






PCC MINUTES



Minutes of the meeting held at 7.30pm on Monday 15th July 2024





STATUS
Approved
23.09.2024
(Public)

Present	Jonny Bowden, Chris Brown, John Butler, Mark Ellis, Mei Yen Furey, Danish Gill, Janet Lee, Andrea Jeanneret, Paul Langham, Suzannah Mason, Cluff Noon, Di Noon, Mark Orriss, Mark Parsons, Tavi Price, Hannah Rodgers, Chris Shaddick, Dave Vernon, Kamran Zahid
Apologies	Barney Collins, Phillip Miles, Jack Reed
Guests:	Moniek Koster (Pre-school Head), Alan Goldsmith & Chris Saunders (Pre-School Trustees)
Minutes	Tavi Price

A	INTRODUCTORY ITEMS
A1 Apologies	Noted as above
A2 Conflicts of interest	None declared
A3 Pre-School Report	<p>A short presentation was shared with the PCC by Moniek Koster (The Pre-School Head) which included photos of all the various activities the children had done.</p> <p>Below are the highlights of what was shared:</p> <ul style="list-style-type: none"> • Graduation ceremony last Friday (12th July) • Presentation included quotes from parents, children & Ofsted • Given an Outstanding Ofsted rating in May • Very experienced staff • Community is at the heart of what they do • Connected with toddler groups • Attended the midweek carol service • Enjoyed the Easter experience • Regular Coffee mornings – building welcome for parents • Emelye has been involved – reading interactive bible stories • Children are 2.5 – 4yrs old • Exchanging ideas with Noah’s Ark pre-school • Thank you for the rent holiday • Not for profit organisation • Few factors affecting the finances <ul style="list-style-type: none"> ○ Reduction of the numbers – during renew ○ Still experiencing the effects of the pandemic ○ From September it is getting busier ○ Demographic in Clifton has changed ○ Cost of living crisis • Reduce costs as much as possible – staff are on minimal wage – feel need to pay them a bit more with a modest increase • Just cover the costs – no reserves

	<p>A further period where the voluntary rent contribution remained unpaid was requested. Invitation was extended to the PCC to come and visit / read a story – share experiences. A few questions were asked about the numbers of children, viability and advertising.</p> <ul style="list-style-type: none"> • Moniek responded that the numbers were improving but funding of the free hours from the council only really covers payroll and isn't as much as what they would get if parents were funding these hours. Fine balance between covering costs and keep the costs affordable for the families who come. • Max Capacity allowed would be 25 children, but Moniek thinks that for the space 21 / 22 is enough. • Current numbers are 19 however they don't all do 30 hours – some just do the 15 free hours. • They have a website, active Instagram account, word of mouth is key – new signage outside. <p>The meeting showed their appreciation for them coming in.</p>
A4 Prayer	The meeting spent time in prayer focusing on the pre-school, their trustees and for the meeting ahead.
A5 Confidential Item	Notes of this discussion are confidential and have been removed from the public minutes
B	SUB GROUP REPORTS
B1 Finance Paper Paper B.01	 <p>240715 - Paper B.01 - Finance Report - Jt</p> <p>Additional note to the report: The budget included rent from Pre-school – PCC need to discuss the request of the rent holiday requested in earlier item. Expectation was £3k for Autumn term. This needs to go through the finance committee bearing in mind the questions raised before being brought back to PCC for a decision.</p>
B2 Buildings Paper B.02	 <p>240715 - Paper B.02 - Buildings Team Rej</p> <p>One question of clarification was asked whether the resin being injected into the stonework in crypt entrance would solve the issue. MP responded saying that we need to try something, and this is Kitto's first solution hoping it will at least stop it getting any worse. Kitto have been very helpful.</p>
B3 Property Paper B.03	 <p>240715 - Paper B.03 - Property Team Rep</p> <p>Questions were asked about the decorating quotes given in the report. Conclusion was that they were reasonable given the number of rooms etc. and the urgency of getting it done. An additional £6k to the £10k already approved was requested: Proposed: MYF, seconded: JL,</p>

	<i>Unanimously carried</i>
B4 Risk management Paper B.04	 <p>240715 - Paper B.04 - Risk Management</p> <p>JB: Overall review was good and now we need to turn the data into something that is useful – a work in progress.</p> <p>Main concern at the moment is to grow the team.</p> <p>JL to forward Jane Philips contact details to JB who expressed an interest in joining this sub-group.</p>
B5 Personnel Paper B.05	 <p>240715 - Paper B.05 - Personnel Team Re</p> <p>ME went through the detailed report.</p> <p>Main highlights:</p> <ul style="list-style-type: none"> • 4 roles now vacant: <ul style="list-style-type: none"> ○ Youth Pastor (Full Time) ○ Facilities Manager (Full Time) ○ Office Administrator (Part Time) ○ Children’s Pastor (Part Time) • Current 3.5 FTE • Staffing needs are 5.5 FTE <p>Emelye continuing to be the Youth Lead – however there has been an interest from a Graduate and they have made an application. They are lacking experience and qualifications however training is possible if they are successful in getting onto a course with St Mellitus College (we would not be responsible for funding this course) & dependent on Emelye having an overview of the role.</p> <p>Following questions were discussed:</p> <ol style="list-style-type: none"> 1. Does the PCC agree with the suggested big picture “Staffing Needs” and the Personnel Team’s assessment of which roles we should be prioritising for hiring? 2. Would the PCC support a more flexible approach to recruiting towards our needs, alongside the current advertised roles? Recruitment agency, advertising? 3. Would the PCC be open to increasing the staffing budget to encourage more applicants to apply for our vacant roles? 4. Does the PCC have any other suggestions or ideas for successful recruitment <p>DN & MO (Churchwardens) put forward an idea:</p> <p>We were expecting £1.5m but received £1.875m from Oakfield Road – could this be to ringfenced for staffing costs. Giving flexibility to the recruitment process.</p> <p>A few questions were asked which referred to the balance between the risk of spending capital (when the interest of the current capital is currently plugging the income deficit in the budget) vs risk of not having the correct staffing and losing our youth or children provision.</p> <p>MP reiterated that the current staffing levels is not sustainable.</p> <p>Proposal to have the flexibility in using the current staffing budget to fulfill staffing needs: Proposed: DN, seconded: MO</p>

	<p>For:17 Against: 0 Abstentions:1 Proposal carried</p> <p>A short-term proposal to have the flexibility in recruitment of our staffing needs by releasing some of the capital from Oakfield Road (up to £100k) was put forward: Proposed: DN, seconded: MO</p> <p>For:17 Against: 0 Abstentions:1 Proposal carried</p> <p>The 12th August was added as placeholder for a zoom call to discuss any urgent staffing requests/updates.</p>
B6 Safeguarding Paper B.06	 <p>240715 - Paper B.06 - Safeguarding Rep</p> <p>Sandy Buckland – has agreed to be 4th PSO – all approved SPEAR: The lead safeguarding trustee is Graham Stuart – they have been working on a mechanism where SPEAR interrelates with CC safeguarding. PL will be sending a communication round which provides more details but all incidents will now need to be reported to our PSOs. Sam working alongside Graham.</p>
C & D	LEADERSHIP REPORTS & MINISTRY ITEMS WERE NOT DISCUSSED
Papers C.01, C.02 & C.03	   <p>240715 - Paper C.01 - Churchwardens Re 240715 - Paper C.02 - Standing Committ 240715 - Paper C.03 - SLT Report - July 21</p>
E	STANDING ITEMS
E1 Approval of Minutes Paper E.01	The minutes of the PCC meeting on 24 th June were approved.
Review of the meeting / actions / confidentiality	<ul style="list-style-type: none"> • NB on C3 SLT report: seek to provide a clear and high-level view – get in touch if you have questions or ideas. • Please complete the members declarations that MP has sent round • Please keep the new about Ruthy confidential until communicated to the church family • Check that all future PCC meetings are in your diaries

Future Meetings:

Monday 23rd Sep, Monday 21st Oct, Monday 25th Nov

2025 Monday 27th Jan, Monday 24th Feb. Monday 24th Mar, Monday 28th April, Sunday 18th May – APCM