

Barnes Team Ministry  
The Parish Church of St Mary Barnes

A meeting of the PCC took place in the Ellerton Room  
On Tuesday, 17 September 2024 at 6.15pm

**MINUTES**

**PRESENT:** Revd James Marston, Geoffrey Barnett, Peter Boyling, Richard Chalker, Caroline Georgiadis (until end item 5), Mark Glasgow, Trisha Hawkins, Fouki Heller, William Heller, Elisabeth Munden, Richard Nickels, Michael Ross-McCall, Philip Smith, Deborah Stewartby, Paul Teverson

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

**APOLOGIES:** Catherine Roe, Helen Faride

Rev'd James opened the meeting with prayer.

<b>1</b>	<b>Minutes</b> of the PCC meeting on 9 July 2024 were approved	
<b>2</b>	<b>Matters arising from minutes of last PCC meeting</b> - GB has volunteered to coordinate the Christmas fair	
<b>3</b>	<b>Mission Action Plan</b> - no matters raised.	
<b>4</b>	<p><b>Vacancy</b></p> <ul style="list-style-type: none"> <li>- <b>James Hutchings</b> - It was recorded that James Hutchings resigned as a PCC member on 1 September 2024</li> <li>- <b>Timetable</b> - The advert is due to be placed on 18 October. After a shortlisting procedure of candidates St Mary's will be hosting a visit and informal lunch on 7 December. Candidates will visit all 3 churches and the Rectory before a lunch to meet key people, like the Director of Music, and members of the PCC. Interviews will be held on 10 December. It is just possible that a new incumbent might be in place shortly before Easter.</li> <li>- <b>Parish Profile</b> - The PCC approved the parish profile circulated in August. PB will ask the Team Council for approval by email before submitting the parish profile to the Diocese.</li> <li>- <b>Advert</b> - PB confirmed that the Diocese would check that the wording about safeguarding at the bottom of the advert was correct. The PCC approved the text of the previous 2019 advert for use again subject to the dates being changed.</li> <li>- <b>Team Council Representatives</b> - The PCC was required to appoint two St Mary's representatives to the Team Council in addition to the vicar and churchwardens. The Team Council used to meet for an hour 3 times a year but since Covid this has met less frequently. It is a chance for the three churches to discuss and hear what they are each doing and plan joint activities. A meeting of the Team Council is required now to approve steps of the vacancy process. DS and MG agreed to represent St Mary's on the Team Council.</li> <li>- <b>Patronage Board Representatives</b> - The Patronage Board will be made up of the Bishop, the Archdeacon, the Patron (a</li> </ul>	<b>PB</b>

	<p>representative of St Paul's), the vicar of Holy Trinity, the vicar of St Michael's and 4 lay representatives, one each from Holy Trinity and St Michael's and two from St Mary's. The PCC was required to appoint two lay representatives to join the Patronage Board. PB advised that at least one of the lay representatives to the board should be a woman. Following a discussion, the PCC approved PB and FH as representatives of St Mary's on the Patronage Board.</p> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>- <b>Advent</b> - It was proposed that Compline would not be held during Advent this year. Instead, JM has offered to run a series of interactive lectures on Benedictine Spirituality at 10:30am on Thursdays for 4-6 weeks. JM will consider whether it would be possible or better to hold these in the evening.</li> <li>- <b>Quiet Day</b> - JM has proposed to hold a quiet day on The Road to Emmaus during Advent. This will be considered at morning prayer this week.</li> <li>- <b>Lent</b> - Bishop Richard is keen to lead another Lent course.</li> <li>- <b>Service rota</b> - JH left a service rota for clergy until the end of 2024. PB is in discussion about January to March 2025 now.</li> </ul>	JM
5	<p><b>Finance – presented by MRM</b></p> <p><b>Management Accounts at 31/08/24</b></p> <ul style="list-style-type: none"> <li>- 8-month deficit excluding investment gains was £2k compared to budget deficit £22k and 2023 deficit £34k. 2024 included Church £8k unbudgeted appeal income for a farewell gift to Revd JH, reupholstering of chairs and purchase of the plaque in memory of Revd Simonson. Hall surplus was £39k versus full year budget of £20k – budgeted maintenance expected by year end. With inclusion of £27k unrealised gains on investments in 2024, net surplus was £25k.</li> <li>- Liquid assets (cash, bank and deposits) reduced from £125k at 31/12/23 to £70k at 31/8/24, reflecting capital expenditure (£16k). The budget at 31/12/24 was £73k and forecast was £60k.</li> <li>- Liquid assets plus investments at 31/8/24 stood at £820k, down £27k since year end 2023.</li> </ul> <p><b>Parish Support Fund contributions 2024 and 2025</b></p> <ul style="list-style-type: none"> <li>- The Council discussed whether to increase our contribution to the diocese to the level sought by the diocese, but agreed unanimously to hold contributions for both 2024 and 2025 at the 2023 level of £187,272, reflecting the church's current financial position (operating deficit and declining liquid assets). Members would review the position again in mid 2025 after the new Rector was in post and could decide to grant an increase in 2025 if the finances permitted.</li> </ul> <p><b>Policies</b></p> <ul style="list-style-type: none"> <li>- Four finance policies (Accounting Policies &amp; Procedures, Investment Policy, Reserves Policy and Risk Management Policy) with minor updates were circulated to the PCC for review and approval. Three amendments to the Risk Management Policy were proposed - Point 8 to be tightened to include malicious phishing type attacks, Point 9 would be better included under Data Protection and all activities taking place in the church should have a risk assessment. Subject to these changes all four policies were approved.</li> </ul>	

	<p><b>Stewardship Appeal</b></p> <ul style="list-style-type: none"> <li>- Monthly donations in the three months following the Appeal on 1/6/24 showed little change from the earlier monthly totals. However, the monthly standing orders at 31/7/24 when compared to December 2023 showed an annualised increase of 3.6%. Success of the Appeal would be reviewed again in November and (if it fell short of expectations) a decision taken on whether to remarket the Appeal or leave until the new Rector arrived.</li> <li>- It was noted that we should acknowledge the generosity of the congregation, particularly to the retiring Rector. Also, that some people had apologised for not being able to increase their standing orders at this time due to the increased cost of living.</li> <li>- As the appeal letter was sent to church members by email, a future appeal could contact those without email by letter, although the appeal was well publicised at services and online in the Weekly News.</li> </ul> <p><b>Insurance</b></p> <ul style="list-style-type: none"> <li>- The Parish architect had recommended the PCC reviewed its insurance cover every five years. He had offered to calculate the required cover by applying an index to the previous surveyor's calculations, which had not so far been found.</li> <li>- In case the calculations were not located, members authorised PB to obtain quotes from at least two independent property experts.</li> </ul>	
<b>6</b>	<b>Safeguarding</b> – LM said that the Safeguarding Officers will continue to monitor and remind people of the need for renewal of their training and DBS status.	
<b>7</b>	<b>Volunteering Strategy</b> – Comments from the PCC and congregational meetings in July were circulated prior to the meeting. PB proposed a discussion of these points, the priorities and what needs to be done during the vacancy at the Away Day. This was agreed.	
<b>8</b>	<b>Away Day</b> – The Away Day will be an opportunity to talk more informally. The plan is to have a shorter day with discussion in the morning, followed by a bring and share lunch after which people will leave. More details will be sent soon.	
<b>9</b>	<b>Legacies</b> – The principle of undertaking a campaign with our congregation in November was approved. We could use the Diocese leaflet or make our own.	
<b>10</b>	<p><b>Fabric</b></p> <ul style="list-style-type: none"> <li>- <b>Toilets</b> – TH is seeking costing of a detailed plan, to present to the PCC.</li> <li>- <b>Sound proofing of the Tower</b> – This is awaiting Diocese approval.</li> <li>- <b>Yew tree</b> – The approved works were carried out in July. Further work to create a support at the base of the tree requires a detailed plan before quotes can be invited. A plan for the wood is needed and the possibility of storing it at the Scout hut is being followed up. TH is exploring possible uses for the wood with a local artist, including creating crosses, candlesticks or a larger piece.</li> </ul>	

	<ul style="list-style-type: none"> <li>- <b>Energy Procurement</b> – RN has secured another 15% saving and we now have a fixed price for the next 12 months</li> </ul>	
<b>11</b>	<b>Kitson Hall</b> <ul style="list-style-type: none"> <li>- <b>Renovations</b> - Changing bulbs to LED and lights to sensor switches will be completed by year end. Longer term we are planning to insulate the hall.</li> <li>- <b>Small hall</b> – The licensee left on 1 September. We are now letting the hall by the hour and getting new users so hope to recoup half of the previous tenant’s rent. We are hoping to get a new nursery and had quite a lot of interest initially in response to flyers and through existing users.</li> <li>- <b>Barnes Community Players costume store</b> - an update will be given at the PCC meeting in November.</li> </ul>	
<b>12</b>	<b>Minutes</b> <ul style="list-style-type: none"> <li>- Minutes of the Friends meeting on 22/07/24 were circulated for information. No comments.</li> </ul>	
<b>13</b>	<b>AOB</b> <ul style="list-style-type: none"> <li>- <b>Piano and organ repair costs</b> – We are awaiting quotes for this work.</li> <li>- <b>Bike Sale</b> – The 2024 bike sale is expected to raise £16k having received 235 bikes and sold 215. Our thanks go to Trisha and her team, and to our neighbour for the use of his garden. It was noted that we may not be able to take so many bikes in future.</li> <li>- <b>Creation Service in the churchyard</b> – PB asked for feedback following comments that some people were unable to hear all the outdoor service. Some members reported being able to hear at the back. We should consider printing more service sheets and issuing hymn books. The stewards should be specifically warned in future when an outdoor service is planned.</li> </ul>	

The meeting closed with the Grace at 7.55pm.

**Future dates:**

**SC** (2pm)

Monday 11 November

**2025**

**PCC** (6:15pm)

Saturday 12 October – Away Day

Tuesday 26 November

Thursday 15 May - APCM

*Approved*  
*[Signature]*  
 Church warden  
 26/11/24

Barnes Team Ministry  
The Parish Church of St Mary Barnes

A meeting of the PCC took place at St Matthias Church on  
Saturday, 12 October 2024 at 12.15pm

**MINUTES**

**PRESENT:** Peter Boyling, Richard Chalker, Trisha Hawkins, Fouki Heller, William Heller,  
Richard Nickels, Catherine Roe, Michael Ross-McCall, Philip Smith, Deborah Stewartby.

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

**APOLOGIES:** Revd James Marston, Geoffrey Barnett, Helen Faride, Caroline Georgiadis,  
Mark Glasgow, Elisabeth Munden, Paul Teverson.

Following on from the PCC Away Day the PCC discussed the following items:

<b>1</b>	<b>Piano Proposal</b> <ul style="list-style-type: none"><li>- Ben Markovic has proposed we carry out essential internal work to the piano to restore it to 'new' condition, at a cost of £17k. Additionally he has proposed that the piano undergoes a yearly 'MOT' to maintain it in excellent condition. The PCC approved the proposed work to be carried out of the summer in 2025, in the knowledge that they will need to work with Ben on the funding. CR and WH volunteered work with Ben on the funding.</li></ul>	
<b>2</b>	<b>Kitson Hall – Barnes Community Players Costume Store</b> <ul style="list-style-type: none"><li>- The costume store presents a substantial fire risk and the BCP have been given plenty of opportunity to address this issue. The PCC approved the recommendation of the Kitson Hall Committee to serve 6 months notice on BCP to vacate the costume store, effective 30 April 2025, if plans to fireproof the store have not progressed by the end of October.</li></ul>	

**Future dates:**

**SC (2pm)**

Monday 11 November

**PCC (6:15pm)**

Tuesday 26 November

**2025**

Thursday 15 May - APCM

Approved  
Deborah Cole  
Churchwarden  
26/11/24

