



CHRIST CHURCH CLIFTON

We exist to change the world ... one person, one city, one nation at a time.

PCC MINUTES

Minutes of the meeting held at 7.30pm on Monday 25th June 2018

STATUS

Approved
24.09.2018

Present	Graham Stuart (Chair), Janet Lee, Errol King, Mark Parsons, Kevin Stone, Cluff Noon, Diane Noon, Ryan Langdon, David Troughton, David Daniels, Val Moore, Sara Wadsworth, Peter Smithson, Sian Lowe, Adam Marriott, Brendan Biggs, David Newton, Becca Rimmer (Observer) Sophie & Elliot (Item A1)
Apologies	Paul Langham, Andrew Macpherson, Neil Shepherd, Catherine Simmonds, Mark Orriss, Alexandra Creavin
Minutes	Tavi Price

Ref	Item	Notes	Action (what)	Who and by when
	Introductions	Graham bought the meeting to order and welcomed everyone – each member introduced themselves for the benefit of the guests and newcomers. The meeting started in prayer - specially praying for Alex following Ryan relaying the news of her being very unwell.	Continued prayers for the family a card for Alex to be sent from the PCC	All JL/MP 26/06/18
A	MAIN ITEMS			
A 1	Youth Ministry Update	<p>Sophie & Elliot gave an update on their overall vision for Youth ministry:</p> <p>Pathfinders (11-14yrs) / Meeting Point (15-18yrs)</p> <p>“Making quality disciples” - main focus - how to instill how each young person can develop their relationship with Jesus.</p> <p>In line with the wider church vision of Connect, Grow & influence:</p> <p>Connect – create a safe place – to feel welcomed</p> <p>Grow – know how to do relationships well - with one another and with God. To provide opportunities to lead – new to meeting point “Golden Nuggets” - here they can share with the group. Within Pathfinders they are creating ways to move them out of their comfort zones e.g. recently went into Clifton village and handed out chocolate bars with messages of God’s love wrapped round them.</p> <p>Influence – to help the young people discern what their calling is and how they might serve in society.</p> <p>Pathfinders meet on Sunday mornings and have had several socials since they started – they also intend to start disciple groups in September. Youth weekend away next weekend (29th June – 01st July) to St Georges Activity Centre in Devon – good opportunity for Pathfinders to interact with Meeting point.</p>		

		<p>Meeting Point – meet on Friday nights</p> <p>Had camping sleepover at their community shared house in Backwell. Started 1:1’s – really effective and provides time to answer and discuss those issues or questions on their minds at a deeper level and to get to know them better.</p> <p>Activities outside the main schedule:</p> <ul style="list-style-type: none"> • Building the team, training the team, seeking mentors from the church family – to get alongside the youth. • Parents evening – engaging them with their vision for the term alongside lots of emailed communications to keep them involved • (they want to see this area develop & to get more feedback from parents) • Highlights so far: have felt so welcomed by the church family and staff team / 1:1’s • They also shared a few encouraging testimonies from both Meeting point and Pathfinders. <p>Several encouraging examples of young people growing in faith, meeting with the Holy Spirit and finding faith were given. In response to PCC discussion,</p> <ul style="list-style-type: none"> • Elliott and Sophie discussed how they had been involved in the city-wide initiative “The Noise”. The main highlight for the youth was prayer on the streets. They were also exposed to seeing some of the deprived areas in the city which many had not seen before. • They would like to engage more with schools in the city – they have already established links with Clifton college • Felt their biggest challenge was the “snap shot” of time they have each week to cram in connect, grow, fun and teach all in 1-2 hours. • Asked for additional help with up and coming Pathfinder 1 to1 meetings as usual team leaders not available. <p>PCC thanked Elliott and Sophie for attending and their hard work. It was agreed that meeting with the staff and PCC was an excellent initiative. Sian prayed for this area of ministry</p>		
<p>A 2</p>	<p>Finance Report Paper 01, 02</p>	<p>David Newton apologised for their not being a narrative to accompany the papers – the Finance team have not been able to meet in time to review the 1st quarter accounts - however this will happen going forward</p> <p>Q1 Accounts – David advised that he wasn’t going to go through them in detail but largely on track with the budget</p> <p>Q2 Accounts – to be sent out in July – currently nothing of note to mention that is likely to affect the budget.</p>		

		<p>Giving Analysis – key point is that it is tracking new and stopped givers and if people are increasing or decreasing their giving. Main point of note is that on the back of the appeals there has been an increase (modest but not insignificant) of 5-10% - worth £16k annualised.</p> <p>Lots of discussion followed regarding communicating to the church at the various gatherings on how to give, what the money is being used for and the most effective medium of doing this. Timings and regularity for this was also discussed.</p> <p>Improving access and ways in which people can give was also discussed i.e. via text or the website. Mark made the point that you cannot gift aid when texting a donation.</p> <p>There have been two one off donations given this year that were not in the budget and there have been some new joiners to provision in June – Mark will be able to provide a better view once these have been put through the system and annualised.</p> <p>Security of the donations box was raised. Janet to send an email to remind Welcome teams to empty them at the end of each gathering team.</p> <p>Peter Smithson raised the point that some budget holders go over budget in latter half of the year – what controls are going to be in place? Mark assured the PCC that budget holders would be having regular spend updates from Finance team.</p>	<p>Email to be sent to welcome teams</p>	<p>JL (ASAP)</p>
A 3	PCC Calendar 2018/19 Paper 03, 04	<p>All the dates for the next academic year have been sent through – please put them in your diaries and the hope is that there will be no changes unless there are exceptional circumstances.</p> <p>Agenda planner also distributed – subcommittee groups scheduled throughout the year to report back to the PCC</p> <p>The PCC agreed that they would like more Ministry Team Heads to come and share like Sophie & Elliot</p>		
A 4	Risk Management	<p>Peter Smithson gave an extensive verbal update.</p> <p>Sub working group – David Troughton, Jenn Ellis (H&S), Mark Parsons / Wardens</p> <p>The Risk Management team will also be taking on H&S as Jenn Ellis stepping down</p> <p>They have started to re-write their Terms of Reference and responsibilities, so they are able to prioritise what is urgent.</p> <p>Top priority: Fire Safety – Risk Assessment</p> <p>This provoked a thorough discussion on the urgency of having a fire drill at the gatherings and to ensure all fire procedures are up to date, exit lights working and that the alarm is sounding in all areas of the building.</p> <p>Although all agreed and stressed how urgent this is Peter needs to work with various teams to ensure all the training and plans are completed.</p> <p>Main action point is for Peter to provide an update at the next meeting in July and for a planned first evacuation during each gathering in August.</p>		

		<p>Janet Lee reassured the meeting that welcome teams, and kids teams do know what to do if the fire alarm was raised at one of the gatherings. However, Janet will send out some reminder emails to the Welcome Team Leaders, Nelly and Ruthy tomorrow. Mark to contact Sophie and Elliot.</p> <p>Extinguishers and alarm tests are also carried out annually by our nominated service company</p> <p>The risk register will become a working document – ranked in order from all the different risk management reports. It is a work in progress document and will be distributed around the PCC.</p> <p>Plan for 2019 – policies and procedures to be up loaded to a cloud for other sub-committees to view.</p> <p>Peter needs a bigger team – opportunity for a member of the PCC or member of the congregation – everyone to keep ears open</p> <p>All need to be vigilant and not to expect someone else has seen an issue or risk – e.g. furniture, boxes etc. blocking fire exits – move them!</p>	<p>Janet to send out reminder emails on fire drill process to Welcome Teams</p> <p>Fire Safety risk assessment update</p>	<p>PS 14/07/2018</p>
B	STANDING ITEMS			
B 1	Approval of minutes Paper 05, 06	<p>The minutes of the PCC Meeting on 19th March 2018 were approved with no amendments. (just one name spelled incorrectly – Kevin Sone needs to be changed to Kevin Stone)</p> <p>The minutes of the PCC Meeting on 12th May 2018 were approved with no amendments.</p>		
B 2	PCC Action Tracker Paper 07	<ul style="list-style-type: none"> A1 - 3rd action on the tracker – remind the core team about discussing the Mission Committee /giving – there needs to be accountability – team is disbanded, and Sara and Janet are doing what they can but there needs to be a structure in place for strategic and practical decision making – Janet to send out the brief to the core team and to the PCC. Mark to add to Core Team agenda, A2 - 2nd action on the tracker - Graham and Mark to talk re. sub group memberships. 		
B 3	Other Minutes Paper 08, 09	<p>The Standing Committee Minutes from 12th March and 9th April 2018 were noted.</p> <p>Sara asked Peter – how is the Facilities Management going now Adrian & Gay have stepped down? Peter to resend the ever-growing jobs lists to PCC.</p> <p>Roberto and Susanne have been overseeing the kitchen cleaning team on an interim basis – more permanent solution in progress but a few communication issues encountered</p> <p>Nick Carter – sorting out DIY jobs and having a meeting before the summer break with those people who have shown interest.</p>		
B 4	Finance Report	None.		

		David Newton and Mark meeting with Bankers to review interest rates for cash investments.		
B 5	Paul's Points	None. On holiday in Scotland		
B 6	Warden's Points	<p>Nothing from Sian Main points from Graham:</p> <ul style="list-style-type: none"> • Someone tried removing lead from the church which has left some damage – insurance claim being processed and will be repaired. • Building committee is being reinstated after not meeting for some months. Graham will chair as Nicola Walther wishes to stand down as chair but will remain member. • Anti-climb paint to be applied to drainpipes • Graham has been approached by several people wanting some in-depth teaching sessions from Paul - For example - What does the bible teach about same sex marriage. Paul is considering how best to address this. 		
B 7	Operations Manager's Points	<p>Main points from Mark:</p> <ul style="list-style-type: none"> • Christ Church has survived the GDPR process which has gone remarkably well considering the huge amount of work involved. • A book is being prepared in memory of Jill Garfitt – PCC members encouraged to contribute. • Testimonies – PCC asked to take the lead if there are stories we can share - and to encourage others who may be hesitant in sharing • Harvest lunch still planned for September as well as the testimonies harvest celebration in July. (Response to question from Val Moore) • Christ Church banner sign (Bristol- City of Hope) has to be taken down due to a public complaint and lack of planning permission despite being an initiative of Marvin Rees! • The other banner – advertising places of pre-school places at the direction of the council also was requested to be take down! • Associate vicar – 23rd July interviews. • Brendan noted that the revised job description had more focus on pastoral care – Mark confirmed that it was decided not to appoint either applicant after the initial interviews and to review the type of person required and revise the job description • Renew update – sits with Paul & Mark at the moment – but currently awaiting pre-approval advice from DAC, Architects, and Bristol City council. Mark to bring an updated report to the next meeting • Graham hopes that the Building Committee once mobilised will be able to free Mark and Paul from some of the Renew workload. 		
B 8	Safeguarding Update	<p>Sara provided an update:</p> <ul style="list-style-type: none"> • Training is coming up – 2nd July in Linden Gate 		

		<ul style="list-style-type: none"> Met with Sophie and Elliot – will also meet with staff team and Tuesday Community. Graham is in the process of getting someone new involved – very experienced in their work capacity. Safeguarding Audit for the diocese was missed but will be completed ASAP 		
	Review of the Meeting	Becca gave her insights to this, her first ever PCC meeting – huge range of things and the nitty gritty as well as the more vision stuff. All agreed how good it was having Sophie & Elliot to hear about their area of ministry Good time control – agenda not too crowded		
	Conflicts of Interest	None.		
	Confidentiality			
	Communication	Errol – to give his overall summary of the meeting to go out in the Friday news.	Email to be sent to Mark/ Church office	EK 29/06/2018
	Next Meeting	Saturday 14th July, 9:30am in the Church		
		The meeting closed with prayer at 9:30pm led by Graham		

Future Meetings: Sat 14th Jul, Mon 24th Sep, Sat 20th Oct, Mon 26th Nov, Mon 10th Dec (Social)