

Barnes Team Ministry  
The Parish Church of St Mary Barnes

A meeting of the PCC took place in the Elerton Room  
On Tuesday, 28 November 2023 at 6.15pm

**MINUTES**

**PRESENT:** Revd James Hutchings, Revd James Marston, Geoffrey Barnett, Peter Boyling, Trisha Hawkins, Fouki Heller, William Heller, Elisabeth Munden (left before Rector's Report), Richard Nickels, Michael Ross-McCall, Deborah Stewartby, Paul Teverson

**IN ATTENDANCE:** Cheryl Cole, Helen Gibbs

**APOLOGIES:** Helen Faride, Alison MacMillan, Jackie Davis

Revd James opened the meeting with a prayer.

<b>1</b>	<p><b>Matters arising from minutes of last PCC meeting</b></p> <ul style="list-style-type: none"> <li>- <b>Minutes of the Away Day</b> – The proposal to revise the minutes to record that the Parish Support Fund pledge would be reviewed at half year was unanimously accepted.</li> <li>- <b>Minutes of the PCC meeting on 16 October</b> – The works to KH were completed so the minutes were amended under Matters Arising to remove the following sentence: 'It has not been possible to include the small hall on the new system as this would require a new door which could not be compliant with both fire safety and security.'</li> <li>- <b>Chair Sponsorship</b> – 33 chairs have been paid for and 2 more promised already. CC noted that the initial communication had been sent to the core congregation and Friends, then asked what plans were in place to raise awareness amongst the wider community and Christmas visitors. Before and after examples of chairs will be placed at the back of the church for people to see.</li> <li>- <b>Director of Music</b> - Julia Daniels is the Interim Director of Music. An offer has been made for the position of Director of Music and it has been accepted subject to references.</li> <li>- <b>Stewardship</b> – The next communication is almost ready to be sent to baptism families.</li> </ul>	
<b>2</b>	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>- <b>Safeguarding responsibilities</b> - Following a meeting of JH, LM and Nicola King, the roles have been agreed. From January NK will be responsible for training and LM will do DBS and confidential declarations.</li> <li>- <b>Training</b> – All emails have now been sent about training for those who need it. Anyone new should start with basic training and do the foundation level training later. There is also a leadership level training for leaders and awareness of domestic abuse training.</li> <li>- <b>Sunday Club</b> – LM needs a list of Sunday Club volunteers then she will make sure all training is up to date and send emails as required.</li> </ul>	

	<ul style="list-style-type: none"> <li>- <b>Director of Music</b> – The new Director of Music has completed his DBS and an email has already been sent regarding Safeguarding training.</li> <li>- <b>Communication with under-18s</b> – Whenever working with under-18s adults should always aim to work with or within sight of another adult. In email communications another adult should always be copied in ie a parent. LM directed people to 'A Safe Church', particularly section 4, for more detailed guidance ( <a href="https://southwark.anglican.org/wp-content/uploads/2021/02/ASC_How_to_use_this_guide.pdf">https://southwark.anglican.org/wp-content/uploads/2021/02/ASC_How_to_use_this_guide.pdf</a> and <a href="https://southwark.anglican.org/safeguarding/diocesan-policies-procedures/">https://southwark.anglican.org/safeguarding/diocesan-policies-procedures/</a> ). The document includes a whole section about online communications (4-28). LM said that she intends to go through this with Julia Daniels and the new Director of Music to ensure that any established group will have 2 dedicated adults watching communications to ensure all communications relate to the work of the church. RN raised a concern about the bike sale which may have non-church members working and using a WhatsApp group. LM will look at the specific guidelines as they are supervising children in an activity.</li> </ul>	<b>LM</b>
<b>3</b>	<p><b>Rector's Report</b></p> <ul style="list-style-type: none"> <li>- <b>Rev Ruth Turner</b> - We learned more about life elsewhere in the diocese with the visit of Revd Ruth Turner from William Temple Church, Abbey Wood, demonstrating the value of our contribution to the Parish Support Fund.</li> <li>- <b>Israel &amp; Palestine</b> - Richard Harries and Rhidian Brook led a moving and thoughtful afternoon on the conflict in Israel &amp; Palestine and how we might think and pray about this. JulieAnn Sewell spoke at a recent Sunday service and many purchased Palestinian-made craft and jewellery. Richard Sewell spoke at a well attended Evensong and discussion at the cathedral. The PCC supported holding a Christmas appeal at St Mary's for donations in support of The Jerusalem Princess Basma Centre.</li> <li>- <b>Recent Services</b> – We have enjoyed a number of special services including Choral Evensong with Bishop Martin, All Souls and Remembrance Sunday, which were well attended and had a good spirit to them. We have sent out 'save the date' emails to some key people for the service next February for the 40th anniversary of the re-hallowing.</li> <li>- <b>Director of Music</b> – JH thanked the choir and others involved in the recruitment process for the new Director of Music. He also extended his gratitude to Julia Daniels who has become our interim Director of Music and is busy working with the choir preparing for the carol service and Christmas.</li> <li>- <b>Christmas Fair</b> - JH thanked everyone involved in a very successful Christmas Fair, and to Peter Boyling for co-ordinating this.</li> <li>- <b>Forthcoming services in December</b> - 3<sup>rd</sup> Advent Sunday CTiB service at St Michaels, 6pm; Advent compline on 6,13 &amp; 20<sup>th</sup>; 10<sup>th</sup> Christingle, 4pm; 17<sup>th</sup> Service of Lessons &amp; Carols, 6pm; 18<sup>th</sup> carol singing at Walsingham Lodge &amp; Viera Gray House; 21<sup>st</sup> Outdoor carols; Usual Christmas pattern of services, but <u>please note Midnight Eucharist will start at 11pm</u></li> <li>- <b>Special services for same-sex couples</b> – A communication from Rev'd Stephen and JH regarding services for same-sex couples has been included in the weekly news. CC asked how</li> </ul>	

	<p>soon we would be able to carry out these services should anyone enquire. JH thought this would be possible early in the new year which should be plenty of time were any new enquiries to be made now.</p> <ul style="list-style-type: none"> <li>- <b>Compline</b> will be on Tuesday 19 December not Wednesday.</li> <li>- <b>Outdoor Carol Service</b> - WH offered to organise the fire pit for the outdoor carol service which will be held on Thursday 21 December. CC confirmed that Claire is contacting the people who lent the fire cauldron previously and is willing to organise the mulled wine.</li> </ul>	
4	<p><b>Mission Action Plan</b>  <b>Growing our faith (Children, young people and adults)</b></p> <ul style="list-style-type: none"> <li>- There has been good numbers of children at church recently, at services such as All Saints and Remembrance. Jackie and Alison are hard at work on plans for the nativity play and service.</li> <li>- Preparation has started with two new confirmation candidates</li> <li>- James M and I are leading a series on Thursday mornings on 'Behind the Scenes at church'</li> <li>- There will be an Advent quiet day in the church on Thursday 30th November, and compline with a reflection on Tuesdays 6/13/20th December 8pm</li> <li>- We will run an enquirers course in the new year, possibly in a local pub</li> </ul> <p><b>Serving the people of Barnes (Audio-visual equipment)</b></p> <ul style="list-style-type: none"> <li>- We decided not to continue the regular weekday coffee morning in the autumn, but will keep this under review in the colder months. Mindful that the Castlenau Centre has a cafe, James Marston is regularly visiting this in order to get to know people there, and it makes sense for us to signpost others to the centre where possible.</li> <li>- The new screen, projector and AV system is being installed in the church at the moment. Training will be offered and we will start to make use of it in the run up to Christmas.</li> </ul> <p><b>Promoting care for God's creation (Environment)</b></p> <ul style="list-style-type: none"> <li>- Please see fabric and Kitson Hall reports for details of planned improvements.</li> <li>- There are no new initiatives currently to develop the environmental message in our worship and teaching. Still seeking a co-ordinator to lead this work.</li> </ul>	
	<p><b>Finance – presented by MRM</b>  <b>Draft 2024 Budget</b>  <i>Note: Draft 2024 Budget and Management Accounts at 31/10/23 were emailed to members for review in advance.</i></p> <ul style="list-style-type: none"> <li>- Budget provides a statement of expected income and expenses for next year and resulting year end assets / reserves; allows a monthly comparison of actual with budget results so PCC can take prompt corrective action.</li> <li>- Management Accounts at 31/10/23, showing a surplus of £41k, were used to compute a projected deficit for whole of 2023 of £20k; adjustments for Hall unearned income / deposits, BookFest costs, church charitable giving, year end accrued costs and monthly operating deficits would create this swing to a deficit.</li> <li>- Individual income and expense estimates for 2024 reflect amounts advised by responsible individuals (Andrew, William,</li> </ul>	

	<p>Richard, James, Peter) and the forecast for 2023 increased by 5% for inflation.</p> <ul style="list-style-type: none"> <li>- Net deficit for 2024 was forecast as £55k; with budgeted capital expenditure of £50k, liquid assets (cash, bank, deposits, investments) were expected to fall from £889k at 1/1/23 to £689k at 31/12/24.</li> <li>- Staff Costs (JM and CC were not present during this part of the meeting) - PCC members approved the proposed staff costs of £111k for 2024 (an increase from £106k projected for 2023), that reflected the same staff (5 plus Revd James Marston) and same weekly hours as 2023, with a 4% increase in hourly rates from 1/1/24.</li> <li>- Capital expenditure budget was £50k, being £20k for Hall (mainly costume store to reduce fire risk) and £30k for Church (mainly toilets, Simonson plaque).</li> <li>- PCC members were requested to email comments and changes to MRM and JH; Financial Advisory Group would review / comment at a meeting scheduled for 13/12/23; Budget Draft 2 would then be presented to the Steering Committee; a final draft would then be sent to PCC members in late December for their approval by email circulation by latest 31/12/23.</li> <li>- <b>Pauline and St Michael's</b> - St Michael's bookkeeper has retired and our Parish Bookkeeper (Pauline Clarke), after a request by their treasurer, has agreed to work 5 hours a week for St Michael's, with the prior agreement of JH and MRM. Pauline accepted the need to keep St Mary's finances confidential. PCC members noted the appointment without comment.</li> <li>- <b>2024 Service Fees</b>  <i>Note: Schedule of draft 2024 Service Fees was emailed for review in advance.</i>  Changes requested were: hire of Church per day was £200 for charities and £400 for non-charities – these charges would rise by 10% to £220 and £440 but daily charge rates would be at the discretion of Parish Administrator; and Saturday Morning Coffees hire charge would be £15 for all groups. PCC Members unanimously approved the 2024 Service Fees as amended.</li> <li>- <b>Previously approved Policies</b> - Final amended Risk Management, Reserves and Investment Policies had been emailed with the agenda for reference and retention by Members; references to Toby Ward would be removed.</li> </ul>	
	<p><b>Fabric</b></p> <ul style="list-style-type: none"> <li>- <b>Additional toilets</b> – This project is moving forward slowly. The issue currently being addressed is how to get them on site.</li> <li>- <b>Plaque for Juergen Simonson</b> – This is awaiting DAC approval.</li> <li>- <b>Heating the Church</b> – There are various options for making the church warmer. These are currently on hold but, although they won't be carried out in the next couple of years, they could be carried out in future.</li> <li>- <b>Existing toilets</b> – The toilets weren't working on Sunday but are now working again.</li> <li>- <b>Cleaning the clock in the Tower</b> – A proposal by PB to spend £175+vat on cleaning the clock was approved. TH explained that it is the only public clock in Barnes and it was made in the 18<sup>th</sup> century by a famous clock maker. Cleaning is required to</li> </ul>	

	<p>keep it in working order. In response to a question from JH about whether the Churches Trust supports such work, TH said that additional work has been recommended by Cumbria Clocks in order to put the clock back to its original state and we could approach them about that.</p>																			
	<p><b>Kitson Hall</b></p> <ul style="list-style-type: none"> <li>- <b>Spending on a shed and redecoration</b> - On a proposal by WH, seconded by RN, spending of £2,500 to redecorate the lobby and £2,000 for a shed for the Barnes Community Players was approved. The shed will be situated just through the metal gate to the right of the stairs and has to be custom made which increases the cost.</li> <li>- <b>2030 Net Zero</b> - The General Synod has set a target of net carbon zero (at point of use) by 2030. KH is used more intensively and is worse insulated than the church. In looking at what net zero would require a number of questions have been raised. For example, are the walls strong enough to take insulation? Can the roof support solar panels? RN proposes doing a feasibility study with an architect's input in order to develop a plan of works. A feasibility study will be required for any funding application and several quotes will be sought for this. PT asked for clear instructions and targets to be given to the professionals involved to ensure that the report is specific and helpful. On a proposal by RN, seconded by WH, spending of up to £5,000 on a feasibility study was approved. PT abstained pending further information to be provided at the KH meeting on 29 November.</li> </ul>																			
	<p><b>Operation Forgiveness</b>  The PCC agreed to honour the pledge made previously with a donation of £750 to Operation Forgiveness (operationforgiveness.org.uk), a charity which goes into schools to speak about how to avoid knife crime.</p>																			
	<p><b>Donations to charities</b>  A total of £3224 has been raised for our chosen charities but is not yet specified for a particular one. On a proposal by PB the following donations to charity were approved: CCP £705; Age UK Richmond £705; Welcare £1814; UTS/Glass Door/FiSH nil.</p>																			
	<p><b>PCC meeting dates</b>  It was noted that the proposed meeting date in March is during Holy Week. Following the meeting a revised date of <b>Tuesday 12 March</b> has been suggested so the meeting dates for 2024 will be as follows:</p> <table style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;"><u>SC (2pm)</u></th> <th style="text-align: left;"><u>PCC (6:15pm)</u></th> </tr> </thead> <tbody> <tr> <td>Monday 29 January</td> <td>Tuesday 13 February</td> </tr> <tr> <td>Monday 26 February</td> <td>Tuesday 12 March</td> </tr> <tr> <td></td> <td>Tuesday 23 April - APCM</td> </tr> <tr> <td>Monday 13 May</td> <td>Tuesday 21 May</td> </tr> <tr> <td>Monday 24 June</td> <td>Tuesday 9 July</td> </tr> <tr> <td>Monday 2 September</td> <td>Tuesday 17 September</td> </tr> <tr> <td></td> <td>Saturday 12 October – Away Day</td> </tr> <tr> <td>Monday 11 November</td> <td>Tuesday 26 November</td> </tr> </tbody> </table>	<u>SC (2pm)</u>	<u>PCC (6:15pm)</u>	Monday 29 January	Tuesday 13 February	Monday 26 February	Tuesday 12 March		Tuesday 23 April - APCM	Monday 13 May	Tuesday 21 May	Monday 24 June	Tuesday 9 July	Monday 2 September	Tuesday 17 September		Saturday 12 October – Away Day	Monday 11 November	Tuesday 26 November	
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	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>- <b>CTiB minutes</b> – The minutes were circulated with the agenda to this meeting. It was noted that the CTiB has a new secretary.</li> <li>- <b>Friends minutes</b> – The minutes were circulated with the agenda to this meeting and no comments were made.</li> <li>- <b>Charity Commission</b> – As required by the Charity Commission, their privacy policy has been circulated to all trustees with the agenda for this meeting. The Charity Commission moved to an online system in the summer and all trustees should now have received an email inviting them to set up their own account so that they can view or change their details on the site. HG noted that a one-time ID code is required to log into the site and anyone using an Apple device should delete the one-time ID email after each use in order to avoid issues logging in on subsequent occasions.</li> </ul>	
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**Future dates:**

**SC (2pm)**

Monday 29 January  
Monday 26 February  
  
Monday 13 May  
Monday 24 June  
Monday 2 September  
  
Monday 11 November

**PCC (6:15pm)**

Tuesday 13 February  
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Saturday 12 October – Away Day  
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*James Hurry*  
13<sup>th</sup> February 2024