



THE GENERAL CONFERENCE OF THE NEW CHURCH
CONFERENCE COUNCIL MEETING
held on Friday 24th November 2023

Trustees Present:	Mrs M L Cowie Mr N K Sutton. Mrs P Grimshaw Mrs S Chesworth Revd B R Jarvis	Chair Vice-Chair
	Mr B Friend	Co-opted Council Member
Also in attendance:	Ms N Welch Mrs R Jaggs Revd J Dunion Revd B Talbot	Company Secretary Company Accountant Spiritual Leader Secretary, Committee of Ministers

Start time: 10.00am
Finish Time: 16.50pm

	Opening The Revd Jack Dunion opened the meeting with a reading from Revelation 21:1,4 followed by a short prayer.	
15	Welcome Apologies were received from Chris Chambers. Paul Crone, the New IT Manager, joined the meeting to introduce himself and meet Council members. Paul has been working at Purley Chase Centre to assist with the installation of the internet. Paul explained that the internet has currently been installed by BT (British Telecom) although Paul is trying to get Wi-Fi access points around the building so that the internet can be picked up from any room within the centre. BT have mentioned that the phone lines are not expected to be in place until February 2024, the earliest. <i>Paul Crone left the meeting.</i>	
16	Minutes Confirmation of the Minutes of the Council meeting held on 8th September 2023. The minutes of the last meeting were approved by all present with Revd Bruce Jarvis proposing and Barry Friend seconding.	

	3.2. 1 Matters arising from the minutes. 3.2.2 Google Docs (from Minutes on 18th Jan 2023 46.2.3) The Council decided not to use Google docs as it was trialled but found not to be suitable or practical for the Council's needs. 3.2.3 Update Policies and Procedures (see minute 77) Natalie explained that she is currently still working on updating the policies and procedures manuals. 3.2.4 Society Representatives (see minute 5) Natalie Welch explained that she was still working on this. She also highlighted that Wilf Woodhouse is the Health & Safety Manager although, there is no such representative on the Council, Barry Friend agreed to this role. Natalie Welch will inform Wilf Woodhouse that Barry will be the representative on the Council and arrange a Health & Safety meeting with Barry Friend.	NW
17	Committees The following terms - subcommittee/group/task group/subgroup - referred to in previous minutes throughout the years have been causing some confusion, requiring clarification. The Council confirmed:- • A Committee is a group of people who meet on a regular basis to discuss a particular area of Church life. Minutes are recorded and sent to the Council to keep members informed of progress. • A task and finish subgroup is a group of people given a particular task to deal with and complete.	
18	Safeguarding Disclosure and Barring Service Checks for Committee Members Clarification was required if all committee members of individual Church/Societies should be required to complete a DBS check. The Council all agreed that all individuals should complete a DBS. The Secretaries will be informed of this decision and that they must provide Natalie Welch, Company Secretary, with the contact details for everyone who needs to complete a DBS check so this can be set up. The General Conference will pay for the DBS checks. Safer Recruitment – Volunteers Sue Chesworth & Natalie Welch had been working on a job description and guidelines for Societies to use when recruiting volunteers. This is to ensure that everyone has guidelines to follow and ensure that safer recruitment is followed. Once the guidelines are completed, they will be added to the safeguarding policy and sent to all Secretaries.	NW SC/NW
19	Company Accountant Finance Update Rachel Jaggs gave a brief update on the accounts. Radcliffe have transferred £70k of Common Investments funds to help pay for Bradford Church roof repairs.	

20	Pay Policy Sue Chesworth, Chris Chambers, Nigel Sutton and Colin Skinner, were a Task and Finish Group appointed by the Council, to examine the current pay structure and get some ideas for a system to ensure each role has a pay scale as a guideline which is fair for all employees for the Council to discuss. Sue Chesworth explained that work is ongoing as more thought is needed on the Ministry, Youth and Family and hourly paid staff at Purley Chase. It was agreed that Revd Brian Talbot would add the document to the Committee of Minister's agenda for comment at the next meeting in March 2024, then bring the comments back to the Council. Sue Chesworth would discuss the document with the Youth & Family Team. Nigel Sutton and Sue Chesworth will discuss with Rachel Gilsenan for the hourly-paid staff structure.	BT/SC
21	Youth & Family Team Sue Chesworth explained that she, Revd. Becky Jarratt, Revd. Jack Dunion, Robert Clark and Jenny Jones had been discussing ways to help and support both Bradford New Church and the Young People's Committee. They are currently developing a new website, which Revd. Becky Jarratt is currently working on with Paul Crone. The new website will be aimed at a younger audience. Sue Chesworth and Jan Millar are supporting the Young People's Committee with training sessions arranged for 8th & 10th December 2023.	
22	Training & Development Sue Chesworth and Rev Becky Jarrett had a meeting to discuss their brief for training and development across all areas of the church. This proposed training will include the following: • Leadership • Communication • Management • Line Management Revd. Becky Jarratt suggested the Council contact Emma Daniels, Tempus Fugit Solutions, who provides professional business support services to help small and medium sized businesses achieve their strategic aims and objectives. Becky felt that Emma may be able to help us with the administration and Human Resources within the Ministry. <i>Action: Natalie will organise a meeting with Emma Daniels, Margaret Cowie, Jack Dunion and Becky Jarratt.</i>	NW
23	Committee of Ministers Update Revd Brian Talbot wanted confirmation as to what the budget was for the Ministers' Fund. According to Rachael Jaggs figures the budget was £2,000 per year although Facilitation alone costs £2,000 leaving no money for anything else. It was confirmed that the budget for the Ministry was £10,000 per year not £2,000. <i>Action: JD will put figures together of what the Ministry spends and pass onto RJ so she can look at what has been spent in previous years.</i>	JD

	Lay Preachers' Expenses Lay Preachers currently cannot claim travel expenses and it was discussed if this should change. It was agreed that a 'Task and Finish Group' would look at the Lay Preachers' costs and expenses and report back to the Council with their suggestions. The Task and Finish Group will consist of Nigel Sutton, Jan Millar and Barry Friend. Communication Flow Chart – Natalie will send through the updated communication distribution list to the Council. The Council will have a look through and make any suggestions of people to include.	NW
24	Spiritual Leader's Update: Revd. Jack Dunion explained that the Ministers are requesting that the Council look for a smaller company to handle HR matters concerning the Ministry. There is a feeling that Croner do not understand the Ministry's requirements. It was agreed that Natalie would arrange a meeting with Emma Daniels, suggested by Becky Jarratt, to see what she could offer to help get HR for the Ministry in order. <i>Action: Natalie to arrange a meeting with Emma Daniels, Becky Jarratt, and Margaret Cowie.</i> IT Manager – Line Manager It was agreed by the Council that Natalie Welch would take over as Line Manager to Paul Crone (IT Manager). Revd. Jack Dunion would inform Paul Crone that he is stepping back, and Natalie is taking his place.	NW JD
	Meeting closed at 16.50pm on Friday 24th November 2023 with a reading from Psalm 121 followed by a short prayer from Revd Bruce Jarvis.	
	Fix Council meeting dates for year ahead 2024 March 15th 2024 – (Zoom Meeting) April 2024 – Finance Meeting (DTBC) May 17th 2024 – Purley Chase Centre July 23rd – 26th 2024 Annual Meeting at Hayes Conference Centre September 6th 2024 (Zoom Meeting) November 22nd 2024 (Zoom Meeting)	