

# Meeting Notes of Christ Church Council

Wednesday, May 21<sup>st</sup> 2024 at 7.30 pm in Christ Church Mews

**Present:** David Rawlings, Judith Bishop (Chair), Carol Hussey, Maggie Willans, Morny Davison, Emma Elliott (Clerk), Sarah Jones

## Opening Prayer

Judith opened the meeting with a prayer.

**1. Apologies:** Jane Nicholson, Pauline Swaby Wallace, Lucy Humbert, Jonathan Stead, Brenda Wall, Malcolm Wall, Jane Hoe.

## 2. Welcome to New Members and appointment of council roles

Judith, Maggie and Malcolm were welcomed to council following their re-election at the ACM. (Malcolm in absentia).

a) **Lay Chair:** Judith was re-elected as lay chair.

**Proposed Carol, Seconded Morny**

b) **Secretary:** Emma offered to continue taking meeting notes at meetings, with Judith fulfilling the rest of the secretarial role. This has been an arrangement that has proved to work over the past year and continuation of this arrangement was approved by council.

**Proposed Morny, Seconded Maggie**

c) **Electoral Roll Officer:** Matthew Jones has agreed to take on this role. Thanks were expressed once again to Judith Anderson for fulfilling the role for such a long time. Emma and Matthew will scrutinise the Church of England regulations that are relevant to this topic. There are a few terms that need to be defined for us. This is, in part, due to our special status. A working document will be presented at the next council meeting.

**Proposed: Morny, Seconded Judith**

**Action: Emma (and Matthew Jones)**

## 3. Meeting Notes from the last meeting

The meeting notes from the last meeting were accepted unanimously as a true record of the meeting.

**Proposed: Maggie, Seconded David**

## 4. Matters Arising

a) 5 (4.2) Junior Church volunteers

It was agreed that this would be taken off the council agenda for now.

b) Finance report Budgeting for oneoff donations

Zoe has confirmed that oneoff donations can be budgeted for, based on past experience and by looking at the trend in donations from past years.

## 5. Farewell to Kara and Jane Hoe

Kara and Jane will both be leaving us on the same Sunday, 16<sup>th</sup> June. Lucy has agreed to do the catering for this event. Thanks were expressed to Lucy. Judith will speak to Trustees about gifts for both Kara and Jane.

**Action: Judith (gift) Lucy, (catering)**

## 6. Vacancy Management Group Update

An update was given by Sarah, following Nick Wells's statement to the congregation on Sunday.

The advert was placed as planned and there were a good number of expressions of interest. However, not many of these resulted in applications. A shortlisting meeting took place last week and the decision was taken not to interview any of the applicants. The Archdeacon has been very encouraging. His feedback to us has been that people are clearly interested in us as a community. The lack of housing is the main issue and this is something that will need to be taken into consideration when we re-advertise. The revised timeline is to place adverts again in July, with a view to shortlisting and interviewing in the Autumn. Thanks were expressed to Sarah for the update.

A discussion took place. This is an issue for the congregation as a whole. Housing costs are a big pressure, especially in Bath, and we may need to dig deeper to provide a better financial offer.

## 7. Safeguarding Pathway request from Safeguarding Officer

Council members were reminded about the requirements for church officers at Christ Church to undertake training in safeguarding 'pathways', as directed in the Parish Safeguarding Handbook (2018). This is on the instruction of the Diocesan safeguarding team. Council members need to complete the following pathways:

- Basic Awareness Pathway - once only
- Foundation Pathway - to be repeated every 3 years
- Domestic Abuse Pathway - to be repeated every 3 years

An email giving instructions and further details has been sent to all council members. **Action: All Council Members**

## 8) Lower Mews tidy Up

Thanks were expressed to all who helped tidy up the Lower Mews office. Everyone agreed that the office looks much better and more spacious. There are still a lot of books looking for a new home. A discussion took place, and it was agreed that a plea would be made for a member of the congregation to take on the re-homing of books. Judith will put a plea in the bulletin. **Action: Judith**

David Bishop has very kindly agreed to make-good the back wall and put up blinds and curtains.

A question arose over the storage of children's toys, which have previously been kept in this room. Sarah and Emma will look for other space within the Mews or the church. **Action: Sarah and Emma**

## 9. Worship

In the absence of a Priest-In-Charge, the Ministry Group are continuing to meet. The rota is up to date until the end of July. With the loss of both Kara and Jane, there will be more pressure on the remaining clergy team. Thanks were expressed to the team for their continued support.

## 10. Request for T&T funds for children's work

Back in September 2023 when T&T funds were discussed, funds were pledged for improving the Mews office space for Junior Church and other small groups. Plans for the office space have evolved since then. Emma asked council to consider approving an alternative use for the funds, which would be to purchase some Ipad-style tablet computers, to support work with Junior Church on Sunday mornings. Agreement was given in-principle and Emma agreed to bring more precise costs to the next meeting. **Action: Emma**

## 11. Finance Report

The latest financial report was circulated prior to the meeting. See Appendix I. Thanks were expressed to Zoe. Following on from Zoe's remarks at the ACM, and in light of our position with the vacancy, the issue of congregational giving was discussed. A suggestion was made, to ask the Ministry Group to schedule a Stewardship Sunday, and give consideration to who might be best placed to lead it. Sarah agreed to speak to the Ministry team. **Action: Sarah**

A discussion took place about the current arrangements for cleaning at Christ Church. It has been recently discovered that our current cleaner often subcontracts the work. In addition, regular cleaning is carried out in the Mews, as well as the church. The Mews should always be left clean by groups that use it, so the cleaner should concentrate on the main church building. Judith agreed to take this up with the relevant people. It was agreed that the subject of cleaning could be reviewed at a future meeting. **Action: Judith**

## 12. Noticeboards

Production of Headers for the new noticeboards is in-hand. **Action: Judith**

## 13. AOB

There were no items of AOB.

## 14. Date of Next Meeting

The date set for the next meeting is Thursday 20<sup>th</sup> June 2024 .  
(Maggie confirmed that this will not clash with Pilgrim Group.)

The meeting closed with The Grace at 8.53 pm.

Glossary	
T&T	'Time and Talents' – fundraising project undertaken last year.
ACM	Annual Church Meeting

## Appendix I

**Income and Expenditure - Council**  
 Funds Held in Connection with Christ Church in Bath  
 For the 4 months ended 30 April 2024

Account	Actual (YTD)	Budget (YTD)	Variance	Budget (Full year)	Notes
<b>Income</b>					
Regular Donations	14,275	14,060	215	42,180	
One Off Donations	2,583	2,720	(137)	8,160	
Fundraising Donations	0	400	(400)	1,200	
Gift Aid	2,421	2,711	(290)	10,844	
Service Fees	1,071	500	571	1,500	
Events & Hires	425	1,280	(855)	3,840	
Cedar Tree Sales	406	580	(174)	1,740	
<b>Total Income</b>	<b>21,181</b>	<b>22,251</b>	<b>(1,070)</b>	<b>69,464</b>	
<b>Expenditure</b>					
<b>Charitable Activities</b>					
Diocesan Contributions	5,500	5,500	0	16,500	
Pastoral Activities	36	200	(164)	600	
Choir, Organ & Music	746	845	(99)	3,000	
Junior Church	34	100	(66)	300	
Church Consumables	40	560	(520)	1,680	
Catering	662	720	(58)	2,160	
Flowers	108	680	(572)	2,040	1
Merchant Fees	8	20	(12)	60	
<b>Total Charitable Activities</b>	<b>7,134</b>	<b>8,625</b>	<b>(1,491)</b>	<b>26,340</b>	
<b>Support Costs</b>					
Wages	7,042	6,748	294	20,024	2
Gifts & Entertainment	200	0	200	0	3
Printing, Post & Stationery	1,153	1,800	(647)	6,550	
Licences & Subscriptions	0	0	0	554	
Telephone & Internet	200	260	(60)	1,040	
Cleaning	186	340	(154)	1,020	
Equipment	57	740	(684)	2,220	
Repairs & Maintenance	230	300	(70)	900	
Electricity	747	880	(133)	2,640	
Gas	1,889	2,210	(321)	4,400	
<b>Total Support Costs</b>	<b>11,703</b>	<b>13,278</b>	<b>(1,575)</b>	<b>39,348</b>	
<b>Total Expenditure</b>	<b>18,837</b>	<b>21,903</b>	<b>(3,066)</b>	<b>65,688</b>	
<b>Surplus / (Deficit)</b>	<b>2,344</b>	<b>348</b>	<b>1,996</b>	<b>3,776</b>	
<b>Funds</b>					
Funds brought forward	13,511	13,511	0	13,511	
Current year surplus / (deficit)	2,344	348	1,996	3,776	
<b>Total Funds</b>	<b>15,855</b>	<b>13,859</b>	<b>1,996</b>	<b>17,287</b>	

### Notes

- 1 Flowers expenditure is low as one of the regular flower arrangers has not submitted any expense claims yet this year but expect they have been making purchases.
- 2 Salary overspend relates to payments to Director of Music, Organist & Choir for a funeral service. These were funded by fees charged to the family (in Service Fees income), so this is cost neutral.
- 3 Gifts & Entertainment relates to purchase of an ordination gift for Jane Hoe.

Income is currently below budget by £1,000, but at this stage in the year this is more than offset by expenditure being below budget by £3,000. The most significant financial matter for Christ Church at the moment is consideration of the salary / accommodation package that we are able to offer to the next Priest in Charge. Trustees, Council and the wider congregation all need to consider what we can do to make this attractive. I will be looking carefully at what we can afford based on current income & expenditure, but we also need to be thinking about whether there are ways to increase income and/or decrease expenditure to allow us to offer more if we feel that is necessary to attract the right candidate.

Zoe Bushell, Treasurer, 19/05/2024