



# PCC MINUTES

Minutes of the meeting held at 7.30pm on Monday 29<sup>th</sup> January 2024

<b>STATUS</b>
Approved
26.02.2024
(Public)

<b>Present</b>	Barny Collins, Mark Ellis, Mei Yen Furey, Danish Gill, Janet Lee, Paul Langham, Suzannah Mason, Philip Miles, Di Noon, Mark Orriss, Mark Parsons, Tavi Price, Jack Reed, Hannah Rodgers, Chris Shaddick, Dave Vernon, Kamran Zahid
<b>Apologies</b>	John Butler, Andrea Jeanneret, Cluff Noon
<b>Minutes</b>	Tavi Price

<b>A</b>	<b>INTRODUCTORY ITEMS</b>
<b>A1 Apologies</b>	As noted above
<b>A2 Conflicts of interest</b>	KZ – if anything relevant to 7CC comes up then this will be a conflict for Kamran.
<b>A3 Prayer and Worship</b>	PL welcomed the meeting and invited us all to write a point of praise and prayer on a piece of paper – each prayer was then read aloud.
<b>B</b>	<b>SUBGROUP REPORTS</b>
<b>B1 Finance Team Paper B.01</b>	<p>Draft End of Year Management Accounts for 2023 had been circulated before the meeting.</p> <p>Key points:</p> <ul style="list-style-type: none"> <li>• General Fund surplus for 2023 expected to be around £77k</li> <li>• General Fund ending the year at £196k, so 12% above the PCC’s upper reserves limit.</li> <li>• The Legacy Fund ended the year at £6k</li> <li>• Oakfield Road - the Diocese have now invested the sale proceeds for the benefit of the PCC. An initial payment of £23k was received in December 2023 representing the accrued interest to-date.</li> </ul> <p>2024 Budget Notes:</p> <ul style="list-style-type: none"> <li>• Income of £75k from Oakfield Road looks secure for the year.</li> <li>• Budget does not yet include inflationary salary pay rises for staff – Finance and Personnel teams to draft a proposal to bring to a future PCC meeting.</li> <li>• Pre-school trustees have approached Mark for a rent holiday.</li> <li>• The Trustees are also wanting to advertise for a Pastoral Lead to act as a link between the Preschool and would like a contribution in order for them to advertise.</li> </ul> <p><b>Notes of a confidential discussion have been removed from the public minutes at this point.</b></p> <p>The meeting discussed the two requests from the Preschool trustees:</p> <p><b>Proposal:</b> To offer the Pre-school a rent holiday for the 2023/24 academic year  Proposed: HR, Seconded: KZ  For: 14, Abstention: 2  Proposal carried.</p>

	<p>The second request to consider contributing to the Pastoral Lead for Preschool was not put to a vote as the PCC need more information from the Preschool Trustees before it could consider this.</p>
<b>B2 Buildings Team</b>	<p>No paper report was issued for the meeting.</p> <p>The issues with the rising water table leak and gas cutting out in the Crypt kitchen were discussed and MP and Nick Carter are working with Kitto to resolve.</p> <p>MP requested that PCC members inform him or Nick if members hear of anyone struggling with any issues while using the building.</p>
<b>B3 Property Team Paper B.03</b>	<p>Two main items were raised by the Property Team:</p> <p><b>Oakfield Road</b></p> <p>There had been a growing sense that the DBF were going to try and retain control of the sale proceeds, going against the original communication with the PCC, however PL met with the newly appointed Director of Finance who is believes DBF should not be controlling the funds and wants to get things resolved quickly.</p> <p>The main points were:</p> <ul style="list-style-type: none"> <li>Historically Oakfield Road was a gift, so it has to remain a restricted fund, however the Charity Commission wording for the revised scheme has been widened so we are free to use the funds however we chose in pursuit of our charitable and ecclesiological aims.</li> <li>A brief summary to account for use of the funds is to be sent each year to the DBF</li> </ul> <p>This was a good outcome – it will remain within the CBF investment fund but be changed to be under our ownership and control.</p> <p><b>Linden Gate</b></p> <p>Linden Gate’s existing planning permission is for a mixture of business / residential. The Property Team are working on a planning application to correct this, seeking to revert the 2<sup>nd</sup> floor back to residential. PM requested an explanation of the planning permission that was being sought. MP replied that it was just a tidying up of the status of the first floor flat.</p> <p>MP would like to employ a Facilities Manager and the Property team endorse this. It was noted by the meeting and will be considered as part of a wider review of staff needs.</p>
<b>B4 Risk Management Team</b>	<p>No paper report was issued for the meeting and in JB’s absence, no update was received.</p>
<b>B5 Personnel Team</b>	<p>No paper report was issued for the meeting. ME indicated that the team had not met since the last quarterly business meeting.</p>
<b>B6 Safeguarding Team Paper B.06</b>	<p>HR had shared the Safeguarding Action Summary before the meeting.</p> <p>This tracker showed the outstanding actions.</p> <p>Some clarity needs to be sort urgently as to what needs to be sent to PCC to review/discuss and approve.</p> <p>All PCC members are now fully compliant with the safeguarding training.</p> <p>HR to feedback to PSO’s about Junior Youth Club that meet fortnightly and Monday mums’ group, as these are not listed under church activities.</p> <p>It was agreed that it would be beneficial if one PSO could be co-opted onto the PCC.</p>

C	LEADERSHIP REPORTS
<b>C1 Churchwardens Report</b> <b>Paper C.01</b>	<p>Papers were sent out before the meeting.</p> <p>Other points to note:</p> <ul style="list-style-type: none"> <li>• Churchwardens to meet with PSO's next week to connect</li> </ul> <p>PL offered his thanks and appreciation to Mark and Di for extending their help to so many members of the team.</p>
<b>C2 Standing Committee Report</b> <b>Paper C.02</b>	<p>A report of recent Standing Committee meetings was circulated in advance of the meeting.</p>
<b>C3 SLT Report</b> <b>Paper C.03</b>	<p>A report from the SLT had been circulated in advance of the meeting and JL gave a verbal update:</p> <p>JL started with things to celebrate:</p> <ul style="list-style-type: none"> <li>• New people arriving weekly</li> <li>• Establishing a newcomers' area.</li> <li>• Leadership Hub has gone well</li> <li>• Spring term notes were all ready for the start of the year.</li> <li>• Christmas went well - 521 at the Christingle with enormous variety across the various events</li> <li>• Just Looking event – 2 people there were not yet Christian</li> <li>• Emelye Chanot is doing a fantastic job with the youth</li> <li>• Emelye has established a new Christian union at BGS with 20 attending.</li> <li>• Appreciative feedback from Small Communities shared by JR and ME</li> </ul> <p>There is a huge hole following Chris Brown going on compassionate leave on 8<sup>th</sup> December.</p> <p>Chris was responsible for the following:</p> <ul style="list-style-type: none"> <li>• Small Communities – PL to be looking after this area.</li> <li>• Oversight of student work – PL to take on.</li> <li>• 20's and 30's – PL meeting with Abi Alltimes</li> <li>• Line managing Emelye Chanot – PL taking this on meeting her every other week.</li> <li>• Small Community Notes – JL &amp; PL will do these.</li> <li>• Oversight of the 10 – PL will focus on getting other people to lead.</li> <li>• Life events – JL &amp; PL will cover this</li> </ul> <p>Adding further workload for PL is news that the Christ Church Primary School Head and Deputy Head have both resigned and are leaving at the end of the academic year. PL is stepping in for Chris as a Governor and will be meeting with the Co-Chairs of the Board of governors. PL is offering support as a Governor who has been through recruiting a Head previously. Pray for the Christian influence he brings.</p> <p><b>Notes of a confidential discussion have been removed from the public minutes at this point.</b></p> <p><b>Actions:</b></p> <p>The PCC gave verbal support for work to begin on what practically is needed to move forward from a staffing needs perspective. The Standing Committee along with the Personnel and Finance Teams were tasked with this work.</p> <p>The SLT will go back to the Browns to ask what we can practically do to help.</p>

<b>D</b>	<b>MINISTRY REVIEW</b>
<b>D1 Ministry Reviews</b>	Time constraints meant this item was not discussed.
<b>E</b>	<b>STANDING ITEMS</b>
<b>E1 Approval of Minutes Paper E.01</b>	Minutes of the meetings on 27 <sup>th</sup> November and 4 <sup>th</sup> December were accepted.
<b>E2 PCC Action Tracker Paper E.02</b>	Not reviewed due to time constraints.
<b>Review of the meeting / actions / confidentiality</b>	<p><b>Review of the meeting:</b></p> <ul style="list-style-type: none"> <li>• The meeting went well: The way we did prayer at the start of the meeting meant we heard from everyone.</li> <li>• We need a rota to help with setting up the PCC meetings</li> <li>• JR to be added to PCC WhatsApp group– MP</li> </ul> <p><b>Confidentiality:</b></p> <ul style="list-style-type: none"> <li>• Parts of the discussion in B1 and C3</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• C3: The Standing Committee along with the Personnel and Finance Teams were tasked with working up proposals for additional staffing to meet current needs.</li> </ul> <p><b>Next meeting:</b> Monday 26th Feb 7.30pm</p>

### Future Meetings:

Monday 18<sup>th</sup> Mar (Big Agenda)

Monday 22<sup>nd</sup> Apr (Detail)

Sunday 19<sup>th</sup> May (APCM)