

# Meeting Notes of Christ Church Council

Tuesday January 23<sup>rd</sup> 2024 at 7.30 pm in Christ Church Mews

The meeting opened with prayer.

**Present:** Lore Chumbley (Chair), Lucy Humbert, Maggie Willans, Jonathan Stead, Brenda Wall, Malcolm Wall, Kara Maylor, Carol Hussey, David Rawlings, Emma Elliott (Clerk), Jane Nicholson, Sarah Jones, Judith Bishop, Nick Wells (Chair of trustees) (*Part*)

**1. Apologies:** Pauline Swaby Wallace, Jane Hoe, Morny Davison

## 2. Meeting Notes from the last meeting

The meeting notes from the last meeting were accepted as a true record of the meeting with one factual correction, see matters arising 3.iii. **Proposed: Jonathan, Seconded: David**

## 3. Matters Arising

### 3.i Formalising streaming desk

This is still in progress. Members of council were notified of the Parish Buying Service, which may be a cost-effective way of purchasing items for church, including furniture. Judith provided the details of companies that were invited to quote on the sound system previously:

- Production People – <http://www.productionpeople.org/>
- Expression Media – <https://www.expressionmedia.co.uk/>
- Status AV - <https://statusav.com/>

### 3.ii Permission to administer Communion

Permission has now been received. (Please see list of names - item 12 meeting notes 19-09-2023.)

### 3.iii West End Reorganisation

Correction: The painting of the interior walls requires a faculty.

It has been confirmed that no further statement of need is required.

## 4. Minutes from the Trustees

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

## 5. Worship

### 5.i Christmas

The services over Christmas were tremendous.

Thanks were expressed to:

- The flower Team.
- Mark, David, Will and the choir.
- Junior Church.
- All readers.
- Those who lead prayers.
- Hospitality team.
- Anyone who helped with other tasks, to make the Christmas period a success.

## 6. Finance Report

Zoe has provided an end-of-year budgetary position for the year, with detailed explanatory notes. A copy is provided in Appendix I. A request was made at a previous meeting for a breakdown of the catering costs. This has also been provided to council members prior to the meeting. Also requested were printing costs, which have been provided to council members for the last three months. Judith has considered ways in which we could reduce our printing costs.

Her suggestions are:

- to reduce the amount that we print in colour.
- to move from 100gsm paper to 80gsm paper.
- to monitor closely the required number of hymn sheets.

Other suggestions shared at the meeting:

- to consider whether booklets are required for some services where we currently produce them (e.g. Remembrance)
- to explore whether postcards could be purchased cheaper online, although deadlines may be an issue with this approach.

The budget setting group has met and considered various scenarios. The group needs to re-convene, now that certain decisions have been made. The hope is to have a finalised budget for 2024 by the end of quarter 1.

**Action: Judith, Malcolm, Jonathan**  
**Action: Judith**

Judith agreed to investigate costs for a new vacuum cleaner.

## 7. Refurbishment of Lower Mews - Update

A working party met last Saturday and cleared the boiler room of inflammable material as well as clearing items that were surplus-to-requirements in the Lower Mews. Chairs and tables can now be stored in the back room.

The cross has been installed on the wall and everyone agreed that it is a welcome addition to the room.

The intention is to get the office into a bright, clean, welcoming condition so that it can be a space for the new Incumbent.

An issue has arisen with the window blinds, namely that the window catches stick out, which will make hanging blinds difficult. David Bishop has kindly agreed to work on a possible solution.

Long-term there is still a plan to replace the floor with a wooden laminate.

## 8. Youth Worker

Lore and Kara were thanked for the time and effort they have put in to researching this possibility. The feeling is that this is not the right time to employ a Youth Worker. The main issue we would like to address is more volunteers to help with Junior Church on a Sunday morning, to take the pressure off Sarah Cade, Sarah and Emma. Fiona Gardener has just joined the team and has offered to lead a session once per-month. Whilst a youth worker might be able to relieve some of the burden, it would not be a complete solution. Kara has agreed to help push for more volunteers and feels the best way to do this is to try to make personal contact.

**Action: Kara**

Sarah suggested that she and Emma could run a session, maybe after church with coffee and cake, to give people an idea of what's involved. Sarah, Emma and Sarah Cade were thanked for their continued work.

**Action: Sarah and Emma**

## 9. Decision on 'Opting In

The council discussed the decision for 'opting in' for same sex relationship prayers, as approved by the House of Bishops. A paper outlining the proposal had previously been circulated to council members. A discussion took place. The decision was taken that Christ Church will opt in and this decision was made unanimously. Consideration must be given to how this is communicated to the wider congregation. Kara has agreed to be a point of contact for any members of the congregation who wish to discuss it or wish to hear more.

**Proposed: Emma, Seconded: Brenda, Carried unanimously**

Lore left the meeting, following a prayer. This was Lore's last council meeting and she was thanked for all her work.

## 10. Priest-in-Charge Vacancy

Nick Wells joined the meeting. He gave a progress update on the imminent vacancy. The Vacancy Management Group members are Judith, Jonathan, Sarah and Nick. Any specific questions that arise should be directed to this group.

## 12. AOB

### 3.i Request to display the LGBTQI+ flag outside church

This request has come from a member of the congregation. A discussion took place. Members of council understand the sentiment behind the request. It is strongly felt by council that it is very important to be welcoming to everyone who walks through our doors and to show that we are an inclusive church through our actions and our publicity, but council took the decision that, for various reasons, it is not appropriate to display the flag outside the church. It was agreed that we could consider displaying a poster that indicates our inclusivity.

### 3.ii Charitable Giving

Jonathan gave a brief update. Including events such as Time and Talents, and the Julian Road event, our charitable giving is around £5.5K, which is broadly in-line with pre-covid levels of giving.

## 9. Next Meeting

The date set for the next meeting is Wednesday 28<sup>th</sup> February 2024. The meeting closed with prayer at 9.11 pm.

# Appendix I

## 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	Notes
<b>Income</b>				
Regular Donations	42,157	36,500	5,657	
One Off Donations	9,891	3,500	6,391	1
Fundraising Donations	3,322	3,125	197	2
Gift Aid	8,544	9,875	(1,331)	3
Service Fees	5,054	1,000	4,054	
Events & Hires	6,469	6,000	469	
<b>Total Income</b>	<b>75,438</b>	<b>60,000</b>	<b>15,438</b>	
<b>Expenditure</b>				
<b>Charitable Activities</b>				
Diocesan Contributions	16,515	16,500	15	
Pastoral Activities	1,544	500	1,044	4
Choir, Organ & Music	1,968	3,000	(1,032)	
Junior Church	622	300	322	5
Books & Resources	63	0	63	
Church Consumables	1,655	1,500	155	
Catering	1,161	1,000	161	6
Flowers	2,018	800	1,218	
Merchant Fees	56	0	56	
<b>Total Charitable Activities</b>	<b>25,600</b>	<b>23,600</b>	<b>2,000</b>	
<b>Support Costs</b>				
Wages	22,076	18,400	3,676	7
DBS & Safeguarding	45	0	45	
Printing, Post & Stationery	6,532	5,500	1,032	8
Advertising	379	0	379	
Licences & Subscriptions	527	0	527	
Telephone & Internet	1,033	1,000	33	
Cleaning	951	500	451	
Equipment	2,093	1,500	593	
Repairs & Maintenance	875	300	575	
Electricity	1,824	1,600	224	
Gas	2,666	6,600	(3,934)	9
<b>Total Support Costs</b>	<b>39,001</b>	<b>35,400</b>	<b>3,601</b>	
<b>Total Expenditure</b>	<b>64,600</b>	<b>59,000</b>	<b>5,600</b>	
<b>Surplus / (Deficit)</b>	<b>10,837</b>	<b>1,000</b>	<b>9,837</b>	

#### Notes

- One-off donations includes £2000 of donations ring-fenced for specific purposes, and therefore not available to cover general Council costs. These are for the West End noticeboard project and to support Iona bursaries.
- Fundraising donations is the Time & Talents income. This will be reduced, as the proceeds are being redivided to give an equal share to Mentoring Plus. This is not yet showing in the report figures.

- 3 Q4 Gift Aid claim has not been compiled yet, so this will increase.
- 4 Pastoral Activities includes £1000 of expenditure on Iona bursaries, which explains most of the amount that this is over budget. These were funded out of specific donations that were given for this purpose so there is no net effect on council's
- 5 Junior Church includes £375 for donkey hire for the Crib Service, which explains why this is over budget. A donation was received as a contribution towards this cost.
- 6 A detailed breakdown of catering costs was requested; this is on a separate page.
- 7 Wages budget was based on basic salaries for vergers and organists; it did not factor in additional pay due for weddings and funerals, which is a contributing factor to why this is over budget. These fees are passed on to the families as part of the invoice for the wedding / funeral (except in exceptional circumstances at discretion of Priest in Charge and Churchwardens) so Christ Church is generally not out of pocket on these. The income is included within Service Fees.
- 8 Jude Bishop has obtained a detailed breakdown of the printing costs for the last 3 months from MBE so that these can be analysed to see if cost savings can be made on printing. Information was only received last week so this is work in progress.
- 9 Gas costs are unusually low this year due to the credit received when VAT rate and Climate Change Levy charges were corrected, with account rebilled since July 2021. Need to keep in mind that the new contract starts in July 2024 with unit rates nearly double current price, so expect annual costs in region of £7,000 going forwards.