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# CHRIST CHURCH, CHILWELL,

## PCC MINUTES

7.30pm, Christ Church, Monday 13<sup>th</sup> November 2017

Present: Andy Tufnell (Chair), Chris Brignell, Tim Hills, Judith Renton, Penny Wallace, Gary Stephenson, Colin Slater, Chris Roseblade, Dawn Clarke, Janis Patterson, Anne Willmot, Ryan Mellor, Clint Redwood, Linda Sadler, Ruth Price, Jon Batchelor

Apologies: Liam O'Boyle, Helen Mather

### 1. Welcome and apologies

Andy shared from Hebrews 7.

### 2. Approval of PCC minutes (14/9/17)

Proposed by Colin, Seconded by Anne.

### 3. Changes to Parish Staffing 2018

Greer intends to leave in April 2018 but hasn't handed in her notice yet. Kerry plans to leave at Christmas, with the proposal that Kathryn Britton works 9.15am-3pm Monday to Wednesday, plus Friday mornings, in the new year during term time. There is currently no plan for holiday cover. Colin proposed that congregations are introduced to Kathryn, and are given the opportunity to volunteer for holiday cover. Andy proposed that the job description is revised at some point.

Andy read a letter from Sky and Charlotte, stating their intention to serve God with Community Church Nottingham. Although it is sad that he is leaving, Andy said it was evidence of our status as a resourcing church. The current plan is for him to leave at the end of January. Janis made the point that Pathfinders and Inspire will be devastated by the news, but that we should be open to supporting him in his new role. Penny said that it is likely that Greer and Sky will both be asking for mission support (outward giving) in due course.

Andy proposed that the departures of Greer and Sky give us an opportunity to review parish staffing. Andy is looking to invite highly experienced staff from the diocese to visit Christ Church and write a report regarding potential staffing structures for the parish.

**Action: Andy will raise this with the Bishop next week.**

AT

Ryan asked about transition arrangements for when staff leave. Andy is having conversations with both and will be approaching individuals about specific tasks in due course. We may have to reduce some level of provision temporarily.

Andy is expecting a curate to be appointed in July.

Colin said that the PCC should have a responsibility for Andy, his professional development, and making sure Andy doesn't over-extend himself as staff leave.

Andy feels supported by church members and the diocese.

#### 4. Staff Reviews

Sky has had his annual review. Andy will now be line-managing staff. Other staff reviews need to be arranged.

**Action: Penny to organise remaining staff reviews.**

PW

Gary reported that Kev has requested increased hours and increased responsibility. Penny said it was positive that he wanted to review his role but he shouldn't revert to early morning time-keeping. Clint reported positive feedback from Simon regarding the works in the hall. Some reservations were expressed at his level of initiative and quality of cleaning.

#### 5. Election of new SC member

Janis volunteered to join the standing committee. Proposed by Andy, seconded by Chris R.

#### 6. Recruitment of Deputy Warden, Treasurer

Louise Rostron has stepped down from the role of Deputy Warden. Penny has approached some individuals to fill these roles but they have declined. Ryan enquired whether the treasurer role could be subdivided. Gary suggested bookkeeping and payroll management could be done by someone other than the treasurer.

**Action: Penny to approach other individuals, and to ask Louise to draft something about serving the church for the notices.**

PW

#### 7. Update on building work

The building work is nearly finished, with some painting in the small hall to be done by Simon. Dawn and Janis are to paint the stage. Andy thanked Dawn for organising all the building work.

**Action: Andy to meet with Dawn and Judith regarding ongoing storage arrangements.**

AT

#### 8. Outward giving

Current commitments expire on 31<sup>st</sup> March 2018 except for Daryoosh and Sara (31<sup>st</sup> August 2018). Ruth and Anne summarised the recent history of the Outward Giving policies and arrangements. Anne gave a timeline of the decision making process that needs to take place between now and mid-February to finalise plans for April 2018 onwards.

Penny asked what the remit of the group would be regarding funding new individuals/couples. Anne said this was open to discussion.

Andy asked whether individuals were aware that their funding may be cut. Anne reported that they should be aware that we limit our commitment to three years but it is also on the basis that we have sufficient projected income each year.

Tim asked whether we could ask individuals what the impact would be if their

funding was cut.

Anne and Ruth are willing to continue serving the Outward Giving group. Anne would like a male representative, someone from 9am service, a young person and Mary Stanley on the panel.

Chris Roseblade and Tim Hills volunteered to join the group. Gary offered to advise the group regarding church finances.

**Action: Tim to invite Eleanor O'Boyle and Michael Shenton to join the group.**

TH

Andy proposed that the plan and criteria for applications are emailed to PCC members with resulting comments to be fed back to secretary and discussed at Standing Committee on 7<sup>th</sup> December. The Standing Committee could either make a decision or call another PCC meeting if the views are diverse. The PCC agreed to this proposal.

**Action: Anne to organise a meeting on the Outward Giving group.**

AW

## 9. Outline budget (incl. Giving for Ministry)

Gary provided a formal report of 3<sup>rd</sup> quarter finances to September 2017. General fund income is higher than expenditure by £15k. There is £103k in designated funds, with a further £20k in the General fund. Any short fall in the CAP budget will have to be met from General fund. Ryan thanked Colin for organising the 3 week giving campaign in October. The effect of the giving campaign will not be realised until the new year once standing orders come into effect.

**Action: Colin to draft a notice encouraging people to action pledges that were made in the giving campaign.**

CS

Compared to our budget, expenditure is £31k less than forecast and income £13k higher than forecast. The impact of the changes to parish staffing in 2018 were discussed. The diocese will pay for a third of the costs of Andy's ongoing training, with the parish paying another third and Andy paying the remainder.

Based on figures presented, Gary set out the Standing Committee proposal that we offer £150k as our Parish Share for 2018. Linda reported that St Barnabas is unlikely to be able to contribute as much as 2017 due to a natural decline in giving. Colin proposed that we meet any shortfall in St Barnabas' ability to give.

Penny proposed Gary's motion and seconded by Ruth. All voted in favour of Gary's motion (Gary abstained due to conflict of interest).

**Action: Gary to make our offer to the deanery.**

GS

Ryan questioned whether we could feed back to the congregation how our Parish Share finances ministry elsewhere, and Penny suggested that deanery and diocesan reps could do this.

**Action: Andy will bring some encouragements to the next PCC meeting.**

AT

Gary outlined some draft figures for 2018 budget. Expenditure is forecasted to be £30k higher than income. Gary will bring a more detailed budget to January PCC.

**Action: Gary to draft 2018 budget for January.**

GS

**10. Data protection changes**

Clint read a communication from the diocese regarding new data protection legislation. We must comply with new rules by May 2018. Rules cover paper and electronic records. Andy said we should give this high priority. Gary volunteered to take responsibility for ensuring our compliance.

**Action: Gary to take this forward.**

**GS**

**11. Any other business (incl. PCC Social)**

PCC Social – PCC Social to take place at Penny’s house on 2<sup>nd</sup> December.

PCC Away Day – Andy proposed a meeting in February to pray about our vision.

**Action: Research options for replacement boiler to be discussed at SC.**

**AT**

**Action: Andy to organise safeguarding training.**

**AT**

Chris reported that AA were struggling to pay their rental increase and proposed that we reduce the rent to 2016/17 levels, with the situation reviewed in May 2018 alongside other rents for 2018/19. Colin proposed and Gary seconded the motion.

**Action: Chris to negotiate with AA.**

**CB**

**12. Close in prayer**