

# Meeting Notes of Christ Church Council

Tuesday November 14<sup>th</sup> at 7.30 pm in Christ Church Mews

The meeting opened with prayer.

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

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

## 2. Meeting Notes from the last meeting

The meeting notes from the last meeting were accepted as a true record, with the addition as 'present' of Jane Nicholson, who was present in the last meeting, but this was not recorded. Apologies were expressed to Jane for this omission.

## 3. Matters Arising

3.i Repositioning/ formalising of streaming desk

Mark Elliott was present for this item.

The diocese has advised that any temporary streaming equipment that was installed during the pandemic will require a faculty to make permanent. The trustees will have a view on this matter and may have a view on providing some or all the funds for it. They will ultimately be responsible for signing off on any faculty application.

Mark offered for the council's consideration the following suggestions:

- The sound desk is in the right location for a good line of sight for streaming in church. It should not be moved.
- The cables should be tidied up and proper trunking installed. Mark's view is that this is the biggest expense, and that this is worth doing, particularly considering the diocesan requirements.
- More permanent cameras could be mounted on or under the gallery overhang, instead of mounted on tripods in the front row of the gallery, which restricts use of that row.
- A cabinet to store and lock away the streaming equipment could be purchased. These cost around £2K. An example photo was shown in the meeting and is provided in appendix 2.
- The existing cameras could be replaced with more sophisticated PTZ cameras – estimated costs are around £2k per-camera. Although this is an option, Mark doesn't consider that replacing the cameras with more expensive ones is necessary.
- The sound desk could be moved so that it is together with the streaming equipment. This is currently located by the organ. Moving it would require re-routing of microphone cables.
- Existing HDMI cables could be replaced with SDI cables. This would improve the sound and picture quality by reducing signal loss due to the length of the cables.
- We should get specialist advice and Mark will provide the name of a company that could provide a quote.

Judith suggested that the funds raised from events could be ringfenced for this purpose. This was met with general agreement.

In addition to the company Mark suggests, the diocese may also be able to suggest a specialist and Lore will contact them. Judith will provide the name of a company that we have used in the past. This will allow us to obtain three quotes.

**Actions: Mark, Lore and Jude**

3.ii Cross for Lower Mews

Sarah Sheppard has offered a wooden cross for the Lower Mews. This was viewed and it was agreed that it would meet the requirements perfectly. The cross has come from the Methodist church in Batheaston, which is now closed. It was agreed that we could offer a donation to a worthy cause in thanks for the cross. Lore will notify Sarah and discuss a suitable donation.

**Action: Lore**

3.iii Bath Deanery plan Council Response Letter

This was noted by council.

3.iv Permission to Administer Communion

The list of names has been submitted. Still awaiting reply.

## 4. Minutes from the Trustees

These were circulated before the meeting and are noted by council. Trustees have requested that Council document and provide their plan for the Mews.

## 5. Worship

### 5.i Festal Eucharist

All agreed that this had been a very successful event. There was a lot of appreciation from former Christ Church members who were pleased to be invited, even from those who were unable to come, notably Rachel Burroughs and John and June Metcalfe's daughter.

Thanks were expressed to:

- Lucy for the catering.
- Jane N for coordinating the invitations.
- the Flower team for all the beautiful floral displays.
- the Junior Church for their mosaic, and particularly Toby, for carrying the Christ Church Children banner.
- Mark and Judith for the welcome banners.

A photograph of the children's '225' mosaic will be sent for publication in The Link.

**Action: Jane N**

### 5.ii Advent and Christmas Planning

Advent and Christmas services were advertised on the back of the Remembrance Sunday booklet. Advertising postcards will be produced as usual.

Brenda is doing a 40-day Advent of morning services at 7.30 am and all are welcome to join her (via invitation on Zoom). She is following a Celtic Advent text.

## 6. Finance Report

Zoe has provided an up-to-date budgetary position for the year, with detailed explanatory notes. A copy is provided in Appendix I. Other points noted in the meeting were:

- The Time and Talents is not an annual event. This should be borne in mind when setting next year's budget.
- Toppings have just been invoiced for £2,630.
- There is currently a £170 underspend on the Junior Church budget. Sarah Jones still needs to invoice for our Roots subscription, which is estimated to be around £120.
- There is an overspend on flowers and this doesn't account for generous donations made by the flower arrangers themselves. The flower budget should be reviewed next year. Consideration could be given to offering the congregation the opportunity to 'sponsor' the flowers e.g. on a particular Sunday, in memory of loved ones. There was general agreement that this was a good idea in principle. The logistics will need to be agreed.
- Our printing costs are high. We should give this consideration both from an environmental and a cost point of view. One suggestion was to move back to using hymn books. Approximately 1/3 of our hymns are not in any books we own, so we would still need to print some hymns. However, the idea could be considered, but this would probably be a matter for the sidespersons and wardens. It was also suggested that we could bring our printing in-house by investing in a photocopier. This would need to be a pretty sophisticated one that does A3/A4 colour copying and is capable of folding, collating and stapling. We'd need to consider where the copier would be located, the cost and storage of consumables, but most notably, who would take on the job of doing the copying. MBE currently provide a very good service to us. A better approach to reducing costs might be to look for ways of reducing the quantity of our printing and copying.

A request was made for a breakdown of the catering costs. Lore will request this from Zoe.

**Action: Lore**

Council agreed to Zoe's suggestion of forming a small group to meet with her and discuss the budget for 2024.

Jonathan, Judith and Malcolm agreed to be in this group and will arrange to meet with Zoe.

**Action: Jonathan, Judith and Malcolm**

## 7. West End Reorganisation

Work has started on the reorganisation.

- David Rawlings sought permission to purchase the Solander box for storing photos. This has already been agreed and can be taken from the funds set aside for the project.
- Thanks were expressed to Matthew Jones and Alex Soboslay for re-printing and rehanging the clergy photos, which look impressive.
- Maggie was thanked for making the Donor board, which is now waiting to be hung.
- The notice boards have arrived and will be installed soon, at which point, all the freestanding boards will be removed. Each section of new notice board will show the named person responsible at the foot of the board.
- It was noted in the Quinquennial inspection that the boiler room should not be used to store anything inflammable. Therefore, we cannot store the pigeonholes there, and therefore they will be disposed of.
- Painting the walls needs a faculty.
- There are books over 100 years old in the bookcases at the back of church. These will need to be properly archived in the diocesan archives.
- The harpsichord is looking for a home.

## 8. Repainting the West Doors

Lore provided a sample of the proposed paint colour. All agreed that it was suitable. The doors will be painted with an oil-based paint. Following the Quinquennial inspection, there are in total 6 doors to be made-good and repainted, as well as some exterior wooden doors that need to be re-treated. This is too big a job to undertake ourselves, and this needs to fall under the Trustees' remit. A new statement of significance / Statement of need will need to be drawn up.

## 9. Charity of the Month

The following charities are proposed for 2024:

January/ February	Jessie May Children's Hospice at Home
March/April	(Young people of Christ Church to choose a charity - TBC)
May/June	Coombe Down Holiday Trust
July/ August	UPSPG Malawi Project
September / October	Lux youth project
November / December	Genesis and Julian House

## 10. Youth Worker

The student presence and children's presence is growing. It as proposed that we could investigate the idea of employing a youth worker. The Lux Youth project is an organisation that shares our own liberal and inclusive views. They may be able to provide a youth worker for a few hours per-week. They would be qualified to at least JNC level 3 or above in youth work. Costs were discussed but these will need to be presented in more detail. Lore and Kara will meet with a representative from the Lux project to discuss this further and get agreement of what sort of service they might be able to provide, along with associated costs. Once we have these details, then the idea can be given further consideration.

**Action: Lore, Kara**

## 12. AOB

The church needs a new Hoover. Costs are to be discussed.

Lore sought permission to hire a donkey for the children's Christmas Eve crib service. A donkey is available from a local donkey farm for the date required. The donkey will be trained for being around children, being inside (if necessary, due to bad weather), and will be insured. The costs are around £175, which includes paying the clean air zone charge. Members of Council were all in agreement that Lore could go ahead with this idea.

## 9. Next Meeting

If necessary, this council will hold a very brief ordinary council meeting, before the next agreed date, to approve the statement of need for the external doors.

The date set for the next meeting is Tuesday 23<sup>rd</sup> January 2024. The meeting closed with the Grace at 9.03 pm.

Glossary	
HDMI cable	(High-definition Multimedia Interface) – a type of cable that transmits digital and audio signals.
PTZ camera	(Pan Tilt Zoom) – a camera operated by joystick built with mechanical parts that allow them to swivel left to right, tilt up and down, and zoom in and out of a scene.
SDI cable	(Serial Digital Interface) a type of cable with significantly increased capability in transmission of data, compared to HDMI.
Quinquennial Inspection	Every five years, church buildings must be inspected by a suitably experienced and qualified professional, to ensure the building is kept in good repair.
USPG	United Society Partners in the Gospel – an Anglican mission charity that partners with churches worldwide.
JNC Level 3	(Joint Negotiating Committee) holder of a level 3 diploma in youth work; a nationally recognised qualification.

## Appendix 1

### Income and Expenditure - Council

Funds Held in Connection with Christ Church in Bath

For the 10 months ended 31 October 2023

Account	Actual (YTD)	Budget (YTD)	Variance	Budget (Full year)	Notes
<b>Income</b>					
Regular Donations	35,527	30,417	5,110	36,500	
One Off Donations	7,978	2,917	5,061	3,500	1
Fundraising Donations	3,172	3,102	70	3,125	2
Gift Aid	8,544	8,229	315	9,875	
Service Fees	4,620	833	3,787	1,000	
Events & Hires	3,038	5,000	(1,962)	6,000	3
<b>Total Income</b>	<b>62,879</b>	<b>50,498</b>	<b>12,381</b>	<b>60,000</b>	
<b>Expenditure</b>					
<b>Charitable Activities</b>					
Diocesan Contributions	13,765	13,750	15	16,500	
Pastoral Activities	1,544	417	1,127	500	4
Choir, Organ & Music	1,968	2,500	(532)	3,000	5
Junior Church	80	250	(170)	300	
Books & Resources	63	0	63	0	
Church Consumables	1,513	1,250	263	1,500	
Catering	796	833	(37)	1,000	
Flowers	1,340	667	673	800	
Merchant Fees	50	0	50	0	
<b>Total Charitable Activities</b>	<b>21,118</b>	<b>19,667</b>	<b>1,451</b>	<b>23,600</b>	
<b>Support Costs</b>					
Wages	18,917	15,333	3,584	18,400	6
DBS & Safeguarding	45	0	45	0	
Printing, Post & Stationery	4,595	4,583	12	5,500	
Advertising	379	0	379	0	
Licences & Subscriptions	457	0	457	0	
Telephone & Internet	772	833	(61)	1,000	
Cleaning	343	417	(74)	500	
Equipment	1,294	1,250	44	1,500	
Repairs & Maintenance	682	250	432	300	
Electricity	1,229	1,333	(104)	1,600	7
Gas	1,812	5,500	(3,688)	6,600	8
<b>Total Support Costs</b>	<b>30,524</b>	<b>29,499</b>	<b>1,025</b>	<b>35,400</b>	
<b>Total Expenditure</b>	<b>51,642</b>	<b>49,166</b>	<b>2,476</b>	<b>59,000</b>	
<b>Surplus / (Deficit)</b>	<b>11,238</b>	<b>1,332</b>	<b>9,906</b>	<b>1,000</b>	

## Notes

1. 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.

2. Fundraising donations is the Time & Talents income. One-off donations include £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.

3. Events & hires includes ticket sales (net of performer fees), bar sales and hire of the church. It does not include any income from Toppings for events held in 2023 as invoices have not been raised for these. Jude Bishop should be able to give an estimate for the income due.

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 finances.

5. Music expenditure is currently under budget, but the organ will be tuned again before the end of the year at a cost of £550 and further purchases of new music for Advent / Christmas are expected.

6. Wages budget was based on basic salaries for verger 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.

7. It was discovered that the electricity supplier had applied a government 'discount' rate to the bills which was much more expensive than the contract rate. This has been disputed with the supplier and they have issued replacement bills, reducing the cost. As noted in the previous report, a new electricity contract starts in November 2023.

New prices: 45p / day standing charge

29.97p / kWh unit rate

Old prices: 25p / day standing charge

17.10p / kWh unit rate

Based on expected usage, annual price increase on new contract estimated to be ~£1000.

8. It has recently been discovered that the gas contract was not benefitting from the charity status which means bills should have VAT at 5%, not 20%, and be exempt from the Climate Change Levy. The supplier has now been notified of the charity status and has rebilled the account since the start of the contract in July 2021. This has led to £2000 of credit on the account. This will cover gas costs for the next 3 - 4 months of winter usage. Thanks to David Bishop who spotted something in a recent Parish Buying newsletter which prompted us to check this. A new gas contract has been signed to start in July 2024 when the current contract ends.

New prices: 241.82p / day standing charge

6.85p / kWh unit rate

Old prices: 0p / day standing charge

3.72p / kWh unit rate

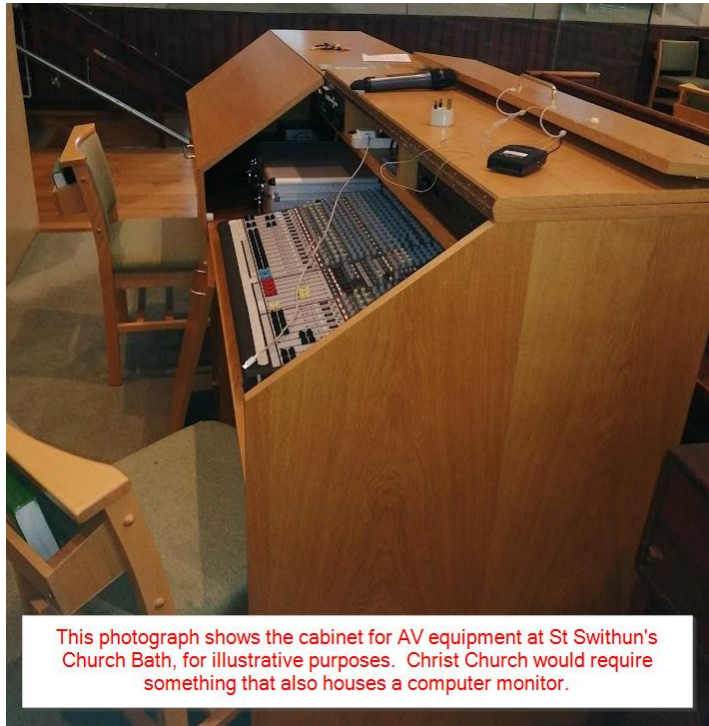
Based on expected usage, annual price increase on new contract estimated to be ~£3,700.

## Budget

A budget for 2024 will need to be prepared soon. My suggestion is that council nominate a couple of people to work with me on looking at the 2023 actual figures along with plans for what council wants to do during 2024 to set a suitable and realistic budget. Please let me know if that is something you want to take forward.

Zoe Bushell, Treasurer  
5th November 2023

## Appendix 2



This photograph shows the cabinet for AV equipment at St Swithun's Church Bath, for illustrative purposes. Christ Church would require something that also houses a computer monitor.