

**Minutes of PCC Meeting 26<sup>th</sup> February 2026, 7.30pm, in Barnaby's**



**Present:** Revd Sandra Matthews (SM), Dave Lee (DML), Helen Dyer (HD), Andrew Wilkinson (AW), Jen Frampton (JF), Emma Sajo (ECS), Caroline Vost (CV), Wendy Horn (WH), Allison Gurry (AG), John Sharpe (JDS), Jenny Sharpe (JES), Doug Emmett, Revd Emma Andersen (EA)

**Chair:** Revd Sandra Matthews

**Minutes:** Emma Sajo

1.	<b>Opening Reflection</b>	
2.	<b>Welcome and Apologies</b> <ul style="list-style-type: none"> <li>SM welcomed the Committee at her first PCC meeting and thanked everyone for the welcome she received at her Licensing Service the night before.</li> <li>Apologies received from David Bakewell and Emily Sandoval</li> </ul>	
3.	<b>Approve Minutes of Meeting held on 18<sup>th</sup> September 2025</b> <ul style="list-style-type: none"> <li>The Minutes of the PCC meeting of 26<sup>th</sup> January 2026 were approved, proposed by DE and seconded by JF, all were in favour. <b>ACTION:</b> ECS to add to the notice board and to give final copy to HD to post the website.</li> </ul>	<b>ECS</b>
4.	<b>Matters arising from the Minutes (Actions Log)</b> <ul style="list-style-type: none"> <li>ECS ran through the Actions Log and updated the document.</li> </ul>	
5.	<b>Mission and Ministry</b> <ul style="list-style-type: none"> <li>SM explained that she has already been in contact with the Primary and Secondary Schools in Swanmore. <b>ACTION:</b> SM and EA to speak further about work in schools. SM has also begun to look at how the four MVP Ministers can work together. She has also been in contact with the Methodists.</li> <li>EA updated on Carin. She has been part of this group since May 2025. It is attended by a representative from each Parish and Ruth Schofield has attended some meetings. Meetings are useful and worthwhile and she encouraged a representative from Swanmore to attend. She explained there is an opportunity to</li> </ul>	<b>SM / EA</b>

	<p>apply for a £50,000 grant, which could be put towards an administrator for all the parishes. There is another meeting coming up in the next week or so. She highlighted that meetings are on different nights of the week to give everyone the opportunity to attend. EA encouraged any of the PCC to let SM know if they would like to attend.</p> <ul style="list-style-type: none"> <li>SM explained she has had some productive conversations with Hazel, Nick and Gail. They are looking at how to improve communication of service arrangements, so that all the information is brought together and sent out at one time. JF asked what the arrangements would be for all the different rotas. SM explained she will be talking to everyone involved.</li> </ul>	
6.	<p><b>Standing Committee Report</b></p> <ul style="list-style-type: none"> <li>Missions Giving – final votes discussed. <b>ACTION:</b> WH to contact a member of the St George’s Foundation to ask them to come in and talk about the Foundation and the work they do.</li> <li>APCM – discussed later in the meeting.</li> </ul>	WH
7.	<p><b>Churchwardens Update</b></p> <ul style="list-style-type: none"> <li>DML updated on the Net Zero presentation he had recently attended. St. Barnabas have enrolled in the Eco Church Award and DML and ES are working together on this. EA updated that Liz Quinn was knowledgeable in this area and would be a good contact.</li> <li>A special vote of thanks was given to Brian Pancott for mending boiler room door in difficult conditions!</li> </ul>	
8.	<p><b>Safeguarding Update</b></p> <ul style="list-style-type: none"> <li><b>Safeguarding Action Plan (SAP)</b> of 15<sup>th</sup> February 2026 – CV reported the Plan is looking very good and mostly in the green. CV proposed PCC accept the current action plan. The Plan was accepted and all were in favour.</li> <li><b>Photography Guidance</b> – CV reported that a notice has been put in the pew leaflet. Further discussion is needed and CV proposed that she HD, DML and SM have a meeting. <b>ACTION:</b> HD and DML to arrange a meeting.</li> <li><b>Paterson Centre Documents</b> – Gail has requested a review of these documents. It was agreed that the Terms and Conditions do not need to be updated. <b>ACTION:</b> CV will update the Safeguarding Agreement Document and DE and JS to update the Paterson Centre Risk Assessment Document.</li> </ul>	<p>HD/DML</p> <p>CV / DE / JS</p>

	<ul style="list-style-type: none"> <li>• <b>Safeguarding Training</b> – CV reported that training across all groups is up to date. The new volunteers at Barn Church are currently completing their training. The Bell Tower Team are also updating their training this year.</li> <li>• <b>DBS</b> – CV reported that the current status update checks have been completed. CV also reminded the PCC of the importance of responding to a DBS update email, to prevent having to apply for a new application.</li> </ul>	
9.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• <b>2025 Accounts</b> - AW reported he is still working on the final accounts for 2025. He updated that overall outgoings were £158K with a surplus of £32K, this includes Barnaby's and Barn Church figures. Barn Church is doing very well and has benefitted from a grant this year of £7,500. Voluntary income had not increased by much. This may have been affected by people leaving the parish and could be improved by encouraging people to join the Parish Giving Scheme. The 180<sup>th</sup> appeal was very successful, providing a good amount of funds to carry out necessary repairs. Parish Share has stayed the same.</li> <li>• <b>Setting up Barnaby's as Trading subsidiary</b> - the Diocesan Registrar has advised setting up a Charitable Incorporated Organisation. AW will speak to the Charities Commission to discuss the application. SM suggested asking the Diocesan Registrar to have a look at application before it is submitted. DML offered to assist with the application. <b>ACTION:</b> AW to speak to The Charities Commission regarding the application and AW and DML to prepare the application.</li> <li>• <b>Financial Software</b> – the current systems have been used for a long time. AW would like to move to an online system that is more user friendly at a reduced cost negotiated by the Diocese of £10 per month. The was agreed by the PCC.</li> </ul>	AW
10.	<p><b>Property</b></p> <ul style="list-style-type: none"> <li>• Inspection of Lightning Conductor – DE reported that this has now been carried out and passed.</li> <li>• Appointment of new architect paperwork – we are still waiting to receive this. <b>ACTION:</b> DML to follow up</li> <li>• Flat roof repairs – still waiting for quotation for skylight sill to come.</li> <li>• SM updated the PCC on the further work that has been done in the Vicarage. She is asking for a QI and new bathroom.</li> </ul>	DML

11.	<p><b>Receipt of Written Reports</b></p> <ul style="list-style-type: none"> <li>• Comms Report – HD explained that she is going to speak to 21six to see what support they are able to offer with the website as recently, they have been unable to help. Fiona from the Magazine team may also be able to assist. <b>ACTION:</b> HD to speak to 21six and Fiona.</li> <li>• <b>Social and Fundraising</b> – JDS explained that a decision would be this weekend as to whether Oh Heck would run as there has been a low take up. He highlighted that new helpers are needed on the committee. He explained a note had been added to the pew leaflet, but no responses had been received. <b>ACTION:</b> JDS to put an ad in Link Magazine.</li> <li>• <b>Barn Church</b> – EA updated that Barn Church is doing well and is still growing. The weekly average attendance is 36 with eight children. They will be carrying out a baptism service in two weeks, which is going to take place at beach where the Meon reaches the sea. They are currently finishing a prayer course with about 20 people coming every week and they are going to put on course called Bible Basics. EA updated their Easter plans are to hold a Maundy Thursday Service at their house and a family fun day on Good Friday. They will be taking a group to Big Church Festival at Wiston House in East Sussex, which involves lots of music with approx. 25, 000 people. They will also be joining with Harbour Church and going to Focus. <b>ACTION:</b> EA to submit info of these two events to link magazine. EA updated that she has also asked to speak at Love Rural. The Steering Group meeting is coming up in March and Barn Church are still looking for a venue. No safeguarding matters.</li> <li>• <b>Deanery Synod</b> – Allison Gurry recently attended a Deanery Synod Meeting and The Deanery Plan and 100 Faces documents were circulated to the PCC in advance of the meeting. The ‘100 Faces’ is to mark the 100 years of the diocese/cathedral being in existence and Richard Green Wilkinson has been nominated to take part in this.</li> <li>• <b>Notice Boards</b> – JS agreed to take on putting information in and out of notice boards</li> </ul>	<p>HD</p> <p>JDS</p> <p>EA</p>
	<p><b>Health Safety and Security</b></p> <ul style="list-style-type: none"> <li>• It was noted that no one is doing this role at the moment.</li> <li>• DML reported that it was agreed at the last PCC meeting to put up a CCTV camera in the Link. <b>ACTION:</b> DML to speak to Gary McCulloch about the camera. The aim is for this to be in place before the summer holiday.</li> <li>• SM asked if there an accident Log. DML reported that there is a log.</li> </ul>	<p>DML</p>
	<p><b>APCM</b></p> <ul style="list-style-type: none"> <li>• ECS has requested committee reports. 10 have been received so far.</li> </ul>	

	<ul style="list-style-type: none"> <li>• DML reported there are four vacancies to fill. Emily Sandoval and David Bakewell are coming to the end of their three-year term. Emma Sajo, Secretary and Andrew Wilkinson, Treasurer were co-opted and would like to step down.</li> <li>• JF and AG coming to the end of their Deanery Synod Term.</li> <li>• <b>ACTION:</b> ECS to send EA request for report.</li> </ul>	ECS
	<ul style="list-style-type: none"> <li>• The meeting closed in prayer at 21.10</li> </ul>	
	<ul style="list-style-type: none"> <li>• The next PCC meeting is 19<sup>th</sup> March at 7.30pm, in Barnaby's</li> </ul>	

# 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 September<sup>i</sup> 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 page<sup>ii</sup>.

The shortlisting of ten cafes was a simple threshold of the cafes receiving the most online nominations. The Hampshire Chronicle announced the shortlist on 20<sup>th</sup> 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 23<sup>rd</sup> and 30<sup>th</sup> October, and that multiple coupons could be returned in a single envelope<sup>iii</sup>.

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<sup>iv</sup>. 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<sup>v</sup>. The staff member also provided some promotional materials, which included an official coupon collecting envelope for use in the cafe<sup>vi</sup>.

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<sup>vii</sup>. 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 20<sup>th</sup> November.<sup>viii</sup> This was then followed by an official announcement and article in the Hampshire Chronicle on 30<sup>th</sup> November<sup>ix</sup>.

## **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 16<sup>th</sup> October, and a Steering Group meeting on 22<sup>nd</sup> 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.

**8<sup>th</sup> January 2026**

**Helen Dyer, Churchwarden**

## References

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- <sup>i</sup> Hampshire Chronicle launches the 2025 competition: <https://www.hampshirechronicle.co.uk/news/25455386.hampshire-cafe-year-2025-nominations-now-open/>
- <sup>ii</sup> Barnaby's facebook post highlighting the nomination phase of the competition: <https://www.facebook.com/share/p/1HC1u2jD7D/>
- <sup>iii</sup> Shortlist announced in Hampshire Chronicle: <https://www.hampshirechronicle.co.uk/news/25551461.shortlist-announced-hampshire-chronicles-cafe-year-2025/>
- <sup>iv</sup> 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/>
- <sup>v</sup> 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/>
- <sup>vi</sup> Barnaby's facebook post showing the Hampshire Chronicle-supplied envelope: <https://www.facebook.com/share/p/1BNLVzaJ8U/>
- <sup>vii</sup> 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/>
- <sup>viii</sup> Barnaby's facebook post announcing the competition win: <https://www.facebook.com/share/p/17TYykYMqP/>
- <sup>ix</sup> 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/>

