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# CHRIST CHURCH, CHILWELL,

## PCC MEETING MINUTES

**Date: Wednesday 13 July 2016**

**Venue: Church Lounge**

**Time: 7:30pm**

Present: Clint Redwood (Chair)

Ruth Price (Secretary)

Penny Wallace

Gary Stephenson (Treasurer)

Paul Beedell

Anne Willmot

Chris Roseblade

Alan Darley

Judith Renton

Tim Hills

Chris Brignell

Dawn Clarke

Ryan Mellor

Colin Slater

### **1 Welcome, Bible Reading and opening prayer**

Prior to the start of the meeting, a group looked around the small hall and the kitchen attached to it.

Clint opened in prayer and Ryan read Eph 4v2-3. Bear with one another in love

### **2 Apologies**

Apologies were received from Liam O'Boyle, Jonathan Batchelor, Graham Gardner, Janis Patterson and Ben Marston. Gary and Colin attended the meeting for some of the time.

### **11 Representatives on the DCC**

As Gary was leaving early he briefly discussed the financial summary report that he'd produced so the group knew the church's financial situation. Chris Roseblade volunteered to be the DCC representative and she will highlight any date that she can't make so another person can volunteer to go instead. Ruth to get DCC dates for Chris.

### **3 Approval of the minutes of the last meeting 9 May 2016**

The minutes were approved by the PCC, and signed by Clint Redwood.

### **4 Replacement Piano**

Clint outlined that the piano at the front of church isn't working well due to wear and tear. He asked the PCC to approve organising one or two people to research the sort of piano that

would work well for us and buy one up to the value of £2000. If the right piano is more than that, this should be reported back for discussion and authorisation by the PCC before going ahead. Paul seconded the proposal and all approved it.

The plan would be for the new piano to be left at the front of the church and the existing piano to be the one which is moved around the church for practice sessions, etc.

## 5 Refurbishment of the Church Hall

Clint asked the group to confirm that they wished to proceed with spending money on the hall rooms. All agreed.

A long discussion commenced where the rooms were taken in turn and a plan was put into place. The lounge was already approved by the Standing Committee for works over the summer so this was discussed first.

### *Lounge (including the small kitchen, toilet and stairs/corridor)*

It was agreed to paint the walls and ceiling, replace the carpet, change the lighting (as per Simon's plan), put up new curtains with new rails and install fire doors to the lounge room and the kitchen. Consideration should be given to noise dampening when choosing these items – e.g. specific underlay, thick curtains. The fire doors were suggested to try to reduce the noise from the large hall. Simon would also be asked to look into changing the skylight in the kitchen as there is a considerable amount of water which drips into the kitchen possibly from condensation. Notice boards would be installed to stop people sticking pins into the walls.

The purchase of new chairs would be put on hold for the moment until there is more of an idea of what the room might be used for once it's refurbished.

Clint and Sky will look at the electrics and wires under the television and come up with a plan to make this less unsightly/safer/easier to clean around. This should be resolved before the painting is scheduled. This could be a good room for more formal meetings so projector and screen/large television type screen like used in schools should also be considered, and Clint may contact Central College for their opinion of whether they would use the room for other things if these were available.

Action – Clint and Sky to look at electrics and plan for future use.

There was a concern that the painting quote was too high and whether we should do this painting ourselves. Simon will be asked to get a second quote.

Action – Simon

### *Stage*

Simon plans to remove the curtains and the lights as the curtains are torn and dirty, and the lights are old and an electrical hazard. This will be done by voluntary work (including electrical expert volunteers).

Once that is done, we can reconsider what the stage could be used for. It could be walled off and made into another room? We could install dividing doors which would keep kids off the stage and have a temporary room, giving us the option of having the stage and renting lighting if the stage was to be used for performances.

### *Small Hall*

Noise dampening is also a consideration for the small hall and, as the discussion progressed, it was obvious that some research is needed to ensure that the right choices are made. This will be done over the summer to be presented to the PCC in September, and hopefully the works done in the October half term. In the small hall, the areas which need looking at are painting the walls and fixed cupboards, replacing the existing floor (noise dampening to be researched, possibly rubberised and/or the type used in schools/hospitals), replacing the divider, adding

Action – Dawn, Judith and Janis, plus Graeme Renton

curtains (thick to reduce noise), and cover the ceiling with noise dampening tiles. Storage space should be carefully considered with the possible addition or change of existing cupboards so that everything can be put away and surfaces can be cleaned.

#### *Large Hall*

Radiator covers need to be replaced with something stronger as they are broken (football?), consider taking down the TV and painting the wall behind it. Remove torn streamers from high on the walls. Does the whole hall need painting at this point? Should we put dampening tiles on the ceiling to reduce noise? At the moment, other things have priority but this can be come back to at another point.

Action – HR team to review options

#### *Main Kitchen*

Does this need completely replacing or will fixing it solve the problems? It was thought that taking everything out of the cupboards, deep clean, repair and replace broken cupboards/doors, and restock cupboards, where needed, may be enough, with the possible addition of a dishwasher. The oven works once you know how to use it, and the fridge freezer is OK too.

Action – HR team to work on after Small Hall

#### *Other items discussed*

The “bigger picture” – i.e. what could the rooms be used for once the refurbishment has been completed and what might we need. Can we make the rooms “future proof”? Some discussion should be had with commercial groups that might use a hall/meeting room to give ideas of what they would expect in a meeting room.

Action – Clint

How the rooms are treated – at the moment things are stuck to the walls with pins/sellotape and the rooms don’t seem to be well loved. During the refurbishment, consideration should be given to putting notice boards up so people use them rather than directly onto the walls, and guidelines and hiring charge structures put into place to encourage people to care for the rooms better.

Action – Clint and Simon

Clear-out – there is a good deal of stuff around that is probably not used and needs to be thrown away. Dawn agreed to organise a Saturday in the holiday where people from all interested groups can come and decide what of their things to keep and what to get rid of. Simon is organising a skip. The date will be discussed at the next SC meeting.

Action – HR team

Grants – there are grants that can be applied for to pay for things that will help us better our work with young people. Once a plan for the small hall has come together, and costings have been done, Colin is happy to work with the team to apply for grants to pay for some of the work.

Action – HR team with Colin

Notifying the church – a notice should be put in the notice sheet to explain that the lounge and small kitchen/toilet/corridor and stage are being worked on over the summer (check that Simon is able to book all that in in time) and that the rest of the hall is being looked at by a team.

Action – HR team

Cleaning – this wasn’t on the agenda for the meeting as Clint is addressing this with Kev. There are larger issues and the amount of work in the time we’ve given him is probably more than anyone could do in the time he has. It was proposed that there would be some cleaning done by volunteers over the summer holidays too, especially to the small hall and large kitchen.

Action – HR team

#### *Warden’s Proposals*

This PCC will spend approximately £10,000 on the refurbishment of the lounge including painting, carpets, curtains, lighting, toilets and two new doors. Clint proposed and Dawn seconded. 13 approved, one abstention.

This PCC appoints Dawn, Judith, Janis and possibly Keith Stevenson to a new hall refurbishment team, supported by Simon and Kerry in their limited time available, to confirm

the requirements of the hall users and recommend necessary work, *including any urgent work*, to bring the hall to a good standard, suitable for the continued use of our existing users, and such that further Kingdom Growth projects can make use of the facilities. Clint proposed, Alan seconded. All approved.

This PCC assigns £30,000 from the Kingdom Growth Fund to a new designated fund to be retained for implementing the vision of the new Incumbent, once in post, working with the PCC. Clint proposed, Colin seconded 7 agreed, 3 against, 3 abstain.

## **6 Donation to HOPE**

Given that the financial position of HOPE is now different from several months ago, this proposal was withdrawn. It was also recognised that the church gives to HOPE through church member's time and individual giving, as well as official giving.

## **7 CAP report**

CAP will be included in the PCC agenda twice a year. A formal report will be given and George may be asked to attend. Penny confirmed that George was doing inspiring work. Alan suggested that Penny thanked George from the PCC.

Action – Penny to contact George.  
Ruth to add to next PCC agenda.

## **8 Parish profile, including roles/tasks to be delegated**

Most tasks known at the moment have been delegated already. However, it was confirmed that flyers should be produced with the questions on the yellow sheet and a box provided for people to input into. Kathryn Brittan will be asked to contact housegroups to get their thoughts, and PCC members to ask their housegroups at the next meeting.

Action – Penny with help from Dawn

Colin reported that the diocese has been successful in their bid for money from the Church Commissioners to develop the diocese including helping resource churches. He also stated that the Parish Statement must include information about the diocesan vision. The team confirmed that they had planned for this.

## **9 Update on Fran**

Penny and Anne had a review with Fran recently which was very inspiring. They looked back over the last 12-18 months and set objectives for the next 6 months. In September they will meet and look at the wider work which Fran does to try to capture this information before she leaves.

## **10 Staff reviews**

Other staff reviews are due in the Autumn. This is done by the line manager (at the moment Penny or Clint) and a member of the PCC. Due to time constraints of the meeting, Anne suggested this is taken to the SC and a proposal given at the next PCC meeting. Penny added

that George would like to meet for an annual review to include Anne.

## **12 Reporting PCC activities to wider congregation**

Ruth asked for advice on how to disseminate information from PCC meetings to the congregation as prior attempts haven't been successful. It was agreed that Ruth would send a brief summary document out with the PCC minutes and the PCC agreed to review these and send comments within a week. The summary would then be appended to the notices when sent out by email. Copies would be given to the welcome team to be given to those who haven't received them by email.

Action – Ruth

## **13 Matters arising**

*Staff Budgets and spending* – The standing committee discussed this and Gary is going to go to a Monday team meeting to discuss the issue with Greer, Sky and Kerry. Three criteria that were agreed by the SC which Gary will put to the team are:

1. When the staff team agrees to an event, the staff member running it should also submit a budget for that event and both should be signed off.
2. Team members should inform Gary if they spend over £250 in a month so that Gary can monitor the account to ensure that there is money to cover spending for them and other team members.
3. Team members should not use the card unless they cannot get an invoice. This will ease the pressure on the account and Gary will pay from church funds.

*Meeting with St Barnabas re Parish Share* – Gary, Penny and Ruth went to a meeting with Nick Ladd and Richard Eade from St Barnabas which was chaired by Karen Rooms on 6 July. It was a good meeting and the group was able to agree a set of meetings between treasurers and incumbents/wardens to discuss the share before a final decision is made.

*Photo board* – Ruth listed those for whom photos or short personal statement hadn't yet been received. All agreed to send this information in. The website update group is keen to include the photos on the website (small!) and Ruth will forward them to her.

Adult Safeguarding Policy email expressing concern – Ruth and Anne working on this.

Man Alive Breakfast – Ruth has emailed the Men's breakfast group and the Dads and Tots group to ask for volunteers rather than asking the whole church.

## **14 AOB and Close in prayer**

Clint closed in prayer.

Date of next SC meeting: 19 July 2016

Date of next PCC meeting: 15 September 2016