



PCC MINUTES

Minutes of the meeting held at 7.30pm on Monday 28th April 2025**STATUS**Approved
23.06.2025
(Public)

Present	Jon Bowden, Chris Brown, John Butler, Barny Collins, Mark Ellis, Mei Yen Furey, Andrea Jeanneret, Janet Lee, Paul Langham, Suzannah Mason, Cluff Noon, Di Noon, Mark Orriss, Mark Parsons, Tavi Price, Chris Shaddick, Dave Vernon, Kamran Zahid
Apologies	Danish Gill, Phillip Miles, Jack Reed, Hannah Rodgers
Minutes	Tavi Price

A	INTRODUCTORY ITEMS
A1 Apologies	Noted as above
A2 Conflicts of interest	None noted
A4 Prayer	JL led us in our time of prayer. Matthew ch.5 was read from the Message version We took time to hear each verse before praying into each one.
B	SUB GROUP REPORTS
B1 Finance Paper Paper B.01	<p>2024 Annual Report and Accounts have been through the Independent Examination process. They need to now be approved by the PCC before being presented at the APCM on the 18th May.</p> <p>Proposed: DV, Seconded: JL, <i>Unanimously carried</i></p> <p>1st Quarter Management Report for 2025</p> <ul style="list-style-type: none">• Generally all on track• One addition since the report was written – a significant one-off gift of £10k - which is really encouraging <p>MP added that the Finance Team is an amazing group of people who work through all the finances with a fine toothcomb on our behalf and he is grateful to be working alongside them</p> <p>Notes from a confidential discussion have been removed from the public minutes at this point.</p>
B2 Buildings Paper B.02	<p>Report received from the buildings team.</p> <p>Thanks to be expressed to the team headed up by John Buckland</p> <p>Latest news:</p> <ul style="list-style-type: none">• Pre-app re. the accessibility ramp has had some positive feedback from the new Bristol conversation officer who is in favour of the proposal with a couple of minor tweaks. This is very encouraging. <p>AJ raised a question on bicycle racks. Proposal and budget is sitting with the eco team. They did ask if MP could install but they will need to contact a contractor to do this.</p>

B3 Property Paper B.03	<p>No report submitted.</p> <p>The team is dormant, but willing to spring into action when called upon.</p>
B4 Risk management Paper B.04	<p>No report submitted.</p>
B5 Personnel Paper B.05	<p>ME talked through the report.</p> <p>Headlines:</p> <ul style="list-style-type: none"> • Life Events Administrator role has been advertised. Two applications received from members of the church family. Interview process to follow shortly. • Children & Families Pastor role advertised. No applications received. • Work has begun on reviewing and updating the Employee Handbook. • Sarah Kellner was appointed into the Church Executive Assistant role on 1st Feb. Very positive feedback received on her contribution. • ME stepping down from PCC but continuing his role in the Personnel Team. <p>Decisions: Buildings Manager role: request is to advertise for this role (job description was attached to paper B.05) as a full-time fixed 12-month contract. A strong internal candidate (member of the church family) has already indicated interest in applying for the role.</p> <p>Why a fixed term? We have budget for a year, not sure beyond that. A large amount of work can be achieved within the year and once in place the role may be able to become part-time. Also, as an aside the person considering the position is changing career so it would be sensible for both them and CC to proceed in this way.</p> <p>Approval to proceed with advertising of the Buildings Manager role (FT) on a 12-month fixed term contract</p> <p>Proposed: ME, Seconded: MYF, <i>Carried unanimously</i></p> <p>Tomasita (interim children's ministry team lead) has agreed to continue on the basis that Sophie Couper's administrative support role can also be extended for a further 6 months (current contract expires on 31 August).</p> <p>CS asked if we could pay Tomasita in some way. Her visa status makes it impossible for us to pay her. Rules around financial gifts? Voucher? To be investigated by JL/PL</p> <p>Sophie Couper's admin contract (one day a week) 6-month extension</p> <p>Proposal: ME, Seconded JL, <i>Carried unanimously</i></p> <p>Thanks to the Personnel team</p>
B6 Safeguarding Paper B.06	<p>JonB talked through the key points noted in the Safeguarding paper.</p> <ul style="list-style-type: none"> • PSO's met last month as a team to review the Safeguarding Policy – to be approved tonight by PCC • PSO's are not happy on the way records are stored – i.e. hard copies in a filing cabinet in Linden Gate office. They want to move to an online system – MP to set up a Secure Teams/SharePoint folder just with PSO access. Better than being on personal PC's as when officers step down – more problematic to move records/ • JB to consult with the Diocese Safeguarding team to ensure this is deemed a safe and appropriate recording protocol. • Many groups and activities held in CC's name still not represented on the dashboard e.g. Midweek Gathering, Junior Youth Club, Small Communities. SLT to work with PSO's on providing a succinct list. JL and JB to have a chat re. vulnerable adults as well. List to be circulated to ensure all are represented. • Meeting Point has set up a mentoring programme

	<ul style="list-style-type: none"> • Ongoing actions - continuation with the dashboard (as per the above) • A few items will be up for review at the July PCC <p>JB raised a question regarding the 6 roles and responsibilities (listed on the Policy and Procedure review) that the PCC are responsible for. Which ones are we compliant with and which ones are outstanding? JonB to review and bring back to the next meeting.</p> <p>PL suggested having a QR code available (like what New Wine do) that takes you directly to the safeguarding report section, so you can complete a report there and then.</p> <p>For approval: Safeguarding Children, Young People and Vulnerable Adults: Policy and Procedure</p> <p>Proposed: Jon B, seconded CB</p> <p><i>Carried unanimously</i></p> <p>JonB to feedback to the team our grateful thanks for the very important work they are all doing.</p> <p>No urgent safeguarding matters were reported to the PCC.</p>
C	LEADERSHIP REPORTS
Papers C.01, C.02 & C.03	<p>Churchwardens:</p> <p>SLT would like to express how grateful they are for the regular meetings they have with MO and DN</p> <p>Highlights:</p> <ul style="list-style-type: none"> • 12th May – meeting with Simeon Trustees alongside other SLT members • Undertook their Leadership Safeguarding training (and passed) <p>Standing Committee report:</p> <p>No questions</p> <p>SLT report:</p> <p>Questions raised:</p> <ul style="list-style-type: none"> • <i>BC – these are aims – is there something that sits behind these? – yes there is a lot behind the scenes in a full planning tool.</i> • <i>TP – could some of the larger areas that are showing as Amber that appear to be those for the wider church – be broken into smaller smarter goals? – something to consider.</i> • <i>MYF – how can Welcome be moved on from Amber – strengthening the welcome teams as shown in next steps won't happen as it's everyone's role within the church family to improve 'Welcome at CC' – we need to improve the follow up process once someone has been welcomed at one of the gatherings – a cultural shift needs to happen in how we view welcome. e.g. don't say "we don't need anyone to help" if someone offers it – make space for them to get involved and feel welcomed.</i> • <i>AJ - How is the wellbeing of SLT? How do people get involved when and where they are ready to? In the day to day, it's ok – daunting at times when wanting to look at the strategic and bigger picture. PL added that there is a real sense of trust in the</i>

	<p>team and there seems to not be much anxiety around when it moves from 4 to 3 which is very encouraging but there will be capacity issues to bear in mind.</p> <ul style="list-style-type: none"> • <i>DV – around the area of welcoming – there is a lack of knowledge on names and as a church family we should know each other better - is there a way of adding photos onto the church suite.</i> Technically possible – but how do you build the confidence and buy in from the church family from a privacy and data protection perspective? – it needs a bit of thought. <p>CB - Succession planning:</p> <ul style="list-style-type: none"> • 10 days of prayer – get involved– complete the cards/forms online. Keep praying. • Parish Profile update - Gathering data stage – several people volunteered to help and get involved – please catch up with CB after the meeting.
D	MINISTRY AREA REPORTS – none covered this time
E	STANDING ITEMS
E1 Approval of Minutes Paper E.01	Approval of minutes on 24th March 2025 - JL was away, add to apologies section – no other comments, so approved.
Review of the meeting / actions / confidentiality	<ul style="list-style-type: none"> • JB apologised for not producing a report for the risk subgroup section. • Safeguarding Policy to be printed and put at the back of church - MP • Communicate to Tomasita and Sophie about the job extension • Stepping down: JB, ME, MYF, TP as 2 x 3 terms - a formal thank you will be given at the APCM, but TP was given some flowers in recognition of doing the minutes over this time. • The meeting recognised it was Paul's last PCC meeting! <p>JL closed the meeting in prayer</p>

Future Meetings:

Sunday 18th May – APCM

Friday 6th June (Social at Paul & Jackie's) / Saturday 7th June – PCC Away day (at CC)