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# CHRIST CHURCH, CHILWELL,

## PCC MINUTES

7.30pm, Christ Church, Thursday 18<sup>th</sup> January 2018

Present: Andy Tufnell (Chair), Chris Brignell, Tim Hills, Ryan Mellor, Helen Mather, Linda Sadler, Christine Roseblade, Anne Willmot, Janice Patterson, Judith Renton, Colin Slater, Dawn Clarke, Penny Wallace, Jonathan Batchelor, Ruth Price, Gary Stephenson (from item 5)

Apologies: Liam O'Boyle, Clint Redwood

Members of Outward Giving group present for item 3: Mary Stanley, Eleanor O'Boyle

### 1. Welcome and apologies

Andy shared from Matthew 22.

### 2. Approval of PCC minutes (13/11/17)

Minutes were approved.

### 3. Outward giving

Outward giving forms for supporting groups are available for the congregation to complete by the end of January. Applications will be discussed and brought to the next PCC meeting. There were no strong opinions expressed regarding the types or number of charities to support.

Four families are currently supported:

C&K working in Asia who are facing various government restrictions.

Val and Brian Hodgkin who work for Wycliffe coordinating Bible translation.

Brian has returned to work following a serious illness and plans to retire in three years' time.

Emma and Mark Handley working with OM in London.

Sara and Daryoosh Zareian working with Agape in Israel.

The proposed budget for 2018 allows £2080 per month, or £25000 per year, for outward giving.

**Action: Outward Giving group will bring proposals to the PCC Away Day, one of which will allow for a contingency reserve for new applicants.**

Anne  
Ruth

### 4. Staff structure review & curate appointment

Andy is being trained by Maureen Cole in mission action planning, which will enable Andy to envision our church's future and identify staff or resources necessary to get there. There will be five prayer meetings during lent, the PCC Away Day and a meeting with house group leaders. Andy will aim to present a draft vision at the church APCM in March, with a final version in September.

In the short term, Sky has been handing over the youth work to several church

members. Pathfinders and Inspire would like more personnel and there will be a call from the front. Concerns were raised about young people being lost if there is no provision for them on a Sunday morning.

In September we may be receiving two interns from the young leadership college. We will be getting a curate, to be ordained in July, Michael Forsyth, with wife, Rachel, and daughter, Evie. He spent nine years as a logistics officer in the RAF. Accommodation will be found by the diocese. The appointment is for four years.

Andy and the diocese are looking for a "house for duty" priest for St Barnabas.

## 5. Staff reviews and salaries

A date has been fixed for Greer's review. Andy and Penny have met with George. Sky's review has taken place. Gary and Penny are finalising a contract for Kathryn to meet our needs and hers.

The Standing Committee proposed that staff will not be offered a pay increase this year due to the deficit and staffing changes, with the exception of Kev's to be increased in line with the Living Wage. Colin proposed, Janis seconded, and the proposal was passed.

## 6. PCC away day

Booked for 10<sup>th</sup> February, 9.30am to 3pm. Bishop Paul will facilitate discussion and reflection on areas of growth in the past and potential opportunities for the future. Others from Christ Church and St Barnabas will also be invited.

Andy requested a group to organise a venue and catering.

**Action: Penny, Colin and Ryan, with support from Kathryn, to organise.**

Penny

Colin

Ryan

## 7. Fabric report

The painting of the small hall needs finishing. Suggestions for chair storage racks have been circulated, cost approx. £1300, to ease deployment in the hall and transportation to church. A solution to reduce noise in the small hall is installing blinds and sound absorbing tiles. Blinds will also allow light to be controlled when the sun is low, cost £225. These expenditures were approved.

One quote for a new boiler is approx. £20,000 including rewiring. Colin suggested contacting property manager, Ian Reeves, at the diocese for advice. The current boiler is repeatedly breaking.

A quote for refurbishing the organ is £21,000. LED lighting of the cross was quoted for £1200. Andy suggested these expenditures were not an urgent need.

The floor in the large hall is subsiding and will need to be re-laid in the next four to five years. Andy asked for suggestions on how we can make use of the hall.

**Action: Dawn to purchase trollies and blinds. Dawn to obtain further quotes on acoustic tiles and boilers.**

Dawn

**Action: Gary to investigate whether the hall floor is covered by our insurance.**

Gary

## 8. Safeguarding

A report from Liz Jordan and Sally Hodges was circulated. Policies for safeguarding vulnerable adults and children were circulated. The policies were approved by PCC and signed by Andy and Penny. The PCC records their gratitude to Liz and Sally for their work. Phil Willmot is processing DBS applications. There is currently a shortage of spaces of safeguarding courses.

**Action: Penny to ask Phil Willmot to supply a list of people who are DBS checked.**

**Penny**

## 9. Data protection

New data protection rules apply from May. We need to ask every person for permission to hold their data. Signing up to electoral roll gives us consent to hold that data (name and address). At the next PCC meeting, we will be asked to approve a Data Privacy Notice. Gary will be attending a training course on ChurchSuite on 2<sup>nd</sup> March. Gary is finding out what information is already held and whether consent has already been obtained regarding finances, DBS checks, etc. It was agreed that Christ Church would take responsibility for St Barnabas as well.

**Action: Gary to bring more details to next PCC meeting.**

**Gary**

## 10. Electoral roll revision

Helen has drafted a process and timetable for people to sign up to the electoral roll which the PCC agreed.

**Action: Helen to implement plan.**

**Helen**

## 11. Annual report & APCM

Annual report consists of two parts, the legal/financial part which Gary collates and a more general account of our activities which Penny has volunteered to collate.

**Action: Gary and Penny to start drafting reports. Wardens to ensure Kathryn makes available nomination papers for PCC membership.**

**Gary  
Penny**

## 12. Budget 2018

Gary presented a financial report which showed, for 2017, an income of £260k and expenditure of £318k. A budget for 2018 showed an estimated income of £262k and an expenditure of £283k.

## 13. Bank card signatories

Andy Tufnell will be added to the bank account signatories. Bank cards for Sky, Greer and Kerry have been (or will be) cancelled when employment ceases. Andy and Kathryn will be given debit cards. The PCC approved these changes.

**Action: Gary to apply to the bank to make the necessary changes.**

**Gary**

**14. Any other business**

Andy has been accepted onto an 18 month leadership course starting in March, which will mean he isn't full time at Christ Church during this time. This will be announced to the church in due course.

**15. Close in prayer**

**PCC Away Day: 10<sup>th</sup> February 2018**

**Next meeting: 8<sup>th</sup> March 2018**