

**Minutes of a Meeting of Harwell PCC**  
held on Tuesday 8 January 2013 at 7.45 pm in St Matthew's, Harwell

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**Present**

Roz Shipp	Allan Macarthur	Monika Buxton
Gordon Gill (from item 7)	Peter Barclay-Watt	Mel Gibson
Georgina Greer	Scott Cockburn	Anne Gill
Liz Roberts (minutes)	Kate Evans	
Tony Hughes	Jonathan Mobey (Rector)	

**1. Opening & Prayer**

The Rector read Acts 2:42-47 and prayed that we might be as devoted as the first Church depicted in the reading to reaching out with love and generosity.

*42 They devoted themselves to the apostles' teaching and to the fellowship, to the breaking of bread and to prayer. 43 Everyone was filled with awe, and many wonders and miraculous signs were done by the apostles. 44 All the believers were together and had everything in common. 45 Selling their possessions and goods, they gave to anyone as he had need. 46 Every day they continued to meet together in the temple courts. They broke bread in their homes and ate together with glad and sincere hearts, 47 praising God and enjoying the favour of all the people. And the Lord added to their number daily those who were being saved.*

**2. Apologies for absence**

Apologies were received from Jane Woolley.

**3. Minutes of the October 2012 meeting**

The minutes of the PCC meeting on 23 October 2012 were signed as a correct record.

**4. Matters arising**

**i) Putting an item in notice sheet to thank those who have already increased their giving and reminding those who have not yet considered the matter to give it some thought**

Peter Barclay-Watt proposed the wording of the note, and suggests that it stays in the noticesheet for several weeks.

<b>Action:</b> Peter Barclay-Watt
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**ii) Whether to hold a Songs of Praise (SoP) around the time of the 2013 Harwell Feast**

The PCC discussed the logistics of previous SoPs for the benefit of Jonathan Mobey, who had not experienced such a service here. Crucially it is an opportunity for testimony and is a Benefice-wide activity. It was decided to hold SoP on the Sunday evening (26 May) before the Feast instead of an evening service in Harwell, involving the Hands Free band as far as possible as well as the Orchestra, the choice of hymns determining in what proportion.

<b>Resolution</b>	To suspend the Harwell evening service on 26 May in lieu of a Songs of Praise.				
<b>Moved</b>	Monika Buxton	<b>Seconded</b>	Kate Evans	<b>Passed</b>	Unanimously

<b>Action:</b> Monika Buxton, Kate Evans and Jonathan Mobey to take SoP planning forward
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iii) **Whether Gordon Gill's position on St Matthew's PCC is affected by his additional role as Lay Chair of the Deanery**

Howard Cattermole, Diocesan Legal Advisor, had written to Jonathan Mobey declaring that Gordon may continue to serve as a voting member of Harwell PCC but may choose in certain instances to abstain or declare an interest.

iv) **Sale of 1,500 blank Church Christmas Cards**

The sale of the blank cards was less brisk than last year. Informal feedback suggests that last year's design, which showed the church, was preferred, but reduced sales may also be accounted for by the price and the time of the launch. There are enough left to offer at a reduced price before Christmas 2013.

**5. Resolutions arising from November 2012 Combined PCC meeting, and associated actions arising**

i) **Weekly congregation at Chilton School**

<b>Resolution</b>	To investigate, with a view to establishing from Sunday 20 January a weekly congregation at Chilton School. Jonathan Mobey to convene a group to take this action forward.				
<b>Moved</b>	Jonathan Mobey	<b>Seconded</b>	As the Chair moved the resolution, no Seconder was needed	<b>Passed</b>	Unanimously

Update: a group had met twice, most recently the evening before this PCC meeting, to make detailed plans for the communication and organisation of initially three consecutive sessions at Chilton School to be called 'Connect'.

ii) **Change in pattern of Sunday morning services**

8am and 6.15pm services at Harwell would not be affected, nor would the deployment of the orchestra. Tony Hughes gave feedback about soundings he had taken from Churchwardens and their deputies and amongst the congregation. No difficulties were anticipated. A new rota is being developed anyway for March 2013 onwards.

<b>Resolution</b>	From March 2013, to standardise the service pattern of the main Sunday morning service at St Matthew's and at All Saints' by moving the 11am Communion service at St Matthew's from the second Sunday to the third Sunday of the month, and by making the 11am service on the fifth Sunday of the month a Communion service instead of a Morning Worship service.				
<b>Moved</b>	Jonathan Mobey	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

Discussion followed about the relationship between Hands Free and Connect. It was too early to say how they might be integrated or how Hands Free might be affected. Any changes would have to come back to Harwell PCC for discussion. Jonathan Mobey noted that the plans for Connect could foster uncertainty about the future of Hands Free and took the action to discuss in detail with Vicky MacArthur.

**Action: Jonathan Mobey** to discuss with Vicky MacArthur

iii) **Increase in non-statutory fees for Weddings & Funerals**

<b>Resolution</b>	The following charges to apply in 2013. The charges to be reviewed again at the end of 2014.	
	<b>Item</b>	<b>2013 Charges</b>
	Bells  (there are 8 bells at St Matthew's, 6 bells at All Saints')	£100 Harwell (£10 each ringer, £20 to Tower fund)  £75 Chilton (£10 each ringer, £15 to Tower fund)
	Choir	£60 Harwell Young Singers  £50 Chilton choir (no charge for funerals)
	Organist	£65 (in Chilton £50 to organist, £15 to PCC funds)
	Videotaping	£30 (£15 to organist, £15 to PCC funds)
	Flowers	By individual arrangement with arranger  In Chilton this has been £50 paid to

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				the arranger, plus the cost of the flowers; in Harwell there has been no fee for arranging, but flowers are charged for as appropriate	
	Verger(s)			£25 Vergers prepare the church including heating and lighting, put out cones and parking signs as appropriate, operate the sound system and CD player as needed, assist funeral directors and guests as they arrive, and clear up after the service	
<b>Moved</b>	Jonathan Mobey	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

**iv) Visibility of approved PCC minutes**

<b>Resolution</b>	Combined PCC and individual PCC minutes to be made accessible to anyone via the Website and in the Church porches (most recent set only in the porches). Due to the length of time before minutes are officially approved at a subsequent meeting, minutes which have been reviewed by PCC members by email are to be displayed in the meantime. These minutes are to be labelled "subject to formal approval".				
<b>Moved</b>	Jonathan Mobey	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

**v) Transfer of ministry of Jean and Peter Barton to the Benefice**

<b>Resolution</b>	We welcome the transfer by Jean Barton and Peter Barton of their ministry to the Benefice of Harwell with Chilton.				
<b>Moved</b>	Jonathan Mobey	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

Peter can lead or preach as a guest and Jean has Permission to Officiate Diocese-wide, so could take up her role at Harwell immediately.

**Action: Kate Evans** to contact the Bishop's Office about her own permission to preach which was due for imminent renewal.

**vi) Communication of above changes**

Change of service pattern, new rotas, etc.: website, noticesheet, Broadsheet  
**Action: Tony Hughes to ask Carolyn to publicise the changes**

Fees: advising funeral directors <b>Action: Jonathan Mobey</b>
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Introduction of Jean and Peter Barton to the benefice <b>Action: Jonathan Mobey</b>
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## 6. Parish Share as Mission Giving

Paper C was introduced and Jonathan Mobey explained that Parish Share provided income for the majority of the outgoings of the Diocese. The Diocese allocated a proportion of its expenditure to be provided by each Deanery, which in turn allocated it across its parishes. The Deanery allocation formula is being changed in 2014 and should be more transparent - local costs and corporate and wider mission costs will be laid out separately. It is the corporate and wider mission costs which Paper C addresses and which Gordon Gill proposes should come under the rubric of Mission Giving when deciding our budget commitments. Tony Hughes commented that our current thinking around the extent and the recipients of Mission Giving is that they are both entirely discretionary, whereas paying the corporate cost element of the Parish Share would not be. Full consideration of the paper is deferred to the meeting of the Combined PCC.

## 7. Finance Committee report

Papers D,E and G were introduced by Peter Barclay-Watt who commented that:

- The year-end deficit was attributable to the only moderate success of the hoped-for increase in planned giving arising from the Autumn stewardship campaign: 261 letters were sent out; 25 responses were received of which 18 offered an increase in giving and 7 indicated no change, the outcome being that the annual increase arising from these direct appeals will be £3770.
- Income from the Church Hall hire has effectively reduced the size of the deficit even after taking account of additional costs associated with hiring.
- £1600 less was spent by the Buildings Committee than had been budgeted for ('church maintenance' line on 2012 Expenditure)
- We have around £23,000 Unrestricted Reserves and £6,500 Designated Reserves = £30,000 in total.
- It was good practice to keep funds for 6 months' of expenditure in hand but the previous years' deficits meant that that breathing space was no longer secure as it was being made up from Unrestricted Funds.

Paper H was introduced with the following comments:

- The coming year's budget has forecast an income of £79,647 which is a small increase on the actual income of 2012 (£76,152 actual against a forecast £83,600). The percentage given to Missions would decrease from 15% to 12.5% (of the total of planned income, loose alms and tax recovered from the previous year).
- Maintenance and repairs which the Buildings Committee has identified as non-essential will be deferred. Nothing has been built in to the budget for digital projection equipment improvements which would need separate appeals (to congregation and to grant-awarding bodies). We are due for the 5 yearly full inspection of the fixed electrical installation in 2013, which has been estimated at £1,200 and is contained within the Buildings budget for 2013.

Anne Gill asked if the Missions Committee and budget decision-makers would consider providing for Missions Giving by individual appeals - a Sunday focussing on the work of Heather and David Sharland, on the work of Christine Perkins, and so on. Peter Barclay-Watt reminded the PCC that the

Church had given commitments to individuals such as these and that there could be a risk of not reaching the committed sum through one-off initiatives.

It was also pointed out that some church members may prefer to support missions work in a personal way through individual donations, rather than having a certain proportion of their general giving to the church allocated to missions by the PCC and then distributed in a way proposed by the Missions Committee. There was some feeling around the room that this might be more in step with the way people think about their personal budgets and charitable donations these days, so the PCC suggested that this be aired within the Missions Committee.

**Action: Peter Barclay-Watt and Georgina Greer** to discuss within the Missions Committee.

A discrepancy in the budget for the Church Hall was identified, with the Buildings Committee allowance for the Hall possibly being counted into the Church Hall as well as into the Buildings Committee forecast. Peter Barclay-Watt and Tony Hughes would check the figures with Tim Roberts and Tony proposed that, if a double-count were found to be the case, Missions Giving could be restored to near enough 15% with the funds which would become available. Peter Barclay-Watt asked that only funds in excess of the shortfall between the increased planned giving for 2013 and the 2013 Parish Share (£1700) be re-allocated to Missions.

<b>Resolution</b>	Restore Missions Giving with the excess of any funds up to £1700 arising from a re-examination of the Church Hall expenditure forecast.				
<b>Moved</b>	Jonathan Mobey	<b>Seconded</b>	-	<b>Passed</b>	Majority (2 against)

**Action: Jane Woolley** (i) to write to Elizabeth Gill to thank her for her bookkeeping throughout the year and preparation of books for audit. (ii) to write to Jane Moreton thanking her for being the Independent Examiner this year and asking her formally if Peter Barclay-Watt might propose her at the April APCM as Independent Examiner for the coming year's accounts.

## 8. Buildings Committee report

Paper I was introduced and note.

Jonathan Mobey thanked Tony Hughes and his Committee for their work - in particular, the difference the porch 'refresh' has made to entering the Church is significant.

## 9. Church Hall Committee report

Paper J was introduced. Roz Shipp said that both long-term and ad hoc bookings were coming in as word spread (it has been nearly a year since the hiring out of the Hall started) that it was available.

Broadband is installed and is primarily for Scout use, but as it is monitored through itemised bills, it can be offered to other users on reimbursement to the Scout Group. Scouts' contribution to the phone line rental has freed up funds to allow an extra 2 hours' cleaning to take place during the week.

Tony Hughes congratulated those who are responsible for viewings and bookings as the move to a more 'commercial' operation over the last year has been so seamless and successful.

## 10. Digital Projection Group update

Tony Hughes reported that Oak Audio Visual were the Group's chosen supplier and that the Diocesan Advisory Committee for the Care of Churches (DAC) had now issued a Certificate without conditions enabling us to apply for a Faculty. Public notices are being displayed for the statutory 28 days in Church in the porch and on the staircase in preparation for the Faculty application. Those commenting or objecting should do so to the Diocesan Registrar. This is also an opportunity to invite congregants to state preferences for where the chandelier would move to. The proposed new locations would be the Chancel, the North Transept or the West end of the Nave

It should be possible to make the Faculty application in the first half of February with the expectation of a decision within weeks. Funding would have to be sought, as stated in the 2013 budget comments above, by appeals to individuals and to grant-awarding bodies. If we had to pay VAT on all the work, the bill would come to over £15,000. Some VAT would be recoverable but there may be some work within the project which would not be exempt, and some work to provide additional mains sockets will also be required. Mel Gibson has been applying for grants and has received one of £400. Mel made the PCC aware that some grants may come from Lottery funding, but it was agreed that the PCC would address this ethical question only if such grant applications were successful. Anne Gill suggested local housing developers be invited to grant as the church was equipping itself to be a community hub by installing state-of-the-art technology.

Any grant we apply for will be for matched funding - that is, the congregation will also have to pledge towards it. As the Faculty could be approved around the time of the next Harwell PCC meeting in early March, an appeal campaign should be prepared now. We have the chance to install the new equipment in the Spring/early Summer if all goes well.

**Action: Tony Hughes** to publicise immediately the 28 day Public Notices and the options for the moving of the chandelier, in order to encourage consultation and comments; . **The Working Group** to plan and prepare the process for appeals for pledges, taking account of the timing of Peter Barclay-Watt's invitation in the noticesheet for people think further about increasing their planned giving.

Jonathan Mobey thanked Tony Hughes, Mel Gibson and Allan MacArthur for their work on the project to date.

## 11. Consultation on the geographical area over which the Archdeacon of Dorchester should operate

Jonathan Mobey explained that the content of Papers K,L and M meant that the Archdeaconries would align with local government county boundaries. The PCC was not required to formally agree to the proposal or indeed respond at all, but the following action was proposed:

**Action: Jane Woolley** to write to the Diocesan Secretary thanking her for the opportunity to have commented and stating that Harwell PCC has no objections to the proposal.

## 12. Preparation of the new Electoral Roll

**Action: Jonathan Mobey** to gather Mike Pepper, Peter Barclay-Watt and Churchwardens to review before the closing date the reasons for individuals not opting to continue on the Church Electoral Roll. If infirmity or having become more peripheral to Church life for other reasons, a home visit would be arranged.

### 13. Future dates to note

15 Jan - Deanery Synod at Harwell

20 Jan - launch of Connect in Chilton School

20 Jan - no Evening Prayer at Harwell - instead the service for the Week of Prayer for Christian Unity at English Martyrs, Didcot

22 Jan - Hannah Reynolds to be inducted as Priest in Charge at St Peter's, Didcot

05 Feb - Combined PCC

05 Mar - Harwell PCC

### 14. Any other business

Georgina Greer had met a representative of the Methodist Church which is currently the verifying agency for the Criminal Records Bureau forms which our Church volunteers are required to complete. She reported that there is a new style of form to issue and that the advice is now to have *not only* those working directly with children and vulnerable adults to be checked, *but also* all Churchwardens and their deputies and all sidespeople. This would be a lengthy exercise and may affect people wishing to continue in those roles.

**Action: Jonathan Mobey** to consult with Stephen Barber, the Diocesan Safeguarding Advisor, about (i) whether he, too, advises that the same wide net of people be checked prior to serving in Church (ii) the cost per check which the Methodist Church is quoting - £10.50 per individual.

Jonathan Mobey thanked Georgina for her painstaking work as the CRB representative for Harwell.

### 15. The meeting closed with The Grace at 10.15pm.