

Meeting Notes of Christ Church Council

Wednesday, February 28th, 2024 at 7.30 pm in Christ Church Mews

Present: David Rawlings, Jane Nicholson, Judith Bishop (Chair), Jonathan Stead, Nick Wells (Chair of Trustees) (*Part*), Carol Hussey, Maggie Willans, Morny Davison, Brenda Wall, Malcolm Wall, Emma Elliott (Clerk),

1. Opening Prayer

Jonathan opened the meeting with a prayer.

2. **Apologies:** Pauline Swaby Wallace, Jane Hoe, Lucy Humbert, Kara Maylor, Sarah Jones

3. Meeting Notes from the last meeting

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

Proposed: Jane, Seconded: David

9 Vacancy Management Group (VMG) Update

Nick was present at the start of the meeting, so agenda item 9 was covered at the start.

Nick highlighted the document that had been available to the congregation last Sunday morning. This gave an update from the VMG to the congregation. The timetable for the coming months is as follows:

March – receive results of questionnaire, feeding into drafting the profile.

April – Advertising the post.

May – Shortlisting Candidates.

June – invite candidates for interview.

- David Bishop will edit the profile. Sarah Jones will take on the formatting. Pre-formatted text will be shared with council shortly after 20th March (for substantive comment only, not approval). This will be sent individually to council members and a quick turnaround for any comments is requested.
- Trustees will be presented the finalised profile document for approval shortly after Easter.
- The VMG will decide where to place adverts. The church Times is expensive but will probably be used. Social media is another avenue for advertising. Any suggestions for advertising would be considered.
- The format of the interviews will be agreed by the VMG.

Nick was thanked for his update and left the meeting.

4 Matters Arising

4.1 Finance

4.1.i Cost of producing Postcards – Emma has reviewed the cost of postcards. Various online companies were reviewed for like-for-like pricing comparison. Costs are broadly similar or more expensive per-card, and there are also delivery costs to consider. Emma's recommendation is that we continue to use MBE, as we currently get a good price.

4.1.ii New Vacuum Cleaner – Judith has done some investigation. Given the cost of a new machine, and the current pressure on finances, Judith recommends that we get the current cleaner serviced with the aim of improving its performance, rather than investing in a new cleaner at the current time.

Proposed: Maggie, Seconded: Morny

4.2 Junior Church volunteers

Both these matters arising are still pending.

5. Minutes from the Trustees

These were circulated before the meeting and are noted by council.

6. Worship – Holy Week Services

The Ministry Group have forthcoming services in-hand. These are being covered by our retired clergy, Kara, and Jane Hoe, where possible.

We have been invited to join St Stephen's Church for their Maundy Thursday service.

The regular services will take place on Good Friday – the choral service will take place in the first hour, followed by the children's service, followed by the hour for meditation and reflection.

7. Finance Report

Zoe has provided a revised end-of-year budgetary position for the year, with explanatory notes. A copy is provided in Appendix I. Income and expenditure for this year-to-date has been provided as well, although no budget has yet been finalised. The budget setting group is still on-track to have a finalised budget set by the end of the first quarter.

Thanks were expressed to Zoe for providing the finance report.

8. AOB

8.1 AGM

The date set for the AGM is Sunday 12th May. There are three people on the current council whose term comes to an end. All are willing to stand again. These are Maggie, Malcolm, Judith. Jane and Jonathan are both willing to continue as churchwardens. Council members and wardens re-standing must submit the necessary paperwork.

Judith agreed to ensure all the necessary nomination forms were available in church.

Action: Judith

8.2 Electoral Roll

There are currently 101 names on the electoral roll. The list needs to be reviewed, as some of the people on the roll are deceased. Judith and Jonathan agreed to review the list, along with Judith Anderson, our Electoral Roll officer.

Action: Judith and Jonathan

Jane agreed to encourage new people to join the electoral roll and it was suggested that we advertise the reasons why it is important.

Action: Jane

8.3 Questionnaires

A reminder was given, for everyone to fill in the questionnaire from the VMG.

(Item 9 covered at start)

10. Date of Next Meeting

The date set for the next meeting is Wednesday 17th April 2024. The meeting closed with the grace at 8.19 pm.

Appendix I

Revised End of Year Report

Income and Expenditure - Council

Funds Held in Connection with Christ Church in Bath
For the year ended 31 December 2023

Account	Actual	Budget	Variance
Income			
Regular Donations	42,182	36,500	5,682
One Off Donations	10,854	3,500	7,354
Fundraising Donations	3,036	3,125	(89) ¹
Gift Aid	11,426	9,875	1,551 ²
Service Fees	4,837	1,000	3,837
Events & Hires	6,469	6,000	469
Cafe Sales	1,735	0	1,735 ³
Total Income	80,539	60,000	20,539
Expenditure			
Charitable Activities			
Diocesan Contributions	16,515	16,500	15
Pastoral Activities	1,644	500	1,144
Choir, Organ & Music	2,522	3,000	(478)
Junior Church	622	300	322
Books & Resources	63	0	63
Church Consumables	1,655	1,500	155
Catering	2,099	1,000	1,099 ³
Flowers	2,198	800	1,398
Merchant Fees	56	0	56
Total Charitable Activities	27,372	23,600	3,772
Support Costs			
Wages	22,076	18,400	3,676
DBS & Safeguarding	45	0	45
Printing, Post & Stationery	6,532	5,500	1,032
Advertising	379	0	379
Licences & Subscriptions	527	0	527
Telephone & Internet	1,033	1,000	33
Cleaning	951	500	451
Equipment	2,152	1,500	652
Cash Discrepancies	5	0	5
Repairs & Maintenance	875	300	575
Electricity	1,824	1,600	224
Gas	2,666	6,600	(3,934)
Total Support Costs	39,065	35,400	3,665
Total Expenditure	66,437	59,000	7,437
Surplus / (Deficit)	14,102	1,000	13,102

Notes

This is an updated view of the 2023 results. Key changes since reports provided to last meeting are:

- 1 Reduction of Fundraising Donations to adjust split of proceeds with Mentoring Plus.
- 2 Inclusion of Q4 Gift Aid claim.
- 3 Inclusion of Cedar Tree income and corresponding expenditure in Café Sales and Catering respectively. Net result is £600 surplus from Cedar Tree for the year.

Income and Expenditure - Council

Funds Held in Connection with Christ Church in Bath
For the month ended 31 January 2024

Account	Actual
Income	
Regular Donations	4,095
One Off Donations	205
Service Fees	812
Cafe Sales	112
Total Income	5,224
Expenditure	
Charitable Activities	
Diocesan Contributions	1,375
Pastoral Activities	20
Choir, Organ & Music	133
Church Consumables	5
Catering	152
Flowers	27
Merchant Fees	2
Total Charitable Activities	1,714
Support Costs	
Wages	2,081
Printing, Post & Stationery	30
Cleaning	41
Gas	664
Total Support Costs	2,816
Total Expenditure	4,530
Surplus / (Deficit)	694
Funds	
Funds brought forward	14,102
Current year surplus / (deficit)	694
Total Funds	14,796