

Christ Church Downend  
Minutes of Parochial Church Council Meeting  
22 January 2008

**Attendance:** Joyce Bevan, Martin Brown, Myra Brown, Geoff Cater, Patrick de la Hunty, Paul Hacker, Ray Hackney, Richard Harris, Helen Johnson, Adrian Lewis, Penny Long, Andy McNeill, Ruth McNeill, Rev. Penny Nash, Debbie Paragreen, Pauline Pearce, Bill Robbins, Rev. Jonathan Vickery (Chair), Ian Webb, Pearl Wild.

**Secretary:** Brenda Greet (non-voting)

**Apologies:** Barbara Shore

**Opening Worship:**

PN welcomed everyone and opened the meeting with meditation and prayer.

**01/08 MINUTES:**

The minutes of the meeting held on 21 November 2007 were approved as a correct record and signed. With reference to item (iii) Financial Report RH wished to clarify that the application submitted for funding was for 80% of the £54000 required i.e. £43,200.

**02/08 MATTERS ARISING:**

**ACTION**

**i. Mission Partners**

MB advised that following a significant response from PCC members the top six mission partners chosen for 2008 were: CAP; House of Clarens; Euroevangelism; Haven House; Mercy Ships and St James' Priory.

Others missions that would be supported were CMS; Open Doors, USPG and Uganda Link (ongoing contribution to Deanery). The chosen youth/children's charity was Barnabas Ministries.

**ii. Christians Against Poverty**

MB advised that Sally Bartram had been the only applicant for the position of CAP Centre Manager. Following interview by CAP Sally was offered and accepted the role. The CAP office is to be based at Haven House and the plan is to open by mid April. The office will be open 2 days per week initially and thereafter a second person, in a paid position, would be required to open a third day. Volunteers had already come forward and the plan was to hold meeting in the next few weeks. Although feedback

regarding the application for funding had been positive an allowance had been made in the 2008 budget for the nine months the office would be open during the year.

MB was asked to clarify to the congregation that commitment to financial giving for CAP could be made direct to Christ Church to help fund the £1500 monthly requirement. MB agreed to make this clear in a Pew Sheet article.

MB

### **iii. Morning Worship at the Church Centre**

JV reported that he was struck by the grace and understanding with which the proposed changes to morning worship had been received. It was acknowledged that some members of the congregation had been upset and JV had met with at least one person and he was pleased to report that the concerns had been resolved amicably. JV agreed to send out a further invitation for people to give their feedback about the changes and to thank the congregation for their attitude.

JV

BR advised that the Church Centre were to pilot some new chairs and he acknowledged that due to an oversight the management committee had not advised the Church Centre of this plan. BR emphasised the need to ensure that the Management Committee communicated all proposed decisions to relevant persons.

BR

## **03/08 NEW BUSINESS**

### **i. Administration Report - IW**

a. Personnel Panel - An advertisement had been placed in the Pew Sheet for volunteers with relevant experience to sit on this committee. To date proposed sub-committee members are Martin Brown (Chair), Geoff Cater, Sue Lake and Brenda Greet the remit of the group would be to ensure that sound policies and procedures are in place for all staff to comply with employment law and ensure the PCC was acting appropriately as an employer. A date was to be set for the first meeting to further clarify the role of the group.

b. Communications - IW voiced his concern that due to his impending departure there would be too much work to delegate to volunteers. The Parish Link and the Website were the key points of concern. Sarah Jenkins had agreed to help with the next two editions of the Parish Link. IW planned to get the Annual Report up and running before he left but someone would be needed to take this forward. BR raised the point that the Annual Report would be a critical reference when the building project fundraising began in earnest.

c. Proposed revisions to Terms of Reference - IW proposed that the following amendments be incorporated in TOR: Section 4a. Having approved its annual budget the council can delegate spending authority to approved budget holders (staff, sub-committees, team leaders, etc.) who may spend their budgets as they see fit in liaison with the Treasurer.

**Proposed: GC**

**Seconded: AL**

Proposal to amend PCC Terms of Reference under 'Christ Church PCC - Miscellaneous local rules as adopted by the council' / 'General' to include the following addition:

The council resolved at its 21<sup>st</sup> November 2007 meeting to appoint a sub-committee to advise, guide and represent the council as it discharges its statutory duties as an employer. This 'Personnel Group' will ensure that there are sound policies and procedures in place for all staff, and that these are applied in accordance with employment law and best practice.

**Proposed: RH**

**Seconded: HJ**

Set up of PCC Buildings Sub committee. Purpose: The oversight, inspection and management of all church premises, The Parish Church, The Church Centre, North Street Hall and 15 Glendale.

**Suggested Membership**

Church Warden (Geoff Cater) (Chair)  
PCC representative  
Maintenance Team reps  
Works Co-ordinators reps  
Church Centre rep  
North Street Hall rep  
Hall treasurers

d. Treasurers Report - RH reported that during 2007 the General Fund had an overspend of £15000. Expenditure had been as anticipated but income had not risen. £10000 had been taken out of the North Street Hall account; however, this situation is not sustainable. Note should be made that the roof of NSH is in a bad state of repair and monies need to be kept aside for this.

It was suggested that in future a percentage of both North Street Hall and Church Centre Profits be allocated to the General Fund.

**RH**

It was further proposed that funds from weddings and funerals and the fabric Fund go direct to the General Fund in future.

**RH**

**Proposed: RH**

**Seconded: PP**

Increases to wedding and funeral fees were agreed, with heating costs to rise by 15% rather than the 10% suggested.

**RH**

**Proposed: RH**

**Seconded: PL**

RH advised that Janet Howe had retired as Treasurer of North Street Hall and would be replaced by Brenda Greet. Janet would continue as Treasurer of the Church Centre and with Helen Rees would also continue as Gift Aid secretary. A vote of thanks for all Janet's hard work was recorded and the secretary was asked to write a formal note of thanks.

BG

In view of IW and JH's departure, RH requested that MB and BG be added to the bank mandate as signatories for the main PCC accounts.

RH

**Proposed: RH**

**Seconded: BR**

e. Proposed 2008 Budget - RH highlighted the need to request an increase in regular giving to avoid a repeat of the 2007 situation where expenditure exceeded income.

It was proposed that a Commitment Day take place on 24 February. Publicity about this event would be distributed on the four Sundays prior to this date. The information would explain that it should be an act of commitment to all types of giving not just monetary offerings, although money would remain the primary focus.

IW

**Proposed: BR**

**Seconded: RH**

#### ii. Development of Church Buildings

BR reported the home group had finished piloting the course 'Re-pitching the tent'. In summary, the group had generally valued the course but felt it could be condensed over four weeks rather than six. JV would encourage HGs to take this up. BR thought it was essential for PCC members to do the course.

JV

BR put forward a draft programme for the PCC Seminar on 9 February. A flyer would be distributed to advise people of the proposed day for public consultation on 8 March.

BR gave an update of the ongoing research into church seating. It was proposed that more Church Centre users pilot use of the recommended chairs and if agreement reached 50 be purchased for use at the Church Centre.

**Proposed: BR**

**Seconded: RM**

The project steering group requested a budget of £1000 be allocated to the group for expenses and materials costs.

**Proposed: BR**

**Seconded: MB**

More members are needed to join the Steering Group especially people with communication and creative skills.

#### **iv. Responsibilities of Church Wardens**

GC and RM explained that the responsibilities of the Church Wardens are many and varied. It was recognised that there was a need to make the role more manageable. Some changes had already been made at the 8 am and 6:30 services to help lessen the demand on the Church Wardens and their role at services. It was proposed and unanimously agreed that the Welcome Team led by PP set up a rota so that a number of host couples take on the responsibilities of the 10:30 service.

GC RM PP

**Proposed: GC**

**Seconded: PN**

#### **iv. Proposal for Parish Weekend to Lee Abbey 12-14 June '09**

JV wished to establish whether there was sufficient support to plan a further Parish Weekend Away. Myra B reported on the outcome of the survey conducted after the last visit to Lee Abbey. The consensus was that Lee Abbey was a good venue for a Parish Weekend away. It was therefore agreed that plans would be put in place to return there in June 09 (12<sup>th</sup> to 14<sup>th</sup>).

JV

#### **v. Safe from Harm**

PCC approval was given to put forward Jo Osmond for CRB clearance.

**Proposed: PN**

**Seconded: HJ**

CRB clearance had been received from the Diocese for Tim Sanderson to work with youth.

#### **vi. Electoral Roll**

No report had been received

#### **vii. Other Business**

Richard Harris advised that he felt a calling to alter his plans To go forward for ordination as a non-stipendiary minister and instead felt that he should become an Authorised Lay Minister (Reader) as his gifts around teaching and preaching would be more focused in this role. He formally asked permission of the PCC to support his application which was wholeheartedly given.

**Proposed: AM**

**Seconded: MB**

RH took the opportunity to formally acknowledge his appreciation of JV for his encouragement and support.

#### **viii. Proposal re CDM's pay and additional administration hours**

*IW and BG left the meeting at this point.*

a. CDM pay - JV had sent an explanatory letter to all PCC members concerning IW's decision to end his contract at the end of February 2008. MB spoke of concerns that Ian may need extra time to secure another job and the financial implications for him and his family. It was suggested that PCC agree to pay Ian's salary until the end of March 2008.

*(Richard Harris left the meeting at this point preferring not to take part in the discussion.)*

There followed discussion regarding the implications of this in terms of planned budget for 2008 and the issue of setting a precedent. It was therefore suggested that a "love gift" of £1000 be given to IW from the discretionary fund and this was unanimously agreed.

RH

b. Extra hours - MB advised that there are some strategic matters and development areas, which need addressing, and extra administrative hours had been offered to both Annette and BG.

BG had agreed to work an extra 9 hours per week commencing 1<sup>st</sup> March 2008 and an increase in hourly rate was proposed. It was agreed that this proposal be passed to the Personnel Sub-Committee who will report back to the PCC.

MB

The meeting closed in prayer.

#### **DATES FOR DIARY**

**PCC Half Day: Saturday 9<sup>th</sup> Feb - Church Foyer  
9:15 for 9:30 start, 12:30 finish**

**Next PCC Meeting: Wednesday 5 March - 7:45pm Parish Church**

**Public Consultation on Buildings Project: Saturday 8<sup>th</sup> March  
Church Foyer 9.30 - 12.30am**

**APCM: Sunday 27<sup>th</sup> April following 10:30 service.**