially offered promotional copies were made available to customers via Barnaby's. The copies were made available free of charge in Barnaby's: some customers made a donation to charity when taking a copy.

Barnaby's used social media to promote voting in the competition: this highlighted that a coupon from the Chronicle was required but did not say this could be obtained from Barnaby's^{vii}. It was stated that coupons could be delivered to Barnaby's for onward delivery to the Chronicle, and in the end about 160 coupons were returned to the Chronicle via this route. In addition, many customers to Barnaby's over the voting period stated that they had voted for Barnaby's and sent in a coupon to the Hampshire Chronicle.

Barnaby's were informed of their win, and posted about it on social media, on 20th November.^{viii} This was then followed by an official announcement and article in the Hampshire Chronicle on 30th November^{ix}.

PCC Awareness

The PCC devolves the running of Barnaby's to the Barnaby's Steering Group, which consists of four members of the PCC (including the Churchwardens), and six volunteers from the Barnaby's team. This Group is responsible for the oversight of and setting the direction for Barnaby's, and uses a WhatsApp group for informal communication and holds a formal meeting quarterly. There was a WhatsApp post notifying of the shortlisting on 16th October, and a Steering Group meeting on 22nd October. The competition participation was noted as part of the meeting, including the fact of the shortlisting and the associated article in the Hampshire Chronicle and Barnaby's social media. The promotional copies were not a discussion point within the formal meeting, although were mentioned in conversation afterwards.

Conclusions

Having reviewed the events outlined above, we draw the following conclusions and recommendations:

1. Barnaby's participation in the competition fully complied with the rules, practices and intent of the competition as set out by the Hampshire Chronicle.
2. As the promotional copies of the paper were purchased by individual Barnaby's volunteers, there was no use (or misuse) of Barnaby's/PCC funds.
3. It might have been possible to have avoided some of the misconstruction around the provision of the free copies with some clear notices in Barnaby's explaining how they had been provided.
4. As a protection for Barnaby's volunteers in dealing with any future situation which falls outside the main day-to-day remit of running the coffee shop, we suggest the Barnaby's Terms of Reference document is modified to include a specific clause that any non-standard activity is to be fully discussed and agreed by the Steering Group ahead of any course of action being taken.

8th January 2026

Helen Dyer, Churchwarden

References

- ⁱ Hampshire Chronicle launches the 2025 competition: <https://www.hampshirechronicle.co.uk/news/25455386.hampshire-cafe-year-2025-nominations-now-open/>
- ⁱⁱ Barnaby's facebook post highlighting the nomination phase of the competition: <https://www.facebook.com/share/p/1HC1u2jD7D/>
- ⁱⁱⁱ Shortlist announced in Hampshire Chronicle: <https://www.hampshirechronicle.co.uk/news/25551461.shortlist-announced-hampshire-chronicles-cafe-year-2025/>
- ^{iv} Hampshire Chronicle article on Barnaby's as part of the features of shortlisted cafes: <https://www.hampshirechronicle.co.uk/news/25561512.barnabys-coffee-shop-swanmore-shortlisted-award/>
- ^v Braishfield Village Pantry facebook post about free Romsey Advertiser copies: <https://www.facebook.com/share/1EKETXUPzE/>, and Old Forge Tearoom facebook post about Hampshire Chronicle delivery: <https://www.facebook.com/share/p/1bHTCbnEYz/>
- ^{vi} Barnaby's facebook post showing the Hampshire Chronicle-supplied envelope: <https://www.facebook.com/share/p/1BNLVzaJ8U/>
- ^{vii} Barnaby's facebook posts during the competition, encouraging people to vote: <https://www.facebook.com/share/p/17tLvGZLBh/> and <https://www.facebook.com/share/p/1Cgz6Fy3Sy/>
- ^{viii} Barnaby's facebook post announcing the competition win: <https://www.facebook.com/share/p/17TYykYMqP/>
- ^{ix} Hampshire Chronicle article featuring Barnaby's as the 2025 Café of the Year: <https://www.hampshirechronicle.co.uk/news/25654380.swanmore-cafe-40-volunteers-crowned-best-area/>

