



CHRIST CHURCH CLIFTON

Being transformed by Jesus to see the Kingdom come

PCC MINUTES

Minutes of the meeting held at 7.30pm on 26th June 2017

STATUS

APPROVED
15.07.2017

Present	Helen Albon, Brendan Biggs, Alexandra Creavin, David Daniels, Rosemarie Hall (Minutes), Paul Langham, Janet Lee, Sian Lowe, Adam Marriott, Tim Meathrel (Chair), Val Moore, Di & Cluff Noon, Mark Orris, Mark Parsons, Catherine Simmonds, Peter Smithson, Kevin Stone, Graham Stuart, David Troughton, Sara Wadsworth
In attendance	Tom and Elliott (Ordinands on placement at CC during June)
Apologies	Erica Bebb, Alice Denyer, Jill Garfitt, Derek Hadden, Andy MacPherson,

Ref	Item	Notes	Action (what)	Who and by when
	Introductions and Bible Reflection	Tim Meathrel led a reflection around Psalm 85. A time of prayer followed. Thanks were expressed to Kevin Stone for writing the reflection of the PCC Retreat in May for the church family email. Alex Creavin kindly volunteered to give a review of this meeting.		
A	MAIN ITEMS			
A 1	Interim Vision and Planning Group	PL reminded the meeting that the group exists to work on the vision statement particularly on strategic implementation. Work has been undertaken to change the vision statement; this will provide areas for thought from the leadership over the next season. Questions: <ul style="list-style-type: none"> <i>Is there a date to have the update?</i> PL advised that it is hoped there will be a written report for review at the PCC meeting on 15 th July meeting which can then be discussed in September. <ul style="list-style-type: none"> <i>Which is interim the group or the vision?</i> The Group on vision and planning is an interim arrangement.	Written report for 15 th July PCC	MP
A 2	PCC Subgroups Paper 01	Papers were circulated in advance of the meeting. MP reminded the group that when they met in May it was agreed that the PCC has various governance responsibilities and it was agreed that it is difficult to manage these as a large group. The formation of a small group was agreed to do work on proposals. Terms of Reference for four sub groups (Personnel Team, Finance Team, Buildings Team, and Risk Management Team) have been drafted. Diary is being considered and thought has begun on looking at the sort of people that would be needed to be in the groups. Any questions/comments on work done so far? <ul style="list-style-type: none"> <i>Risk Management Group – remit Disability Discrimination Act – not sure this group is the right place?</i> To be taken out of the remit of this group for the time-		

		<p>being.</p> <p>It was noted that maybe some “Disability Champions” should be created.</p> <p>A member had a different expectation of the risk aspects being included. Does this include all risks that prevent us doing what we would wish to do? Risk management is a process so an extra item to the remit can be included.</p> <p>The group would not be involved in providing the training but would ensure such training takes place.</p> <p>Any questions on the reporting template or timetable?</p> <p>Helen Albon informed the meeting that the template has been produced with the aim of keeping things brief. To be clear about recommendations to PCC etc. When we need a decision to be able to focus the PCC.</p> <p>Members of groups – not done work on names but on the type of people required; including the Chair and Secretary.</p> <p>4 recommendations to PCC:</p> <ul style="list-style-type: none"> • Adopt Terms of Reference for the Personnel Finance, Buildings and Risk Management teams. <i>Proposed by Janet Lee, seconded Val Moore, carried unanimously.</i> • Adopt Reporting Calendar <i>Proposed by Peter Smithson, seconded by Val Moore, carried unanimously.</i> • Adopt “Role Profile” <i>Proposed by Janet Lee, seconded by Catherine Simmonds, carried unanimously.</i> • SC to bring back proposals for membership of each team to the July PCC (<i>PCC members are invited to suggest suitable names from the PCC and wider church family either at the meeting or afterwards</i>). <i>Proposed by Sian Lowe, seconded by Sara Wadsworth, carried unanimously.</i> <p>It was noted that an annual review process would help to highlight the expectation that the reviews will occur.</p> <p>It was noted that a role description for the Chair, Secretary and “Domain Expert” of the teams may prove beneficial.</p> <p>It was also noted that if people are expected to change or stand down from groups it would be useful to know before the summer break.</p> <p>Thanks were expressed to the small group for the work undertaken so far.</p>	Disability Champions to be considered	MP?
A 3	RENEW Update	<p>MP reminded the PCC that two decisions were made at the May meeting:-</p> <ol style="list-style-type: none"> 1. The PCC supports the redevelopment of the crypt as the next stage in the phased approach. 2. The PCC supports the re-formation of a RENEW team to spearhead the project. 		

		<p>The meeting were advised that PL and MP have met with the architects to talk about how these proposals might work. Ideas of using the fire exit in Crypt for more space with light and create an improved entrance were positively received. It was emphasised that the scheme needs to provide more light in the Crypt. A phased approach was welcomed and there would be slight amendments required for the installation of the lift. The Architects impression was that work on the Crypt could be done using the money we already have in place but final discussions will need to have taken place for this to be guaranteed. Timescale: - if approval received could be doing the work by Summer '18. It has been arranged for the Diocesan Advisory Committee (DAC) to do site visit on 3rd July with a view of getting plans to the DAC for their July meeting.</p> <p>What is the right form of "team" to take this forward? PCC were invited to give this thought in advance of this meeting. The model previously in place when Leighton Carr was working on RENEW does not necessarily have to be replicated. It was agreed that confidentiality should be maintained around names discussed in case they have not been approached to check if they would be willing to be involved. Noted that if PL and MP are on RENEW team then their time cannot be given to many other pursuits. It was noted that it would be helpful to have an idea of the level of commitment that would be required from group members when discussing with potential people to serve. Project management role may be two people (professional and director).</p> <p>It was clear that finding the right Chair of the group is key and prayerful consideration was encouraged. It was suggested that MP has a conversation with Leighton for advice/thoughts.</p> <p>The meeting were also of the opinion that clear effective communications need to be in place once plans and groups are finalised.</p>		
A4	Christ Church Primary School	<p>Proposal for Neil Shepherd to succeed Tim Meathrel as Foundation Governor for Christ Church Primary</p> <p>CC has right to appoint two governors. The PCC were asked to approve Neil Shepherd being appointed, this was seconded by David Daniels. Carried.</p>		
A5	Discipleship Brainstorm	<p>Looking at small groups, prayer, socials and issues for 45-60 age range</p> <p>Meeting to discuss in small groups....feedback to be added to flipchart.</p> <ul style="list-style-type: none"> • What are pressing concerns/issues • Ideas of how we might address/improve.... <p>Feedback from the groups was provided.</p>		

B STANDING ITEMS				
B 1	Approval of minutes Paper 03 Paper 04	Notes of the PCC Weekend 19/20th May 2017 Minutes of PCC 20.03.2017 No amendments received. Approved.		
B 2	Matters arising	SC to discuss Elected PCC officers Lay Chair Treasurer	SC to discuss (Sept?)	
B 3	Other Minutes Paper 05	SC Minutes 8th May 2017 were noted.		
B 4	Finance Report Paper 04 – to follow	<p>Accounts to 31st May 2017. MP provided a verbal report from the finance team (due to meet on Sunday 25th June)</p> <p>MP distributed a paper version of the Finance Report (a meeting of the Finance Sub Group having taken place on 24th June)</p> <p>Difference in actual giving and expected giving. Some significant one-off gifts have been received.</p> <p>MP shared some figures and an overview of the current situation on Provision. Need to watch expenditure and encourage new members to make financial commitment. Once staff levels are in place we will need to have a control on staffing levels.</p> <p>Levels of new members and increased giving are disappointing but we need to remember we are on a mission together...</p> <p>A question arose around any steer for what people may give outside of the church scheme? Traditionally CC members have channelled all their mission giving through CC but this has declined so it may be assumed that not all the giving comes into CC.</p> <p>A member felt that we should take a look at why people are not giving or increasing their pledges. As a church we need to appreciate the reasons that may be behind this.</p> <p>A question arose as to why the gift aid amount is lower than expected? MP would need to investigate.</p> <p>It was agreed there should be further discussion when the next quarter figures are available.</p> <p>Thanks were expressed to the Finance Group for the quality of the information provided, particularly in the absence of a Treasurer; but it was noted that Patrick Bolster is still involved in the group and providing support.</p> <p>The meeting were reminded that members sometimes offer to give one-off gifts for specific purposes but this presents issues with mechanics and the leadership were encouraged to try to navigate members to general giving.</p>	Investigate gift aid figures	Finance Team

		<p>A question was raised around why collections/offerings are not taken at the gatherings; what is the history. Also could children not be educated around giving in order to educate them for later in life?</p> <p>PL advised that a survey conducted amongst visitors and guests indicated that “passing the bag” had provided an impediment. It was estimated that this costed us around £20k per year. The PCC made a decision not to have collections some time ago.</p> <p>The discussion concluded with the members being encouraged to be prayerful and do whatever possible to encourage response to Provision etc. Faith venture.</p> <p>Patrick had two questions in the annual report</p> <ol style="list-style-type: none"> 1. Around attitude to risk.....in relation to reserves 2. Related to investments.... <p>These need to be discussed further in due course.</p>		
B 5	Paul’s Points	<ul style="list-style-type: none"> • Ordination 2nd July at Bristol Cathedral– prayers and messages encouraged for Neil Shepherd and Jill Garfitt. Attendance at lunch at CC at 1pm was also encouraged. • Two of the current Interns are talking about serving for a further year at CC. More details to be given in due course. • Roberto & Suanne – aims to identify and build a team; initial names given to PL. Planning to commission members in September. List to be sent to PCC over the summer. Those serving will sign up for one year. • Holiday Club – Ruthy and team are running a holiday club this summer. A Small group of families are unhappy that about a charge being incurred. It needs to be noted that other churches run similar clubs for which they charge. A Bursary does exist so that no-one is excluded. 	List of names to be sent to PCC once finalised	Roberto & Susanne
B 6	Warden’s Points	<ul style="list-style-type: none"> • Fit and Proper Person Legislation. <p>A form was distributed to all members, who were asked to read it, fill it in and sign it. These were to be returned to MP before leaving the meeting.</p> <ul style="list-style-type: none"> • Living Out Course 27th September. Members were encouraged to attend this event; email invitation has been sent to members. 		
B 7	Operations Manager’s Points	<ul style="list-style-type: none"> • DBS Checks. 4 people need to respond to email they have received. • Attendance to Safeguarding training – 4 members need to attend. Next course is on 9th July. • Erica Bebb is running a Fresh Expressions within the Creative Arts and is hosting a group on a boat in the harbourside. A question had been raised about insurance cover. It was agreed that as the event is happening outside of the building it was recommended that a PCC minute is in place to advise that PCC extend insurance cover (Similar to Alpha Awayday...) to this activity. <p>This was proposed by Tim Meathrel, seconded by David</p>		

		Daniels and carried with 1 abstention.		
B 7	Safeguarding Update	Sara Wadsworth and Richard Bebb attended a Commissioning Service for Safeguarding Officers at St. Mary's Redcliffe church. Seniors Lunch help required. Sept 10th or Oct 8th. 4 people needed.		
		Val Moore advised that she would appreciate some PCC members offering help at a Seniors Lunch on either September 10 th or October 8 th . Four people are required – volunteers to contact Val directly.		
	Review of the Meeting	Ben and Toby noted that the meeting started late and ended later than indicated on the agenda. They enquired if there were representatives from the 20's and 30s at the meeting. The brainstorming sessions were good. A PCC member felt that the meeting was a bit rushed in places...Do we need more meetings or less on the agenda?		
	Conflicts of Interest	None declared		
	Confidentiality	Names of potential members of PCC subgroups to be removed from the minutes until those people have been approached directly.		
	Communication			
	Next Meeting	Saturday 15th July 9.30am Linden Gate Meeting Room		

Future Meetings: Sat 15th July, Mon 25th Sept, Sat 14th Oct, Mon 27th Nov, PCC & Staff Social Mon 11th Dec