

## **MINUTES OF CHRIST CHURCH DOWNEND PCC**

**TUESDAY 25<sup>th</sup> JULY 2023**

**Present :** Paul Peterson, Dan Watts, Maggie Nichols, Jamie Paddon, Debbie Pastwa, Bryan Ashton, Katie Allen, Andy Pound, Caroline Plummer and Laura Green (Safeguarding Officer)

**Apologies :** Richard Bacon, Sally Green and Roger Cholmondeley

### **Welcome and Opening Prayers**

PP welcomed everyone to the meeting and DW read Mark chapter 6 – Feeding of the Five Thousand. DW led a time of reflection on the reading and asked the question “when looking with our eyes what do we see?” When the disciples looked at the crowd listening to Jesus and realising that food was needed, they could see only a problem in that there was such a large number of people and only a little food. DW encouraged us not to focus on the problems. The disciples went to Jesus for help and so should we. Jesus has the power to bring something out of nothing. If we have God with us we can accomplish so much more. As a church we must try to set our eyes upon Jesus and allow him to lead us, we must listen for his voice and respond in obedience.

PP introduced Debbie Pastwa and Katie Allen to the group as potential PCC members. Following a brief discussion they were co-opted as trustees for the remainder of the PCC year **ALL IN FAVOUR**

The Minutes of the meeting held on Wednesday 10<sup>th</sup> May 2023 were approved and signed.

PP was happy to announce that CC is now in possession of an Eco Silver Award plaque. This will be celebrated at one of the 10.30 services during October, as part of the eco series. MN kindly agreed to keep the plaque safe until that time.

### **Parish Safeguarding – Laura Green**

LG advised on the following:-

Warm Space - The kitchen volunteers will not need a DBS, however, those volunteers who interact with the public will be required to have one.

LG will in due course speak to Diane Paddon and Anne Louise Critchlow re DBS and has recently spoken to the CAP leaders with regard to expectations of the volunteer Befrienders.

16-18 year olds who volunteer will require safeguarding training.

There are 2 online safeguarding modules for completion by all volunteers.

All PCC members need to complete the basic training and have an up to date DBS.

An Awareness of Domestic Abuse course, face to face, is to be arranged sometime during the autumn.

DW reminded everyone that concerns about an individual should always be acted upon and responded to, by contacting the PSO. A Cause for Concern form is being set up online for use by the church family.

The Diocese Safeguarding template policy has been adapted for Christ Church, and was presented for approval. It will be reviewed on an annual basis at our May meetings

KA wondered how the Safeguarding rules related to teenagers sharing mini testimonies online.

LG responded that we always ensure parents of children and youth complete photo/video consent forms and that children should never be named in a video posted online.

Minor amendments to the policy were recommended and PP asked LG to liaise with Diane P and Harriet to ensure that changes were understood and workable. She will report back to the September PCC meeting on the outcome, where the policy will get final approval. PP expressed thanks to LG for all her hard work with regard to Safeguarding.

LG introduced the Parish Dashboard, which gives PCC members greater ownership of safeguarding processes. DW advised that all PCC members will be given a log in - as a collective we are all responsible for safeguarding. DW/LG to ensure PCC members are provided with login details.

## **DBS information for June and July 2023 –**

**9 people checked in July**

**2 Identity checks**

**Those currently being processed: 1**

**Those recently invited for online application: 2**

**Those invited to engage with the DBS process who have not yet replied: 1**

**DP prayed for God's blessing on LG**

## **Staffing Update –**

**APOU** advised that he has been in contact with HR at the Diocese. There is no template for a Staff Handbook. They recommend instead using a 'suite' of policies which each paid employee is signposted to, alongside their Contract of Employment. The contract should be read, understood and signed by the individual. **APOU** will continue to work through the essential list of policies throughout the summer. There will be a Staffing Committee meeting as soon as possible before the next PCC meeting in September.

**DW** suggested reviewing all the hours paid staff, Ministry Heads and volunteers are currently working as many individual's hours have changed since Covid. It will be good practice to have feedback from Ministry Heads to look at what is working well, and what needs support.

**APOU** advised that each employee should have an annual appraisal along with a named individual that they can go to for support.

**DW** suggested researching some simple appraisal questions for future use. Monthly catchups with staff are now taking place. **DW/PP to ensure appraisal system is re-established.**

**PP** advised that **Anita Dobson** has been accepted for LLM training by the Diocese.

## **Parish Priority Areas**

**DW** reported that there are currently seven priority development areas at CC which are as follows:-

1. Mission in Bromley Heath
2. School chaplaincy
3. Church for All
4. Leadership pipeline
5. Environment Group
6. Discipleship and Kingdom of God
7. Releasing the Church family

**DW** advised that Mission in Bromley Heath, school chaplaincy and church for all, each had teams in place which had met and were actively looking at next steps for development. On Sunday 30<sup>th</sup> July a prayer walk would take place starting from QR. The Environment group is already functioning.

## **Giving 4 Life**

**JP** reported that there was good news. Income stands at £6,500 above what we were expecting at the half year point, with giving and rentals above budget. We are also spending less than budgeted. by £4k. By year end we are projecting a £30,000 surplus. Martin Brown's gift has cleared debts here at CC and supported ministry in Moldova, leaving a sum of £12,000 available for other use. **JP** wondered if Martin's vision could now go ahead re renovating the upstairs of the church.

**MN** stated that the different levels of floor upstairs were extremely dangerous along with a low balcony rail. It would be a good idea to level off the flooring, put in place a screen around the balcony and carpet throughout.

**PP** suggested that ideas for use of the balance be discussed more fully at a later date.

**PP** noted that we pledged to increase our Parish Share once our debts had been cleared. The Giving 4 Life team will review this commitment at their September meeting.



## **Wardens Report**

BA advised that he was in the process of applying for Grants to help fund the South Tower work. We have received £8500 from Gloucestershire Historic Churches and £7000 from Julian Hans Rausing Trust. The Parish Council would be contacted to see if any Grants are available to us.

MN advised the following:-

The Council have removed the large sycamore tree by the cricket field and the holly amongst the memorials at the front of the church. They were both dead. They are considering planting us some trees to replace what they've removed.

### Memorial Wall

The plaques have been removed and the builder will commence rebuilding of the wall next week. Once rebuilt the repaired wall has to be left to settle for about a month, before the plaques can be reinstated. Ecclesiastical Insurers have contributed £812 towards the cost of removal and replacement of the memorial plaques. Lancaster Brooks (who run Britannia Flats) will cover the cost of rebuilding the wall.

### Towers

On Tuesday last week, the scaffolder voiced some concerns as to the weight of the scaffold on the church roof. Apparently the drawings from Oryx stated in their conditions, that the roof needed to be checked for its suitability and strength to take the weight of the scaffold MN never received an email, including the plan, stating this, so the first we knew about it was Tuesday last week. Since then the erection of the remaining scaffold has stopped until this has been checked out by a Structural Engineer. The scaffolder is telling us that he has slightly altered the construction and some of the weight is now being taken on the side walls – he has informed Oryx of this change. We were recommended a Structural Engineer – Michal Baughan from Craddys to look at the plans and then come and inspect the roof void and scaffold. Inspection will take place on Thursday afternoon this week. Until we get that report no more work will be done. This cost is £450 + VAT. The Architect, Stonemasons and Structural Engineers have never come across planning for erection of scaffold with the onus falling on us to ensure the roof structure will take the weight. Once we have the SE report, MN suggested we write to Oryx voicing our concerns.

#### **Costings so far for the towers :**

Bristol Stonemason's latest invoice totals £53,489 including £15,000 towards cost of scaffold. I think we need to allow an amount to cover any other costs ie costs of extra scaffold.

Cost of drawings for scaffold £750 + VAT of £150

Cost of Structural Engineer £450 + VAT of £90

#### **Grants so far :**

Gloucester Historic £8,500

Rousing Trust £7,000

Benefact Trust £2,500

£15,000 from QR

**TOTAL £33,000.00**

Leaving us a balance to find of about £27,000 if we allow £60,000 for the tower. MN suggested that another grant application is made urgently because we can't apply for grants retrospectively. **MN/BA to follow up**

PP advised that CC does have the money in its reserves to pay for this work to be undertaken. DP thought that some members of the congregation might want to give towards tower costs.

Following further discussions as to the sorts of initiatives it might be best to engage the congregation with, **DW suggested** that a plan might be put in place to carry out a targeted campaign of giving towards mission priorities


next year. However, during August services the congregation will be brought up to date with regard to work on the Tower, and be given an opportunity to contribute to costs.

## ALL IN FAVOUR

### Correspondence

CMP advised that we have received a thank you from Transform Europe Network for CC's donation of £632.01 for May and £660.75 for July. These monies go towards supporting Misa in Moldova. A message from the Chief Exec to please pray that many children who attend Camp Fokus in Croatia would come to know Jesus. Please pray also for partners across the Balkans who continue to run camps for children and teenagers this summer.

The meeting was closed saying the Grace at 9.10pm

Signed  .....

Dated *27<sup>th</sup> September 2023* .....

Date of next meeting Wednesday 27<sup>th</sup> September 2023