

CHRIST CHURCH DOWNEND PCC MEETING

TUESDAY 28 January 2020

Attendees : Paul Peterson, Jamie Paddon, Julian Cox, Jo Vickery, Debbie Turpin, Bryan Ashton, Sally Green, Richard Ward, Rich Hawkes, Eloise Phillips, Roger Cholmondeley, Sally Coates and Caroline Plummer, David Owen.

Apologies : Maggie Nicholls, Laura Powell and Aidan Watson.

PP opened the meeting and welcomed members. JV guided the group into a time of prayer focusing on the Christ Church Prayer Life booklet which gives pointers for prayer from across our Church. The members moved into small groups and prayers were said.

The Minutes of the meeting on Tuesday 12 November 2019 were reviewed and an amendment is to be made to the Worship and Leadership Development summary to incorporate the up to date objectives. **CP**

Matters Arising

QR Risk Assessments (BA)

BA advised that the Risk Assessment was completed 6 years ago by Roy Pope and Bill Robbins. John Hudson has looked at this document and the Management Committee at QR has advised that there have been no changes to the building since then. Advice from Geoff Cater (Avon Fire Brigade employee) and Ecclesiastical Insurance was sought originally. It was noted that this document should be reviewed on a regular basis and a copy has now been sent to **PP to circulate to members for their perusal**. Key contact names will be updated and the date of this recent review.

Card Reader implementation (PP)

The card reader was up and running for the Christmas period. From 16.12.19 – 12.1.20 an amount of £72.50 was received which included a sum of £10 to check the machine was working from the onset. There have been some technical difficulties, but when the Reader is working correctly it will be regularly brought to the congregation's attention as an alternative way to give to the church. **MN to be advised of any problems, and propose any upgrades as necessary.**

Eco Church Award progress report (PP)

MN has completed the online questionnaire. Some areas of Church life are good ie teaching but the buildings ie North Street Hall and QR have some way to go before they are deemed eco friendly. During Lent we have a Student visiting from Trinity College who is passionate about the environment and she will be able to give us pointers as to how we can move forward in this area. **MN will be asked to prepare a fuller summary of questionnaire feedback to help us determine key action points.**

New and Ongoing Business

1. PCC Away Day (PP)

During the morning session the attendees thought about 4 groups of ideas around maximising income from our buildings:-

- Weddings/Funerals/Baptisms/Hospitality
- Concerts/Music/Rehearsals/Performance Space/Film Showings
- Meeting Space
- Art/Display/Christmas Display

The group considered the Intentional Steps and Usage Considerations of all the above in order to maximise income from our Church buildings.

During the afternoon session the group began to unpack some of the pastoral principles identified in the House of Bishops document ie Acknowledge Prejudice, Speak into Silence, Address Ignorance, Cast out Fear, Admit Hypocrisy and Pay Attention to Power. In a more general feedback time the group considered issues of welcome and integration, then they looked at some specific case studies to help their thinking. The Away Day will be followed up with a sub group link with the COMMS Team and a meeting has been planned for Saturday 15th February to look at the findings in more detail.

EP considered the Away Day to be a valuable exercise in which more time could be given to the above. Especially the Small Group time which gave the opportunity for discussion.

DT applauded Dave Green for the planning and leading of the day.

DO appreciated the opportunity to hear the views of others.

RH considered the day to be structured and focussed.

BA felt that the day was a worthwhile exercise, however, it highlighted to him personally that it would be a large amount of work for whoever took on the role of Events Manager.

JP advised that we must get the ball rolling to increase the receipt of funds from our buildings.

JV has spoken to MN who has advised that there have been an increase in bookings and there is a potential for regular bookings to be made. The group was reminded that Christ Church is in a season of growth and we must 'grow' new leaders.

2. Warden's Report (BA)

A written report by MN advises that "Since our last PCC meeting most of the defects in the building have been completed, even the barrier on the north side of the balcony. That end is now child proof. We still have issues with the boilers and overdoor heater which I am pursuing. There are also grills to be put on all the rainwater pipes which hopefully will be done whilst the scaffold is up. We have scaffold because the hatch in the roof has been letting the rain in and that work is being carried out either Tuesday or Wednesday this week. We will then have to have the walls and ceiling adjacent to Jo's office treated and decorated. The electrician is attending on Tuesday this week to lay a new cable for the outside lights as we keep having issues with the lights not staying on. It is thought that when the trench was dug for the larger gas pipes, the electric cable was damaged. Harts are paying for this to be carried out and if its proved the cable was damaged we should be able to claim back from Harts the money we paid to Bath Electrical for the outside lights to be investigated. We will need to work on a maintenance programme for the inside of the building as some of the walls already need a coat of paint. Bryan and myself will organise a team to do this over the coming months. Hopefully there will be enough paint". BA advised the electrician due Tuesday did not arrive as planned.

PP reminded the group that MN has done and is still continuing to do a fantastic job dealing with contractors and ensuring best value and thoroughness.

3. Giving 4 Life

JP advised that the current debt on the Building 4 Life project had reduced to £388,000. RC asked if we have an actual document of what has been spent so far on the re-ordering. JP advised that it was between £1.3m and £1.4m, excluding preliminary fees/planning.

SC advised that general fund income for the year had been £15,000 more than budgeted. The expenses were £2500 under budget. QR gave £2000 a donation to the General Fund.

In the expenditure column of the updated 2020 budget, a sum of £200 has been put aside for use by the Church Wardens on day to day costs. The budget is break even. RW asked whether the Diocese were happy with us keeping our parish share contribution at 2019 levels. JV advised that it is a shame we cannot increase our monthly sum but at the moment in time we are not in a position to do this. PP has had a constructive conversation with the archdeacon, who is understanding of our situation, whilst keen to see an increase in contribution in future years. He is continuing in conversation with the Diocese, and will invite the archdeacon to our September meeting. JV advised that there are a record number of Curates being trained at the moment which is good news as the Diocese is investing in Ministry. JV noted that there was a £4000 surplus in 2019, and asked where this might be going? JP proposed that it should be added to the reserves, which previously stood at £29,000. ***PCC to make final decision on this at next meeting when accounts are finalised.***

The amended 2020 budget was tabled for approval

PP proposed EP seconded All in favour

JP drew attention to the Fee Structure for 2020 and advised that there an increase of 1.3% had been applied with some rounding up.

DT proposed BA seconded All in favour

JP to forward revised fee structure to Parish Office

Expenses policy clarification

The need for clarification arose after a staff member submitted a claim for mileage from home to church. SC had researched HMRC guidelines, and had submitted the following:

Expense policy wording for Staff

“Employees of Christ Church Downend may claim mileage for business travel using their own vehicles, according to the current HMRC rate”.

Business travel is defined as “journeys undertaken for work purposes, but excludes commuting (ie travel between home and place of work)”.

DT felt that this ruling should be considered for the volunteers who work at Christ Church as well as employed staff. Also she enquired as to whether people who used a bicycle could claim? PP confirmed that there was a recommended mileage rate for bicycle travel. Any recompense for volunteers was currently at the discretion of the ministry head in line with their budgets.

RW proposed BA seconded

All in favour apart from DT who abstained. ***(PP to communicate to relevant staff members)***

4. Staffing Matters

Soon after the last PCC Meeting SC had asked to reduce her monthly working hours with Christ Church from 55 to 39. Following discussion between SC, EW the parish administrator, and Nigel Stowe a proposal had been circulated to PP and JP that EW take up the additional 16 hours on a 3 month trial from 1st January. Due to differences in hourly pay rates, this will save the Church approximately £400pa. PP had been happy to approve this. JV asked that any issues relating to parish office staffing be taken to the PCC for approval in advance. This was acknowledged by PCC members as best practice.

Study Leave – Anita Dobson

JV advised that AD would like the PCC to consider agreeing to a 3 month Sabbatical, in order for her to “rest and time to renew friendships by visits to friends/family who are scattered around the country. Gather and compile creative writing such as meditations, poems, songs written over the last few years into a resource to be shared in some kind of publication for individual or groups at Christ Church and beyond. Visit other churches who have thriving small group culture and find out good ideas and practices that can be applied or adapted at Christ Church. Residential Retreat to restore and refresh. Time to pursue song writing for church and folk group”.

The proposal suggested that if granted, she would be paid as per her normal employment for the duration of her time away from CCD.

There was a short discussion within the group when JV reminded us that AD had been employed by Christ Church for almost 10 years and during this time she had given to her role selflessly. JV felt that this was an appropriate request. Many comments by the group were positive although a question was asked as to how we will cover AD’s role when she is away, JV advised that it is in the process of being looked into. The sabbatical would be from mid May to mid August.

JV proposed RW seconded All in favour

PP suggested that the PCC might consider a small gift to AD to cover expenses whilst she is away. ***To be discussed at the next meeting.***

5. Ministry Heads Reports (PP)

Care Co-ordinators – Progress report on key priorities:-

“Team members regularly visit 12 people who are confined to their homes and not able to attend Church services and make regular contact with 15 others. The Group is aware that many people are involved in this Ministry, taking Home Communion and visiting as friends and joint members of other Church groups such as Home Groups, Mothers’ Union and Church Fellowship”.

Priorities for the next 4 months:-

“To work closely with the leaders of the Bereavement Group to offer support to members who may not attend Church services and events and sign post them to other Church groups. Provide literature setting out what is available.

To collect the names of people who are regularly visited and compare this list to names in the Church Directory so that no one feels left out and neglected.

To respond quickly and appropriately to new calls to visit and offer appropriate care when needed.

To continue supporting those who need our care on a regular basis”.

JV affirmed the culture of ‘looking out for each other’.

Comms Team

The Minutes of the above Group were reported and the following had been discussed at their latest meeting:- Website, Podcasts, Social Media, Posters, Downend Voice, Downend Soup, CCD the venue and Welcome booklets.

Discipleship for All Ages

JV explained an idea being explored that members of Life groups would in the future be able to move around and not remain static in one group.

6. Parish Safeguarding (LP)

DBS Checks – LP reported in her written statement the following:- During December 2019 and January 2020 – completed checks for Laura Green (Creche), John Harrison (CAP), Frances Kirby (Pastoral)

3 people currently in the process of application – Kellie Magrath (Tuesday Move it club), Luke Culverwell (Children’s), Rachel Montague (Creche). 3 people invited to start the process

Safeguarding Policy – I have circulated the link to our Safeguarding Policy for comments. The only update I think is necessary is the change of contacts otherwise I think it meets the Diocese template requirements. I have asked Adam Bond to review it also.

Safe and Welcome Award – I promised I would look at the Safe and Welcome Award in more detail and I have read through all the guidance material. The scheme is to help churches ensure they are safe and welcoming places for all, all parishes in the Diocese of Bristol are encouraged to apply for a Safe and Welcome award. The award recognises, affirms and celebrates churches that are welcoming and safe places for all members of the community – which of course Christ Church Downend is!

Essentially what it involves is to complete five self-audit checklists for these areas: Hospitality and Welcome, Accessibility, youth & Children’s Ministry, Health & Safety, Safeguarding. I have looked at each checklist and would be happy to complete each one with each relevant Ministry Head/Warden/individual. Once they are all completed, they are sent to the Diocese and they produce a tailored action plan for our parish, guiding us with the necessary actions to achieve Bronze or Silver level awards. Once completed, we will be awarded with a certificate and advised on how to reach Gold standard. Having looked at the checklists, I feel quite a lot of it (even from my narrow perspective!) we already do and it would act as a good

audit for us. The checklists are not tiresome and require yes/no/NA responses. If agreed by the PCC, we could start the process and I am happy to liaise with the Heads etc to complete the checklists.

Past Case Review – Jo has received a letter from the Bishop advising us of Past Case Review 2 – which is a follow on from a Case Review undertaken in 2007/2008 which was commissioned by the Church of England. It was where all files of clergy/licensed lay ministers were reviewed and those known to have had concerns or allegations made against them. A new Past Case Review 2 will be undertaken by the end of 2020 – this will include all adult safeguarding, domestic abuse, concerns/allegations raised since 2007. What does this mean for Parishes? All incumbents will be asked to review parish records to ensure that all concerns that should have been reported have been reported, this will include any concerns or allegations regarding a church officer. An independent reviewer will be appointed to review files. I will work with Jo to ensure that we follow the review and meet the requirements.

[NB – the paragraph above was not communicated verbally at the meeting, but was part of LP's full notes]

Parish Dashboard – The Parish Safeguarding audit is no more. It has been decided by the Safeguarding team that it will be replaced by the Safeguarding Dashboard – which is an online information management tool which will be used to track our safeguarding policies, training etc. It is expected that every parish will be actively using the dashboard by Easter 2020. I have registered us as a parish on the new dashboard and will need to add people who can have access to it – I would suggest Elissa as our Safeguarding Administrator. Every PCC member will be able to view and see the dashboard. The Diocese Safeguarding Team will be able to see every parish dashboard and any changes live. This is a very positive development and will help us as a parish see where we are in terms of compliance.

New training and development framework – there are new training modules being launched and some discontinued. I will look at what this means for us and training requirements and report back at our next PCC meeting.

JV advised the Group that Adam Bond from the Diocese has been in touch to advise that there has been an 'Allegation of Abuse' made against a Curate of CCD during the 1980's. ***The Office is to be asked to look into our insurance cover from this period.***

The Policy which had been circulated in advance of the meeting was presented for approval

RC proposed

JV seconded

All in favour

The PCC asked that LP take forward the Safe and Welcome award application.

7. Correspondence

PP advised that we have received the necessary paper work regarding APCM administration and the 2020 Elections to Deanery Synod – House of Laity. We can provide 4 Deanery Synod Reps. Gary Smart is standing down from his role on the Uganda Deanery Link Committee. Jan and Richard Bacon are considering joining the committee as Christ Church's representatives.

8. Closing Prayers.

PP led the group in prayer.

Dates for the next PCC meetings:- Wednesday 1st April 2020 Wednesday 20th May 2020
APCM - Wednesday 29th April 2020

Signed



Dated 01/04/20