



# 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 7:30am on Monday 23<sup>rd</sup> September 2019

### STATUS

Approved  
19.10.2019  
(Public)

<b>Present</b>	Rachel Ambler, Erica Bebb, John Butler, Mark Ellis, Alasdair Groves, Jonathan Hendry, Errol King, Paul Langham, Janet Lee, Val Moore, David Newton, Mark Orriss, Mark Parsons, Tavi Price, Neil Shepherd, Catherine Simmonds (Chair), Peter Smithson, Graham Stuart, David Troughton.
<b>Apologies</b>	Di & Cluff Noon
<b>In attendance</b>	Emily Charkham, Ben Leighton - Trinity Ordinands observing Mike Inness (Item A1) Sara Wadsworth (Item B9)
<b>Minutes</b>	Tavi Price

Ref	Item	Notes	Action (what)	Who and by when
	<b>Bible Reflection</b>	NS – Ephesians 5 v 1 & 2 Reminder of the sacrifice Jesus made for us and how we should follow his example of walking in the way of love A time of prayer followed to reflect on these verses		
	<b>Apologies &amp; Introduction</b>	Apologies – Di & Cluff Noon		
<b>A</b>	<b>MAIN ITEMS</b>			
<b>A 1</b>	<b>Renew Update</b>	<p>Mike Innes joined the meeting for this item and gave an update:</p> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>Bristol city council have asked for some minor changes to the elevation of the extension area. This will mean a minor reduction in usable space. Due to having to re-consult it will add 21 days to the process, however the principle of development has been established and we can reasonably expect that planning will be granted by the end of the calendar year.</li> </ul> <p><b>DAC</b></p> <ul style="list-style-type: none"> <li>Our architect is in regular contact with Simon Pugh-Jones, chair of the DAC. Dialogue seems to be positive between the two parties.</li> <li>When the latest drawings have been submitted to the council, we will have a further meeting with the DAC to ensure we are on the same page.</li> </ul> <p><b>Professional fees</b></p> <ul style="list-style-type: none"> <li>We are working within an historic authority granted by a PCC. Fees thus far expended are within reasonable levels.</li> <li>An updated budget and approval process will be circulated for the next PCC meeting for their approval.</li> </ul> <p><b>VAT</b></p> <ul style="list-style-type: none"> <li>The initial view is that should we follow a recommended process we could be VAT efficient.</li> </ul>		

		<p><b>Programme</b></p> <ul style="list-style-type: none"> <li>• We could mobilise the build phase with three months’ notice, following planning permission being granted.</li> <li>• Given where we are now with fundraising, it is unlikely that we would be able to commence works prior to June.</li> <li>• We believe that we have a decanting solution that would allow the ground floor of the church to operate with a minimum of disruption whilst works are being undertaken in the crypt area.</li> </ul> <p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li>• For a number of reasons, we have concluded that we need to bolster our position before we go to the wider audience.</li> <li>• Efforts are being put into creating a prospectus. Paul has started the process of writing this and will be preparing an initial draft. A version of it should be available for the next PCC meeting.</li> <li>• We have already seen some excellent work from the Preschool that suggests how we can support families.</li> </ul> <p><b>Implementation plan</b></p> <ul style="list-style-type: none"> <li>• We will need to create an implementation budget which will increase the funds required from an appeal.</li> <li>• At that point we will be needing to recruit from the congregation people with the appropriate skill sets to deliver.</li> <li>• We must be clear that we can deliver what is stated in the prospectus.</li> </ul> <p><b>Property audit</b></p> <ul style="list-style-type: none"> <li>• We should look at what properties we have and how we use them.</li> <li>• We need to be very sure as to how we use this new extension. It must demonstrate that it is vital in improving and supporting what we do now and in the future.</li> </ul> <p>This is very much a team effort to get us to where we are now. Please pray for us as we try and move things forward.</p> <p>MP informed the meeting that during the summer Alice Kemp (Diocesan Accessibility Advisor) did a full audit on all the plans for the crypt.</p>		
A 2	<p><b>Culture Shifts</b> Paper 01</p>	<p>The PCC revisited the culture shifts which were presented by Paul at the APCM and PCC Retreat:</p> <p>A few questions were raised about some of the shifts: e.g. What is meant by Wilderness / Promised Land? Are the headings on the right of the scale where we are heading to / aiming for? Are the headings on the right descriptions of the early Church?</p> <p>It was discussed how many churches today are very different to the churches of our childhood and many Christian organisations are being recognised by those outside the Church when in the 60’s and 70’s it would not have been unheard of e.g. Care for the Family / CAP/ TLG.</p> <p>PCC members had been asked to mark where we saw Christ Church on the journey between each pair of headings and give in their “answers”. These will be looked at and the headings where many agree we are closer to the left hand side will be explored so we can see how we as a church can move shift our culture towards the right hand side.</p>		

<p><b>A 3</b></p>	<p><b>Revised PCC Values</b> Paper 02</p>	<p>The PCC were asked to approved the revised PCC values which were drafted by CS following the work done at the PCC Retreat.</p> <p>Paul drew out a couple of the values before members were asked to agree the proposal to adopt them formally:</p> <ul style="list-style-type: none"> <li>• <b>Being honest with another</b> – members must feel safe to disagree but once the decision is made, we all must support the decision even if someone had to abstain or disagree.</li> <li>• <b>Operate Confidentiality</b> - What is confidential? PCC meetings and minutes must always lean towards transparency – however on occasions subjects like terms and conditions of staff or safeguarding concerns for obvious reasons must be kept confidential. However, all members at the end of the meeting must agree what is confidential and what isn't.</li> <li>• Some discussion arose about where we should display these PCC values – this will be looked at. However, we also agreed that apart from being displayed we must demonstrate them!</li> <li>• Members were reminded that 16-18yr olds could be PCC members or observe meetings although PCC members are not elected to represent constituencies or groups within the church.</li> <li>• PCC values are revised each year.</li> </ul> <p><b>Proposal:</b> Adopting the revised PCC Values  <b>Proposer:</b> Errol King  <b>Secunder:</b> John Butler  <b>Proposal carried unanimously</b></p>		
<p><b>A 4</b></p>	<p><b>Half Year Finance Reports</b> Paper 03</p>	<p>DN gave an update on our finances.</p> <ul style="list-style-type: none"> <li>• The latest set of reports are to half year and showed that we were broadly on track with income and expenditure. However, the second half of the year is facing a shortfall of income with a drop of 5% during August. The end of year projection for giving income is now £387k against a budget of £423k.</li> <li>• Why? Similar reasons as given before - people are leaving and arriving but those arriving are giving less than those who have left (different stages of life). A small change in the number of people can have a big impact.</li> <li>• Use of the Legacy Fund discussion is to be put on hold until more financials are known once RENEW project planning is agreed or not.</li> <li>• Spire Coffee shop update – finances have turned around - July and August best months ever! Main factors being consistent hours / introduction of lunches. This is exciting on a numbers front but also on what is going as a result of the mission of the coffee shop.</li> </ul>		

<b>B</b>				
<b>B 1</b>	<b>Approval of minutes</b> Paper 04	The minutes of the PCC Meeting on 24 <sup>th</sup> June 2019 were approved following some amendments.		
<b>B 2</b>	<b>PCC Action Tracker</b> Paper 05	Completed actions to be removed by MP and updates provided on the rest by the next meeting.  GS observed and noted in the meeting that MP is on nearly all the sub-groups. Membership of these groups needs to be addressed.	Update tracker	MP 19/10
<b>B 3</b>	<b>Other Minutes</b> Papers 06	The Standing Committee Minutes from and 2019 were noted and accepted		
<b>B 4</b>	<b>Finance Report</b>	A contactless donations facility (christened “bob”) is now available on the InfoHub.		
<b>B 5</b>	<b>Sub group reports</b>	A report from the Personnel Team was noted.  JB asked whether not having a facilities manager was hurting us now and should we make a proposal to employ one? MP responded that it was not on our agenda at the moment, due to financial constraints, but would be his highest priority for a next staff appointment.  The meeting thanked PS for organising the 2 big cleans.		
<b>B 6</b>	<b>Paul’s Points</b>	Hannah Gibney is willing to stand for the last remaining vacancy on Deanery Synod. She will then also be automatically a member of PCC. The PCC can fill casual vacancies.  <b>Proposal:</b> Hannah Gibney is elected to Deanery Synod <b>Proposer:</b> Janet Lee <b>Secunder:</b> Catherine Simmonds <b>Proposal carried with 1 abstention</b>		
<b>B 6</b>	<b>Warden’s Points</b>	CS: Helping a LGBT member who wants to start a conversation on where they fit into Christ Church.		
<b>B 7</b>	<b>Operations Manager’s Points</b>	A vacancy has occurred for Deputy Coffee Shop Manager as Hannah Horwood handed in her notice at the start of the summer. The advert is going out tomorrow with interviews on 21 <sup>st</sup> October. The post will be for a one-year contract.  Kamran Zahid is filling the post on a temporary basis at the moment. We expect him to apply.		
<b>B 9</b>	<b>Safeguarding Update</b> <b>Papers 08 / 09</b>	Sara Wadsworth (PSO) joined the meeting for this item.  The Safeguarding Policy and Guidance notes have been updated and circulated to PCC.  <ul style="list-style-type: none"> <li>• A few comments were made including the importance of every member to read these papers carefully:</li> <li>• SW to check the URLs as some links not working.</li> <li>• Link to safeguarding is now prominent on the Christ Church website.</li> <li>• Hard copies of the docs need to be in church (e.g. on the info hub)</li> <li>• RA – do we need labels to identify Kids Church leaders rather than the current coloured t-shirts? Photo IDs to be made for children’s leaders/members of leadership team.</li> <li>• JB raised a question regarding insurance cover – MP answered stating that CoE insurance is comprehensive (&amp; there is further DBF cover for trustee idemnity).</li> <li>• There remains a PSO vacancy.</li> </ul>		

		<b>Proposal:</b> Official approval of Safeguarding Policy & Guidance notes <b>Proposer:</b> <i>Graham Stuart</i> <b>Seconder:</b> <i>Rachel Ambler</i> <b>Proposal carried unanimously</b>		
	<b>Review of the meeting</b>	Chaired well.		
	<b>Communication</b>	No confidential items Friday email – update on coffee shop PCC Values – to be put on website		
	<b>Next Meeting</b>	Saturday 19 <sup>th</sup> October 9.30am, Church		
	<b>Prayer</b>	NS closed in prayer. Meeting finished at 9.35pm		

**Future Meetings:** Sat 19<sup>th</sup> Oct, Mon 25<sup>th</sup> Nov, Mon 9<sup>th</sup> Dec (Social)