

# PCC MINUTES

Monday 9 April 2018  
8pm Trinity House



## 1. Bible reflection and Prayer

Andrew read from Hebrews 10:19-25 and shared some reflections, followed by a time of prayer.

## 2. Apologies

Apologies were received from David Baker, Luke Briner, Joanna Dakin, Simon Firkin, James Mears, Alex Metcalfe and Peter Strachan.

**Present:** Andrew Blyth, Tim Grew, Gareth Dickinson, Mike Darbandi, Michelle Dearman, Mads Stanimeros, Stephen Cartwright, Helen Stott, Jenny Harris, Garry McCrea, James de Courcy, Rebecca Lee, Rich McConnell, Christine Robertson, Jill Cheesman.

## 3. Minutes of PCC meeting 5 February 2018

Proposed by Stephen Cartwright and seconded by Rebecca Lee that these Minutes be approved. All agreed.

It was noted that Stephen and Rebecca are standing down at the APCM after completing 2 terms of 3 years on the PCC. Thanks were expressed to them for their service.

## 4. Matters arising.

Taking into account the additions and subtractions since the previous PCC the Electoral Roll report stated the following:

“At the APCM on 24 April 2017 the number stated on the Electoral Roll was 387. That figure should have been 381.

As at 9 April 2018, with the addition of 38 members and the subtraction of 21 members the total on the Electoral Roll is 398, a net increase of 17 members.”

## 5. Business Items

### a) 2017 Annual Report and Accounts

Impressively there were few adjustments to be made at audit. The following points were noted in discussion:

- Declarations of Interest with regard to items on the agenda - noted that in future these need to be made at the start of PCC meetings.
- Details of a depreciated laptop to be confirmed.
- Report refers to Kingdom Power Trust - this is an entirely separate Charity with no links to Trinity. Auditors to be asked to amend the note in their report.

It was proposed by Mads Stanimeros and seconded by Michelle Dearman that these accounts be accepted. All agreed.

Thanks were expressed to Christine, Beth, Peter and Mike for all their hard work.

## **b) Health and Safety reports**

These previously circulated reports were received and contents noted.  
No further questions.

## **c) Finance**

### **(i) Pensions Update**

Staff have all been informed of statutory changes and proposal options. They had recognised the generous offer and a good number had taken up optional extras.

### **(ii) and (iii) 2018 update figures and Giving Plans**

Christine updated the meeting regarding the previously circulated finance reports:

- Cash balance at bank remains healthy
- Costs were in-line with forecasts
- There was a significant dip in income in February however this does reflect the pattern of previous years and we also hope to see the usual 'spike' in March/April income due to one-off gifts.

Christine reported on activities for planned giving:

- she circulated a report on the number of household 'giving units' who had given regularly for various periods over the previous 14 months.
- agreed that this kind of analysis needs to be explored in greater depth
- PCC noted the need to focus on increasing the number of regular givers, not just one-off gifts and loose collections taken in celebrations.
- Noted that a couple of church members have offered volunteer admin help and perhaps could be used to drill down into giving patterns.
- In our new pattern through the year, it is hoped that there will be two occasions for encouraging one-off gifts - Vision Sunday on 22 April and Thanksgiving Sunday on 14 October - replacing the single 'Gift Day' held in previous years.

Andrew noted that if the trends continued for a period then we would need to go more directly to the church family and revise spending plans for future years. The discussions further emphasise the need for a 'Resources' sub-group to work with the SLT and Finance team to undertake various tasks between meetings.

## **d) Operations and HR**

Ann Gate is working with new Data Protection legislation, and the new policy will be circulated to the PCC when available. Important to be up to speed regarding data on ChurchSuite and needed permissions for storing data. Diocesan advice where needed.

Regarding the need to replace the church roof: David Chatfield has given a rough costing of £350,000, scaffolding costing about £120,000 and dealing with asbestos £50,000. Unlikely to need to move out and could be completed during summer months using a temporary roof.

## e) Any Other Business

### APCM Elections

James Mears and Helen Stott have submitted their nomination forms as Wardens.

4 others are considering the possibility of standing for election. Clarified that as Rich McConnell is planning to formally stand down as an elected PCC member as he remains a member by virtue of being a Deanery Synod rep, there will be 3 PCC vacancies to fill.

### Accessible Church Strategy

The meeting unanimously endorsed the paper presented by Luke Briner, that he should work with the people forming the team in this regard.

### Working with At Risk adults

Policy was approved and signed in the meeting by Andrew Blyth and Helen Stott, James Mears to sign subsequently.

### Visitation Review

Andrew, Helen and James met with Archdeacon Phil to review the 27 action items in the Visitation report previously written following Mark Bailey's leaving. Archdeacon Phil was very positive that progress had been made on almost all the items.

There are though areas which he wishes the PCC to consider as 'work in progress':

- Developing a policy around Confirmation
- The greater use of approved liturgies when we celebrate Communion

## 6. & 7. Leadership Team items and 'Big Picture' Thinking

Andrew covered both items by circulating a paper on the way in which current and future activities are being shaped by our Vision to 'Position, Partner and Plant'. This is being discerned in prayer and discussion with the SLT - who alternate the focus of weekly meetings so Helen and James are present when vision and strategy are being discussed.

The paper is attached to these minutes below, shows the key items of progress and areas being considered under the headings:

- Vision Development
- Positioning to bless
- Partnering to Serve
- Planting for Life
- Alignment of Resources

**The meeting closed in prayer.**

APCM: 8pm on Monday 23 April 2018 in the main church building

Next PCC meeting: Monday 26 June 2018 8pm

| <b>VISION &amp; STRATEGY ITEMS</b> |  |   |
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| <b>AREA</b>                        | <b>KEY ACTIVITIES</b>  | <b>CURRENT/NEXT ACTIONS</b>   |
| <b>Development</b>                 | 3 'Ps' framework - on-going PCC/SLT review<br>SLT follow up 'Lead Academy' action points <ul style="list-style-type: none"> <li>● Reviewing our 'why'</li> <li>● Agree the marks of our 'desired culture'</li> <li>● Explore leadership structure options</li> <li>● Explore mission models</li> </ul>   | PCC - regular agenda items<br>SLT Away days - 30 April, 21 May<br>HTB leadership 7-8 May<br>Lead Academy 13-14 June<br>Define/communicate Trinity's basic 'Mission model'   |
| <b>Positioning to bless</b>        | <ul style="list-style-type: none"> <li>● Invest in Prayer</li> <li>● Reflect this theme in Celebration formats</li> <li>● Reflect this theme in teaching programme</li> <li>● Develop specific initiatives through each of our ministry teams: Life Groups, Kids, Youth, Student, Men, Women, Seniors, Transform etc</li> </ul>  | Healthy Habits series - follow-up activities (especially around Bible)<br>Hungry 12 April, 10 May, 14 June, 12 July<br>Develop ideas for Trinity 'Rule of Life'/'Discipleship Pathway'<br>Review All- Age section of morning Celebrations   |
| <b>Partnering to serve</b>         | <ul style="list-style-type: none"> <li>● Reflect theme in teaching programmes</li> <li>● Life Groups - develop strategy for identifying and using members' gifts</li> <li>● Staff team - review configuration and roles in light of this theme</li> <li>● Communications - develop channels for church members to use to build relationships/networks</li> <li>● Buildings/Facilities - develop community 'meeting spaces'</li> <li>● Develop relationships with Cheltenham churches - deanery &amp; informal networks</li> <li>● Develop relationship with diocese</li> </ul> | AB involvement with diocese on 'resourcing church' strategy<br>'Faith for Generations' - follow-up actions<br>Develop town-wide ministers'/ church prayer gatherings<br>Develop 'Connect' group<br>Host Pentecost celebration - 20 May 2018<br>Third Person - run autumn conference<br>Men's Ministry - new leadership<br>Women's Ministry - new leadership<br>'Accessible church' strategy |
| <b>Planting for Life</b>           | <ul style="list-style-type: none"> <li>● Identify 'headline' mission initiatives each term</li> <li>● Life Groups - develop mission vision and plans</li> <li>● 'Resource Church' - pursue options with diocese and prioritise planting opportunities</li> <li>● 'Entrepreneurship' - identify opportunities</li> </ul>  | TKC prayer focus - 10-20 May<br>NOOT campaign<br>Summer of Love<br>Literature Festival focus<br>Diocesan Resource Church day - 18 April 18<br>Students' strategy<br>Youth Strategy<br>leadership - Willow Creek summit?   |

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| <b>Alignment</b> | <ul style="list-style-type: none"> <li>● Visitation report - action points</li> <li>● PCC/SLT - identify structure for strategic oversight of finance and HR resources</li> <li>● HR strategy</li> <li>● Finance - develop budget and 'stewardship' strategy</li> <br/> <li>● Buildings/Facilities - create a development plan</li> <li>● Communications - strategy</li> </ul> | <p>Re-scoping of staff admin roles<br/>(Teams Admin, Admin Coordinator, Life Groups/Welcome admin)<br/>Develop 'Stewardship' strategy<br/>Recruit finance people for PCC<br/>Develop communications strategy</p> <p>Media - develop scheduling plan</p> |
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