



**THE GENERAL CONFERENCE OF THE NEW CHURCH**

**CONFERENCE COUNCIL MEETING**

**held on Friday 6<sup>th</sup> September 2024 at 10.00am  
Via Zoom**

Trustees Present:

Mrs M Cowie  
Revd B Jarvis  
Mrs S Chesworth  
Mr B Friend  
Mr T Millar

Chairperson  
Vice-Chairperson

Also in attendance:

Ms N Welch  
Mr P Mehew  
Revd J Dunion  
Revd R Jarratt

Company Secretary  
Company Accountant  
Spiritual Leader  
Deputy Spiritual Leader

Start time: 10.00am

Finish Time: 16.00pm

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| 1 | <b>Opening</b><br>Revd Jack Dunion opened the meeting with a reading from Psalm 126, followed by a short prayer.                                                                                                                                                                                                                                                                                                                            |    |
| 2 | <b>Apologies</b><br>Apologies were received from Nigel Sutton and Chris Chambers.                                                                                                                                                                                                                                                                                                                                                           |    |
| 3 | <b>Minutes</b><br><b>Confirmation of the Minutes of the Conference Council meeting held on 23<sup>rd</sup> July 2024</b><br>The minutes of the last meeting were approved by all present with Bruce Jarvis proposing and Trevor Millar seconding.<br><br><b>Matter arising from the minutes.</b><br>The Conference Council went through the action list.                                                                                    |    |
| 4 | <b>Finance Update</b><br>The Company Accountant gave an update on the current position of the accounts.<br><br><i>Final Accounts</i> – These were approved by the Conference Council and will be sent out to the members.<br><i>Purley Chase Centre Pricing</i> - It was agreed that the Purley Management Team would look at the pricing for Purley Chase Centre at the next meeting which takes place on 18 <sup>th</sup> September 2024. | NW |

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|   | <p><b>Worship Leaders Allowance</b> - Currently the allowance is £145 per person. The Conference Council decided that it would be increased to £300 per year starting from 1<sup>st</sup> April 2024. The allowance covers training, books and resources. This will be reviewed annually. Worship Leaders will send any expenses claim forms to Jan Millar for authorisation before sending onto the Company Accountant to process the payment.</p>                                                                                                                                                                                                                                                                                                                                                                         |       |
| 4 | <p><b>Youth &amp; Family Team</b><br/> Sue Chesworth gave an update on the Youth &amp; Family Team.<br/> Emma Daniels from Tempus Fugit who assists the Committee of Ministers with administration support is supporting the Youth &amp; Family Team by currently reviewing the terms of reference, roles and responsibilities of the group with Sue Chesworth.</p> <p><i>Junior Membership</i> – The Committee of Ministers had suggested that young people may wish to become junior members of Conference. Sue Chesworth discussed this with the young people, and at present they do not perceive any benefits. Revd Jack Dunion would take this information back to the Committee of Ministers.</p>                                                                                                                    | JD    |
| 5 | <p><b>Young People Committee</b><br/> The Young People Committee now consists of five people so far. They are currently organising a weekend work camp at Seaburn Dene New Church.</p> <p><i>Risk Assessments</i> - Sue Chesworth is currently working on Risk Assessments for the Young Peoples Committee which will be sent to Natalie Welch as a Central Point.</p> <p><i>Car Insurance</i> – Sue Chesworth and Natalie will look at the implications of members of the Young People's Committee on car insurance when providing lifts.</p>                                                                                                                                                                                                                                                                              | SC/NW |
| 6 | <p><b>Spiritual Leader Update</b><br/> Revd Jack Dunion gave an update and explained that he and Revd Becky Jarratt meet every Monday via Zoom, and they both meet each employed Minister monthly to get an overview of what each Minister is working on and to keep good communication.</p> <p>Revd Jack Dunion explained that an annual appraisal system for the Ministers has been put in place. This is to make sure that everything aligns with the vision and also to provide support for the Ministers.</p> <p>There is some confusion on Emma Daniels' role within the New Church Organisation. Emma is a contractor who is helping the Ministers with their administration. If anyone wanted to speak with Emma Daniels' regarding advice within their committee, they must speak to Revd Becky Jarratt first.</p> |       |
|   | <i>Barry Friend left the meeting</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |
| 7 | <p><b>Bradford Project</b><br/> The Task and Finish group had a meeting on 22<sup>nd</sup> August to discuss the Bradford project. After discussion, it was agreed that an Outreach worker would be employed and be based at Bradford New Church. The Task and Finish group are going to work on a job description which will be discussed at the next Conference Council meeting.</p> <p>The Conference Council agreed that the Bradford Grant would continue on a quarterly basis until an outreach worker is appointed.</p>                                                                                                                                                                                                                                                                                              |       |

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| <b>8</b>  | <b>Media and Marketing Co Ordinator</b><br>The Task and Finish Group had put together the outlines for the job description . Natalie Welch has been in contact with a recruitment agent who will advertise for the position externally and it will be advertised internally on the website and in E-News. The Task and Finish Group will have a meeting mid-September to discuss the suitable applicants and the interviews process.                                                                                                                                                                                                                                                                                                                                               |    |
| <b>9</b>  | <b>Code of Conduct</b><br>The Conference Council discussed the Code of Conduct that has been put in place with the help from our HR advisors Croner. A code of conduct sets out clearly the leadership's expectations for behaviour across the organisation in the areas of integrity, objectivity, confidentiality, professional behaviour and professional competence. It helps to ensure employees and volunteers are comfortable in their environment of work or volunteering. The Code of Conduct will apply to all employees, volunteers, contractors and members of The General Conference of the New Church.<br><br>It was agreed that it would be sent out to all Employees, Trustees, Secretaries of Church/Societies and Committees. It will also go on to the website. | NW |
| <b>10</b> | <b>Conference 2025</b><br>The organisers for Conference 2025 will consist of Margaret Cowie, Revd Jack Dunion, Revd Becky Jarratt, Natalie Welch, John Ford and Chris Chambers.<br><br>Revd Becky Jarratt will organise a meeting for the organisers to discuss Conference 2025 in October.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | RJ |
| <b>11</b> | <b>Conference Meeting Minutes 23<sup>rd</sup> – 26<sup>th</sup> July 2024</b><br>The minutes of the Conference 2024 were approved by all present with Revd Bruce Jarvis proposing and Trevor Millar seconding.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |
| <b>12</b> | <b>Recruitment of Trustees</b><br>The Conference Council discussed the importance of a recruiting new Trustees onto the Conference Council. It was agreed that Revd Becky Jarratt would ask Emma Daniels' if she would create a video which would be promoted on the website and E-News.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | RJ |
| <b>13</b> | <b>Purley Chase Programme Director</b><br>The Conference Council discussed the Programme Director at the Purley Chase Centre and decided that it is important for a Task and Finish Group to start looking into this position and the requirements. The Task and Finish group consisting of Margaret Cowie, Nigel Sutton, Revd Jack Dunion, Natalie Welch and Chris Woodhouse (Chair at Purley Chase Centre) would discuss this in more detail and bring their suggestions back to the Council for further discussion.                                                                                                                                                                                                                                                             | NW |
|           | <b>The meeting closed at 16.00pm with a short prayer from Revd Bruce Jarvis.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |
|           | <b>Conference Council Meeting Dates</b><br><br><b>2024</b><br>November 22 <sup>nd</sup> 2024 - (Zoom Meeting)<br><b>2025</b><br>January 20 <sup>th</sup> 2025 (Zoom)<br>March 14 <sup>th</sup> 2025 (Zoom)<br>May 8 <sup>th</sup> 1.30pm – 6pm - (Purley Chase Centre)<br>July 22 <sup>nd</sup> July 2025 - (Writing Room at the Hayes Conference Centre)<br>September (Zoom) - Date to be confirmed<br>November (Zoom) - Date to be confirmed                                                                                                                                                                                                                                                                                                                                     |    |