



CHRIST CHURCH CLIFTON

Being transformed by Jesus to see the Kingdom come

PCC MINUTES

Minutes of the meeting held at 7.30pm on 27th February 2017

STATUS

APPROVED
20.03.2017

Present	Helen Albon, Brendan Biggs, Alexandra Creavin, Alice Denyer, Martin Freye, Melanie Griffiths, Rosemarie Hall (Minutes), Paul Langham, Janet Lee, Sian Lowe, Andy Macpherson, Tim Meathrel (Chair), Val Moore, Di Noon, Mark Orriss, Mark Parsons, Peter Smithson, David Troughton, Sara Wadsworth
Apologies	Erica Bebb, Patrick Bolster, David Daniels, Jill Garfitt, Derek Hadden, Catherine Simmonds, Graham Stuart

Ref	Item	Notes	Action (what)	Who and by when
	Introductions and Bible Reflection	<p>The meeting were asked to share any testimonies, encouragements.</p> <ul style="list-style-type: none"> • Timely and deeply meaningful word shared with an ordinand • Attendance at a neighbouring church midweek Communion • Effective Prayer for blood pressure • Helpful picture given within a triplet at the Saturday gathering with Mark Aldridge x 2 • Newcomers group - elderly lady overjoyed whilst being at CC • Nos for prayer ministry at Sundays gatherings • Testimonies from 20's and 30's <p>A time of thanksgiving and prayer followed.</p>		
A	MAIN ITEMS			
A 1	Report from General Synod	<p>PL gave an update from the recent session of General Synod and the discussion around Sexuality. Both the House of Bishops and Laity voted in favour of the proposal but the House of Clergy voted against it. Next steps are as yet unknown. Every Diocesan Bishop is being asked to convene a meeting of Diocesan Synod reps to discuss further. Three Dioceses have received motions requesting for their Bishop to make allowances for carrying out the blessing of same sex relationships. 160 people asked to speak at the debate with each person allocated 3 minutes to speak.</p> <p>Questions – Brendan Biggs advised that the Bristol reps had voted 50/50. Ed Shaw's contribution to the debate which had been televised was commended. The PCC wishes to express thanks to him.</p>		
A 2	Coffee Shop Update	<p>CONFIDENTIAL – First Paragraph Removed</p> <p>The Coffee Shop group is looking at employing a replacement Manager. The meeting were advised that the Coffee Shop is open and there are visitors using it each day so there are foundations in place. Members were encouraged to pray for the recruitment process.</p>		

		<p>David Troughton gave the following overview:-</p> <ul style="list-style-type: none"> • There has been much learning in how the Coffee Shop has been managed, which we will need to properly analyse, understand and reflect on for RE:NEW. • Current Outturn Capital Costs - £22,757 (not incl. Stairway boxing, or the bulk boiler which falls to the Church). This is within the original PCC approval. • By the time that the main items of build were complete (Coffee bar area etc.) there was limited finance available for the seating area fit out, as the risk and contingency had been used up. • The importance of understanding the Operational aspects had not been considered up front, leading to some sub-optimal design decisions (e.g. lower storage than would be liked and some layout issues). John Barratt saw his responsibility as being the capital build aspects. • The original June PCC paper only talked in terms of in terms of at least covering its costs – cost neutral. However, the start-up operational costs had not been considered (nor marketing costs). Operating Start Up Costs - £3,200 Kitchen Equipment - £1200 Supplies and consumables This will delay breakeven point and we will need to be proactive in making the business / outreach model work • Mayoral Opening on 28 January was a success. Many visitors come from outside the church. Effective marketing is key. • Too early to update business model, but we will need some effort: <p>Key future steps:</p> <ul style="list-style-type: none"> - Making use of Erica Bebb’s Creative Ministry as a selling point for the coffee shop; - Optimising hours and service to meet target customer’s needs; - Targeted marketing; - Developing metrics to understand the effectiveness of outreach to the local community; <p>and</p> <ul style="list-style-type: none"> - Coffee Governance Group will need to continue to have strategic oversight to ensure it is a success. <p>Questions/comments were invited:-</p> <ul style="list-style-type: none"> - What lessons have been learnt on the personal aspects? There had been some learning points about supporting the coffee shop manager and ensuring an appropriate level of delegation. - The fact that the Coffee Shop can be used in the recruitment process [e.g. practical test scenarios]. A member fed back that it is difficult to understand 		
--	--	--	--	--

		<p>how such basic things were not thought of in the early stages. Issues with environment and working surfaces etc. MP advised that some of the issues were known in advance of opening and that these matters will be more easily understood for the rest of RENEW.</p> <ul style="list-style-type: none"> - It was stated that there had been Instances of the coffee shop manage lone working. This should not have occurred, as the initial safety instructions prior to re-opening emphasised that lone working should not happen. A member highlighted that lone working could occur, but there needs to be need to be a though out policy [that meets legislative requirements]. The meeting were advised that the Personnel Group are currently working on lone worker risks in general. It was also noted that safeguarding training for dealing with vulnerable people needs to be considered. - There was discussion around whether the manager role needs to be advertised 'Christian', but regardless the manager would need to be aligned to the church strategy and understand that the coffee shop is intended for outreach. MP advised that the job description is being revised and will consider these points. The Personnel Group will look at the job description and pay. A three month probationary period is likely to be applied again. - MO advised that the role of the sub group is vital and reflected on whether the make-up of the group was correct, noting that the staff members also held other important roles and had a high workload; can we add more experience. - A new role of Floor Manager/General Manager was suggested. This role would have an oversight over the coffee shop manager(s), including involvement in team recruitment etc. - There was concern that the role had originally advertised at too low a salary. - The importance of really good volunteers was emphasised and the suggestion that the 'general' coffee shop volunteer role could be split out into separate roles. - A member enquired if it would be useful to investigate other church coffee shop models. - A more systematic way of getting customer feedback should be investigated. - A member enquired if health and safety and security issues are being considered/addressed? Is there a risk assessment and mitigations in place – for employees and volunteers? MP advised that a safety risk assessment for the coffee shop has been carried out and is being refined. Overall church safety was currently managed within the 'Buildings Group'. DT noted there was concern that the church is not its Health and Safety policy. It was suggested that a Sub-Group is set to review the current church safety policy, which would also consider the best 	<p>Personnel Group to look at lone worker risks.</p> <p>Job Description to be revised.</p>	
--	--	---	--	--

		<p>future governance arrangements.</p> <p>The following actions were agreed:</p> <p>The timescale for producing a TOR for the task of updating the Church Safety Policy will be advised at the next meeting. [Action DT/MP]</p> <p>Structure – delegate to Management Committee in the first instance. PCC to pray about helpful insights etc. to be discussed at future PCC meeting.</p> <p>People who are keen to be involved in a ‘Reference Group’ to provide an independent view to the Coffee Shop Management Group:- Paul L, Sian L, Mark O, Val, Di ,Alice, Sara W and RH</p> <p>The meeting took time to pray around the Coffee Shop.</p>		
A 3	APCM Planning and Elections Paper 01	<p>MP reminded the group that the APCM is to be held on Sunday April 30th. There is currently only one vacancy on PCC. It would be helpful to know if anyone is thinking of standing down this year. Deanery Synod reps (Martin Freye, Melanie Griffiths and Val Moore) are all due to step down this year but can re-stand.</p> <p>Paper circulated in advance of the meeting. PCC is now much more evenly spread demographically. Prayer for elections was encouraged.</p> <p>PL advised that having a representative from 20’s or 30’s on the PCC is still attractive.</p> <p>The meeting were advised that Derek Hadden is standing down as Warden after four years’ service. PCC were asked to be prayerful about identifying possible successors. Mel Griffiths advised the meeting that she is not planning on re-standing for Deanery Synod or PCC as she wishes to become more involved in ministry in Lawrence Weston.</p>		
A4	Annual Report and Accounts	<p>MP advised the meeting that the audit process is underway. Accounts will come to the March PCC.</p> <p>End of year position – general fund surplus £6000+ which is very encouraging. Thanks to God for provision.</p> <p>Provision – most letters have gone out. Those unclaimed will be posted out. PCC members were encouraged to check and deliver by hand any that are for church family members known to them. 15 replies received so far = £7,700 either increased or new giving. Faith budget to be held in prayer. Thanks to MP, PB and finance team.</p>	Accounts to March PCC Meeting	
A5	Renew Update	<p>MP began by reminding the group that RENEW is not forgotten.</p> <p>3 significant things have happened:-</p> <ul style="list-style-type: none"> • Leighton moving on • Conversation re offices location/removing organ Looked at alternative places and have a plan which will work. • Architects lost team member which has put them back. <p>Question for PCC to reflect on; when do we start bringing</p>		

		<p>this back? (God's timing?)</p> <p>A member asked if we could start to look at other smaller projects; particularly rubbish clearing. It was noted this could be looked at in isolation.</p> <p>PL asked the meeting to think about whether they would look favourably on looking at some of the proposals for the Crypt. The meeting were generally supportive of moving forward with ideas for renovations to the basement which are in need of attention.</p> <p>Actions: PCC would like to see phased approach to work in basement</p> <p>RENEWS edition required. MP & MO to work on.</p> <p>RENEW team needs to be reformed.</p>		
B	STANDING ITEMS			
B 1	Approval of minutes Paper 02	PCC meeting 23rd January. Mark Orriss proposed the minutes were approved, seconded by Peter Smithson; 2 abstentions. Carried.		
B 2	Matters arising	<p>Ian Yen and Ed Shaw re. speaking to PCC. PL yet to hear back</p> <p>Review of Service changes – A Saturday morning meeting has taken place which was largely for previous 9.15am members. Paper exercise to be carried out. SC to draft paper; to be reviewed at PCC. Also for 5pm gathering. Roberto & Susanne and Nelly advised that the feedback they are receiving is mostly positive. A member reflected that it is important to be active in listening to those who are discussing changes etc.</p>	SC to draft paper for service review process	
B 3	Other Minutes Paper 03	<p>SC Minutes 9th January 2017</p> <ul style="list-style-type: none"> · Update on plans to review the new gatherings · Update on Youth Pastor role – been through process of consultation and approved by Personnel Sub Group. MP advised interviews will take place in early-mid April. Advertising will take place next week nationally and locally including on the CC website. 		
B 4	Finance Report	None raised		
B 5	Paul's Points	<p>Kingdom Living attendance on Saturday - very encouraging feedback received.</p> <p>Prayer requested as due to have operation in two weeks.</p>		
B 6	Warden's Points	None raised		
B 7	Operations Manager's Points	MP thanks for DBS checks that have been completed. Email that follows, please complete as soon as possible.		
B 8	Safeguarding Update	SW advised the meeting that the next training session is on Saturday 27th March. She also advised that on the 21st March safeguarding officers are meeting with Ruthy, Nelly etc. to look at guidance.		

		The meeting were reminded that attending Safeguarding training is part of the key responsibilities of PCC membership.		
	Review of the Meeting	What went well? SL good discussion around Coffee Shop. Good level of contribution.		
	Conflicts of Interest	None declared		
	Confidentiality	Coffee Shop – first paragraph.		
	Next Meeting	Monday 20th March 7.30pm		

Future Meetings: APCM Sunday 30th April, 19th-20th May (away)