

**Minutes of a Meeting of Harwell PCC**  
held on Tuesday 23 October 2012 at 7.45 pm in St Matthew's, Harwell

**Present**

Roz Shipp	Jane Woolley (Sec)	Jonathan Mobey (Rector)
Gordon Gill	Allan Macarthur (Chair)	(for item 7 onwards)
Georgina Greer	Peter Barclay-Watt	Monika Buxton
Liz Roberts	Scott Cockburn	
Tony Hughes	Kate Evans	

**1. Apologies for absence**

Apologies were received from Mel Gibson, Anne Gill and Pam Rolls

**2. Minutes of the September 2012 extraordinary meeting**

The minutes of the extraordinary PCC meeting on 18<sup>th</sup> September 2012 were signed as a correct record.

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

The minutes of the PCC meeting on 3<sup>rd</sup> July 2012 were signed as a correct record.

**4. (Possible) co-option of new PCC member with responsibility as Secretary to Joint PCC**

Jonathan Mobey has approached a congregant about this role.

This item cannot in fact be discussed at PCC yet because the person Jonathan approached is still considering whether they want to do it. Tony Hughes pointed out that it is not necessary for the person fulfilling this role of secretary to be a PCC member and that co-option should not be undertaken lightly.

**5. Appointment of Monika Buxton as the St Matthew's representative on the Village Hall Committee**

<b>Resolution</b>	<i>To appoint Monika Buxton as the St Matthew's representative on the Village Hall Committee</i>				
<b>Moved</b>	<i>Georgina Greer</i>	<b>Seconded</b>	<i>Tony Hughes</i>	<b>Passed</b>	<i>Unanimously</i>

**6. Matters arising from July and September meetings**

1) Church Hall

1. The division of responsibilities between the Buildings Committee and the Church Hall Committee has been agreed. Tony Hughes (from the Buildings Committee) has now trained Roz Shipp, Anne Gill and Wendy Sinclair (from the Church Hall Committee) in setting heating controls. Tony Hughes will pass over responsibility for the key inventory to the Church Hall

Committee once the inventory is updated and finalised. (Tony is waiting for confirmation of the whereabouts of two keys issued to Scouts representatives).

2. Revised Terms & Conditions of Hire of Church Hall

<b>Resolution</b>	<i>To accept the revised Terms &amp; Conditions of Hire of Church Hall</i>				
<b>Moved</b>	<i>Kate Evans</i>	<b>Seconded</b>	<i>Liz Roberts</i>	<b>Passed</b>	<i>Unanimously</i>

3. A baby change table is expected to cost around £400-£500 to purchase and install. Roz Shipp reported that the Church Hall Committee intends to consider this matter further once the loan for decorating the hall has been repaid.

4. The meeting noted the fact that Monika Buxton has joined the Church Hall Committee.

5. Other Church Hall issues discussed:

- Roz Shipp reported that the cleaner is currently paid to carry out 2 hours of cleaning per week. Due to the relatively high number of bookings, this is proving insufficient so Mandy Birkinshaw and Roz Shipp are also cleaning for an hour each on a Wednesday on a voluntary basis.
- If the Scouts do pay for a Broadband connection for the Hall, this will also include the cost of the telephone line rental, which currently is paid for by St Matthew's. The money saved on telephone line rental might then be diverted to fund the cleaner to carry out an extra 2 hours of cleaning per week.
- Allan Macarthur asked what kinds of decisions the Church Hall Committee is allowed to make. For example, does it have delegated authority to agree to Broadband installation for Scouts? Tony Hughes commented that none of St Matthew's PCC sub-committees have agreed and documented delegated powers. However, each makes a regular report to the PCC and in the case of the Buildings Committee works to an agreed budget, so PCC members can flag any concerns arising from these reports. He assumed that the Church Hall Committee would submit a proposal on Broadband installation arrangements to the PCC for approval.
- If the Irish Dancing Group books the Hall for 2013, they have said that they might be willing to pay 50% of the cost of having the floor re-polished.

2) Church security update following school summer holidays:

- Tony Hughes confirmed that, as agreed at the July meeting, he and Mel Gibson did insert a note in the Sunday notice sheet at the start of the summer holidays.
- Tony said that he was not aware of any serious problems since the start of the summer holidays. There have been a few minor incidents, though.
- Church members are continuing to pop in to keep an eye on the building.
- Scott Cockburn raised the disruption experienced by Harwell Young Singers on Thursday nights, which he has experienced as a parent of a Young Singer. Tony Hughes said he was not aware of this. Scott Cockburn said that the Rector is aware. Tony Hughes thought that it is up to Harwell Young Singers to manage the situation on Thursday nights, and the group cannot expect Church representatives to "police" the premises. Tony Hughes suggested that one option is for the group to lock the door once the rehearsal starts, to keep unwanted visitors out, leaving the key in the lock on the inside in case needed for an emergency exit. Scott Cockburn agreed that this is worth trying and will pass this suggestion to the group.

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- Liz Roberts highlighted that she has found evidence of children hiding in the Church and that there is a risk that they could get locked in overnight by accident. Liz Roberts emphasised the importance of those who are locking up making thorough checks that no one is concealed somewhere in the building. Tony Hughes agreed that this is important, although he stopped short of agreeing to issue a checklist of specific places to search to those on the locking up rota.

### 3) Moonrakers concert:

- Monika Buxton reported that the musicians' fees and St Matthew's costs were covered by ticket sales. St Matthew's gained a small sum from donations given during the evening.
- There were fewer attendees than Monika had hoped, despite widespread advertising, including in the supermarkets in Didcot. Tony Hughes estimated that about two-thirds of the attendees were Church members. Attendees seemed to be from within the village as opposed to being existing Moonrakers fans from elsewhere who attend all their concerts. The age profile of the audience was older rather than younger, most probably due to the type of music being played (folk music).
- Monika Buxton reported that the feedback she has heard from the audience was that the concert was of a high standard and much enjoyed. Overall, Monika's conclusion is that the event was a success. Monika would like to see the Church host further concerts.

### 4) Digital projection update:

- Tony Hughes reported that the Digital Projection Group is still on track to get a paper to the November DAC meeting, although they are still waiting for both contractors to send in their full proposals and quotations. The Group plans to include the best proposal and quotation in the DAC paper.
- Tony also reported that the Church Architect is happy with the broad intended approach.
- If the Group misses the November DAC meeting, they will submit a paper to the December meeting instead.

## 7. Implementation of a new 3 year PCC term

<b>Resolution</b>	<i>To accept the recommendation that the length of term to be served by those elected at the 2013 annual meeting (1 year, 2 year or 3 years) is decided immediately after the election by drawing lots.</i>				
<b>Moved</b>	<i>Roz Shipp</i>	<b>Seconded</b>	<i>Tony Hughes</i>	<b>Passed</b>	<i>Unanimously</i>

## 8. Missions Giving Proposal for 2012

Jonathan Mobey said that all the questions raised at the July meeting were valid ones and would be addressed by the newly formed World Missions Group in the 2013 proposal. In the meantime, Jonathan suggested that the most practical way forward is to accept the 2012 proposal.

<b>Resolution</b>	<i>To accept the Missions Giving proposal for 2012</i>				
<b>Moved</b>	<i>Georgina Greer</i>	<b>Seconded</b>	<i>Roz Shipp</i>	<b>Passed</b>	<i>Unanimously</i>

## 9. Finance Report

The written reports were noted. Peter Barclay-Watt explained that expenditure for 2012 is projected to be on budget. On the income side, though, the projection is that this will be around £6,000 under budget. This is mainly due to lower than expected levels of planned giving. Together with the budgeted deficit of £2,000, that would result in a deficit of around £8,000 at year end.

Peter confirmed that this year's Stewardship Campaign had resulted in higher levels of additional giving than last year's, but is still insufficient to meet the deficit, especially as the additional planned giving only applies to the latter part of the year.

**Action: Peter Barclay-Watt** to arrange for an item in the service sheet thanking those who have already increased their giving and reminding those who have not yet considered the matter to give it some thought.

Uncollected Stewardship letters were distributed to PCC members for delivery.

## 10. Buildings Committee Report

Further to the written report submitted, Tony Hughes relayed that the refurbishment of the porch should be finished this week; there is just a little rendering to complete. One of the porch noticeboards was discovered to have woodworm and is being repaired, so there may be a delay before the noticeboards are rehung.

## 11. Harwell Feast

<b>Resolution</b>	<i>That the PCC will provide practical support to the 2013 Feast by organising the labour for the barbeque</i>				
<b>Moved</b>	<i>Roz Shipp</i>	<b>Seconded</b>	<i>Monika Buxton</i>	<b>Passed</b>	<i>Unanimously</i>

Monika Buxton asked whether the PCC wanted to organise a Songs of Praise on the Sunday before the Feast. Monika is on the Feast Committee and confirmed that there is no impediment that she is aware of from the Committee's point of view to holding a Songs of Praise. The meeting agreed to discuss this at the January PCC meeting.

## 12. Diocesan plans to move deanery into different archdeaconry

The plans were noted.

**13. Proposal to bell ring at 5.30pm on a Sunday once a month**

<b>Resolution</b>	<i>That the PCC approves of the plan to bell ring at 5.30pm for 30 minutes once a month (before the evening communion service)</i>				
<b>Moved</b>	<i>Georgina Greer</i>	<b>Seconded</b>	<i>Roz Shipp</i>	<b>Passed</b>	<i>Unanimously</i>

The Rector confirmed that the Tower Captain always communicates with the immediate neighbours about bell ringing plans, and therefore those most affected would be informed of this new arrangement.

**14. Future dates**

Holiday Club is scheduled for 19-23 August 2013, provided that Harwell school is available then.

**15. Any other business**

**1) Clothing Cycle**

The report on this event was noted. Liz Roberts' conclusion is that such an event should not be repeated. Jonathan Mobey thanked Liz Roberts for coming up with the idea, for organising it, and for all Liz Roberts' and Roz Shipp's time and effort spent on it.

**2) Date of January PCC meeting**

Chilton PCC is moving its meeting from 8th January to 15th January due to a Chilton Wives Group venue and date clash.

The meeting agreed to keep Harwell PCC's January meeting to the original date of 8th January. However, the venue would be at St Matthew's. The knock-on impact is that any Joint PCC sub-committee meetings scheduled for 15th January will either need to be re-scheduled or be run without Chilton PCC member attendance.

**3) Representative on Deanery Missions and Pastoral Committee**

Gordon Gill has been elected Lay Chair of the Deanery. As such, he can no longer represent the Benefice on the Deanery Missions and Pastoral Committee. The Rector will represent the Benefice instead.

**4) Visits by Lay Chair of the Deanery**

As Lay Chair of the Deanery, Gordon Gill reported that he had been asked by the Archdeacon to visit churches in the Deanery to get a feel for the services held there. Gordon will contact churchwardens in advance when he is making a visit to a church for this purpose, including to St Matthew's.

**5) Gordon Gill's PCC membership/ability to vote at PCC meetings**

Gordon Gill said he was unsure whether being Lay Chair of the Deanery means he can no longer be a PCC member, or vote at PCC meetings. Jonathan Mobey said that he did not think Gordon's position on the PCC or his eligibility to vote was affected.

**Action: Jonathan Mobey** to check if Gordon Gill's position on PCC is affected by his additional role as Lay Chair of the Deanery.

**6) Christmas arrangements**

**Christmas trees** - Tony Hughes informed the meeting that the Christmas trees will be erected on Saturday 1st December. Tony has taken up Mike Pepper's offer to order trees and to arrange for them to be delivered.

**Crib service** – Jonathan Mobey reported that he, the Zimmermans and Jean Barton are organising this.

**Christmas cards -**

<b>Resolution</b>	<p><i>That the PCC approves of the Rector's proposal to</i></p> <p>1) <i>produce 1,500 Church Christmas cards, designed by Lin Kerr, containing a greeting from the Rector plus information about Christmas services for a door drop, instead of the December Broadsheet.</i></p> <p><i>and</i></p> <p>2) <i>produce 1,500 blank versions of the same Christmas card for sale (5 for £2.50) to raise funds for the Churches, using a donation of £200 received towards the printing cost.</i></p>				
<b>Moved</b>	Jonathan Mobey	<b>Seconded</b>	Roz Shipp	<b>Passed</b>	Unanimously

Jonathan Mobey estimated that the total cost of the 3,000 cards (1,500 cards each for the door drop and for sale) would be around £600.

**Christmas-related actions:**

- 1) **Tony Hughes** to organise a **Christmas tree erection gang** for 1st December.
- 2) **Allan Macarthur** to check **candle stocks** for the carol services and order more.
- 3) **Roz Shipp** to ask Wendy Sinclair if she can make the **Advent Wreath**.
- 4) **Tony Hughes** to talk to Mike Pepper about **cleaning the chandelier**, and discuss with Mike whether Scouts should be approached about this task.
- 5) **Monika Buxton** to organise the **mulled wine** for the evening carol service.
- 6) **Georgina Greer** to supply **heating rings** to warm the mulled wine.
- 7) **All PCC members** to put a **dozen minced pies** each in the vestry in time for the evening carol service (9<sup>th</sup> December). Pies to have as little sugar on top as possible please to lessen the vacuuming up task.
- 8) **Tony Hughes** to brief Mel Gibson about **candle management arrangements** for the carol services.
- 9) **Tony Hughes** to let Ruth Slatter know that Monika Buxton and Jane Woolley are willing to help as **warden assistants** at the crib service
- 10) **Tony Hughes** to look through the **Christmas checklist** produced last year to see if anything else needs actioning.

Kate Evans closed the meeting in prayer at 9.45pm.