

St Mary the Virgin East Barnet

PCC meeting

23 March 2026

Minutes

Present: Alec Corio, Alison Blunt (minutes), Margaret Cranfield, Roger Melling, Gail Phillips, John Savage, Bettina von Cossel.

1. Welcome and opening prayer.
2. Apologies were received from Victor Chan, Amy Jobson, Abe Konadu-Yiadom.
3. Minutes of the February PCC meeting were unanimously approved by those who were at the meeting. Alec to sign.
4. Resolutions passed by correspondence following the last meeting (non-quorate)
 - This PCC approves the minutes of its November meeting as a true record
 - This PCC supports the faculty application to inter the ashes of Ian Gilbert, according to his wife's wishes, outside of the garden of remembrance
 - This PCC supports the engagement of St Martin in the Fields to undertake bookkeeping services for St Mary's with immediate effect, according to the terms agreed, as proposed by Roger Melling
 - This PCC supports the engagement of Morewood Accounting to provide a payroll service for St Mary's when required, according to the terms agreed, as proposed by Roger Melling
 - This PCC authorises members of the standing committee to sign contracts with St Martin in the Fields and Morewood Accounting in respect of the associated resolutions.
5. Matters arising not elsewhere on the agenda
 - a. Following the resolution passed by correspondence supporting the faculty application to inter the ashes of Ian Gilbert (see above), the PCC agreed that the ashes will be interred adjacent to the rose tree and supported the request to have a memorial matching the one to the Gilberts' daughter in the same location.
6. Mission Action Plan updates
 - a. Strategic oversight of objectives for the new Director of Music and Children's Worker, PCC lead: Alec (see below)
 - b. Pet blessing service, PCC leads: Alec and Gail. A summer date is to be confirmed. Maria Constantinou would like the school choir to sing, so Alec and Gail will discuss the date with her.
 - c. BBQ or Garden Party, PCC leads: this will be held on Sunday 7th June and organized by John Caws and Aura Urbano, hopefully with support from others. A charge of £10 per adult has been suggested, with a nominal charge for children (e.g. £1). It was agreed that the BBQ should at least break even. John and Aura will make the final decision on this. It was suggested that we should sell tickets in advance and have some spare capacity for other

people to come on the day. John and Aura are also talking to Katherine and Alastair about last year's BBQ.

- d. Trip to Tree Cathedral, PCC lead: Gail. This will be held in the autumn. Alison will help with organising.

7. St Mary's job fair

- a. Key office holder vacancies: John Caws and Aura Urbano have agreed to take on the role of Electoral Roll officer. Helen Ball has agreed to take on the role of Parish Safeguarding Officer. The PCC expressed its thanks to Bettina as Electoral Roll officer and to Chris Mears as Parish Safeguarding Officer. Amy and Bettina are standing down from the PCC and were thanked for their contributions.
- b. Other key vacancies. In addition to other key vacancies, Heather would like to step down as Parish Giving Scheme and Gift Aid officer. The terrier is the responsibility of the Church warden rather than the administrator. The deputy director of Mission and Ministry in the diocese, Mark Riddell, has offered to advise on streamlining administrative roles. The men's night in February (with more than 20 attendees) was successful with positive feedback. Bettina suggested asking a volunteers' hub for people who might want to help. There have been enquiries from East Barnet school about work experience and one D of E volunteer, but we lack capacity to supervise young people in this context.

8. Recruitment

Alec has circulated a proposed shortlist to the interview panels. There are two potential candidates for each post. There will be a 6-month probation period. The contract will follow the Redway template. Alec will also ask Redway to review the employment policies.

- a. Children's worker: The interview date is tbc and is likely to be at the start of June. Interview panel: Katherine Duncan-Kerr, Steve Edwards, Maria Constantinou and Alec.
- b. Director of Music: Interview panel (22 April): Margaret Cranfield, Alison Smart-Fisher, John Caws and Alec. Applicants will also be asked to conduct Young Voices and play the organ as part of the recruitment.

9. Annual reporting

- a. To ask questions on the Annual Report draft: there are a few typos to correct. A note will be added about the transfer of the School house account. The agent for the School house had raised the rent without agreement from the Diocese. The Diocese responded quickly and this has been resolved. There were questions about the annual accounts, particularly on donations and rent. We pay just over £1000 per year to Brookside for the parish office. They didn't invoice fully in 2024 so the higher payment was to cover this. Roger will check the donations and email the PCC after the meeting.
- b. To approve the Annual Report: the PCC approved the Annual Report subject to the independent examination of accounts and clarification of points above.

10. To ask questions on written reports circulated or available to the PCC

- a. Children's Outreach Working Group: no meeting or report.
- b. Communications: no questions.
- c. Events and Fundraising Committee: very positive email about the last Table Top sale.
- d. Fabric: A surveyor and the church architect have viewed the dry rot in the Vestry. It needs to be treated with fungicide as soon as possible. There are different opinions about the cause. They need to meet to agree what to include in the report to the Diocese and plans for long-

term prevention. The surveyor's quote for fungicide treatment and damp proofing is c.£9000. The architect is following up about the cause of the dry rot. The leak over the gallery stairs has come through the ceiling. The copper roof above has had long-term problems. The specification for the roofing works includes filling pin holes and redoing the flashing. The ceiling needs replacing but this won't be until after repairs to the roof. Alec has been making enquiries about grant funding and there are positive opportunities.

- e. Finances: Roger proposed moving £5000 from the fees account to the savings account. Unanimously approved. The hall building fund will be de-designated and monies transferred to the general account.
- f. Halls Working Group: no meeting.
- g. Partnership Enabling Group: no meeting. Alec thanked Bettina for being a PEG representative. We would like a third representative to join Roger and Brian. It is not necessary to be a member of the PCC.
- h. Planned public events: the Tenebrae service (6pm on Palm Sunday) is often called a 'service of shadows.' There will be readings from the Gospel and Passion, with prayer, and one of eight candles will be extinguished after each one.
- i. Safeguarding: no report. Helen Ball will replace Chris Mears as Parish Safeguarding Officer. We may want to automate some of the reminders for safeguarding training via the dashboard. Alec will continue to lead on the administrative side of safeguarding (checking training requirements etc). Margaret suggested considering forgiveness from a safeguarding perspective in a service.
- j. St Mary's VA Primary School: no report. There has been greater engagement, including at school services. More members of the congregation are encouraged to attend.

11. AOB: Roger thanked Bettina for all she has contributed to the PCC and the Church and presented her with a card and a gift. The PCC wished her well for her move to Bournemouth.

12. Date of future meetings

- Monday 18 May at 8pm
- Monday 29 June at 8pm
- Monday 28 September at 8pm
- Monday 23 November at 8pm

The meeting ended with the Grace.