

Barnes Team Ministry
The Parish Church of St Mary Barnes

A meeting of the PCC took place in the Melvill Room
 On Monday, 16 October 2023 at 6.15pm

MINUTES

PRESENT: Revd James Hutchings, Geoffrey Barnett, Peter Boyling, Trisha Hawkins, Fouki Heller, William Heller, Richard Nickels, Michael Ross-McCall, Deborah Stewartby, Paul Teverson

IN ATTENDANCE: Cheryl Cole, Helen Gibbs

APOLOGIES: Elisabeth Munden, Revd James Marston, Alison MacMillan, Helen Faride, Jackie Davis

Revd James opened the meeting with a prayer.

1	<p>Matters arising from minutes of the last PCC meeting</p> <ul style="list-style-type: none"> - The minutes of the last PCC meeting on 4 July were approved as a correct record. - Following a break in at the end of January, new remote locks have now been installed at Kitson Hall. Individual access codes can now be issued on a continuous or time limited basis. The cost of the work was locks £800, software £100 per annum and door fitting £800. 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. WH extended his thanks to RN, AJ and James Baker. 	
2	<p>Rector's Report</p> <p>The Rector reported that he has sensed a good spirit and seen good attendance at our main services since his return from sabbatical.</p> <ul style="list-style-type: none"> - Highlights have been: the Patronal Festival; outdoor Eucharist; Back to School Sunday; FiSH 60th anniversary service; and the Harvest Festival. Harvest Brunch worked very well, attracting significantly more than a separate lunch. - Forthcoming services include: Friends Choral Evensong (15 Oct); All Saints Day and Souls service (5 Nov); Remembrance Sunday (12 Oct); CTiB Service at St Michaels (3 Dec, 6pm); Christingle (10 Dec, 4pm); Service of Lessons & Carols (17 Dec, 6pm); and Outdoor carols (19 Dec). There will be the usual Christmas pattern of services, but <u>please note Midnight Eucharist will start at 11pm.</u> - FH reported that the Friends Choral Evensong on 15 October was good and well attended (70 people and 30 choir) <p>Israel-Gaza war</p> <ul style="list-style-type: none"> - Richard Sewell has written an article published in The Telegraph today and was also interviewed on a number of UK local radio shows yesterday (Sunday 15 October). 	

- Bishop Richard Harries will lead a session with Rhidian Brook at 4pm on Sunday 22 October entitled *How should we think and pray about Israel and Palestine?*
- JH noted that appeals will be being launched by a number of organisations, eg Christian Aid. It was agreed that a retiring collection following the Richard Harries and Rhidian Brook event would be appropriate.

Following the suggestion at the Away Day that speakers from other parts of the diocese would be welcomed, Rev Ruth Turner will hopefully be coming to speak at the 10am service on Sunday 22 October.

St Marys has been given a copy of Bishop Richard Harries book for the church. It was agreed that this would be kept in the office.

3

Mission Action Plan

GROWING OUR FAITH

Grow the involvement and number of children, young people and families at St Mary's, including greater involvement in worship & growth of junior choir.

- One feature of this is encouraging acolytes again and so far 4 children have signed up. Plans for junior choir are on hold pending recruitment of a new Director of Music.
- Some reorganization of our work has been needed with the departure of Julie Smith.
- We continue to have a baptism boom! We will have baptised 40 children during 2023.

Enable more adults to come to Christian faith and grow in faith, including an annual enquirers course (eg START) and new pastoral scheme to build relationships.

- JM prepared three candidates who were confirmed in July/October
- JM has led a course on 'Remarkable Women' on Thursday mornings, which has been good and well attended. We will look to continue something at the same time after half term up to Advent.
- There will be an Advent quiet day in the church on Thursday 30 November, and compline with a reflection on Wednesdays 6/13/20 December 8pm
- An enquirers course will run in the new year, possibly in a local pub.
- JH has decided not to develop a new pastoral scheme at the current time, due to other commitments.

SERVING THE PEOPLE OF BARNES

Widen access to the church for those in particular need in Barnes

- The regular weekday coffee morning will not continue this autumn, but this will be kept under review in the colder months.
- English language teaching groups are meeting on Monday and Wednesday mornings in the Melvill and Ellerton Rooms, in part for Ukrainian refugees.

New screen, projector and AV in church; explore other improvements

- The new system will be installed at the end of November. Training will be offered and we will start to make use of it in the run up to Christmas.

	<p>PROMOTING CARE FOR GOD'S CREATION Make progress in reducing our negative impact on the environment by achieving the Eco-Church Silver Award: Implement planned improvements to the Kitson Hall & Church</p> <ul style="list-style-type: none"> - Please see Fabric and Kitson Hall reports <p>Develop the environmental message in our worship & teaching</p> <ul style="list-style-type: none"> - Climate Sunday was celebrated with an outdoor Eucharist on 27th August with an excellent speaker from A Rocha. - The Environment group has not met recently, but useful ideas were shared on a recent Deanery Eco zoom, which JH attended with PB. PB fed back that there are a number of possible heating solutions which will require significant effort to implement but it is not advised to do this yet. Over time these options will perform better and cost less, so major changes are expected towards the end of this decade. 	
4	<p>Chair sponsorship JH has proposed that we invite people to sponsor the refurbishment of a chair linked to the 40th anniversary of the re-hallowing.</p> <ul style="list-style-type: none"> - The proposal was warmly received although name labels on the chairs were not thought to be necessary. Instead, it was suggested that a donor list together with a visual way of tracking uptake would be a good idea. It was also suggested that it might be better to charge a slightly lower price per chair (£75) but encourage sponsorship of chairs in pairs. - Chairs are being re-upholstered in batches of 10, with 10 out as well as 10 being prepared at any one time. This limits the overall speed of the project, but the aim is to complete all chairs during the 40th year. - It was suggested that sponsorship should be promoted on the website and news sheets and also via the Bugle and Friends mailing list in order to reach people outside of the congregation who might be interested. 	
5	<p>Finance – presented by MRM</p> <p><u>Management accounts at 30/9/23</u> <i>Note: Management accounts were emailed to members for review on 12/10/23.</i></p> <ul style="list-style-type: none"> - Surplus from operating activities (excluding unrealised gain on investments) was £6k (thousand), compared to £48k budget deficit and £49k surplus at 30/9/22. Including unrealised investment gains of £20k, 2023 net surplus was £26k. - Net surplus of £26k was split: Church deficit £59k, Hall surplus £36k, Friends surplus £49k, confirming the vital contributions from Friends and Hall. - Forecast operating deficit (excluding investment gains/losses) for whole of 2023 was £36k compared to £66k in the budget. - Cash used in 2023 operating activities (9 months) was £81k as compared for whole of 2023 with budget £141k and forecast £155k. - Total liquid funds were predicted to be £160k at 31/12/23 including the CCLA accumulation unit investment of £85k (excluding Ministry endowment fund of £594k). 	

	<ul style="list-style-type: none"> - Key assumptions for the 2024 budget were: percentage growth in offerings/donations, staff costs (staff employed, hours worked and rate per hour), charitable donations, hall net rents and Friends net events surplus. Requests to the relevant responsible individuals would be emailed prior to month end; a draft budget would be presented to Standing Committee for initial review in November. <p><u>Investment Policy – review and approval</u> <i>Note: Best practice was to perform an annual review of all policies, which can be amended at any time by a majority of PCC members. Draft policy had been reviewed by members of the Standing Committee at their last meeting and emailed to PCC members along with the agenda.</i></p> <ul style="list-style-type: none"> - New policy was the annual update of the existing policy with no changes of substance. - On a proposal by MRM, seconded by GB, PCC members unanimously approved the revised policy. <p><u>Risk Management Policy – review and approval</u> <i>Note: New policy presented to PCC for first time. Draft policy had been reviewed by members of the Standing Committee at their last meeting and emailed to PCC members along with the agenda.</i></p> <ul style="list-style-type: none"> - Risk 8 titled IT referred to backup via memory stick. TH pointed out that backup is mainly performed using online systems / cloud computing. MRM agreed to amend the draft policy accordingly. - RN noted that by default the KH chairman is personally responsible for the safe running of the hall and asked how that person is protected. CoE or church insurance policies should be checked to see what indemnity cover they may provide. - Subject to this change regarding IT and acknowledging that the point of indemnity is not resolved at present, on a proposal by MRM, seconded by FH, the policy was unanimously approved. 	JH
6	<p>Charity Commission</p> <ul style="list-style-type: none"> - It was approved for HG to be the Charity Commission Contact for St Mary Barnes and Charity Commission data controller, with MRM as an additional contact. 	
7	<p>Safeguarding</p> <ul style="list-style-type: none"> - The PCC requested that LM provide an update on the progress of safeguarding training. 	LM
8	<p>Vacancies</p> <ul style="list-style-type: none"> - Christmas Fair Lead - Environment Lead <p>PB is continuing to fulfil both these rolls until leads are recruited. It was suggested that we should look outside SMB for an Environment Lead and that Phil Smith, who has been involved with the Big Barnes Ponder, might be approached. JH to speak to Phil Smith.</p>	JH
9	<p>AOB</p> <ul style="list-style-type: none"> - Boiler - The nave boiler has stopped working. Preliminary investigation suggests that it is a piece of circuitry which will take a week or two to repair. We will know more soon. 	

	<ul style="list-style-type: none"> - Heaters - The portable heaters failed PAT tests on Wednesday and are no longer in use. Richard Nickels advised that 2 new oil filled heaters should be purchased and kept in store in the event that the heating fails. Fabric committee to action. - Carol Service - St Marys and St Michaels carol services are on the same day. While it would be preferable not to have them on the same day, it was thought that moving ours to the previous week would be too early and result in lower attendance. - Operation Forgiveness - 5-6 years ago SMB pledged £750 to support a knife bin in the diocese but although a location was sought it did not happen. Operation Forgiveness (OperationForgiveness.org.uk) is a charity, endorsed by churches, which goes into schools to speak about how to avoid knife crime. At the next meeting, the PCC will be asked to decide if we will support Operation Forgiveness with a £750 donation as pledged previously. 	<p>Fabric</p> <p>ALL</p>
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CONFIDENTIAL

<p>10</p>	<p>Report on recent safeguarding investigation and resignation of the Director of Music</p> <ul style="list-style-type: none"> - A statement, included in full below, was read in church on 15 October and will be printed in the weekly news for 22 October. - JH has informed the church's insurers and they have explained the process should anything further arise. - The importance of safeguarding training and of checking that training is carried out has been emphasised. - The PCC requested that LM explain the guidance around the requirements for two or more adults to be present with, or during communication with, anyone under the age of 18. - PT expressed that we have been fortunate for JH to have been our Rector during this time, as the care he took in dealing with this issue, both with the Director of Music and with those expressing concern, was exceptional. FH seconded this. <p style="text-align: center;"><u>Toby Ward</u></p> <p>I wanted to let you know that Toby Ward has resigned as our Director of Music. This follows a safeguarding investigation undertaken in accordance with the policy and procedures of the Diocese of Southwark and the House of Bishops.</p> <p>The safeguarding investigation was carried out by myself, our parish safeguarding officer Lis Munden, and the churchwardens under the direction of the safeguarding team of the Diocese of Southwark and a core group appointed by the diocese which included John Kiddle, our archdeacon. On 13th September, during the course of that investigation, Toby gave notice of his resignation from the position of our Director of Music. Toby has not been required to work out his 3 month notice period. I have since written to Toby setting out the conclusions of the investigation. Toby has told me he fully accepts the conclusions stated in my letter.</p> <p>I wish to take this opportunity to make clear that at St Mary's the protection of children and vulnerable adults is of paramount concern. Please contact me, or our safeguarding officers Lis Munden and Nicola King (safeguarding@stmarybarnes.org) if you would like to speak with us regarding this, or any other safeguarding matters. The concerns raised about Toby's conduct were promptly and thoroughly investigated by myself and the churchwardens under the direction of the diocese.</p>	<p>LM</p>
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<p>I am grateful for all the good things that Toby has contributed to the life and music of this parish in the year he has been our director of music. Music and the junior and senior choirs are at the centre of worship here at St Mary's. We have already embarked on the process of selecting a new Director of Music. We hope interviews will be held next month. In the meantime our organ scholar Barney will be playing the organ at our regular services and choir practices are being led by other experienced musicians.</p> <p>May I ask you please to keep Toby and all those affected by these safeguarding concerns in your prayers. You will appreciate that I cannot go into the detail of the concerns raised. I can say they were promptly investigated and that the investigation has now been concluded.</p> <p>Rev'd James Hutchings</p>

Subsequent to the meeting it was confirmed that the church's insurance policy includes liability cover for trustees and church officers. Nonetheless, the PCC needs to be mindful of its responsibilities as trustees in relation to health & safety, including fire safety.

Future dates:

SC
13 Nov

PCC
28 Nov

James Hutchings
28th November 2023