

## **ST BARNABAS CHURCH, EMMER GREEN**

Minutes of Meeting 01-2019 of the PCC held on Tuesday 12th Feb at 7.45pm in the Parish Centre

### **Present**

1. Rev. Derek Chandler (Chair), (DC), Bob Abel (BA) (Treasurer); Mark Burton (MB), Felicity Chapman (FC), Richard Cunningham (RC), Susie Downer (SD), David Howell (DH) (Church Warden); Wendy Howell (WH), Alison Johnson (AJ) ( Caversham Park church warden), Roger Moore (RM)

### **Welcome and Prayers.**

2. DC opened the meeting with a reading of Luke 5 v1-11 from the “Good News Bible” and asked PCC members to reflect on the passage and share their thoughts.

### **Apologies for Absence**

3. Sandra Rice, Hilary Lee who also tendered her written resignation from the PCC. The PCC expressed their grateful thanks to Hilary for serving on the PCC and for her valued input

### **Minutes of meeting 04 -2018**

4. The minutes of meeting 04/2018 held on Tuesday 11th Sept 2018 were accepted and signed.

### **Actions and Matters Arising**

5. First Aiders – Para 7 - PCC 04 -2018 RM reported that the only currently qualified first aiders were the three Street Pastors.
6. Energy Audit – The first stage of the energy audit would take place on 1<sup>st</sup> and a member of the congregation with professional skills in the area would be involved.

### **Health and Safety**

7. Nothing to report

### **Safeguarding**

8. DH reported that action was in hand to produce a comprehensive up-to-date list of groups and volunteers who might require checks including for example Lunch Club and Busy Bees. DH indicated that

this work would be complete before the APCM at which point he would be giving up the role of Safeguarding Verification Officer.

9. Because of the duty to have 'due regard' to guidance under section 5 of the Safeguarding and Clergy Discipline Measure 20163 there was concern expressed about filling this vacancy. DH stated that Joy Abel was the Safeguarding Officer so the requirement was met. [ Sec Note: the "due regard" requirement also applies to the new Parish Safeguarding Handbook published in Oct 2018.] Alison Johnston informed the PCC that the role of Safeguarding Verification Officer can be undertaken by the Diocese if a volunteer cannot be found
- 10.

### **Finance**

11. Draft Budget. BA noted that the draft budget had been circulated to PCC members for comment. He explained he planned for a small deficit whilst expecting a small surplus noting the potential need for building maintenance. PCC approved unanimously
12. Report. BA noted that the Report and Financial Statements for the year ending 31<sup>st</sup> December 2018 had been circulated to PCC members for review following independent checking by Ian McKinlay. PCC approved unanimously
13. Independent Examiner. Ian McKinlay has agreed to perform this function again for the 2019 period. RM agreed to write to seek formal acceptance prior to confirmation at the APCM. [ Sec Note: letter sent 13<sup>th</sup> Feb ]
14. Signatory changes. As Des Long has now left the congregation, it was proposed and the meeting agreed unanimously the following changes to the arrangements for signing cheques:
15. It was resolved that Mr Des Long be removed as an authorized signatory for the following accounts
  - the St Barnabas Church Account held by Barclays Bank, Caversham
  - the St Barnabas Emmer Green Church Hall Account held by Barclays Bank, Caversham
  - the Emmer Green St Barnabas PCC Account held with the CCLA

### **Purchase of Audio Equipment and Trial**

16. MB outlined a paper which had been circulated to PCC members. It is proposed that an additional mixer and necessary cables be purchased to allow operation of the sound system from within the body of the church, with allocated budget of £500. The original main mixer would be experimentally placed at different locations, including using tables and staging, to ascertain the most appropriate position. Following a

discussion about the potential interference with the audio loop system it was agreed by the PCC unanimously to go ahead with the trial

### **Communications - Website**

17. DC noted that a paper had been produced and circulate to members and that a model of a new web site created to show a potential future design, DC thanked Felicity for her hard work and also Alison for her help. DC sought the views of PCC members. In summary, it was generally felt that simplicity was key with up-to-date content and lively pictures to catch and hold peoples attention. FC explained the importance of PCC input and ownership of the site. RM highlighted the importance of creating a crisp and meaningful description of St Barnabas.
18. Following discussion the recommendations in the paper were agreed by the PCC. Also the PCC agreed for the development to go ahead and for it to be brought back to the committee prior to launch.

### **3rd Space**

19. DH reported on the first 3<sup>rd</sup> Space. He was of the opinion that it was better than could have been expected for the launch. DC noted the circulation of church members creating contacts, deepening relations; RC came along to give support and really enjoyed himself; RM was impressed by the numbers and the conversations.
20. DC emphasized that it was not about entertainment but about building relations, aimed at whole families.
21. RM sought advice from AJ on the upcoming new grants from the Deanery and Diocese. There would appear to be three potential options: a small grant of up to £500 for new innovations aimed at all ages; a grant up to £2000 which can be approved with less bureaucracy and a potentially unlimited grant for a substantial projet.

### **Parish Administrator**

22. DH outlined the proposals in his discussion paper. There were a variety of views about the need for, and the viability of, a paid part time administrator. Concern was expressed that current volunteers could be affronted; that our finances were not sufficiently robust; that getting someone to match the skills needed to meet the role would be difficult to achieve.
23. RM felt there was a need to understand what other churches did. AJ said that around one third of churches had part time administrators, some paid, some volutary, but these were mainly the larger churches.
24. BA following a discussion about seeking volunteers from the congregation highlighted the key role of the vicar in inviting suitable candidates to take on roles.
25. DH would look further at a narrower job description for the role.

### **Incumbent's Update**

26. DC reported that his sabbatical has been postponed until 2020.

### **Annual Report**

27. With minor corrections the Annual Report was agreed in principle. When complete and before publication it will be circulated to PCC members for out of committee agreement.

### **Future Meetings**

28. It is proposed and agreed to keep to the meetings pattern of 2018 with the following dates:

- 30<sup>th</sup> April ( the week after Easter to avoid a clash with holidays )
- 2<sup>nd</sup> July ( the week after the Dearnery Synod giving the opportunity for a report back )
- 10<sup>th</sup> September
- 19<sup>th</sup> November

There also may be a need for three possible extraordinary meetings of the PCC for this year ( dates TBA.) They would be:

- PCC meeting with Yvonne Morris as there are still a number of issues in relation to children's, family, and schools work that Yvonne may be able to assist the PCC on over and above the 3rd Space.
- Meeting with Rhodri Bowen (Parish Development Advisor) following a meeting arranged with the churchwardens of the benefice.
- Consultation meeting with the St. Barnabas PCC amongst others, in relation to the forthcoming review of Caversham Park LEP being arranged for this year.