



PCC MINUTES

Minutes of the meeting held at 7.30pm on Monday 21st October 2024

STATUS
Approved
25.11.2024
(Public)

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

A	INTRODUCTORY ITEMS
A1 Apologies	Noted as above
A2 Conflicts of interest	None declared
A4 Prayer	CB led us in a time of prayer listening firstly to the song 'Jesus Saves' and then hearing from God's word - John 15. We then spent time offering up our own prayers
B	SUB GROUP REPORTS
B1 Finance Paper Paper B.01	<p>MP brought out the highlights from the report:</p> <p>Overall big picture – things are generally on track and better than budget at this point in time, but there are still lot of moving parts.</p> <p>Provision Income - (regular and ad-hoc giving) was £245k at end of September, against an expected budget of £248k, predicting an end of year giving position of £317k (against a budget of £330k).</p> <p>50/50/50 - the appeal in church this autumn to raise £50k of new annual giving specifically towards our work with children, young people and students/young adults has so far raised £4.4k pa of new or increased regular giving and £30k one-off gifts. Caution to how this is communicated to the wider church was given as this is not a sustained increase in regular giving and could be misleading.</p> <p>Linden Gate – work on the Linden Gate flats is almost complete. The redecoration of the two flats cost £3.5k and re-carpeting throughout cost £7k. Separately there has been £3.8k worth or repairs to the roof during the year. We anticipate that the flats will be let by the end of the year, raising £32k of rental income per annum.</p> <p>Oakfield Road – MP spoke on behalf of MYF who has done a huge amount of work on this. After lengthy discussion the transfer of funds from the sale of the property in Oakfield Road is ready to take place, the Bristol Diocese Board of Finance (BDBF) has drawn up a Deed of Retirement and Appointment (DORA), to enable the BDBF to retire as trustees of the funds and appoint the PCC as the new trustees. The deed will impose two conditions on the PCC.</p> <p>The two conditions:</p> <ol style="list-style-type: none"> 1. The PCC may only use the funds for the furtherance of its own charitable purposes. 2. The PCC is required to report to the BDBF annually for a period of 5 years (or shorter if funds expended) on its use of the funds.

	<p>Agree and sign off the Deed of Retirement and Appointment (DORA)</p> <p>It was agreed that one warden and PL would sign this deed.</p> <p>Proposed: JL, Seconded: DV Unanimously carried</p> <p>Huge thanks to MYF and the Diocese rep who was also really helpful.</p> <p>Pre-school – Rental holiday</p> <p>Questions discussed:</p> <ol style="list-style-type: none"> 1. Is supporting Preschool an appropriate use of the church’s income? 2. Can we afford to do so? <p>Some discussions took place before it went to a vote.</p> <p>Proposal: to give Pre-school a rental holiday from September 2024 till the start of the Easter holidays in 2025 - with a condition that the trustees work with the PCC to form an MoU (memorandum of understanding) to cover how the pre-school operates within the church building, it’s role and how the Christian faith is worked out as part of the ministry at Christ Church and how preschool contributes towards costs.</p> <p>Proposed: DN, Seconded: DV Agreed: 14 Abstention: 1</p> <p>Grateful thanks to the Finance team for overlooking Christ Church’s finances.</p>
<p>B2 Buildings Paper B.02</p>	<p>The report covered:</p> <p>The Quinquennial Inspection of Linden Gate and 60 Clifton Park Road</p> <p>Main points:</p> <ul style="list-style-type: none"> • Reports have been received both for properties. • The reports, although expensive to commission, are comprehensive and form a very good base-line for planning remedial actions and future maintenance of the properties. <p>Damp/Flooding in Entrance to Crypt</p> <ul style="list-style-type: none"> • Pressure injection of resin took place over the summer with a view to sealing the crypt wall/floor against water ingress . • Area around the Soup Run cupboard had still flooded during a recent period of prolonged rain. Problem is that the bank on which the church stands becomes saturated. • Committee is currently considering ideas for reducing the amount of water build-up and seeking help and advice of the Quinquennial Inspector and relevant specialists. <p>Many thanks to the team.</p>
<p>B3 Property</p>	<p>No paper received – only thing that may have come up might have been the letting of Linden Gate flats – nothing else to report.</p>
<p>B4 Risk Management Paper B.04</p>	<p>Report received.</p> <p>Highlights:</p> <ul style="list-style-type: none"> • Since the initial risk workshop, the 74 items have been reviewed and will be consolidated into a manageable set for PCC to review/action. • This needs to come back to PCC for further discussion (preferably the Jan 25th meeting). • PCC members to feedback to JBu on a few of the risks highlighted – need more detail on what the risks actually are.

	<ul style="list-style-type: none"> • JBu to follow up with Jane joining the team – JL/PL to chase this up when they see her at the 8. <p>Many thanks to JBu who is currently still managing this on his own.</p>
<p>B5 Personnel Paper B.05</p>	<p>The Personnel report provided an update on what has happened since the more detailed report provided on staffing at the September meeting and the direction on where they are headed.</p> <p>It covers Admin and Ops, Children’s ministry and line management responsibilities.</p> <p>Main change since the September meeting is that on the 8th October, Nick Carter was formally interviewed for the role of Student and Young Adults Pastor by Chris Brown, Claire Harman and Di Noon. He has been confirmed in the role.</p> <p>Also, it has been agreed that the Facilities Manager scope was too broad and so this has been hard to recruit. At present the focus is on recruiting a Church Executive Assistant.</p> <p>A question was asked about the exit interview with Ruthy Lillington – JL and CB who carried out the interview said that one piece of feedback was the amount of work for a 0.5FTE children’s worker and that the “seen” children’s provision on a Sunday was not the whole picture. Tomasita is working more hours than initially envisaged but is ok with this at the moment – her focus is on the Sunday provision. Written and verbal feedback on the new arrangement has been received and is all very positive and numbers are up. Grateful thanks to both God and Tomasita.</p> <p>The PCC would like to record that they are happy with the direction of travel with the recruitment and a huge thank you to the team for their continued hard work in this area.</p>
<p>B6 Safeguarding Paper B.06</p>	<p>The report provided shows the outstanding actions required.</p> <p>Jonny B gave some key headlines:</p> <p>All actions are in progress.</p> <ul style="list-style-type: none"> • PCC need to agree the Safeguarding Action Plan • Leadership Team need to do an extra layer of training – all booked in • Church Activities – nothing listed as yet for the provisions other than Kids and Youth work • Risk Assessment for kids work with Tomasita to review/complete <p>JonnyB to send risk assessment proforma to JL for Toddlers. JYC (Junior Youth Club) also need to complete a Risk Assessment</p> <p>SLT need to have a think about other groups that may need to have a Risk Assessment and called out under vulnerable adults – Midweek lunches, Learning English as foreign language are just a couple of thoughts so far.</p> <p>Proposal: Approve Level 2 Action Plan Proposed: JonnyB, Seconded: CB <i>Unanimously carried</i></p> <p>Fair recruitment Ex-offenders Policy</p> <p>One comment JonnyB bought on behalf of the PSO’s was whether the word religion could be taken out of the first sentence:</p> <p><i>Christ Church Clifton is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.</i></p>

	<p>This is the churches recommended policy but PL to ask if it could be removed. The meeting were in agreement to take the vote with this query still outstanding.</p> <p>Proposed: JB, Seconded: BC</p> <p><i>Unanimously carried</i></p> <p>Many thanks to Jonny and the other safeguarding officers.</p>
C	LEADERSHIP REPORTS
Papers C.01, C.02 & C.03	<p>Churchwardens – no report received – all matters covered within other reports.</p> <p>Standing Committee report: Main items in the report: membership of SC (DG & SM continue as the PCC representatives), pattern of meetings and main items discussed at previous meetings. NB the October meeting did not take place – next meeting 4th November.</p> <p>SLT report: the overview provides a flavour of the amount of work being tackled and the good culture they have working together.</p> <p>DV – reiterated the point about comms around the £50k being raised as part of the 50/50/50 and that it could be misinterpreted that this is £50k regular giving rather than mostly as one offs. SLT to take this messaging on board but equally need to be careful that the message doesn't infer that those one-off gifts are less important.</p> <p>JB: asked about their priorities and if prayer could be moved higher up the "agenda" - JL replied that as part of the 50/50/50, 35 people have signed up for the prayer part of this and a WhatsApp messaging group has been created.</p> <p>KZ: Page 4 "re enabling / releasing leaders" – is there a pathway CC has to enable its church family. CB - no formal pathway (other than Church of England route) – informal pathway though is working really well but open to suggestions.</p> <p>KZ: "launching small communities" – what does that mean? CB/PL we need more small communities – key bottleneck in seeing growth in our church family.</p> <p>JL: In all areas please pray for us a an SLT</p> <p>There was also lots of discussion around Small Communities and various issues and possible solutions. This area needs lots more thought and focus and will be bought back to PCC at a future date.</p> <p>Other notes:</p> <ul style="list-style-type: none"> • Nick Carter is no longer a member of SLT – this enables him to spend more time in his new role. • SLT now meet on a Monday 1-3pm – this enables them to be around more on Tuesday when other staff are around. • 14th November – a new date for the Archdeacon to interview CB as AV. Pre-existing template for the job description will be used.
D	MINISTRY AREA REPORTS
	<p>KZ: Small Communities – wondering about organising an event to bring people together.</p> <p>Kids Work: feedback suggestion – lots of young people he comes across say they had a faith but they don't anymore – not taught how to carry their cross – question - how do we encourage our young people?</p>

E	STANDING ITEMS
E1 Approval of Minutes Paper E.01	Approval of minutes – no comments received – so approved. Action Tracker: a number have progressed – add onto the SC agenda to clear off closed actions
Review of the meeting / actions / confidentiality	<ul style="list-style-type: none"> • Lots of info but got through it at quick pace – thanks to those who put the reports together • Good amount of time on SLT report and engagement • All papers in one email was very helpful - thanks to MP <p>KZ closed the meeting in prayer</p> <p>PL reminded us to pray for Hannah with the soon arrival of their new baby.</p>

Future Meetings:

Monday 25th Nov

2025

Monday 27th Jan

Monday 24th Feb

Monday 24th Mar

Monday 28th April

Sunday 18th May – APCM