

---

# CHRIST CHURCH, CHILWELL,

## PCC MEETING MINUTES

<b>Date: Wednesday 24 February 2016</b>	<b>Venue: Back of Church</b>	<b>Time: 7:30pm</b>
Present: Clint Redwood(Chair)	Ruth Price (Secretary)	Alan Howe
Judith Renton	Jonathan Batchelor	Helen Mather
Margaret Metcalfe	Paul Beedell	Anne Willmot
Gary Stephenson (Treasurer)	Ben Marston	

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

Clint read a passage starting from Luke 10v25, and encouraged us to think especially about how Luke 10v27 explains what we need to do/how we need to be. We often add to this and we don't need to.

### **2 Apologies**

Apologies were received from Graham Gardner, Penny Wallace, Alan Darley and Liam O'Boyle.

### **3 Approval of the minutes of the last meeting 19 January 2016**

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

### **4 Update on Alan's plans**

Alan summarised that he felt it was time to retire from Stipendiary Ministry, but not all ministry. He applied for the house for duty role and it was a contested interview with at least one other person who had also applied. It will be good to start a ministry together with Carol where her gifts can be used more effectively. This is also a new opportunity for Christ Church.

10 April – last Sunday at Christ Church

17 April – last Sunday at Lenton Abbey.

8 May – date of retirement.

## 5 Approval of the “Reports and Accounts for Year Ending 2016” and “Annual Review”

Gary reported that the examiners are happy to sign the “Reports and Accounts for Year Ending 2016”; the information contained within the report is satisfactory and follows the change of format recommended by the Charity Commission. This document must be available to the congregation at least two weeks before the APCM (7 March 2016).

Gary recommends the document to the PCC for approval. Margaret Metcalfe seconds. All approved. The PCC thanks Gary for his hard work on putting this document together.

Gary wants to propose a change to the accounting software as outlined in his paper. The spreadsheet is fiddly and will be difficult to pass on to a future treasurer. The proposed software allows the input of entries to be in the correct format and doesn't require double entry. With this software, the work of the numbers is taken out whilst writing the “Reports and accounts” document and the treasurer is just required to write the explanatory text. CA Plus is an accounting firm who will support the software, and can be asked to audit the information too. There are different groups who do each part so shouldn't be a conflict of interest. Gary will contact Baldwins and ask if they can match the quote from CA Plus. Clint commented that this was good software. He uses a free version which Gary is welcome to look at too.

Gary proposes buying the software, and researching auditors – PCC approved this.

Gary explained that with Alan leaving, the number of signatories is now reduced and this needs to be rationalised. Gary produced a document outlining his plans which is copied as an appendix to this document. Gary proposed his suggestion to the PCC. Paul Beedell seconded. The PCC approved unanimously.

Ruth explained that there were a few more items for the Annual Review but very little will change. The PCC agreed that this report is good and thanks Ruth for her hard work in putting this document together.

Once complete, the Annual Review and the Reports and Accounts for Year Ending 2016 will be issued as separate PDF documents, but issued together. The members of the congregation will be asked to notify Kerry if they would like a paper copy so that only the correct number will be produced in hard format.

Clint to ask  
Kerry to add to  
the notices.

Gary will forward his document to the Charity Commission for their website.

Gary to do.

Ruth will send the correct information to the Diocese.

Ruth to do.

The reports must be available to the church by Sunday 13 March.

## 6 Pensions Plans

Gary summarise the pensions document he put together. He asked the PCC:

1. Aim to move the pension start date from Dec 2016 to April 2016. PCC agreed.
2. Gary has looked at the four main pension providers available to him. Some are inflexible and some cannot be moved once the person has left their post. The one he thinks is best is the Church of England scheme, because they don't charge a set up or management fee (fee met through other funds), it has been established for a while, and has a good balance of ethics, return and safety. DCC haven't made any comments and have agreed to pay their contribution towards Jo's pension. Gary proposed, Margaret seconded; approved unanimously.

3. Gary proposed that we suggest all employees pay 5% and we match that contribution. If they can't afford 5%, then 4% is OK and we will match. They can pay more if they like. Anne seconded; approved unanimously.

There are six staff which will automatically be enrolled and must opt out. One staff member must opt in if they wish to use the pension scheme.

The PCC thanked Gary for his hard work on this, and his ability to be able to explain this in layman's terms to the staff.

## **7 APCM review**

This year, instead of presenting the entirety of the information himself, Alan will introduce the three key staff members; Fran, Sky and Greer, and they will each have around seven minutes to speak about the year gone, and their plans for 2016. Alan will ask all three to write a paragraph summarising what they will say, and he will bring these to the next PCC meeting. Alan to do.

There are six available posts which will be available at the meeting. Margaret, Helen and Matthew Howe are all coming to the end of their term on PCC, so they must consider if they wish to stand again. The PCC discussed the problem that if all newly elected PCC members had three year terms, the PCC could be in the position of having six members standing down in three year terms. Therefore, in order to stagger this a bit, four posts will be for a term of three years, and two posts will be for a term of two years. How these will be selected will be decided later.

## **8 Kingdom Growth fund review**

Clint announced that the KGF committee had decided to put into place one of the suggestions, which was to fund Sky to a full time position (40 hours) for the duration of Greer's contract (which from 1 March would be 27 months). He is on a permanent contract, so at the end of this time, he would go back to 24 hours a week, unless something else is put into place at that point. This recognised that the youth work had grown a lot in the time between the review took place and now (approximately double to 45-50 young people).

A long discussion followed around concerns that this might stop volunteers from filling the gaps and that Sky needed to work towards being a leader of the groups (as Greer is for the children's groups) and not doing all the work. However, we recognise that Sky's personality is one of the things that brings in the young people. Judith commented that he does have a team. He is creative and enthusiastic, and creates groups that young people want to bring their friends to.

Clint proposed this change, and Ben seconded. The PCC agreed that this was a worthwhile way to spend some of the money, but wanted to note a number of things for consideration, both now and in the future:

- Sky needs support in building teams of people to run the groups to free him up to do oversight and visionary work. Clint to set new objectives for Sky with help from Paul and Margaret
- Sky needs to be more visible to the adult members of the church – preaching and leading services.
- Young people should be more visible in the services (even if occasionally) – congregation needs to be aware of what is going on behind the scenes and the need for more leaders.

- The money will run out for Greer and the additional hours for Sky 2018. Therefore, this needs to be in the mind of the congregation in the APCM in 2017 and onwards so that it is in their mind. We risk building large and successful children's, families and young people's groups and will want to see them continue. Jo Pudney has a fixed term contract so this applies to St Barnabas too.

Clint to inform Sky of the change to his hours and arrange to discuss change to his terms and conditions. Clint to do.

## 9 Fran Beedell's plans update

Fran will announce that she is retiring at the APCM; by this time she will have been able to tell everyone that she needs to tell in person. Clint has some information from Fran which he will put together and circulate it to the PCC. There are some questions – what if there is a long interregnum? Can we appoint someone to take over from Fran during an interregnum? Fran is actually seeing people come to her (who don't know she is leaving) and offering to help or take over a group. A concern was raised that in 2017, we may be in a position that we will only have two people in paid staff running the services who are both under 30. However, it is not certain that we'll have a long interregnum...

Penny and Clint are going to start a Parish Profile (probably distil the Annual Review) and have a look at what other things are needed. The PCC asked Penny and Clint to let them know what support and help they (and the rest of the team) need so they don't get overloaded.

## 10 Inclusivity

Part A – Update from Margaret/Judith:

The second meeting went well. There were around 30 people there and the facilitated discussion were handled well. There was a range of opinions, but they were received with grace. No action plan from this meeting as it was just a conversation. Margaret will put together a summary of the output from the meeting for the PCC.

Margaret has done this.

Judith reported that she was going on a course for working with adults, children and young people with additional needs. She will bring back useful ideas from this course to the church group.

Part B – Feedback received

Two members of the congregation had written to Ruth and Clint to express concern that the discussions may cause division in a congregation that was not there in a well functioning congregation. The PCC discuss these concerns at depth and decided how they should respond to these concerns. Ruth and Clint to draft and email the response.

Ruth and Clint to reply.

## 11 Approval of Ben and Sarah Marston as Missionaries at Christ Church

Ruth read out an email sent by Evelyn Pawley after the mission committee had met with Ben and Sarah. Paul proposed that the PCC accepts the recommendation of approving Ben and Sarah as official missionaries at Christ Church and Anne seconded. The PCC approved this unanimously.

**12 Matters arising**

Gary, Penny and Ruth will arrange a date to meet with Nick Ladd and team from St Barnabas.

Sally and Liz were meeting on the same day as the PCC meeting to discuss the Adult Safeguarding policy, and they hope that this policy should be updated for review by the PCC soon. Ruth will follow up. Ruth to action

**13 AOB**

Clint closed in prayer.

Date of next SC meeting: 25 April 2016

Date of next PCC meeting: 14 March 2016

Date of APCM: 21 March 2016

## Appendix 1

### Proposals to PCC – change of bank signatories & new bank account

With the recent announcement concerning Alan Howe's appointment to Tollerton, we need to approve at the PCC meeting a new set of bank signatories for our bank accounts. Also I have been looking into opening a new bank account to spread our money a bit wider now that the Financial Services Agency have reduced their Compensation Scheme value to £75,000 for any qualifying charity. I thought it would be best to set out all the proposals in this report so that you can see where we are putting our bank assets.

#### Coop Bank

We have three current accounts: the main account deals with all regular transactions; the *planned giving* account that people pay standing orders into (and which allows us to report on giving and claim gift aid) and a *fabric account* against which approved staff members have a debit card for church expenditure. We also have a deposit account that holds the money we gifted to St Barnabas from the sale of Church House, Barn Croft.

Proposed signatories are: Gary Stephenson (Treasurer); Penny Wallace (Warden), Clint Redwood (Warden) and Karen Walker (Income Manager). The first three signatories will normally sign cheques; Gary and Karen will have internet banking access.

Debit Card holders are: Kerry Broadley; Simon Rostron; Greer Jones & Sky Chiweshe

#### HSBC Bank

#### Nationwide Bank

These accounts hold some of the moneys from the sale of houses and the signatories were just Alan Howe and Gary Stephenson. The only account activity is deposits, bank interest and transfers to the Coop main account as and when needed.

Proposed signatories are: Gary Stephenson (Treasurer); Penny Wallace (Warden), Clint Redwood (Warden). Gary will have internet banking access.

#### Lloyds Bank

This is the proposed new account. Lloyds have set up the account in preparation but no money has yet been deposited.

Proposed signatories are: Gary Stephenson (Treasurer); Penny Wallace (Warden), Clint Redwood (Warden). Gary will have internet banking access.

#### Treasurer's action following PCC meeting

If the PCC agrees to these proposals I will have the appropriate forms from each bank and ensure people sign and provide ID as necessary.

**PCC please note** that under current anti-money-laundering requirements the banks may need some information on **all trustees**. You will recall that I sent an email around letting you know what details the banks would ask for. Most of you have replied (thanks) and I will chase up the remaining few. Trustees who are not signatories do not need to sign forms or provide evidence of identity and address.

Gary Stephenson

Treasurer      23 February 2016