

THE GENERAL CONFERENCE OF THE NEW CHURCH

CONFERENCE COUNCIL

Year 2017/2018

Thursday 8 March 2018

Trustees Present: Mrs J M Wilson [Chairman]
Ms J Z Brooks [Company Secretary]
Mr R H Cunningham [Part only]
Mr M D Haseler

Also in attendance: Revd D E Gaffney [Spiritual Leader]
Revd C A Bank [Secretary of Ministers' Committee]
Mrs S G Field [Company Accountant]
Miss G McLean [Technology Manager] [Part Only]

55	COUNCIL MEETING A meeting of the Conference Council was held at Purley Chase Centre, Purley Chase Lane, Mancetter, Atherstone, Warwickshire on Thursday 8 March 2018.	
56	OPENING The Revd Christine Bank opened the meeting by reading Luke 8: 22-24.	
57	WELCOME AND APOLOGIES The Chairman welcomed everyone to the meeting Apologies were received from Mr M J Hindley and Mrs L K Nicholls, both of whom were unable to attend because the date of the meeting had been changed at short notice to avoid adverse weather conditions.	
58	MINUTES 58.1 Confirmation of the Minutes of the last meeting The Minutes of the last meeting of the Council November 2017 were approved as an accurate record of the meeting. 58.2 Matters arising from the Minutes 58.2.1 Burnley Society Closure [see Minute 5.2.1] The question of whether the restriction of twenty years in respect of the sale proceeds may be lifted is still under investigation with the Charity Commission. The question of the sale of the freehold of the flats is also still ongoing but some progress has at last been made in that the Management Company has been restored. 58.2.2 Legionella and Electrical Installations and Gas Certificates[see Minute 5.2.2] An updated report from Mr Wilf Woodhouse was considered. This showed that three Societies had made progress since the last meeting and that the work they needed to do would be completed in the next few weeks. Kensington Society did not appear to have done anything regarding the outstanding electrical and Legionella matters. The church is still being used so it is important that these issues are settled. Resolved: that Mr Richard Cunningham write to the Society, informing them that they must not use the church until the work is done.	RHC

	<p>58.2.3 Events Calendar [see Minute 12] Resolved: that there be a session at Conference to launch the Events Calendar.</p> <p>58.2.4 Investment Policy and Report of the Finance Advisory Committee [see Minute 16] A report prepared by Mr David Haseler was considered. Resolved: that Ms Zoë Brooks revise the existing Standing Order for Investment Policy and replace it with a proposed actual policy to be brought to the May meeting for approval. The policy will be medium risk investments with a balance between growth and income until such time as the Finance Advisory Committee is notified otherwise. There will be no specific instructions regarding ethical investing as company activities are often so diverse that identifying every detail of their activities is virtually impossible. There is also the constraint that trustees are obliged to do what will achieve the best return for their charity.</p> <p>58.2.5 The 2018 Conference Programme [see minute 42] The latest update was examined and additional items to be included were discussed. It was decided that Mr Richard Cunningham should obtain confirmation of the proposed Musical Director for this year. Ms Zoë Brooks agreed to include an A4 sheet from the ministry regarding the activities on the spiritual day in the papers she sent out prior to Conference. Saying grace was also discussed and it was decided that each table should say (not sing) grace individually.</p> <p>58.2.6 How Trustees are Selected [see Minute 48] The Company Secretary informed the Council that the Rules Committee had agreed that all that is needed to effect the required proposal regarding nomination of someone for election to the Council is a simple amendment to Rule L3. The proposal is that three nominees are required, one of whom must be a trustee and one of whom must not be a trustee. The purpose is to bring Conference more in line with the Charity Commission's best practice guidelines. The Council approved the Company Secretary's proposed section in the Council report on this subject.</p> <p>58.2.7 Kensington Society [Confidential Minute 49] The Council noted with sadness that the Society has formally decided to close. The final service will be on 29 September 2018 and Ms Zoë Brooks and the Revd David Gaffney will be the Council's representatives at the service.</p> <p>58.2.8 Marketing and Resources Group [see Confidential Minute 52] The Council noted the activities of the Group and also that it was now down to four members, Mr Stephen Russell-Lacy, Revd Helen Brown, Revd Jack Dunion and Mr Nigel Sutton. The Company Secretary was asked to thank Mr Russell-Lacy for his report.</p>	<p>RHC</p> <p>JZB</p> <p>RHC JZB</p> <p>CAB DEG</p> <p>JZB</p> <p>DEG JZB</p> <p>JZB</p>
59	<p>CONFIRMATION OF DECISIONS MADE BY E-MAIL</p> <p>35.1 Decision confirmed: Confirm decision of 1 March that the quorum for the meeting shall be three except for the data protection item when it shall be four.</p> <p>35.2 Decision confirmed: Confirm decision of 3 March that, subject to:</p> <ul style="list-style-type: none"> • A satisfactory trial day at Purley with the Manager. • The receipt of 2 satisfactory references. • Passing a medical assessment. <p>Mrs Rachel Gilsean be offered the position of Deputy Manager at Purley Chase.</p> <p>This is done with the knowledge that the representative occupation position will cease.</p>	

60	<p>MINISTRY ISSUES</p> <p>Mention was made of the fact that the Revd Rita Russell had resigned from the ministry for personal reasons. The Council said a prayer for Mrs Russell.</p> <p>Miss Gemma McLean is now administering the Home Worship Scheme for the ministry.</p>	
61	<p>COMPANY ACCOUNTANT'S REPORT</p> <p>The Company Accountant produced five sets of figures for the Council to consider. These were the Conference Income and Expenditure Account for the period April to December 2017 (with comparative figures for the same period last year), the Conference five year forecast, which showed operating deficits of £30K, £28K, £43K, £59K and £85K, the Purley Chase Account for the period April to December 2017 (with comparative figures for the same period last year and a forecast for the whole of the year to 31 March 2018), the Common Investment Fund Income and Expenditure Accounts for the periods April to June 2017, July to September 2017 and October to December 2017 and information on the Youth Leader fund, the Ministers' Fund, the Publishing Fund and the Programme Leader Fund. As usual Mrs Field provided comprehensive notes with these accounts.</p> <p>Mrs Field also explained that higher than normal expenditure on maintenance in the Purley accounts was due to the fact that there had been significant costs in connection with the boilers. She also drew attention to the fact that she had not received information she needed from the College regarding insurance and that this was holding up the renewal of all Conference's insurance. This resulted in the Chairman telephoning the College and the receipt of a reply before the end of the meeting.</p> <p>The Ministers' Fund showed that expenditure was getting close to the £1,000 granted.</p> <p>Resolved: that the Ministers' Fund be increased to £1,500 for the year to 31 March 2019.</p>	SGF
62	<p>PAY INCREASE FROM 1 APRIL 2018</p> <p>The Company Secretary reported that the average increase in earnings was 2.81124%.</p> <p>Resolved: that the salaries of staff, except the salaries of domestic staff at Purley Chase, pensions paid by Conference, self-employed fees offered by Conference and student grants be increased by 3% from 1 April 2018 and that telephone and broadband payments remain unchanged.</p>	SGF JZB
63	<p>YOUTH WORKER BUDGET</p> <p>Resolved: that the Youth Worker Budget for the year to 31 March 2019 be £10,000.</p>	
64	<p>BOOK ALLOWANCE</p> <p>Resolved: that Book Allowance for the year to 31 March 2019 be £140.</p>	
65	<p>COUNCIL MEETING ON THE TUESDAY OF CONFERENCE</p> <p>Resolved: that the pre-Conference Council meeting at the Hayes Conference Centre will commence at 10.00 am.</p>	JZB
66	<p>RETIRING MEMBERS OF THE COUNCIL</p> <p>Mr Richard Cunningham stated that he will be standing for re-election. It is not known whether Mrs Lara Nicholls will be standing again.</p>	
67	<p>REVIEW OF POLICIES</p> <p>The Health and Safety, Legionella, Asbestos, Bribery, Risk Management, Financial Procedures and amended Safeguarding policies were reviewed.</p> <p>Resolved: that all the policies listed above be approved.</p> <p>Anyone wanting to have a copy of any policy should make a request to the Company Secretary.</p>	

68	<p>SIGNING OF LEASES OF MANSES AND FLATS</p> <p>It was felt that the position needed to be clarified.</p> <p>Resolved: that where Conference-owned manses or flats are let the local society is authorised to sign agreements with letting agents and leases and to show the local address as the contact point but it must ensure that Conference is shown as the owner.</p>	
69	<p>FILING OF RETURN AT COMPANIES HOUSE</p> <p>The Company Secretary drew attention to the fact that the filing period for the confirmation statement ended on 25 January and that it had to be delivered by 8 February. She felt that in view of the short period allowed there should be a back-up person who was in possession of the relevant codes who could deal with the statement if she were unavailable.</p> <p>Resolved: that the Company Accountant would act as the back-up person.</p>	JZB
70	<p>PENSIONS</p> <p>The Council was aware that Mr Colin Skinner had had a great deal of frustrating work in connection with pensions over a long period.</p> <p>Resolved: that a letter of thanks be sent to Mr Skinner by the Chairman.</p>	JMW
71	<p>DISSEMINATION OF IMPORTANT INFORMATION</p> <p>A paper from the Chairman was discussed.</p> <p>Resolved: that no action be taken</p>	
72	<p>6 ATWATER COURT</p> <p>The Company Secretary reported that as Mrs Joy Hasler has now gone into a home the property is being sold. The asking price is £310,000.</p>	
73	<p>DBS CHECKS AT PURLEY</p> <p>It was clarified that in the resolution recorded at minute 20 in September 2017 staff meant employees.</p>	
74	<p>DEPUTY MANAGER FOR PURLEY</p> <p>Mr Graeme Harding resigned in January and his three month notice period ends on 17 April. It is hoped that Mrs Gilson will be able to start work early in April. Mr Harding's work at Purley has been much appreciated and the Council agreed that he can work, and be paid for, more than his notice period if it is helpful.</p>	
75	<p>USE OF OLD EMAILS</p> <p>People are reminded that they need to be very careful when using a circulation list from an old email that they do not inadvertently re-circulate the actual content of the old email, as this has happened and has caused distress.</p>	
76	<p>DATA PROTECTION</p> <p>Miss Gemma McLean, Technology Manager, joined the meeting for this item.</p> <p>New legislation comes into force in May and a number of documents were considered in connection with this.</p> <p>There are certain purposes for which data may be held without the subject's consent and it was ascertained that Conference does not hold data for other purposes, so no consent is required. Consent is however required in some circumstances where items are published, e.g. photographs in Lifeline.</p> <p>Special rules apply regarding publishing data because we are a charity. This means that we may circulate details of names and addresses among ourselves (i.e. among members or former members and those with whom we have regular contact in connection with our purposes) but must not reveal them to outsiders without consent.</p> <p>Resolved: that The General Conference does not need to register with the Information</p>	JZB

	<p>Commissioners Office (ICO). (This was done after checking via a tool on the internet.)</p> <p>Resolved: that the Data Protection Policy drafted by Mrs Sally Field be adopted with a few minor amendments</p> <p>Resolved: that a copy of the reports by the Technology Manager and the Payroll Manager should be filed with the Policy.</p> <p>Resolved: that the Data Privacy Notice drafted by Mr Richard Cunningham be adopted with a few minor amendments.</p> <p>Resolved: that the consent form prepared by Mr Richard Cunningham be amended to delete the specific items listed and to give consent for publishing.</p> <p>Resolved: that the Council needed to appoint a Data Protection Manager. (At this point Miss McLean said she was willing to undertake the role.)</p> <p>Resolved: that the Data Protection Manger would need to send a copy of the Data Protection Policy to Societies and advise them on its use.</p> <p>Resolved: that a procedure needed to be written for the disposal of computers and circulated to all those entitled to IT support if they hold Conference information.</p> <p>Resolved: that the address section be removed from the Yearbook and a separate address booklet be prepared for circulation to appropriate people and that the overseas directory be discontinued.</p> <p>Miss Gemma McLean then left the meeting and her offer was discussed.</p> <p>Resolved: that Miss Gemma McLean be offered the post of Data Protection Manager</p>	<p>JZB</p> <p>JZB GM</p> <p>JZB</p> <p>GM</p> <p>GM</p> <p>JZB GM</p> <p>RHC</p>
77	<p>CLOSING</p> <p>The Revd Christine Bank closed with a reading from Luke 9 - Peter's confession of Christ.</p>	

Future meetings

May 11th - 12th 2018
 July 24th - 27th 2018 Annual Meeting
 September 14th - 15th 2018
 November 16th - 17th 2018
 March 1st - 2nd 2019
 May 10th - 11th 2019
 July 23rd - 26th 2019 Annual Meeting
 September 20th - 21st 2019
 November 15th - 16th 2019