

A meeting of the PCC took place on Tuesday 12<sup>th</sup> March 2019 in Kitson Hall at 7.50pm and started with a reflection by Geoffrey Barnett.

### MINUTES

1. Present: Peter Boyling (chair), Geoffrey Barnett, Lis Munden, Jo Fraser, Paul Teverson, Phil Bladen, Patrick Findlater, Fouki Heller, Sue Mackworth-Praed, Rachel Skilbeck, Cathy Putz, Michael Murison  
Apologies were received from Tom Ridley, Judy Gowing, Annie Sullivan, William Heller  
Peter thanked Rachel for offering to prepare the minutes of the meeting.
2. Designation of other business. None
3. Minutes of the January 29<sup>th</sup> meeting were signed as a true record.
4. Matters arising. None
5. Finances  
Annual accounts. Patrick reported that the accounts were 'ok, neat and tidy', with no grounds for serious concern. Kitson Hall has done particularly well, and overall our finances were in a similar position to last year, which is good. Phil proposed and Geoffrey seconded approval of the accounts, which were agreed unanimously.  
  
Alastair would be thanked by the churchwardens for his work on the accounts.
6. Interregnum issues  
The churchwardens reported that the interview day to select our new Rector went well and the process towards making a public announcement is in train. Members of the Council were thanked for their contributions to making the parish day very enjoyable for the candidates. It was agreed that we will want to especially thank Sister Margaret-Anne and Bishop Richard Harries for their exceptional service when this process closes.
7. Lay leadership initiative  
We are taking part in this initiative in the Diocese. Paul made a presentation reminding us of our previous decision to aim to affirm members of the congregation by issuing interesting and informative fortnightly notes on our groups. It was agreed that this was a useful step. He suggested further steps we could take over the coming months to reinforce our aim:
  - Lent – could be an appropriate time to focus on crucifers, acolytes and servers, discovering their role in more detail and learning some of the vocabulary. It was agreed that a Saturday morning might be a good time for the sacristans to lead a teach in.
  - Paul suggested we could also give more promotion to the Bishop's Lent Appeal. Phil said the Appeal included a number of projects, including Zimbabwe as well as possibly a Holy Land appeal. Our goal would be to focus on some of the charities in some of the weeks of Lent. Paul hoped we will be able to look back and feel that we have done the appeal well this year and with intent.
  - Holy Week. We want to support Archdeacon John Kiddle who will be with us from Maundy Thursday to Easter morning. We should encourage people to give help on one of the days during Holy Week. Particular opportunities were mentioned including the Maundy Thursday meal, the vigil till midnight that follows, sidesmen for the

Good Friday three-hour service, and organising breakfast after the early service on Easter Day.

Action: It would be useful to have a list of exactly what is needed each day of Holy Week. This could be promoted in the pew sheet and volunteers might sign up via clipboards at the back of church.

- May to July. There will be a focus on stewardship and encouragement of generosity among the congregation. We plan to show the latest version of the Diocese's 'Fairer Share Scheme' film in church. We have asked some people to help focus the leaflet on giving most effectively.  
A Team Ministry activity could be another focus to bring the three churches together. There will be a Prayer Walk (on Saturday 8<sup>th</sup> June 10-11.30am proposed). We need to figure out how to promote this including by advertising the date now for peoples' diaries.
- September. We might begin to consider a one-day parish retreat.
- Children. PCC needs to support the Sunday Club team as Charlie Auton leaves. There might be some areas that the PCC can help with, such as some pre-planning. PCC discussion will be needed with the new Rector on how we might start a group for teens. Our overall aim is not just to survive, but to nurture. Paul noted that our strategy needed to exemplify the ability to nurture lay commitment, discipleship and involvement on a broad level, but by small steps. We should aim for continuous review on what we are and are not doing.

Phil and Paul added that the diocese is producing new resources to address the Church of England approach of equipping people to be disciples outside church from Monday to Saturday, being aware of what one does daily as a Christian. There is already material online. The model is to affirm vocations and individual activities by people, rather than just emphasising presence at church on Sunday.

- Street Rep Initiative. Peter reported that as part of our focus on outreach the PCC wanted to deliver St Mary's news to our parish. We were getting good numbers of volunteers to distribute letters to our streets.

#### 8. Safeguarding

One of our Safeguarding Officers, Lis, reminded the PCC that we all need to be aware of safeguarding issues. We are doing well in general which was shown through the recent diocesan safeguarding audit.

The diocese recommends that safeguarding should always be an agenda item for our meetings so that relevant issues can be raised. Lest an incident occur, we should all know where to find the Incident Book, first aid kit, and phone numbers.

Lis and her fellow Parish Safeguarding Officer Natasha Mold have ensured that all on the PCC and Sunday Club leaders are DBS checked. They next want to review who has been on safeguarding training and who needs to attend a refresher course (every two years now). We could have a training session at church or at a PCC Away Day.

'A Safer Church', the full manual, is on the Church of England website; we should have a link on our website.

Action: It was agreed that:

- the PSOs would create a sheet with key bullet points, to remind the PCC of their responsibilities and action to be taken in safeguarding situations;
- the 2017 version of the PCC Safeguarding policy is posted in the church porch and on the website. It should be reviewed by the PCC at the next meeting;
- September 2017 was the last safeguarding training and the PSOs would seek to run another training session in Autumn 2019.

On a proposal of Michael, seconded by Lis, the PCC resolved to agree the draft policy on notification of Serious Incidents, both on safeguarding and other matters. The resolutions are attached to these minutes.

9. Children. The PCC congratulated Charlie on his appointment to a full-time post. The All Age 10am on Mothering Sunday is his final service at St Mary's. Charlie is ensuring that lessons are setup/planned using Roots materials until the summer.
10. APCM preparation. There was a discussion of possible speakers to give a reflection at the end of the meeting.
11. Committee and group reports  
Faith in Action group. Peter reported that the group had considered whether to recommend changing the list of special charities that St Mary's supported. No new charities were proposed, and it was suggested that the Zimbabwe Link charity be promoted as part of the Bishop's Lent Appeal. The PCC agreed this change and that further consideration of St Mary's charities be left for the arrival of the new Rector.
12. Lent and Easter arrangements  
A Lent group is meeting on Thursday mornings 10-11.30 at 2 Mill Hill Road. It is hoped that another similar group at a different time might also be possible.

#### Holy Week and Easter services

- Mon: Martin Calderbank will lead a reflection & Compline  
Tues: Stations of the Cross & Compline. New drawings for the Stations will be in church, thanks to a proposal by Bishop Richard Harries.  
Wed: Tenebrae (led by Sister Margaret Anne)  
Thurs: Maundy Supper, led by John Kiddle, followed by Vigil till midnight, with half hourly readings  
Fri: CTiB Walk of Witness and St Mary's 3-hour service. In the evening Stainer's Crucifixion will be sung by the English Chamber Choir  
Sun: Dawn Service; 8.00am; 10.00am; 11.30am, led by Martin and Christabel

13. Correspondence - none

14. Any other business:

Christmas Carol Service – either Sunday the 15<sup>th</sup> or 22<sup>nd</sup> of December, depending on staging needs by Nativity rehearsals. Phil trying to avoid having on the same date as St Michael's (15<sup>th</sup>) but that looks most likely.

Action: Phil to liaise with Alison MacMillan, Nativity lead.

Peter thanked all members of the PCC at the end of the Council's year, for their support and their contribution to the smooth operation of St Mary's. He particularly expressed the church's thanks to those who were completing their three year term on the Council: Geoffrey Barnett, Rachel Skilbeck and Ann White.

Dates of next meetings:

APCM: 4 April

PCC: 21 May

Deanery Synod: Wed 5 June, All Saints, East Sheen

PCC: 9 July

The meeting closed with the Grace at 21.55

**ST MARY'S BARNES PCC: Charity Commission Reg: 1134840**  
**Delegation by the PCC Members: Reporting of Serious Incidents to the**  
**Charity Commission**  
**Date: 12 March 2019**

**1. Background**

- 1.1 The members of the St Mary's Barnes PCC as charity trustees are responsible for reporting ALL Serious Incidents to the Charity Commission in a timely manner. The trustees delegate the reporting of Serious Incidents in accordance with these Resolutions.
- 1.2 The Charity Commission has approved specific Church of England guidance and templates for PCCs to use when reporting Serious Incidents to it ("PCC Guidance"). The PCC Guidance separates Serious Incidents into two types: safeguarding Serious Incidents and all other Serious Incidents. Safeguarding Serious Incidents are reported in a different way from how all other Serious Incidents are reported and so there are separate delegations for reporting safeguarding and non-safeguarding Serious Incidents.
- 1.3 If a safeguarding incident occurs within St Mary's Barnes, the Safeguarding Officer (or, where there is no employed safeguarding officer, the person with responsibility for safeguarding in the PCC) (PCCSO) must inform the Diocesan Safeguarding Adviser (DSA) and respond to and manage the incident in accordance with the relevant House of Bishops' Safeguarding Policy and Guidance.
- 1.4 Where a non-safeguarding incident is identified, the Rector and churchwardens should be informed immediately. They are responsible for taking such immediate steps or actions as may be required to secure and protect the property, assets and reputation of St Mary's Barnes PCC, in accordance with any internal policies or procedures.
- 1.5 Below are the two resolutions adopted by St Mary's Barnes PCC.
  - 1.5.1 Section 2 is a resolution to delegate responsibility for reporting safeguarding Serious Incidents to the Charity Commission and the National Safeguarding Team.
  - 1.5.2 Section 3 is a resolution to delegate responsibility for reporting non-safeguarding Serious Incidents to the Charity Commission.

**2. DELEGATION of responsibility to report SAFEGUARDING Serious Incidents to the Charity Commission in accordance with the PCC Guidance**

- 2.1 In order to facilitate the confidential and timely reporting of any safeguarding Serious Incidents to the Charity Commission, the responsibility for any decisions relating to the reporting of safeguarding Serious Incidents is delegated to the Trustee Group, namely the Rector and the churchwardens. The following responsibilities are delegated to St Mary's Barnes PCC's Safeguarding Officers:
  - Responsibility for contacting the DSA, if they consider a safeguarding Serious Incident may have occurred and providing the DSA with any information required.
  - Responsibility for liaising with the DSA and reporting back to the Trustee Group on the management and reporting of the safeguarding Serious Incident by the DSA and the Diocesan Secretary (DS), including:

- if the DSA and DS consider that the incident does NOT need to be reported to the Charity Commission, why this is the case, for agreement by the Trustee Group;
- whether the incident will be individually reported or included in the next bulk report;
- approval of a draft report for a high-risk incident (i.e. one which will be individually reported);
- providing the trustees of St Mary's Barnes PCC with a copy of any safeguarding Serious Incident reports submitted to the Charity Commission by the Diocesan Secretary (DS) on behalf of the PCC.

2.3 The following responsibilities are delegated to the Diocesan Safeguarding Adviser and the Diocesan Secretary:

- The DSA is responsible for deciding, in consultation with the DS, whether a safeguarding incident is sufficiently "Serious" to be reported to the Charity Commission and, if so, whether it should be reported individually or included in the next bulk report.
- The DSA is responsible for reporting back to the PCCSO on whether the incident is sufficiently "Serious" to be reported to the Charity Commission and, if so, whether the incident is to be individually reported or included in the next bulk report. If an incident does NOT need to be reported to the Charity Commission, the DSA should provide the PCCSO with an explanation of this decision, so the PCCSO can report back to the Trustee Group for agreement.
- The DSA is responsible for preparing the safeguarding Serious Incident Report. Where the report relates to a high-risk incident (i.e. one which is to be individually reported), the DSA is responsible for providing the draft report to the PCCSO for approval by the Trustee Group.
- The DS is responsible for submitting safeguarding Serious Incident reports to the Charity Commission, on behalf of the St Mary's Barnes PCC's trustees.
- The DS is responsible for sending copies of any Serious Incident reports submitted to the Charity Commission to the National Safeguarding Team and the PCCSO.

### **3. DELEGATION of responsibility to report all OTHER Serious Incidents to the Charity Commission in accordance with the PCC Guidance**

3.1 In order to facilitate the confidential and timely reporting of any Serious Incidents, the responsibility for the reporting of Serious Incidents is delegated to the Trustee Group of Rector and churchwardens.

3.2 The churchwardens are responsible for deciding whether, in accordance with the PCC Guidance, the incident is sufficiently Serious to require reporting to the Charity Commission. If a decision was taken that an incident does NOT need to be reported to the Charity Commission, the reasons for this decision should be agreed with the Trustee Group and recorded in writing by the churchwardens.

3.3 The churchwardens are responsible for preparing and submitting the Serious Incident Report to the Charity Commission. Where the report relates to a high-risk incident, the draft report should be provided to the Trustee Group for approval.

3.4 The churchwardens are responsible for providing the St Mary's Barnes PCC's trustees with a copy of any Serious Incident report submitted to the Charity Commission.