

ST BARNABAS CHURCH, EMMER GREEN, READING

Minutes of Meeting 04/2021 of the PCC held on Tuesday 14th September at 7.30pm in the Parish Centre

1, Present

David Howell (Chair)(Churchwarden) (DH), Wendy Howell (Asst Churchwarden) (WH), Mark Burton (MB), Richard Cunningham (RC), Felicity Chapman (FC), Susie Downer (SD), Irene Lindsay (IL), Noel Drury (ND), Roger Moore (RM) (PCC Secretary)

2. Opening Remarks and Prayers

DH opened the meeting by reading the 'Prayer of Hope' from page 22 of the autumn edition of "Pathways"

3. Apologies for Absence

Bob Abel had tendered his apologies.

4. Approval of Minutes 02/2021

The minutes were approved unanimously and signed by DH.

5. Actions and Matters Arising

MB gave an update on the progress towards procuring an AV system. He outlined the key issues. Following discussion, it was agreed that after evaluation of all the quotations a recommendation with supporting details would be put to the PCC for agreement.

6. Health and Safety

DH reported that to his knowledge there were no specific Health and Safety issues other than the work in the Quiet Garden which he reported would commence within two weeks.

7. Safeguarding

DH noted that the process for DBS checks had been circulated to PCC members for information and clarification of the process.

8. Vacancy Update and Way Ahead

DH explained the purpose of the Extraordinary PCC meeting on 12th Oct with the Associate Archdeacon Liz Jackson. DH felt it important to understand the vacancy process and he hoped after the meeting the PCC would be fully aware of the various stages. He explained that resolving Caversham Park was a key issue.

DH reflected on the proposed appointment of Anna Hansell and the roles she will undertake. He said he would have a meeting in the next few days to finalize her TOR.

DH reported that following a considerable maintenance challenge, resulting from 20 years of neglect, the vicarage will be rented by the Diocese. In discussion, it was felt that

in future the PCC, with the vicar, should address maintenance needs on a regular basis to ensure the Diocese kept the vicarage in good order.

9. Pastoral Care

DH outlined the details of the Knife Crime Forum which will take place in the Crowne Plaza on 23rd September. Chaired by Matt Rodda MP, the aim is to bring together senior members of local organizations with the aim of learning from each other. Representatives of the Police, Education Authority, Headteachers and churches will be present. The parents of Olly Stevens will give a talk and via video link pupils from Highdown School will give their perspective.

10. Finance

The 2021 budget was approved. DH noted that the 2022 budget would need to be revised at the end of the year. DH thank Bob Abel for all his hard work and recognized that he needed support whilst he recovers his health. He therefore proposed that the Treasurer's job description be circulated to PCC members in order that functions could be identified with the aim of reducing the workload.

DH noted the importance of paying Parish Share during the vacancy period because of its role as an indicator of Parish viability.

11. St Luke's Disaster

WH described a recent conversation with staff at St Luke's care home for the elderly which highlighted the existence of a disaster plan which envisaged using the Church and Hall to accommodate residents in the event of an emergency.

The PCC agreed that DH should clarify the arrangements and come back to the PCC for formal agreement.

12. Chalice Administration

It was proposed and agreed unanimously that Noel Drury should be appointed a chalice administrator.

13. Evolution of Risk Assessments

RM outlined the current position where the existing risk assessments for worship and other activities needed to be updated. The Church of England still requires that a Covid 19 risk assessment be carried out and kept up to date. The latest risk assessment, dated 13th January 2021, is well out of date and needs revision. The responsibility would lie with the incumbent but in vacancy that falls to the Churchwarden. Attached is a copy of the extant assessment.

14. AOB

WH reported the potential involvement in the Choir of Helen Lam a local resident. It is likely she will attend choir practice to gain an understanding of the current situation.

IL briefed the meeting on the status of the new Bereavement Café.

15. Dates of Future Meetings:

PCC: Extraordinary 12th Oct at 6.30pm by Zoom, Tuesday 16th Nov, Tuesday 14th Dec

Annex A

Dear PCC Member

Following the report by Mark on the Churches Together in Caversham Holiday Club this summer, both Derek and David have now spoken to Anna Clarke, (Young Family & Children's worker at St. John's Lower Caversham), tasked with co-ordinating the programme.

A provisional date has been agreed with Anna of Friday 20th August for the Holiday Club to be at St. Barnabas, subject to a risk assessment, health and Safety/Safeguarding requirements, etc. Derek has informed the Standing Committee that Anna requires a provisional response from the PCC by no later than Tuesday 25th May. Therefore, I am writing to you prior to our next PCC meeting to propose that the PCC approves this event in principle and on the understanding that it is subject to the requirements above being met.

Please Note:

- St. Barnabas will be required to provide volunteers, which will be the responsibility of David Howell and Mark Burton.
- The organization is done by the CTC Holiday Club team
- It is likely that food will be provided by commercial organizations as a charitable act, but if needed it may be necessary for CTC to buy food. The likely cost is unknown at the moment.
- St Barnabas does not have a certified kitchen and certified food handlers therefore pre-prepared food eg sandwiches would need to be supplied.

PCC approval will be assumed for the event to proceed in principle unless I hear otherwise by Tuesday 25th May

Best wishes

Roger (on behalf of the Standing Committee)

Annex B

Proposal for Consideration by St Barnabas PCC

Living with Loss – current situation

The monthly Living with Loss has been running in the Parish Centre since February 2010 as a self-help support for the bereaved. Over the past 11 years we have found that, for “new” people coming to what has developed into an established support group can be a bit overwhelming, and some visitors have only come once. Our current group of 11 regulars is very much valued, and we plan to continue to meet, but we are all concerned to find another way to offer informal non-counselling support to bereaved people.

Possible new development

Bereavement Cafes are beginning to be set up in a number of towns and cities, and a copy of the flyer for the Epsom version is attached for information. These Cafes are frequently linked to a local church or deanery and other relevant organisations are often involved as well.

The Bereavement Cafe format appears to provide an answer to the problem we have identified, and this request is for PCC agreement to establishing a monthly Cafe in the Parish Centre, with the possibility of beginning such an initiative this autumn, dependent of course on the pandemic situation. In terms of timing, Living with Loss could move to the 3rd Friday afternoon, and the Cafe could be held on the more-easily -remembered 1st Friday.

If successful, a longer-term possibility could be for Caversham Churches to work together, possibly with Age UK input as well, to hold a Bereavement Cafe in Church House.

Resources

The intention would be to maintain our current self-help/non-counselling remit, so all volunteers would need to have, as now, direct experience of bereavement. We would need a minimum of 2 volunteers per session, and several of the existing Living with Loss members have expressed willingness to be involved. We would hope to recruit a few additional volunteers from within the St Barnabas community. The only financial support required would involve the use of the Parish Centre and the kitchen facilities.

Publicity

This initiative could be advertised via Read All About It, the Caversham Bridge, and via the Emmer Green/Balmore Park Surgeries’ Social Prescriber.

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This proposal has the support of the current Living with Loss group.

Gillian Wilson

Annex C

PCC 03-2021

Proposals to change the pattern of worship.

The PCC,

Recognizing the importance of regathering the church following the potential lifting of Covid 19 restrictions, noting the importance of family ministry, further noting the desire to maintain and simplify the delivery of on-line worship, also noting the impending inter regnum:

- Decides that Readings and Prayers of intercession will from 4th July 2021 be carried out in church.
- Further decides that the Service at 9.30am on the first Sunday of the month will be a communion service.
- Also decides that from 4th July 2021 there will be an All-Age Service at 11.30am on the first Sunday of the month Lay Lead.
- Decides that the 8am communion service will be suspended until further notice.
- Also decides to move the start time of 10am for the Wednesday Communion service to 10:30am, during the vacancy.

Annex D

Vacancy Notice, Section 11 and 12 Meetings (from Berkshire Archdeaconry Vacancy Guidelines 2020)

A vacancy notice is issued usually, but not always, at the point that your previous minister retires or takes up a new post. It will refer to a “start date”, and from this date two meetings must both take place within six months:

Section 11 meeting

This is a meeting of the PCC(s) of the Benefice at which the following is covered:

- Appoint two people per parish as Parish Representatives, or one person per parish in a Multi Parish Benefice with four or more parishes. These people will represent the interests of the parish at the shortlisting meeting and on the appointment panel;
- Make arrangements for drawing up a Parish Profile;
- Decide whether to request that the presenting Patron should consider advertising the vacancy. The vast majority of vacancies are advertised.
- Request a Vacancy (or “Section 12”) Meeting: see below;
- Request a written statement from the Area Bishop describing in relation to the benefice the needs of the Diocese and the wider interests of the church: this will usually often serve as a foreword to the profile.

The Section 11 meeting is usually a fairly short meeting, so could be held on the same evening as a regular PCC meeting, but minuted separately.

If you are part of a multi-parish benefice, the Section 11 will be a joint meeting of the PCCs. There will need to be a quorum from each PCC.

During the Covid-19 lockdown guidance for Section 11 meetings has been updated to make it possible to hold these remotely:

“Benefices can hold a zoom (or similar) meeting at which informal discussions can take place but which should then be followed up by correspondence (which can be by email) under Rule M29 of the Church Representation Rules for each individual parish so that the decisions can be ratified (such as the appointment of parish representatives).”

Section 12 or Vacancy Meeting

This is a formal, and very helpful, meeting of the Bishop or Archdeacon, Patron(s), Area Dean/Lay Chair, and PCC members, chaired by the Bishop or Archdeacon.

The agenda for the meeting is as follows:

- Prayers
- To consider the Parish Profile
- To consider the procedure under the Patronage (Benefices) Measure 1986

In practice, discussing the Parish Profile often results in minor amendments being made and often helps the PCC(s) to decide on the final version. The Bishop or Archdeacon will use this meeting to gain a better understanding of what is needed, and may begin to discuss the structure of the interview day.

During the Covid-19 lockdown updated guidance has been issued to make it possible to hold the Section 12 meeting remotely:

“In relation to section 12 meetings, these can take place electronically with the bishop (or their representative), patron (or their representative), parish representatives and PCCs attending.

Consideration should be given to those who do not have electronic means of communicating and their views should be obtained beforehand so that they can be raised during the meeting.”