MINUTES OF CHRIST CHURCH DOWNEND PCC MEETING HELD ON TUESDAY 21ST MARCH 2017 IN THE YOUTH HUB

Present: Revd Jo Vickery, Revd Paul Peterson (Chair), Jamie Paddon, Adam Parfitt, Helen Barnett, Pete Tiltman, Roy Pope, Roger Cholmondeley, Andy Smith, Ray Hackney as Treasurer and Maggie Nichols as Clerk

Apologies for absence were received from Debs Turpin and Martin Brown

The Minutes of the meeting held on Monday 30th January were approved and signed with two small amendments.

There were no matters arising, all were covered in the Agenda.

Thy Kingdom Come – telling our story and prayer (PP):

PP showed resources from the 'Thy Kingdom Come' initiative to be used in encouraging people to pray. There was a cord that could be knotted and used when praying for friends/family that we would like to come to know Christ. There was a box of goodies that could be used for families to encourage prayer together. Christ Church will be using the resources in May/June when there will be a renewed emphasis on equipping church members to share their faith. There will be no home groups that month and the sessions will be Tuesday evenings. There will be input on Sunday mornings as well as midweek.

Pause for prayer in groups

PP reminded PCC members of the accountability structures and PCC sub groups tasked with day to day decision making in Church life. He re-emphasised the PCC's role as a governance and oversight group, who did not need to get bogged down in fine detail. Where the PCC thought they needed more information before coming to a decision on a particular subject, the relevant sub group could be consulted. The committee structure ensured robust discussion to bring clear recommendations to PCC. It was noted that there was no specific personnel group at present, but this might be looked at in the future.

JV commented it was helpful to have PP as Chair, who had a clear understanding of the various groups, and was in a position to curtail discussion at PCC if he felt it necessary. JV suggested that, if appropriate, Ministry Heads could be invited to attend PCC for a specific item, as they would be able to provide some background and rationale.

New and Ongoing Business:

1. **Ministry Head Reports – comment, discussion and prayer (PP)** - All reports attached to these minutes.

   There were four reports this time namely: Youth, Mission, Children, Worship. It was agreed it would be helpful if the Ministry Head for each group added their name to their Reports. This would particularly help new PCC members. JP commented the reports showed the amazing work that was going on in the different areas.
   There was a question as to where the CAP office would be situated during the re-ordering. PP said that discussion was taking place with the Our Place Community Flat, Badminton

Road Methodist, Downend Baptist and Sanctuary at Staple Hill. PP and Jane White would have a look at all these in the very near future to decide on the most suitable option.
It was asked who was going on the Belarus and Moldova mission trips this year. PP stated Charlie Walker and Andy Smith would go to Belarus, Pete Tiltman, Martin Brown, Sonia McGrath, Bryan Ashton and PP would be going to Moldova. HB would like photos of these teams for CCL and the website in due course.

Pause for prayer for Ministry Heads.

2. **Staffing Matters (PP):**

Parish Administration Updates – interviews 29th March in Parish Hall. Elissa, Jo and Nigel would be interviewing four people for the vacant roles in the Parish Office. There had been a massive interest of 28 people applying. Including a number from the congregation.

Lay Chaplain role request from Kath Prosser – In February Kathy had submitted her resignation from her current role with effect from 30th June. Since then JV had asked PP to meet with Kathy and discuss how to take things forward. Report attached of the summary of that meeting and subsequent thinking over the last couple of weeks. PP explained there were three areas to think about – Kathy's request to continue in a Lay Chaplain role attached to Christ Church, the ongoing nature of Pastoral Ministry at Christ Church, and the Parish Safeguarding Officer role.

Kathy feels a strong sense of calling to ministering in the community, and 'Lay Chaplain' seems like an appropriate title. PP had checked with the Diocese and it would be absolutely fine to give Kathy this title. The main emphasis of this role would be in ministry to Nursing/Residential homes in the area, home communions and hospital visiting.
The other part of Kathy's passion is in Retreat Ministry and Spiritual Direction. She would pursue this outside of her Christ Church role. There was a question regarding who Kathy would be accountable to. It was envisaged that it would be JV or PP but could also be the new Ministry Head for Wholeness dependent on who that might be. Kathy would be commencing this role in September and it was hoped a new Ministry Head for Wholeness would be appointed before then. It was made clear that Kathy would be undertaking this role as part of her Ministry for Christ Church. AP asked if a job description would be set up. PP confirmed that it would be. PP proposed and AS seconded that we affirm Kathy in this role. This was unanimously approved.

It was felt important to seek a new Ministry Head and not leave a gap when Kathy finishes. HB asked if this would be a voluntary role and it was agreed it was. Need to actively have conversations with people who might be able to fulfil this.
It was proposed by AS, seconded by AP and carried unanimously that we seek to find a new Ministry Head for Wholeness.
JV to explore options.

Parish Safeguarding Officer Roles (PSO) – a question was asked as to how this fitted with Elissa Murphy's role. It was explained that Elissa was the Safeguarding Administrator, dealing with the processes and administration around DBS clearance. The PSO role had a wider brief, for policy, training, support and liaison. PP commented that the PSO Role was much more manageable than it was three years ago and that Kathy had done a brilliant job keeping the procedures updated and ensuring due diligence.

It was proposed by HB and seconded by JV that we look for a Parish Safeguarding Officer. This would be a voluntary role of about 3 hours per week. This was carried unanimously. PP agreed to advertise this role, to think about who might be willing to take this on and make an approach.

Sally Coates – Parish Book-keeper and Miranda Mingay – Potential PCC Secretary joined the meeting at this point.

3. **Giving4Life – Introduction to Sally Coates – Book keeper (MB):** In MB's absence PP introduced Sally to the PCC. She had been working with MB, RH and JP. Sally said it had been great to find out about Christ Church and what we are doing here. She lives in Cotham and has been attending Woodlands for 20 years. Sally explained the move to Quick Books had been relatively straight forward and those that had worked with this system were happy about the way it worked. She had set up Quick Books for another Church so was familiar with the system. She said RH had been a "Star" patiently explaining everything. Thanks to Ray. Sally and MB were aiming to produce quarterly reports for the PCC.

2016 Accounts Progress Report (RH) - The accounts were all but finalised for 2016. Sally had inputted September, October and November onto quick books and this would be compared with the accounts RH had produced. The Accounts now need to go to the Auditor and RH will take them tomorrow. When these are back RH will liaise with Sally and then she can produce the last quarter of 2016, so there will be a comparison with the last quarter of 2017. RC asked for Audited PCC accounts for 2015 to be able to include them in the paperwork for the forthcoming Triennial Inspection. RH to provide copy.

JV commented it was very encouraging to see what we have been able to give to our Mission Partners. HB asked if the Financial Report could go into the Annual Report. RH explained that we had changed Auditors to Burton Sweet this year and he had no idea how long they would take to audit the accounts. Once they have been audited then they can go on the website. A hard copy would be displayed in both halls and the Church after the APCM. It wasn't known whether RH's report could go in the Annual Report because of the timescale. HB to speak with RH regarding a condensed report. It was proposed by AP, seconded by JP and carried unanimously the accounts be accepted for 2016, subject to auditor approval. It was encouraging that we ended with a surplus of £4,000 which would be paid to the Diocese as an additional contribution to Parish Share.

Financial Position as at 28/2/2017 (MB): Sally (in Martin's absence) explained the three quick book reports. She explained that the expenditure for January was almost on budget and the income for January was slightly up by £2,000. Slightly less had been received in the plate collections. RH explained that £2,000 extra income for January was a one off gift, and that a further one off gift of £3,500 for the general fund had also been received. February income was almost as budgeted. JV felt this was fantastic news and important to be alert to teaching on giving for life and changing attitudes. Sally explained that regular giving trends could be tracked over time and PP asked what information would be useful for the PCC because we do need to have an overview of the current situation and giving trends. Sally was thanked for bringing the reports to the meeting.

Staff Salary review (JP) - MN was asked to leave the meeting at this point.

Proposed increase in staff salaries in line with CPI of 2.3% - It was proposed by JP, seconded by AP and carried unanimously that staff salaries be increased by 2.3% from 1st April 2017.

In view of the reshuffle in the Parish Office, the Parish Hall Committee's proposal that Maggie Nichols should be remunerated for her 2.5 Friday cover hours was unanimously approved. This is fully funded through the Hall budget.

4. **Building4Life – Information:**

Health & Safety issues (RP): RP would speak with Anita Dobson regarding any potential safety issues relating to the 24 hour day of Prayer on Easter Eve.

Wardens matters (AS/RC): RC reported that the flat roof project had been passed to Andy Morton, Project Manager for the Re-Ordering. The flat roof would be included in the building works to be carried out in due course.

Presentation of latest detailed plans (JV) for information:

MN reported on progress to date: Over the past few months and since the appointment of Andy Morton as Project Manager, the B4L team have had several meetings. We have met with the 10 Core Group Teams, the Architects and others as part of the Design Team. We have been able to let the Architects have ideas from the Core Groups and the B4L team to enable them to find a way forward for us within the limitations of the approved Faculty.

To enable the project to move forward a revised Planning Application (because the last one has time lapsed) will be submitted to South Glos Council. To this end we are asking the PCC for permission to change some of the panels in the main front doors to glass which will make the outside of the building seem more welcoming. No other external details have changed.

Approval of the PCC was needed to change 4 of the wooden panels in the main doors to glass. It was proposed by JV, seconded by AP and carried unanimously that the panels could be changed to glass.

The Building 4 Life team aimed to have a presentation ready for the APCM and we would show detailed plans when they were available.

Church Buildings security update (RP): The Parish Hall Committee had looked at the buildings security issues afresh. There were clear recommendations on the later pages of their report attached. Nigel Stowe as Head of Resources had been kept up to date with developments and also RP in his role as Health & Safety Officer. ADT have agreed to strip out the items they had originally installed and install new equipment which would be to a higher standard. The team installing the equipment would be their best installation team as there had been problems in the past. There would still be a revenue cost implication as outlined and this would be covered in the PH AMP fund. The PH Committee had looked at all this very carefully and having obtained other quotes as requested by the PCC, ADT had come out best with their comprehensive cover. HB struggled with us giving ADT the business when we had had problems with their work. RP stated that the PH Committee were very aware of our concerns. He also stated that if PCC didn't want a security system installed in the light of the break-ins then he would look at other ways to strengthen doors etc. JP asked whether the Insurance Company had been approached as to their opinion on whether we need security alarms. After much discussion it was proposed by RP, seconded

by AP that we accept the outcome of the PH Security Report. Those in favour 5, against 2, abstained 1. Passed by PCC. PP to communicate with Bill Robbins and Nigel Stowe.

5. **Parish Safeguarding – Safe from Harm nominations:** PP had received from Elissa Murphy a full list of 105 people who had been DBS approved. The vast majority of these were still active in Ministry. During the last two months, Mary Freestone and Sharon Hemming had been approved. PP will provide MN with a list for the records. PP confident that we now have all the information we need, and that the procedures are being followed. He explained that Elissa deals with both DBS renewals and applications. Elissa has agreed to provide details of recent DBS applications bimonthly.

6. **Correspondence (MN):** There was various correspondence from the Diocese.

7. JV explained he had been approved for extended study leave in September this year. Due to the building project he would like to defer this until the project has been completed when he would like to take his 3 months study leave. JV had discussed this with PP to ensure any timings would fit in with when PP wasn't too involved at Haslemere. It was proposed by JP, seconded by PT and unanimously accepted that JV take 3 months extended leave when the building work was complete.

As this was the last PCC meeting for the year, the APCM being in April, PP asked everyone to consider remaining on the PCC. Forms were available tonight and would be available both at Quakers Road and the Parish Church. PCC Members would also be asked for feedback, to ensure that the PCC continue to improve its effectiveness going forward.

PP thanked those who were standing down from PCC for their service.

There being no further business to discuss the meeting closed with prayer.

Dates of future meetings: **APCM: Wednesday 26th April 2017 at 7.30 pm.**

PCC Monday 15th May, Tuesday 18th July.