



CHRIST CHURCH DOWNEND PCC
Tuesday 16th September 2025 at 7.30pm in the Garden Room

Minutes

Those Present: Paul Peterson. Maggie Nicols, Nigel Stowe. Dan Watts. Philip Rowe. Ali Rowe. Debbie Pastwa. Sally Green. Richard Bacon. Katie Allen. Roger Cholmondeley. Mark Tanner. Julian Cox.

Apologies for absence: Andy Pound. Lynda Lloyd. Bryan Ashton. Simba Muzuruwri.

Opening .

Prayers (DW): 1 Peter 1:1-2. Speaking about the Trinity and the 3 Persons of the Trinity. Everyone read aloud The Nicene Creed.

Minutes of the meeting held on Tuesday 15th July 2025:

Approved MT. Seconded SG. All in favour.

Matters Arising:

Halls Committee Terms of Reference - Amendments made. Halls Committee meet next week
CAP Centre Management Job Share update - Rosie Brydon and Sally Grier have been issued with new contracts and the job share is working well.
Staff Expenses. Question raised by NS. All resolved.

New and Ongoing Business.

1. Christ Church Vision Update. DW.

The Nicene Creed sermon series will be starting shortly as we explore the tenets of our faith.
Church Weekend at Home. 60 people registered so far.
DW & PP will be carrying out staff appraisals in October/November.

2. Giving 4 Life

Financial admin.

Signatories have now been updated on the Lloyds Account to include the finance administrator and Planned Giving Secretary.

The Streamlining of accounts continues to be delayed as contact details are updated with CCLA.

Action: Giving 4 Life team to take this forward with new treasurer.

2025 eight month outturn.

The B v A finance reports had been circulated in advance and indicated a healthy position at this stage of the year. There were no significant variances against budget and giving income has been strong.

The administration team are exploring the situation with regards to rental income – This is down on budget as we have lost some regular church hirers.

Trustees asked that more information be provided at each meeting with regards to unrestricted

fund balances legacy pots and growing younger balances to enable them to make more informed decisions.

Action: PP to speak to bookkeeper

Parish Share

We have now received the 2026 Parish Share request and DW has discussed it with The Ven Christopher Bryan.

2026 request - £120,000

This will be discussed at the next Giving 4 Life meeting and a recommendation made to the November PCC.

Action: G4L team

Treasurer Update

Simba Murazurwi is still unwell and following a conversation with PP, it has been agreed that he stand down as Treasurer.

Action: This is a key role so PP, NS and DW will follow this up as a matter of urgency.

PR prayed for Simba and his family.

3. Staffing Update

Youth intern/worker progress report.

Still no progress with an appointment. DW/PP in conversation with various youth agencies exploring options.

Action: Congregation to be updated (DW/PP).

MN congratulated PP and the team for all the work they are doing with young people.

Ratification of Anita Dobson's LLM Licensing.

Proposed DW Seconded MN All in favour.

Staff sickness policy

Sub Committee meeting on 8th October and they will present a policy to the next PCC meeting.

Action: Staffing sub committee/Andy Pound

4. Wardens Report.

General Update.

We now have a full license for Music and Alcohol, rather than relying on temporary licences. Break-in a few months ago - Window and door handle to be replaced.

Maggie Nichols offered to stand as an additional Deanery Synod Rep.

Proposed AR Seconded KA. All in favour.

Action: MN to inform deanery.

Health & Safety and Fire Policy.

MN & BA presented the updated policy.

Minor amendments were suggested.

Proposed MN Seconded DP.. All in favour.

Action: MN and BA to ensure policy is displayed in all buildings

Church Centre and Parish Hall Notice Boards.

KA to renew contact John Lockwood from Men in Sheds to discuss Church Centre notice boards.

Action: KA to follow up

Assistant Warden recruitment.

Assistant/deputy wardens need to be identified to share workload and for succession planning.

Action: MN/BA

5. GDPR Training

The Diocese are subsidising online training.

Action: DW to identify key post holders who would benefit.

6. Parish Safeguarding (LG)

BM sent a written report showing DBS checks completed.

7. Correspondence.

The licensing service for Aidan Watson, who was our curate, is at St John's Church, Keynsham, on Tuesday 17th October 2025 at 7pm. Sign up list in church.

Date of next meeting – now changed to Wednesday 26th November 2025.

Closing prayers NS

Minutes Approved 26th November 2025



