



**CHRIST CHURCH DOWNEND PCC**  
**Wednesday 25<sup>th</sup> September 2024 at 7.30pm in the Garden Room**

## **Minutes**

**Those Present:** Dan Watts, Paul Peterson, Andy Pound, Julian Cox, Katie Allen, Sally Green, Debbie Pastwa, Bryan Ashton, Maggie Nichols, Roger Cholmondeley, Richard Bacon.

**Apologies for absence** - Ali Rowe, Lynda Lloyd, Nigel Stowe

PP welcomed Adam Beaumont (acting Archdeacon) to the meeting  
As we have yet to identify a new PCC Secretary MN agreed to take minutes.  
A card and flowers will be delivered to Caroline Plummer to thank her for her service.

**Opening Prayers (DW)** Matthew 5 13-16 Deeper Wider Younger theme being explored in services this term. We are called to be Jesus wherever we are - shining light in dark places on our frontlines. A time of prayer followed.

**Minutes of meeting held on Monday 10<sup>th</sup> June were approved/signed.** Proposed SG and seconded by AP. RC asked if the minute sheets could be numbered. PP to follow through with new PCC Secretary in due course (and see below!).

**Matters Arising** – none as all items covered in Ongoing business.

## **New and Ongoing Business**

1. **Youth Ministry Update** (PP and Adam Beaumont) - an update on actions taken was provided by PP; Adam Beaumont gave a diocesan view and questions followed. Consideration was given as to whether the PCC could have been made aware of issues earlier in the process and it was agreed that we needed to ensure we reflected and learnt lessons for the future.
2. **Christ Church Vision Update** (DW)
  - Julie Gardner started school chaplaincy role and had agreed with CCI, CCJ and Bromley Heath to be available lunchtimes to talk to the children if they so wished. The diocesan grant had been received to cover 1 day a week, enabling us to increase Julie's role to 2 days in the not too distant future.
  - Appraisals for all staff team in next 2 months.
  - Bubble church 6 October, tech in place, paid out of Bob Southgate's legacy. People signed up to come. Exciting development.
  - New team for youth, PP shouldering a lot of organisation, affecting his presence in Church. A short to medium term plan is in place, but this is not sustainable in the long term. We will begin to explore options. We don't currently have a full

complement of staff/volunteers in youth and children's groups, so we need to think creatively to encourage people to be involved.

- life groups - number of groups to increase to incorporate more people.

### 3. Giving 4 Life

- Treasurer Update – provisional appointment of new Treasurer - JP finished at end of August. Simba Muzarurwi to take role on within the next few months. Currently waiting for health test results. DW has spoken with Simba, who is keen to take the role on and train as LLM.
- Consolidation of bank accounts and sorting signatories out. Some accounts need to be closed. Adrian and Gabrielle drawing up proposals in next few weeks.
- 8 month Budget v Actual summary - information - income as predicted. bonus of legacies of £10,000. There would have been a small deficit without the legacies. Planned giving held up really well, £95,000 ytd, encouraging. Plate giving is lower.
- Deficit predicted to be c£7000 – better than originally forecast.
- Fund to employ Children's worker – original funding to cover 2 1/2 years, so this will run out January/February next year. Will need to decide where top up funding comes from.
- Vicar's discretionary fund – proposal to reinstate this with £500 in pot. DW could authorise £100 but would require one other from standing committee for any amount more than that. This fund enables us to respond to particular needs in a timely fashion. KA asked whether the £100 figure was high enough. DW responded by saying that it was easy to get permission from other Standing Committee members. Bryan seconded all in favour. DW to liaise with Gabrielle.
- Parish Share Request - a request from the diocese has been received for £119,500 for 2025 – it was agreed that this would be considered in the 2025 budget setting process when Simba is in post.
- Budgetary Plans for 2025  
**Action: - G4L team to circulate draft budget in advance of November meeting**

### 4. Staffing Update (APo/DW)

- Staff Handbook – policies to be approved (AP)  
Lone Worker (updated), Expenses and Volunteer Policies, Social Media Policy.  
Three policies were passed and approved. Social media policy to be brought back to November meeting with greater clarity as to who the point person is.
- Parish Administrator hours – update following review (DW) – BM has been monitoring hours since she stepped into the Parish Administrator Role. She has been averaging an extra 5 hours per week above her contracted hours and is being paid overtime accordingly. It was proposed that we increase her contracted hours by 5 from 1<sup>st</sup> October. DW Propose, MN seconded all in favour. It was acknowledged that BM was doing a brilliant job in the office.

**Action: DW to notify BM and bookkeeper**

## 5. Wardens Report (MN/BA)

- General Update including chancel roof costings and B1 faculty application.
- MN reported that since the last meeting the Chancel roof has been leaking. I have applied for a B1 permission from the Diocese but understand we might also need building regs. A roofer came today and will let me have a quote tomorrow and I have another one coming tomorrow. I am asking for the quotes to include insulating the roof. Before I can apply for grants I need the B1 permission which as soon as I have two more quotes I can finalise. Giving 4 Life proposed that £20k could be made available to match fund external grants for this work.
- We had the hard wired electrics checked recently and the system didn't pass. These works total £788 + vat. There are issues with the floor boxes of which there are 6 which are costly to replace, some are rusted, some loose. If we don't think we need all of them - perhaps not the ones in the Nave floor except under the sound box, then that would reduce the cost, which for all 6 stands at £3434.88 + vat. Proposed by MN seconded by Bryan, all in favour with 1 abstention to continue with the boxes we need and seal the rest.

6. **Energy Audit follow up** – recommendation from sub-committee is that we prioritise the Parish Hall where the boiler is likely to need replacement first and use the £10k diocesan grant to seed fund. JG to get several heat pump system companies to give us quotes. RC felt we needed to ensure that heat pumps would give us the required heat in the PH given its just ambient temperature. Agreed to ask JG to proceed with quotes, aware of potential cost implications.

7. **Leadership in the light of LLF/PLF Paper (DW)** – draft for discussion and review

The paper was discussed in small groups and feedback provided. It sets out the views of the current clergy team and some of the implications for Christ Church's life. The staff leadership team had given their approval. Questions were asked as to how the document might be used and whether it might be helpful for the whole church to see this document. Trustees also reflected on how this perspective fitted with the diocesan leadership and it was acknowledged that Bishop Viv was supportive of same sex marriage in Church, but seeking to accommodate a diverse range of views across the diocese. It is very difficult to square the circle.

KA offered to meet with DW to further refine this paper and help think through its implications

**Action: DW and KA to report back to the next meeting**

8. **Parish Safeguarding (written report from EW)** – circulated prior to the meeting, summarising training completed and DBS checks.

9. **Correspondence (PP)** - Receipt from TEN for quarterly mission fund donation.

The meeting ended with prayer.

**Dates of next meetings: Monday 25<sup>th</sup> November, Tuesday 21<sup>st</sup> January, Wednesday 26<sup>th</sup> March**

*The PCC co-operates with the incumbent in promoting the whole mission of Christ Church with a particular responsibility for ensuring wise and faithful stewardship of the Church's resources, to enable vision to become reality.*

Approved: 25th November 2024

