

Barnes Team Ministry
The Parish Church of St Mary Barnes

A meeting of the PCC took place in the Ellerton Room
On Tuesday, 16 September 2025 at 6.15pm

MINUTES

PRESENT: Revd Calum Zuckert, Margaret Barrie, Richard Chalker, Caroline Georgiadis, Mark Glasgow, Fouki Heller, William Heller, Chris Hine, Elisabeth Munden, Richard Nickels, Catherine Roe, Michael Ross-McCall, Philip Smith, Peter Siddall, Deborah Stewartby, Paul Teverson,

IN ATTENDANCE: Helen Gibbs

APOLOGIES: Peter Allen, Trisha Hawkins, Revd James Marston.

Rev'd Calum opened the meeting with a prayer.

1	Minutes of the PCC meeting on 1 July 2025 were approved and signed as an accurate record.
2	Matters arising from minutes of last PCC meeting - None
3	<p>Rector's Report</p> <p>Associate Priest Update - James Marston's contract was due to come to an end at the end of this calendar year. The clergy and wardens at St Mary's and St Michael's agreed to offer an additional 6 months and James' contract has been extended until the end of June 2026.</p> <p>Fire drill - The evacuation was successful taking 2 minutes and 17 seconds. Feedback regarding the placement of mobility aids will be looked at.</p> <p>Committees</p> <ul style="list-style-type: none"> - A process of reviewing and formalising all committees is underway. Any decision making should report to the PCC. Any issues that arise during this process will be brought to the PCC in the coming months. - The Communications Group focused mainly on events so will now be split into two groups. The Events Committee will now include Andrew Summers, it will be led by Judy Gowing, have terms of reference and report to the PCC. The Communications Group will be less formal at this stage. <p>Mission Action Plan (MAP) timetable & Away Day</p> <ul style="list-style-type: none"> - The process will commence at the PCC Away Day which will be held at St Matthias church in Richmond on 11 October from 10am till 3.30pm. This is time for the PCC and committee chairs to take stock and to begin to coalesce around a new vision. - We aim to conclude the process by 1 February when we celebrate Candlemas. The new Archdeacon will be preaching and hopefully staying to lunch. - We will also publish a strategy for how we intend to achieve our MAP goals. - There will be working groups and a representative committee. A core step will be a whole parish day which we propose to hold on

	<p>Saturday 10 January, 10am-midday. The focus of this day will be to explore how everyone can get involved.</p> <p>Introduction of a non-smoking site</p> <ul style="list-style-type: none"> - This proposal is in response to feedback received and will introduce no vaping too. The current signage must remain in place, with additional signs at the two entrances to the churchyard and on the notice board to the hall. - It was noted that this may displace people onto Kitson Road and disturb neighbours. It was felt that placing ashtrays anywhere would be inconsistent with a no-smoking policy. However, if this becomes an issue we may need to identify a small area, away from the entrance and nursery, and place ashtrays there. It was also suggested that putting a paragraph in the booking form may be advisable. - The new policy will be effective on 1st December with a review in early 2026 suggested. This was approved. 	
4	<p>Worship Review Report</p> <ul style="list-style-type: none"> - When asked about timescales on the Children’s Worship Experience CZ acknowledged that lots of actions are with him so he has suggested a review in 6 months. - Surprise was expressed that different congregations weren’t well integrated. A coming together service for everyone was suggested. - There were mixed feelings about the Weekly News email - its size, using more links, the possibility of having a shorter weekly email focussed on the current week and a separate monthly email for other events. CZ will share some information about who opens the Weekly News emails. For now we will try to slim the Weekly News down rather than change it. - The first success of the Worship Review was in response to ringing the bell before every service. Someone heard the bell and came into the church today. 	CZ
5	<p>Finance – presented by Michael Ross-McCall (MRM)</p> <p>Management Accounts at 31/07/25</p> <ul style="list-style-type: none"> - 7-month net operating deficit was £7,578; including unrealised loss on investment portfolio, the net deficit in 2025 was £24,192. - Liquid assets reduced by £3,184 in 2025. - Total assets reduced in 2025 by £19,799 to £821,067. <p>Parish Support Fund (PSF) pledge 2026</p> <ul style="list-style-type: none"> - CZ referred to his <i>PSF Proposal</i> dated 16/09/25 emailed to members with the agenda. - Following discussion, the members approved a pledge of £168,545 for 2026, representing a 10% reduction in the total PSF for 2025 of £187,272. - CZ suggested that our pledge be reviewed in early summer 2026. <p>Policies for Review and approval</p> <ul style="list-style-type: none"> - MRM referred to the following policies emailed to members with the agenda and explained that the PCC is required to review and approve annually: <ul style="list-style-type: none"> - Accounting Policies and Procedures - Investment Policy - Reserves Policy - Risk Management Policy - Conflicts of Interest Policy 	

	<ul style="list-style-type: none"> - All financial data contained in the policies had been updated to reflect 2024. - Excepting minor updates, no significant changes were made except to Reserves Policy (objective was to retain sufficient non-endowment funds in the church to finance day-to-day operations and defined expected contingencies): <ul style="list-style-type: none"> - Youth 2018 Fund reduced from £23,000 to nil as currently no children/youth worker and any future employee would be funded from General Fund. - General Fund increased from £70,000 to £120,000 to reserve funds to upgrade the church towards next level of eco-church award. - Piano Fund increased from £nil to £10,000 for future annual repairs/maintenance of church pianos. - Members approved the above five policies, including a change to Conflict of Interest Policy to remove the requirement for "a standard agenda item" at clause 3.(a). - Richard Chalker (RC) asked about changes in the investment portfolio over recent years. MRM will send RC a breakdown. 	MRM
6	<p>Safeguarding</p> <p>APCS Data Breach</p> <ul style="list-style-type: none"> - On 22 August APCS reported a data breach as a result of which the personal data of people who applied for a DBS check between December 2024 and May 2025 has been compromised. - 15 people at St Mary's and CZ have been affected and they have been offered a year of data monitoring through Experian. They have been advised to be careful and look out for phishing. - The Churchwardens and Lis Munden were thanked for their quick response. There are currently two people's checks in progress with APCS after which we will seek advice before using their services again. - A number of questions were raised. The churchwardens and CZ will write to the diocese to raise these. <ul style="list-style-type: none"> • Is there any compensation? • Do they know if it was a hack or just sent to the wrong person? • Had APCS informed the diocese that this was outsourced? <p>It was also noted that the response from the diocese was slow and lacked specific advice about what people should do. When the Experian codes were received people had to close their accounts and start again to access the free service.</p> <p>Training & DBS</p> <ul style="list-style-type: none"> - Lis Munden (LM) thanked the PCC as everyone has completed their training and has up to date DBS. - Stewards have been asked to complete Foundation training with some resistance. - A lack of understanding of safeguarding in the wider congregation has been highlighted. LM proposed to use Safeguarding Sunday in October to speak about about safeguarding – what it is and why it is so important. - CZ thanked LM and Peter Boyling for the work they are doing 	
7	<p>Fabric</p> <p>CCTV – The PCC previously approved the installation and upgrade of the CCTV and after a delay this work is now in hand.</p>	

	<p>Yew Tree</p> <ul style="list-style-type: none"> - The paper on the Yew Tree was noted. Pollarding is only a short term solution for maybe 5 years. Our options are anchor points or to apply to fell the tree. - Experts have not recommended felling the tree in either report. Our overriding priority is public safety so we have little choice but to go ahead with stabilisation, even if it is only an interim measure. - Anchor points have been identified which won't block access to the war memorial. We will need to check whether they would impact any other users of the garden. - We will need to check with insurers before proceeding with anchors. The council has approved anchors but DAC approval will also be required. If we need to fell the tree an additional report will be required in order to apply to the council for permission. - Annual inspection by an expert will be required in future. - It was agreed that anchor points are the right thing to do now and this was approved. - It has also been suggested that we start propagating cuttings now in case the tree needs to be felled in the future. This could also be a way of raising money. 	
8	<p>Kitson Hall</p> <ul style="list-style-type: none"> - Richard Nickels (RN) reported on Kitson Hall (KH) saying that it looks like we're going to have an exciting couple of years: <ul style="list-style-type: none"> • Recent years have been about growth with annual revenue of £100k contributing £50k to the church. • We've secured a contract with a nursery with condition precedent on Ofsted approval and a long stop in the lease. If they don't approve by November at our option the lease can fall away. • The hall has grown in capacity with further capacity for growth during the week. • The former costume store is now empty and we are considering options for that space. • The stage has not been used since 2019 as it is the wrong kind of stage for a modern production. • There is clearly unsatisfied demand in Barnes for a modern dance studio with mirrors and a soft floor. • KH is not very thermally sound. We need to bring heating costs down in addition to any net zero target. • There is a risk of our being outcompeted. St Michael's is investing £500k into their hall. OSO is taking some of our business. • We've been told we have only one floor sanding left. • Toilets are a continuous source of complaints. - We need to put proper intellectual horsepower into these opportunities. We have traditionally managed the hall through the KH committee then through the chair to the PCC. We have a manager 14 hours a week, a chair and the previous chair. Management activities are growing. Marketing isn't happening. Sales are happening. Neighbourly relationships are on the back-foot. At 80 pages the nursery contract will require a contract manager to ensure we comply. We are under-resourced and things do slip occasionally. - We have a professional manager (AJ) who is following leads to sale but not doing marketing. We need to market the hall too. AJ 	

	<p>is not able to do many more hours. During the slack August period she rebuilt the KH website which is a great success visually and we'll see if it generates leads.</p> <ul style="list-style-type: none"> - There are a number of upcoming projects which RN and AJ do not have time to do: <ul style="list-style-type: none"> • CCTV is an unmanaged facility and we don't have the means to see it. • Waste management costs twice as much due to neighbours using the the hall instead of a tip. • The water heater needs to be replaced. • Waste is not recycled and we need to do more in this area. • The performing arts licence (PRS) costs approximately £1k per annum even if we never play a recording of anything ever and our customers also pay. We'd like to see if this cost can be reduced or removed. • There are myriad opportunities with the new nursery. It would be good to mentor the new nursery teacher to support her business. - RN proposed that the KH committee is rested. RN will present to the PCC at each meeting providing a pro-forma document to aid better decision making. That reporting will be more like the accounts Michael Ross-McCall prepares and follow the same format at each meeting. CZ noted that the MAP will hopefully be a starting point for many of these discussions. - The proposal was supported with the following comments: <ul style="list-style-type: none"> • With KH making such a large contribution to church finances and the potential cost burden of KH it would be good to monitor KH regularly and the pro-forma document would highlight the urgent issues requiring PCC attention. • Given the complexity of running a hall in 2025 should or could the whole thing be outsourced to professional managers? RN agreed that this was worth considering but big decisions will always need to be made by the PCC and a contract manager will be needed. The middle ground could be to further professionalise the management without totally outsourcing it. - The PCC approved RN's proposal to be the KH officer reporting to the PCC. It was noted that: <ul style="list-style-type: none"> • The details still need to be thought about so that RN isn't the only person with knowledge of KH. The pro-forma document should go some way to mitigating this risk. • All the details of the new nursery contract need to be saved on the new church drive when it is set up. • KH officer has to be elected to PCC going forwards. • The pro-forma document and terms of reference for this position need to be worked out over the next couple of meetings. • Need to be clear about the purpose of KH, is it just to raise funds or does it have a role in the wider church. RN confirmed that there should never be a time when we can't use the hall. It is a commercial decision and users understand that they may need to make way for church functions as they do for Polling Stations. 	
9	<p>Minutes – for information – no comments</p> <ul style="list-style-type: none"> - Minutes of the Friends meeting on 21/07/25 - Minutes of the Communications Group meeting on 12/06/25 	

10	AOB - none	
----	------------	--

The meeting closed with the Grace at 8.10pm.

Future dates:

SC (2pm)

Monday 10 November

PCC (6:15pm)

Saturday 11 October – Away Day

Tuesday 25 November

Approved 25-11-2025
John Jones