

Barnes Team Ministry
The Parish Church of St Mary Barnes

A meeting of the PCC took place in the Ellerton Room
on Tuesday, 6 June 2023 at 6.15pm

MINUTES

Present: Peter Boyling (chair), Revd James Marston, Paul Teverson, Fouki Heller, Michael Ross-McCall, William Heller, Richard Nickels, Deborah Stewartby.

In attendance: Cheryl Cole, Jackie Davis, Julie Smith
Judy Gowing took minutes in place of Helen Gibbs.

Revd James Hutchings was on sabbatical.

Apologies were received from: Geoffrey Barnett, Lis Munden, Trisha Hawkins

Revd James opened with a reading and a prayer.

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| 1 | <p>On a proposal by William Heller, seconded by Richard Nickels, the PCC confirmed its wish that Peter Boyling be re-elected as vice chair of the PCC and thereby be chair of PCC meetings in the absence of the Rector. All in favour.</p> <p>Welcome to new members: Revd James Marston, Deborah Stewartby and Richard Nickels. Also to Cheryl Cole, Parish Administrator, who will attend all future meetings, and Jackie Davis, Children's Worker, and Julie Smith, Youth Worker, who will alternate their attendance in future.</p> | |
| 2 | <p>The minutes of the last PCC meeting on 28 March were signed as a correct record.</p> | |
| 3 | <p>Matters arising from minutes of last PCC meeting.</p> <p>The organ humidifier has been very noisy. It had been thought that there would be substantial work on the organ in 2024, but this is now on hold and no remedial work to the humidifier is planned.</p> | |
| 4 | <p>Membership of the PCC</p> <p>The new list of PCC members was accepted. Sue Mackworth-Praed has retired from the committee having served since 2018.</p> <p>William Heller (proposed by Paul Teverson and seconded by Fouki Heller) and Elisabeth Munden (proposed by Fouki Heller and seconded by Michael Ross-McCall) were co-opted as members of the PCC for the work on Kitson Hall and Safeguarding respectively.</p> <p>Helen Gibbs was elected as the new PCC Secretary (proposed by William Heller and seconded by Deborah Stewartby).</p> <p>The congregation will be invited to welcome the new PCC at the 10am service on 25 June, when Revd James will be presiding and preaching.</p> | |
| 5 | <p>Appointments</p> <p>The following Stewards were approved:</p> <p><u>8am Service:</u> Christine Butenuth, Nigel Oakley. Dermot Trimble. Paul Atkinson, Simon Atkinson, Paul Velluet, Deborah Stewartby</p> <p><u>10am Service:</u> David Blacklock, Claire Boyling, Raffaele Cardone, Sarah Cox, Steve Cox, Anthony Figgis, Patrick Findlater, Ken George, Tiziana George, Sarah Kearney, Paul Phillips, Peter Siddall, Cilla Snowball, Andrew Summers</p> <p><u>11.45am baptisms:</u> Francesca Wisdom</p> <p><u>6pm Service:</u> Wendy Kyrle-Pope</p> <p><u>Thursday Noon Service:</u> Linda Read</p> | |

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| | <p><u>Head Steward:</u> David Blacklock</p> <p>The list of church appointments was noted and accepted.</p> | |
| 6 | <p>Finance (presented by MRM) <u>Management accounts at 30/4/23</u> Surplus of £41k, split: operating surplus £23k, investment valuation gains £18k. Surplus of £41k is also split: church deficit £39k, Hall surplus £29k, Friends surplus £51k (awaiting further costs of Ball and Music Festival). Surplus of £41k in cash terms produced a cash deficit of £17k after deducting valuation gains and 2023 income for Friends and Hall banked in 2022. For period 2017-2022, average of 50% of offerings/donations was used in financing salaries and church running costs – for year-to-date 2023 ratio is 100% proving that costs are increasing faster than offerings/donations (the church’s core income). Ratio of utility costs to total income would be provided to RN and PB. Deborah Stewartby stated that weddings required a lot of time/effort for a small fee and Richard Nickels said the church service total fee was a small proportion of an average wedding’s total cost; he suggested a package for church service plus reception in Kitson Hall should be offered – Standing Committee to consider.</p> <p><u>Cash flows and liquid assets at 31/5/23</u> 2023 revenue budget reflected a £66k deficit and capital budget totalled £75k resulting in a budgeted reduction in funds by 31/12/23 of £141k. Actual reduction in funds during period Jan-May 2023 was £76k. £45k was transferred from CAF Gold deposit account in May and £50k would be transferred in July from Shawbrook 60-day notice account to provide sufficient funds to finance operating activities. For the standalone church, monthly expected receipts (mainly SO donations) were ca. £15k while monthly committed payments (mainly parish share, salaries, utility and rental costs) were ca. £30k. This imbalance could continue in 2023 as costs were committed and budgeted. But it was unsustainable beyond year end and 2024 budget would need to reflect changes. From 1/8/23, in addition to projected bank balance of £65k, there were available resources of £137k to pay for capital expenditure and further operating deficits.</p> <p><u>Approval of the banking authorisations</u> It was noted that it was best practice to approve changes to signatories and confirm existing signatories at least annually. Steve Cox and Judy Gowing will be removed as authorised signatories and Paul Teverson added. This was unanimously approved.</p> <p><u>Stewardship appeal</u> – a report on the response Since the launch on 19/2/23, no evidence from Mar/Apr 2023 SO donations of increased giving, although one-off receipts were £1,300. Peter Boyling reported, from discussion with Gift Aid Officer Michael Murison, a 5% increase in committed giving through to end April plus one-off receipts of £1,800. Whilst encouraging, this falls well short of the budgeted 10% increase. The final picture would be clearer by the end of July. Offerings and donations in 2022 of £211k was the same as for 2017.</p> <p><u>Review of SMB Accounting policies and procedures</u> The revised policy to replace the previous version dated October 2020 was unanimously approved.</p> | <p>STANDING</p> |

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| | <p><u>Financial Advisory Group</u> The restructured group had met on 11/5/23 with membership split 3 from PCC and 3 others (an investment specialist and two accountants). Members reviewed the management accounts for Q1 2023, investment portfolio, 2023 budget process / figures and reserves policy. No recommendations for change were received and the existing approach/policies were endorsed. Next meeting was planned for November 2023, to include a review of the investment portfolio and the draft 2024 budget.</p> | |
| 7 | <p>Fabric committee <u>Purchase of fuel:</u> On advice from Richard Nickels, we have opted out of purchasing fuel through Parish Buying and have instructed a broker, Richard Robey, who is searching the markets for a better deal for us. <u>Toilet review:</u> The Fabric committee decided that £220,000 was too much to spend at this point and is now looking at installing 2 plumbed-in toilet units in the passage to KH. Richard asked whether this is a stopgap and we'll come back to requiring a substantial investment in a few years' time. It could become an interim solution. Historic Churches Trust and Golden Bottle Trust, the charitable arm of the Hoare Bank, are being investigated as possible sources of funds. <u>Bellringing:</u> The bell ringers are currently training many novices, partly on behalf of churches in the surrounding area. At present they need to muffle the bells before practices, in order not to annoy our neighbours. They seek a moveable mechanism to block the sound of the bells escaping through the windows in the upper part of the tower. They also want to use more electronic equipment for the ringers, which requires more electric sockets on the ground floor, and they want another board to record some details from historic peal boards which were lost in the fire. The bellringers plan to fund all this work from their existing reserves. The PCC noted that their formal approval would be needed in due course. <u>Memorial to Canon Juergen Simonson</u> It was proposed to recognise Juergen's achievement in reinvigorating the life of St Mary's after the fire. The PCC would receive a proposal for a plaque above the frontal chest, next to the one already there for Roger Dixon, who was important in the rebuilding work. It was also suggested that the vestry be named after him. <u>Secondary double glazing to the upper lantern windows</u> This should reduce the loss of heat to the atmosphere and thus contribute to saving cost and to doing our bit for the environment. Our architect is seeking a suitable specialist, as a basis for getting a quotation.</p> | |
| 8 | <p>Mission Action Plan <u>Growing our faith (Children, young people and adults)</u> <i>Report from Jackie and Julie.</i> The successful Toddler group on Tuesdays continues with new faces coming all the time. The Sunday Clubs take place on nearly all Sundays outside school holidays, or when there is an Altogether service. These services appear to be popular with families and regular congregants. A picnic is planned for 9 July after 10.00 service. All the congregation is welcome to stay, but it is primarily aimed at Sunday Club families. Colouring and activities are always available for children on 'no Sunday Club' Sundays. They plan to have more Litter Picking sessions. This links nicely with the Environmental Group. There are currently no plans for confirmations, but it would be good to have a confirmation service at St Mary's. Jackie and Julie's work with the Scouts is developing and growing. It was suggested that it would be good to re-ignite Scouts relationship with the Jumble Sale. It may be as simple as moving the date. They are also trying to establish a link with Lowther School. The new Children's worker at Holy Trinity is focussing on very young children. The</p> | |

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| | <p>Rector is aware. Revd James M offered to help if the connection is made. A big issue with the children and youth work was the lack of volunteers. It is not restricted to parents with small children. Older generations are welcome.</p> <p>A Ukrainian kids cultural club started by a mum with small children meets on Thursday evenings 5-7 when they sing Ukrainian songs and do activities from their homeland. It is going very well. They have no funds and are not charged for the space. Julie has introduced them to Barnes Fund to try to get some funds.</p> <p>Jackie and Julie were thanked for all their work..</p> <p><u>Serving the people of Barnes (Audio-visual equipment)</u> <i>The equipment is on order</i></p> <p><u>Promoting care for God's creation (Environment)</u> The Environmental Group is still seeking someone who is passionate about the environment and what we can do to protect it. We need to spread the net wider to the Barnes Community to find someone who will push this forward. We are seeking to attain a Silver Eco Award.</p> | <p>ALL</p> <p>ALL</p> |
| 9 | <p>Safeguarding</p> <p>There was a need for a number of members to update up to date DBS, Confidential declarations and safeguarding training (mostly online). Lis will write to those who need to take action. Peter urged members to respond with alacrity.</p> <p>Review of Safeguarding Policy and the policy on Domestic Abuse. The text for both policies is provided by the Diocese and is unchanged from that approved in 2020. The PCC accepted these two policies for the coming year.</p> | <p>LM</p> |
| 10 | <p>Kitson Hall</p> <p>Update on Barnes Petite Performers.</p> <p>Alice Wells T/A Barnes Petite Performers took a one-year licence of the small hall from 10 September 2022 to 31 August 2023 at a fee of £19,726 (£20,000 pa). William has been advised that, as a charity, we are under a duty to undertake a valuation in these circumstances, especially as we did not have the opportunity to market the small hall properly when the Ark Nursery went into liquidation without warning last Summer. My recommendations are as follows:</p> <ol style="list-style-type: none"> 1. Hugo Stuttaford of Trilogy is instructed to undertake a valuation at a fee of £200 per hour capped at £2,275 plus VAT. (Alice would contribute up to £1,365). 2. Emma Salter of Winckworth Sherwood is instructed to draft a new licence for a fee of between £850 and £1,150 plus VAT and disbursements, unless the matter becomes unduly protracted. (Alice would contribute up to £690). 3. A new 3-year licence of the small hall is granted to Alice Wells from 1 September 2023 in accordance with the valuation. <p>PCC approved these proposals.</p> <p>Also, we hold a deposit, which William feels it will be reasonable to return most if not all of it as Alice is a very reliable licensee. The issue of the deposit should be referred back to the KH committee.</p> <p><u>Security:</u> For information: Since break-in in January, AJ and William have been considering the options. AJ proposes a system connected with Hallmaster (the booking system) which is cost-effective and easy to manage. It is proposed to sign up and try it out on Large Hall initially.</p> | |
| 11 | <p>Vacancies</p> <ol style="list-style-type: none"> 1) Environment Lead. 2) Christmas Fair lead | |
| 12 | <p>AOB</p> | |

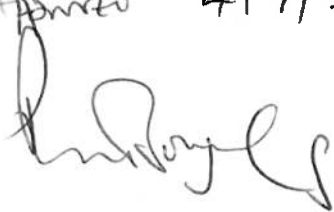
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| <p>Sacristan team need to get the vestments cleaned. PCC approved them getting quotes. Michael suggested that a Charity Commission document for all PCC members should be circulated with these minutes, laying out their duties as trustees of the charity.</p> <p>The suggestion of having drinks at the end of the July PCC was greeted with enthusiasm.</p> | <p>Sacristini</p> <p>MRM/JG</p> |
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Subsequent to the meeting, Nicola King agreed to serve as Safeguarding Officer and the PCC were asked by email to confirm this appointment.

MEETING CLOSED AT 20.20 WITH THE GRACE.

Future dates:

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| <u>SC</u> | <u>PCC</u> |
| 26 June | 4 July |
| 4 Sept | 19 Sept |
| | 30 Sept Away Day |
| 13 Nov | 28 Nov |

Approved 4/7/23


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