

**Barnes Team Ministry
The Parish Church of St Mary Barnes**

A meeting of the PCC took place in the Ellerton Room
On Tuesday, 21 May 2024 at 6.15pm

MINUTES

PRESENT: Revd James Hutchings, Revd James Marston, Peter Boyling, Richard Chalker, Caroline Georgiadis, Mark Glasgow, Trisha Hawkins, Fouki Heller, William Heller, Elisabeth Munden, Richard Nickels, Catherine Roe, Michael Ross-McCall, Philip Smith, Deborah Stewartby, Paul Teverson
IN ATTENDANCE: John Kiddle (Archdeacon, present up until end point 3), Cheryl Cole, Helen Gibbs
APOLOGIES: Geoffrey Barnett, Helen Faride

Rev'd James opened the meeting with a prayer and welcomed the new PCC and John Kiddle, Archdeacon.

1	Minutes of the PCC meeting on 12 March 2024 were approved	
2	Matters arising from minutes of last PCC meeting - None	
3	<p>Vacancy Planning</p> <ul style="list-style-type: none"> - JH explained that his last Sunday will be 7 July and this will be followed by a period of vacancy. He introduced John Kiddle, Archdeacon, to explain the process and answer any questions. - JK paid tribute to JH for his ministry and wished JH and Alice well, stating that they may stay in the vicarage until the end of the year if needed. - JK explained that he will be working with the Churchwardens and clergy during the vacancy to support SMB. - JK encouraged the PCC to use the vacancy positively, to enjoy being a church together and as time to think ahead. However, since JH is stepping down earlier than expected, JK suggested that a shorter vacancy may be preferable. - During the vacancy the CWs will stand in for the incumbent but they do so as part of a team. - Three parties work closely to discern who God is calling to be the next incumbent. <ol style="list-style-type: none"> 1. The patron, St Paul's Cathedral, to present possible incumbents. 2. The parish to decide who is the right person. 3. The Bishop to licence the new incumbent. All will be represented on the Appointment Panel but nobody can be imposed, we have the total right to say no. - The incumbent is team rector and legally the incumbent of all 3 parishes. Therefore, the appointment panel will include 2 representatives of the PCC at SMB and one each from St Michael's and Holy Trinity. - SMB's key involvement is to prepare the Parish Profile. This is a statement of who we are, the make-up of the parish (census figures), where we are on our journey, our hopes for the next chapter, concerns, challenges, and hence the qualities we are 	

	<p>looking for. It should also include a page each about St Michael's and Holy Trinity. Preparing this document needs to be a team project and should involve the congregation.</p> <ul style="list-style-type: none"> - SMB must elect 2 representatives to be on the Appointment Panel. - JK will work with Bishop Martin (Bishop of Kingston) to devise a timeline. An advert is drafted from the profile and posted for a month. At this point the process becomes confidential. Checks are carried out and a short list is presented to the panel who conduct interviews a month later. Candidates may need to give 3 months notice. - JK confirmed that a parish visit tends to be arranged on the Saturday prior to the interviews. This is a chance for candidates to meet people. It is not part of the interview but is really helpful. - JK encouraged us to involve the congregation and said weekly updates are helpful during a vacancy. FH confirmed that last time we carried out a congregational consultation following a Sunday service and CC used this to create the Parish Profile. PS said it would be nice to involve children through the Sunday Club. - CC confirmed that we have the Parish Profile from last time. A lot of work was put into its preparation so we should be able to reuse a lot of it with the addition of congregational input. - Adverts can be placed online but JK recommended advertising in The Church Times too. On occasion a taster advert has been done. - The PCC confirmed that they would like the process to be as short as possible with interviews before Christmas. Since a consultation cannot be carried out in August, this would mean a consultation and Parish Profile preparation in September in order to advertise in October. - JK needs to make sure the timeline is going to work. To interview in early December the Parish Profile will probably be required in September. - Before leaving JK thanked everyone for their roles on the PCC. He is due to visit on 27 July and he will do everything he can to help us find the right person who will be happy here. - JH suggested that we all go away and process our thoughts, then send ideas to HG so they can be pulled together by the SC who will work out how to take this forward. The more organised we are the more powerful the message of speed that sends to JK. 	ALL
4	<p>Rector's Report</p> <ul style="list-style-type: none"> - Since the last meeting we've had Lent and Holy Week. JH recalled Palm Sunday, with the donkey, being joyful and 10am on Easter Sunday being very uplifting. Both services had a gentle uptick in numbers attending compared to previous year. - There was a lot going on in the Easter season. There was a big bouncy service with the Scouts, joint choirs singing together at Ascension and the innovation of Bell Sunday. Also, the last Sunday of Pentecost and first communion entry and Christian Aid. - Coming up is the Garden of Remembrance service on Sunday and the Pet Service in June. 	

5	<p>Mission Action Plan</p> <p>Growing our faith <i>Grow the involvement and number of children, young people and families; greater involvement in worship & growth of junior choir</i></p> <ul style="list-style-type: none"> - Youth Ministry In Communion (YMIC) – Inspired by initiatives in Evangelical churches, the Diocese is basing YMIC on churches like SMB to develop appropriate, accessible and fun initiatives run jointly for churches in particular areas. There will be some cost to churches based on their involvement but also funds from the Diocese which can be applied for. We could start to compile a list of young people who are there but may not attend on Sundays. John Whittaker of St Mary’s Putney is leading on this and we should expect to hear more in the autumn prior to it starting in the new year. <p><i>Enable more adults to come to Christian faith and grow in faith; annual enquirers course & new pastoral scheme to build relationships.</i></p> <p>Serving the people of Barnes <i>Widen access and use church for those in particular need in Barnes; regular weekday coffee morning</i> <i>New screen, projector and AV in church; explore other improvements</i></p> <p>Promoting care for God’s creation <i>Make progress in reducing our negative impact on the environment by achieving the Eco-Church Silver Award; implement planned improvements to Kitson Hall and the Church</i> <i>Develop the environmental message in our worship and teaching</i></p>	
6	<p>Finance – presented by MRM</p> <p><u>Management accounts at 31/03/24</u> <i>Note: Management Accounts at 31/03/24 were emailed to members with the agenda and also on 28/4/24.</i></p> <ul style="list-style-type: none"> - Net operating surplus for quarter 1 of 2024 was £46k reflecting receipts from Friends’ Barnes Music Festival and rents from Kitson Hall in advance of related expenses paid later, thereby overstating the true surplus. - Including unrealised valuation gains on the investment portfolio of £25k, the surplus for the period was £71k. Budget for whole of 2024 was a deficit of £22k. - Investments at 31/03/24 were £748k, split between endowment £652k (only the income is available to fund operating activities) and non-endowment £96k (part of pool of liquid assets that provide liquidity for daily operations). - Liquid assets (cash, bank current and bank deposits) at 31/3/24 were £179k compared to £125k at year end 2023. Following the drop in liquid assets of £104k in 2023, the 2024 budget reflected a further reduction of £53k by 31/12/24. These reductions while currently affordable were not sustainable long-term and reflected the current situation of financing annual operating deficits while incurring sizeable capital expenditure including the £55k audio visual system in 2023. <p><u>Account signatories (annual approval)</u></p> <ul style="list-style-type: none"> - Signatories authorised by the PCC to act on its behalf were required for: current accounts at CAF Bank and NatWest Bank; deposit accounts at CAF Bank and Shawbrook Bank; and investment managers CCLA and BNY Mellon. - The re-appointment for 2024-25 of Peter Boyling, Fouki Heller, Paul Teverson and Michael Ross-McCall was proposed by LM, seconded by MG and TH and unanimously approved. 	

	<ul style="list-style-type: none"> - It was further agreed that any two of the above four signatories were required to pre-authorise transactions in writing or via online approval with the above institutions, except Michael Ross-McCall alone was authorised to execute payments and inter-account transactions through NatWest’s online business banking service, as this service did not provide for dual approvals. <p><u>Final rents from Boileau Road house</u></p> <ul style="list-style-type: none"> - Final rents of £17k were currently frozen in a dormant <i>Barnes Team Ministry</i> account held at NatWest Putney, received prior to the house sale in late 2021. All requested documentation had been provided to NatWest, who were expected to transfer the funds to St Mary’s account held there in the near future. Church’s share was £12k, reflected in the 2024 budget. <p><u>Stewardship appeal</u></p> <ul style="list-style-type: none"> - A new stewardship appeal is planned in two parts, to regular givers and to those involved who are not yet regular givers. JH noted that, ideally, we would not present the new incumbent with a parish running a deficit. <p><u>Digital giving</u></p> <ul style="list-style-type: none"> - A SIM card had been installed in the electronic device by the church’s main entrance and was providing more continuous Wi-Fi to allow visitors to give electronically. The device enabled gift aid details to be inserted at the time of each initial donation and multiple appeals could be set up for visitors to select on screen. <p><u>Changes to gift aid envelopes</u></p> <ul style="list-style-type: none"> - Following a review, no change was necessary. Donors would provide gift aid details on each envelope as at present but in addition would be invited to complete the gift aid declaration form later which would allow gift aid recovery on all future donations. <p><u>Music fees</u></p> <ul style="list-style-type: none"> - The schedule of fees prepared by the Director of Music reflected a more comprehensive list of options than at present and the fees were in line with those charged externally. The schedule was approved unanimously. Future annual reviews would take place in November when salaries and fees for weddings, funerals and church rents were approved for the following year. <p><u>Other (for benefit of new members)</u></p> <ul style="list-style-type: none"> - Finance function is managed by the (unpaid) Treasurer, assisted by the part-time salaried Parish Bookkeeper, Gift Aid Secretary and Banking Officer (both unpaid volunteers). - The Financial Advisory Group provides the PCC with an expert independent assessment of the church’s finances, activities and assets. It comprises 6 members – three PCC members and three external members living in the Parish with commercial / finance expertise. The latest semi-annual meeting was held on 20/5/24 and discussed the current financial position, the investment portfolio and the stewardship appeal. Its minutes comprising conclusions and recommendations are provided to PCC members for review. 	
7	<p>New PCC</p> <ul style="list-style-type: none"> - PCC Members - The new list of PCC members circulated with the agenda was accepted. - Appointment of Vice Chair - On a proposal by JH, seconded by WH and FH, the appointment of PB as Vice chair was unanimously approved. 	

	<ul style="list-style-type: none"> - Co-opted members - MRM was co-opted as treasurer and LM was co-opted as Safeguarding Officer. They are voting members of the PCC. - Induction of new members - HG confirmed that new members have all signed the <i>PCC Member Trustee Eligibility Declaration</i> and the <i>HMRC Fit and Proper Persons Declaration</i> and their details will now be added to the Charity Commission website. TH asked that new members let her take their photographs. - Declarations for existing PCC members - In order to keep records complete and up to date and due to the forms having changed significantly over time, HG asked that all PCC members sign the <i>PCC Member Trustee Eligibility Declaration</i> and the <i>HMRC Fit and Proper Persons Declaration</i>. - Standing Committee membership - DS was approved as a new member of the Standing Committee. - Appointments and committee membership 2024/25 - The List of church appointments was circulated with the agenda. JH said that there is a desire to have more resource on KH and Fabric and more PCC representatives on the Team Council in particular. CG volunteered to join Fabric. JH asked that members let him or HG know if they are interested in any roles. 	<p>MG CG,PS CR,RC</p> <p>ALL</p> <p>ALL</p>
8	<p>Safeguarding</p> <ul style="list-style-type: none"> - JH explained that Safeguarding is a standing item on every PCC agenda to keep it foremost in our minds. - LM outlined the three responsibilities of new PCC members. LM will send details of the DBS certificate which must be applied for and the confidential declaration to be signed. They must also show ID to LM. Nicola King will send details of the diocese online training which must be completed. 	<p>MG CG PS CR RC</p>
9	<p>Fabric</p> <ul style="list-style-type: none"> - Additional toilets – Plumbing, appearance and location will be finalised at the next meeting and then brought back to the PCC. - Clock – the cleaning and maintenance has been completed. - Sound control – The proposal is to be able to close all windows in the upper tower at the touch of a button. The short form of approval from the diocese has been requested. Once approved work can start. The £4k cost will be met from the Bellringers fund. - Tower Door Lock – The lock on the tower door at the bottom of the stairs broke yesterday so there is currently no lock. The door is closed, the bells have been taken down and the door at the top is locked to keep it as safe as possible. Hopefully this will be repaired by the end of the week. 	
10	<p>Kitson Hall</p> <ul style="list-style-type: none"> - It's been a good start to the year in terms of lettings. The main issue this year is the letting of the small hall which will be vacated on 1st September. A proposal is being worked up now with a stand out candidate who wants to use it as a nursery. There have been two other expressions of interest. - Energy Consumption – We are seeking to achieve carbon net zero by 2030. Three stages of work have been identified: 	

	bulbs; insulation; and water heater. There is an ongoing list of activities and any help would be much appreciated.	
11	Yew Tree <ul style="list-style-type: none"> - The yew tree is 300 years old and was damaged by a storm in the spring. A report was received at the beginning of May outlining works to be completed within 13 weeks. The diocese has approved the works. We have applied to Richmond council for permission to carry out the works which will take 8 weeks to process. - The work will involve removal of one major upward branch. Another upward branch must be propped up. The canopy is to be reduced in size, possibly by 20-30% (to be agreed by the council). - Three quotes for the work required are being sought. - The main consideration is public safety and also to help the tree survive. On a positive note, works will allow a better view of the church. - JH noted that it will probably be important to communicate to the rest of Barnes why the work is required. 	
12	Minutes – provided for information, no comments <ul style="list-style-type: none"> - Minutes of the Friends meeting on 29/04/24 - Minutes of the Communications Group meeting on 22/04/24 	
13	Next PCC meeting <ul style="list-style-type: none"> - Changed to <u>Tuesday 2 July</u> to be followed by drinks 	ALL
14	AOB <ul style="list-style-type: none"> - The date of the APCM has been set for Thursday 15 May 2025. 	

The meeting closed with the Grace at 8.15pm.

Prior to the meeting minuted above the following was also approved by the PCC:

	<p>Finance</p> <p><u>Approval of Report and Accounts for 2023</u></p> <ul style="list-style-type: none"> - The following resolution was approved by email circulation on 10 April 2024: <p>The PCC members hereby approve the Report and Accounts for the year ended 31/12/23 (with net surplus for 2023 of £29,875 and total funds at 31/12/23 of £1,326,958) and authorise Revd James Hutchings to sign the Trustees' Report (page 5) and Balance Sheet (page 8) and Michael Ross-McCall to sign the Balance Sheet as treasurer, as evidence of the PCC's approval; and secondly authorise Revd James Hutchings and Michael Ross-McCall to sign the Abbreviated Representation Letter on their behalf.</p>	
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Future dates:

SC (2pm)

Monday 24 June

Monday 2 September

Monday 11 November

PCC (6:15pm)

Tuesday 2 July

Tuesday 17 September

Saturday 12 October – Away Day

Tuesday 26 November

2025

Thursday 15 May – APCM

Jan W
2/7/24