

15/6/04 ✓

PCC04M3

**Minutes of a meeting of Harwell PCC
held on Tuesday 11 May 2004 in Harwell Church Extension**

Present

Kate Evans	Allan Macarthur (chair)	Wendy Sinclair
Sid Gale	Nancy Preston	Ruth Slatter
Georgina Greer	Tim Roberts	Rob Thomas
Clive House	Clive Silver	Jean Twigger
Tony Hughes	Jim Sinclair (secretary)	

1. Opening

Allan opened the meeting by reading a postcard from Chris (on sabbatical), followed by a reading from Luke 12 and prayer. A welcome was extended to new PCC members Kate Evans and Sid Gale.

2. Apologies for absence

Steve Tunstall sent his apologies.

3. Minutes of the last meeting

The minutes of the meeting on 9 March 2004 were signed as a correct record.

4. Matters arising

- a) Church Hall locks: Tony reported that there was still no progress.
- b) Projector screen mount: this is now complete.
- c) Church heater replacements: Tony H reported that the further heaters showing signs of deterioration have now been replaced.
- d) Pew disposal: Tony reported that only one potential buyer remains. If this falls through, disposal of the remaining pews will have to be by approaching the trade, as was done with previous retired pews.
- e) Renewal of sound system: Jim reported that approximately £1600 had now been spent on new equipment, and installation was underway.
- f) Health & Safety Audit: Allan reported that Jane Vickers would join him to conduct this in June.
- g) Donations to Local Caring Organisations and to Emergency Appeals: Clive H had distributed a note proposing a pattern of administration. This provided for PCC members to bring forward proposals, in writing, for donations to local caring organisations by the end of September each year. The Finance Committee would then bring forward recommendations to the November PCC meeting for decision. For emergency appeals, it was proposed that the PCC chairman, secretary, treasurer and the churchwardens would act as an Emergencies Committee, empowered to make donations of up to £200 per

case, provided that at least three of the committee were able to consult and were agreed. Such donations to be reported to the PCC at the next meeting. It would be left to the committee to decide how to deal with unspent emergency giving budget at the end of the year. It was proposed by Tony, seconded by Rob and agreed unanimously to accept the system as outlined.

5. Election of Officers

The following nominations were made:

Churchwardens' deputies	Wendy and Jim Sinclair
Treasurer	Clive House
Bookkeeper	Elizabeth Gill
Secretary	Jim Sinclair
Vice chairman	Allan Macarthur
Covenant & Gift Aid secretary	Geoff Jenkinson (subject to agreement)
Stewardship secretary	Norman Ponting (subject to agreement)
Joint PCC	Chris, wardens, Clive Silver, Rob Thomas
Electoral Roll officer	Wendy Sinclair

These were elected *en bloc*, proposed by Nancy, seconded by Ruth, and agreed unanimously.

6. Appointment of Committees

The following nominations were made (the convenor in each case being underlined):

Standing committee	<u>Chris</u> , the churchwardens, the treasurer and the secretary
Finance and Budget committee	<u>Clive House</u> , Tim Roberts, Elizabeth Gill, Allan Macarthur and Clive Silver
Missions committee	<u>Tony Ullmer</u> , Kate Ullmer, Clive Silver, Grace Mein, Betty Pyke, Aileen Newbold
Buildings committee	<u>Tony Hughes</u> , David Pyke, Frances Taylor, Allan Macarthur, Sid Gale
Social committee	<u>Wendy Sinclair</u> , Frances Taylor, Pat Connolly, Joan Impey, Georgina Greer, Margaret Hughes, Jean Twigger, Ruth Slatter

These were elected *en bloc*, proposed by Georgina, seconded by Jean T, and agreed unanimously.

Clive S commented that the membership of the Missions committee could be considered to be insufficiently representative, given that the committee effectively disposes of 15% of our funds each year. Tony suggested having a policy review on this giving_k

7. Representatives to Other Organisations

The following nominations were made:

Christian Aid	Wednesday Morning Group (Jean B)
Village Hall Management	Liz Roberts
Winterbrook Youth Club	Tony Hughes

Churches Together in Didcot

Joan Impey (Allan as backup)

These were elected *en bloc*, proposed by Tim, seconded by Ruth, and agreed unanimously.

The current members of the Visiting Team are Margaret Hughes, Pat Connolly, Joan Impey, Margaret Gibson, and Georgina Greer. This membership was ratified for the coming year.

8. Financial report

Clive H distributed a written report as usual, and reported that the correspondence with the budget was generally on course for the time of year.

9. Vision Group report

Children & Youth: the Summer Term event will be on 19 June in Chilton Village Hall, with an Olympic theme. There is also a barbecue on 2 July. The 'Y Jesus' course (run in combination with Harwell Play School) will now be in the second week of August.

Outreach: The Men's Group will meet on 18 June with a barbecue at the Peppers. The church will man the Pig Roast at the Harwell Feast on 31 May. Organisation of the Songs of Praise on the previous evening, reported Nancy, is in hand. The visit of Daniel Cozens is on 26 June in Chilton.

10. Review of Holy Week services

Maundy Thursday - biggest ever attendance. Good Friday - was much appreciated. Easter Day - numbers were again up, and the content was very good.

11. Buildings Committee report

Tony had distributed two notes.

West End Stage Four: The committee recommends purchasing four multi-purpose units, at a cost of £2232.50 from Crowdy's, though this slightly exceeds the funds set aside (recently boosted by donations). The colour of the wood was debated. Several preferred a somewhat paler colour than the bookstall unit had turned out. It was agreed to order in pale oak, unless any strong opinion to the contrary emerges during the coming month. Tony will get sample offcuts from Crowdy's. The purchase was **approved** (moved by Wendy, seconded Tim, agreed unanimously).

Kitchen/Toilets: The faculty application was nearly ready. Tenders had been received for the work, two near to £14,000, one approximately £21,000 (excluding VAT in each case). West Waddy advise that we are unlikely to find a cheaper quote. The Buildings Committee recommends selecting the lowest quotation, from Keith Yates of Drayton.

Resolution	(a) That the tender from Keith Yates be accepted, and (b) that the whole sum be underwritten from PCC reserves.
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Moved	Tony Hughes	Seconded	Rob Thomas	Passed	unanimously
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Despite agreeing to underwrite the whole sum from funds, it was agreed to work towards obtaining grants if possible, to appeal to the congregation for donations, and to investigate whether it would be possible, under current regulations, to have the expenditure exempted from VAT.

12. Fair Trade

On behalf of Chris, Jim reported that the Diocesan Synod in March had passed a motion making Oxford a 'Fair Trade Diocese', meaning in practice that the Diocese would use Fair Traded tea and coffee at all functions, that they would encourage people to buy fairly traded products, and to become informed on the issues. Chris proposed that our church should try to use fairly traded tea and coffee at our church meetings and after services, and that we should encourage church members to spend at least £2 per month on fair-trade products. Chris' first proposal was **agreed** (moved Georgina, seconded Clive S, passed unanimously), but the proposal to recommend any level of expenditure by church members was not accepted.

13. Other Business

- a) **Ministerial arrangements:** Rob reported that with Jean ill, we have been blessed by many new contributions of effort – by Naomi in arranging people to conduct each service; by Joan, Steve Ward, Peter Barton and Rob doing more in leading services and preaching; a visiting preachment by Edwin Clements' curate; Kate and David planning the music.
- b) **Girls' Brigade wall hanging:** Ruth asked whether a hanging made by the Juniors could be hung in the Extension. This was **approved**. *(Ruth Durbush)*
- c) **Training of Kate Evans:** the Bishop's authorisation of the training plan has been received. A form of commissioning was therefore planned for 23 May in both Chilton and Harwell.
- d) **Sale of cards:** Chris had proposed that the 'commission' be put towards replacement of pew bibles. The PCC was not certain that this was the best use. Tim proposed that for the time being, we place the amounts in an identified fund, and decide how to use it later. This was **agreed**.

14. Close

The meeting closed with prayer.

Next Meeting

Tuesday 13 July 2004 at 7.45 pm in the Church Extension.

..... Allan Macarthur, vice-chairman

..... Jim Sinclair, secretary