

Minutes

Those Present: Paul Peterson. Nigel Stowe. Dan Watts. Philip Rowe. Debbie Pastwa. Bryan Ashton. Sally Green. Lynda Lloyd. Richard Bacon. Katie Allen. Roger Cholmondeley. Laura Green. Mark Tanner.

Apologies for absence: Andy Pound. Maggie Nichols. Ali Rowe. Julian Cox. Simba Muzuruwri.

PP welcomed Mark Tanner to PCC

All agreed that Julian Cox is appointed to PCC as an elected member.

Opening Prayers (PP): Colossians 4 verse 2-6. Being devoted to prayer and asking god to open doors for the gospel.

Minutes of the meeting held on Wednesday 6th May 2025:

Approved KA. Seconded RC. All in favour.

Election of Chair. Paul Peterson Proposed by MN. Seconded by NS. All in favour

Election of Vice Chair. Nigel Stowe Proposed by PP. Seconded by DW. All in favour

Matters Arising:

Parish Hall heat pump update (BA).

James Gardner has applied for Planning Permission having made a few minor adjustments to the original specifications.

We've had to go for slightly higher priced units to meet the lower noise level requirements.

The units for the Youth Hub need to go on top and not on the wall by the car park.

This all means a delay in starting - planning permission expected soon, but work in October.

New and Ongoing Business.

1. Christ Church Vision Update. DW.

Holiday at Home 17th - 19th October 2025. Adrian and Fran Youngs to teach.

Autumn sermon series on the creed - 1700 years since Nicene Creed

DW is working with Anita Dobson to initiate a menu of different ways of praying. These include 24 hour prayers, prayer Walking, Retreat Day. All to be rolled out over the coming year,

The new website is live and being updated.

Church comms are being reviewed - our sense is that the newsletter is not widely accessed online. Looking at reviewing this.

RB questioned whether the 'Church for our city' slogan and the picture of The Suspension Bridge on our website was appropriate for us.

2. PCC Admin

PCC Terms of Reference and Code of Conduct - Information and decision re increasing delegated authority levels.

PP explained the Terms of Reference and Code of Conduct.

PP gave information on the existing levels of delegated spending authority to staff which need reviewing.

See Terms of Reference page 7. Existing £150 recommends up to £500. Existing £1,000 recommends £2500.

Need an extra line that the Standing Halls Committee can spend up to £5,000 in line with their budget without additional approval from the PCC.

Proposed PP Seconded BA. All in favour.

Action: PP to update and circulate

The Code of Conduct is issued once a year to all PCC members. New logo to be added. All noted and agreed the Code of Conduct.

Expenditure for new PVC windows at the Church Centre at a cost of c£6000 has been approved by email.

Committee Membership 2025/2026

Any member of the PCC can be a member of a sub committee, and others can be co-opted. The following committee memberships was outlined:

Staffing. Paul Peterson. Andy Pound (Chair). Julian Cox

Giving 4 Life. Paul Peterson (Acting Chair) Gabrielle Foster. Adam Parfitt. Adrian Harding. Dave Green. Simba Muzuruwri

Proposed BA. Seconded RC. All in Favour.

Halls Committee. Sally Green (Chair). Bryan Ashton. Roger Cholmondeley. Jan Bacon. Chris Green. Beth Mullins. Mike Parsons. Gabrielle Foster.

Proposed KA Seconded DW. All in Favour

3. Giving 4 Life

Finance Admin - Signatories Update

CCLA signatories have been updated. A form needs to be completed to update the correspondent details.

Action: BA agreed to do this. PP to forward the form link

Signatories to be added to Lloyds account are Jo Searle. Adrian Harding. Simba Muzuruwri. This is in their roles as Finance Administrator, Gift Aid Secretary and treasurer respectively.

Proposed PP. Seconded DW. All in Favour.

Action: Jo Searle to get signatories added. PP to advise

Still chasing the Bank Card. When all signatories are updated we will re-apply for the Bank Card.

2025 five month outturn.

PP summarised the report.

PP will ask Gabrielle for details of balances in accounts, so that we can make an informed decision about the asset management plan going forward.

NS asked about the staffing expense budget - projected 3 x over budget.

Action: PP to liaise with GF and report back

4. Staffing Update

Youth Intern/Worker progress report. PP

£5,000 grant received from Benefact Trust. 2 enquiries for the role, but no firm applications so far. Still waiting for a suitable person..

Finance and IT Administrator

2 people were interviewed. Jo Searle has been appointed.

CAP Centre Manager. Job share proposal Rosie Brydon and Sally Grier to share the role. Proposed PP. Seconded DP. All in Favour.

It was agreed that the application process be as simple as possible bearing in mind Sally's current role - application letter and 1 additional reference.

Action: PP to follow up

5. Parish Safeguarding. Laura Green.

LG has reviewed the Safeguarding Policy for re-approval

Very minor amendments.

LG directed trustees to the Roles and responsibilities section. PCC need to agree with and uphold their responsibilities.

Policy re-approval Proposed BA. Seconded MT. All in Favour.

LG is reviewing who needs further training and is looking at a policy for transporting our young people.

RB asked if LG needs any support from the PCC. If any help is needed LG to ask.

Action: LG to chase up a report on DBS numbers from Beth Mullings and follow up on safeguarding training.

Trustees expressed their thanks to LG.

6. Warden's Report BA

General Update.

Premises Licence has been applied for. Forms filled in waiting for approval.
Recent break-in CAP office. 3 bags of food were stolen. CCTV checked and forwarded to Police. Insurance company informed. Another camera to be fitted on the end of the Garden Room.

Church centre and Parish Hall noticeboard upgrades KA

KA had checked council guidelines and Church Centre can only have one large sign. This means we'll need to incorporate plans for an information board and poster display space. PP SG & Chris Green had a meeting with John Lockwood from Men in Sheds and he is drawing up initial plans. Quote from him approx £300. KA to contact John Lockwood to revise plans to allow for integration of boards.

Action: PP to put KA in touch with John Lockwood.

Updating of Health & Safety and Fire Policies. To be brought to next meeting.
PP stressed the importance of this update to meet legal requirements.

7. Correspondence.

None.

DW closed the meeting in prayer

Next Meeting Tuesday 16th September 2025



Approved 16/9/25