

Minutes of a Meeting of Harwell PCC
held on Tuesday 5 March 2013 at 7.45 pm in St Matthew's, Harwell

Present

Roz Shipp	Allan Macarthur (Items 1-11)	Monika Buxton
Gordon Gill	Peter Barclay-Watt	Mel Gibson
Georgina Greer	Scott Cockburn (Item 7 onwards)	Anne Gill
Liz Roberts		
Tony Hughes	Jonathan Mobey (Items 1-4 & 10-13)	

1. Opening & Prayer

The Rector (Jonathan Mobey) read Psalm 1 v.1-3:

Blessed is the man who does not walk in the counsel of the wicked or stand in the way of sinners or sit in the seat of mockers. But his delight is in the law of the Lord, and on his law he meditates day and night. He is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither. Whatever he does prospers.

Jonathan explained that what we as a church are about is producing fruit, in the sense of transformed lives, growing the church, etc. Mention of "fruit" in this passage reminds us of the "Fruit of the Spirit, although here the fruit referred to arises from the law of the Lord. The passage reminds us that God's priorities should be our priorities.

Jonathan then led the PCC in prayer.

2. Apologies for absence

Apologies were received from Georgina Greer and Kate Evans.

3. Minutes of the January 2013 meeting

The minutes of the PCC meeting on 8 January 2013 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**

Done.

- ii) Songs of Praise (SoP) on the evening of Sunday 26 May – arrangements all in hand?**

Yes – Jonathan Mobey, Kate Evans and Monika Buxton have arranged to meet to start the planning.

- iii) Discussion with Vicky Macarthur about impact of Connect on Hands Free**

Jonathan Mobey has discussed with Vicky Macarthur the fact that Connect and Hands Free will sometimes clash. The current plan is to keep Hands Free as it is, but to keep the situation under review.

- iv) Publicity for service pattern changes, visibility of PCC minutes, Connect**

Done

v) **Advise funeral directors of non-statutory fees for funerals**

Outstanding action for Jonathan Mobey.

Action: Jonathan Mobey to advise funeral directors

vi) **Introduction of Jean & Peter Barton**

So far, a notice has gone in the service sheet and in the Broadsheet. Jean & Peter have not been personally introduced during a service.

Action: Jonathan Mobey to arrange for Jean & Peter to be introduced when one or other of them is leading a service/preaching

vii) **Discuss the idea of replacing PCC missions budget with personal donations**

Jonathan Mobey has discussed this with the Chair of World Missions sub-committee, Pam Rolls. This group will cover the issue in their report to the June Combined/Joint PCC meeting.

viii) **Restore 2013 Missions Giving budget with the excess of any funds up to £1,700 arising from a re-examination of the Church Hall expenditure forecast**

Done. Peter Barclay-Watt reported that an extra £710 went into the Missions Giving Budget.

ix) **Write to Elizabeth Gill to thank her for her book-keeping throughout the year and preparation of books for audit**

Done

x) **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**

Done, and Jane Moreton agreed to be proposed.

xi) **Write to the Diocesan Secretary thanking her for the opportunity to comment on the geographical area over which the Archdeacon of Dorchester should operate and stating that Harwell PCC has no objections to the proposal**

Done.

xii) **Preparation of a new Electoral Roll**

Progress with preparation: Preparation is well underway

Review before the closing date who has not opted to continue on the roll and the reason why. Arrange a home visit if reason is infirmity or having become more peripheral to church life: Mike Pepper has already started looking into who is "missing" and why.

Action: Jonathan Mobey to contact Mike Pepper to review the list of those "missing" and why, and to follow up on any remaining cases

xiii) **CRB¹ – consult with Stephen Barber, the Diocesan Safeguarding Advisor about...**

How wide a list of people need a CRB check: Done – discussed at February 2013 Combined PCC meeting and covered in Paper G at that meeting.

The cost per check which the Methodist Church is quoting: Done – discussed at February 2013 Combined PCC meeting and covered in Paper H at that meeting.

Jonathan Mobey then left the meeting to attend the All Saints' PCC meeting, and Allan Macarthur took over as Chair.

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

i) Extension to Mrs Kate Evans's Authorisation to Preach

Resolution	We approve a 5 year extension to Mrs Kate Evans's Authorisation to Preach and lead services in the Benefice				
Moved	Mel Gibson	Seconded	Tony Hughes	Passed	Unanimously

ii) Delegating to JPCC powers to deal with safeguarding of children and vulnerable adults

Resolution	We delegate to the JPCC powers to deal with all matters pertaining to the safeguarding of children and vulnerable adults, including the implementation of the safeguarding policy and the Disclosure and Barring Service (DBS) processes				
Moved	Mel Gibson	Seconded	Tony Hughes	Passed	Unanimously

6. Finance

Peter Barclay-Watt expressed his thanks to Elizabeth Gill for preparing the 2012 financial statements, and reported that the Independent Examiner had raised not even one query about them – a testament to Elizabeth's diligence.

Resolution	We approve the financial statements for the year ended 31 December 2012				
Moved	Monika Buxton	Seconded	Roz Shipp	Passed	Unanimously

¹ Now the Disclosure and Barring Service (DBS)

Jonathan Mobey and Peter Barclay-Watt signed two hard copies of the 2012 financial statements (one for the Secretary to keep for the Annual Meeting, and one to be returned to Elizabeth Gill to pass to the Independent Examiner).

7. PCC Annual Report for the year ended 31 December 2012

Resolution	We approve the PCC Annual Report for the year ended 31 December 2012 subject to the amendments discussed				
Moved	Peter Barclay-Watt	Seconded	Tony Hughes	Passed	Unanimously

The amendments discussed were:

1. Section 4/page 4: add in Deanery Missions & Pastoral Committee rep - Gordon Gill prior to October 2012 and Jonathan Mobey from October 2012
2. Section 4/page 4: add in Wendy Sinclair to Church Hall Management Committee
3. Section 8.2/page 10: remove floating bracket after "from"
4. Section 9/page 16: add churchwardens' names to end (this is because the Fabric Report is strictly speaking a separate requirement and so the authors' names should be stated)

[Post meeting note: There was a query over whether Pam Rolls's title should be stated as "Assistant Curate" in the Annual Report. Jane Woolley checked this with Jonathan Mobey after the meeting and he confirmed that this title is correct.]

8. Annual Meeting

Start time – this was agreed as 7.45pm, as last year, with coffee from 7.30pm.

Taking into account who is planning to stand again for PCC, we will be looking for up to five new PCC members and one Deanery Synod representative.

Action: Monika Buxton to organise refreshments

Action: Jane Woolley to arrange Annual Meeting publicity in service sheets and to include:

- a) mention of "coffee from 7.30pm for a 7.45pm start" to make it clear that refreshments are prior to the start of the meeting;
- b) what being on the PCC entails, including that it allows people to "have their voice heard"

Action: Jane Woolley to ask Jonathan Mobey to encourage all JPCC sub-committee members, whether PCC members or not, to attend the Annual Meeting

Action: Jane Woolley to ask a representative from the following groups to give a verbal report at the Annual Meeting:

- a) Sunday morning youth groups (i.e. Scramblers, Discoverers and Pathfinders)
- b) Bell Ringers

Failing one of these, Jane to ask Evergreens.

Action: Jane Woolley to arrange printing and distribution of PCC, Deanery Synod representative and churchwarden nomination forms

Action: All PCC members to think about who they could approach to be nominated for PCC membership and as a Deanery Synod representative to replace Georgina Greer, who has resigned.

9. Buildings Committee report

Paper E was introduced and noted.

Tony Hughes added the following information:

Item 2 – The heater in the ringing chamber has now been replaced, and the bell ringers seem very happy with it

Item 9 – If the architect recommends a detailed inspection of the discoloured chancel roof timber, this will involve internal scaffolding at least. An estimate merely for such an inspection has been around £2,500. If a roof timber, or part of a roof timber, does need replacing, it could be expensive.

10. Digital Projection Group update

Tony Hughes gave the meeting an update:

- The DAC certificate was received in January.
- The next step in obtaining formal approval is to send in a Faculty petition. The statutory notices have been up, plus notices in the service sheets about the options for where the chandelier could be moved to.
- The Faculty petition is awaiting the church architect's agreement to confirm that he supports the proposal. This will be obtained when he visits to give an opinion on the discoloured chancel roof timber.
- The Faculty petition ideally needs to include a resolution passed by PCC about where the chandelier would be moved to.
- The funding appeal has been launched to meet the c.£15,000 cost. So far, £400 has been obtained via grants and £4,331.75 (including Gift Aid) from personal donations/pledges. Mel Gibson has applied for five further grants. Most take 3-6 months to obtain a decision. The application to the Big Lottery Fund was turned down because religious organisations do not qualify.
- The amount of VAT payable on the work will depend on what proportion of the work is alteration (which can be zero-rated for VAT for listed buildings) and what is repair/maintenance (on which VAT is payable). Tony Hughes is looking into this with the contractor.

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- Tony Hughes has received opinions from thirteen church members (not on the PCC) about where they think the chandelier would be best re-located. Twelve were in favour of it going into the chancel (near the altar). The other respondent favoured it going at the back of the nave opposite the porch.
- The Faculty petition has to state broadly how we will finance the work. The three possible sources are grants, donations and PCC reserves. It would help Tony Hughes in drawing up the petition if he could say that some of the money can in principle come from PCC reserves. Unless this source is stated on the petition, we may not be able to resort to it should grants and donations/pledges be insufficient.
- The work would take about 1 week, once the contractor is commissioned and is able to start. Audio cabling is included in the project, but replacement of radio microphones is not.

Peter Barclay-Watt said that most of the donations/pledges came in immediately following the first announcement of the funding appeal in church. These had consisted of a relatively small number of high-value amounts. Peter therefore expected that most of what would be donated/pledged had already been so. Gordon Gill commented that recent research from the NCVO amongst grant-making trusts in the UK found that less than 10% of applications were successful and the majority of grants awarded were for £500-£1,000 and so he felt that it was unlikely that the grants plus donations/pledges alone would reach the target of £15,000.

There then followed some discussion about whether PCC reserves should be included as a possible source of funding and, if so, up to what limit. Peter Barclay-Watt proposed that no more than £5,000 of PCC reserves should be used.

Gordon Gill, who led the 11.30 service on the morning when the appeal was launched, reported hearing comments from a number of the congregation when he greeted them at the end of the service to the effect that the heating and the sound system were greater priorities for improvement than installing a digital projection system. Mel Gibson said that the 11am service had been particularly chilly that week because there had been no 8am service. Tony Hughes said that the sound problems referred to are probably those associated with the radio microphones, which are getting old and may have to be replaced soon. The cost, depending on what we choose, would likely be a few hundred pounds.

Resolution	The PCC is prepared to contribute from the reserves up to £5,000 to make good any shortfall from fundraising for the digital projection project.				
Moved	Peter Barclay-Watt	Seconded	Liz Roberts	Passed	Unanimously

Resolution	The PCC agrees that the digital projection project can go ahead once £10,000 has been raised from a combination of grants, donations and pledges.				
Moved	Mel Gibson	Seconded	Roz Shipp	Passed	Unanimously

Resolution	The PCC agrees that the chandelier will be relocated to the chancel, subject to the digital projection project going ahead				
Moved	Monika Buxton	Seconded	Scott Cockburn	Passed	Unanimously

11. Church Hall Management Committee report

Paper F was noted. Anne Gill added that there was now an additional £5 charge for extra electricity consumption if hirers used a bouncy castle.

In response to questions, Anne Gill clarified that the policy is that there are no Hall bookings on Sunday mornings until after 12.30 (for a 1pm event) and that a side-benefit of this policy is that it allows those attending church to use the Hall car park. Anne also clarified that there had been no reported parking problems in the area as a result of Hall bookings.

Allan Macarthur left the meeting to go to an appointment and Jonathan Mobey resumed being Chair.

12. Future dates to note

9 March – Crown Singers spring concert at St Matthew's

28 March – 7.45pm Maundy Thursday service at All Saints'

29 March – 11am Good Friday service at St Matthew's; 10.30am children's activity session in St Matthew's Church Hall

31 March – consultation about schools on Great Western Park estate ends; the Diocese is planning to bid for a C of E school/schools – see OCC website if you wish to comment

4 April – consultation event for the Local Plan by Vale of White Horse District Council at St Matthew's Church Hall

17 April – St Matthew's Annual Meeting at St Matthew's Church Hall

26 May – Songs of Praise in Harwell Feast marquee

14 May – St Matthew's PCC Meeting in St Matthew's Church

8-12 July – Prayer Spaces at Chilton School

19-23 August – Holiday Club at Harwell School

13. Any other business

1. Location of Hands Free service 14 April

As a one-off on 14 April, Jonathan Mobey would like to consider holding the Hands Free service in Chilton School rather than at St Matthew's (Connect will not be happening as it is school Easter holidays). Jonathan's main reason for suggesting this is that it would be helpful for future reference to test out what it is like to hold it in a different setting e.g. with different acoustics and no pews. The location might also tempt back some attendees from Chilton. Jonathan said that it might also be possible that Connect would in the future have something of the style of Hands Free held after it, so it

would be useful to try out how such an event works in that setting. Jonathan said that he felt that Hands Free has the potential to draw in a different mix of people than the average service. Jonathan asked for comments from PCC members and explained that the PCC were not being invited to make a decision but to allow the decision to be made by the Hands Free group, led by Vicky Macarthur. Vicky Macarthur is reflecting on the suggestion, and Jonathan asked for comments from the PCC to assist in this decision.

The following comments were made:

- Chilton School would be a more attractive location to those not used to mainstream church.
- Hands Free and Connect should be separate.
- We would need to announce the revised location at the March Hands Free service, but this announcement should make it quite clear that it is a one-off change of venue.
- We need to work hard to avoid the suggestion that the venue change is a signal of things to come.
- Perhaps the suggestion that the venue change is a signal of things to come could be avoided by having a demonstrably “more accessible” version of Hands Free on 14 April at Chilton.

PCC were content for the decision regarding the location of Hands Free on 14 April to be made by the Hands Free group.

2. Coffee urn

All Saints' has a coffee percolator urn, which produces very good coffee. Jonathan Mobey would like the PCC to consider having one in the St Matthew's kitchen, and a donor has come forward to offer to fund this.

Jane Woolley explained that she had happened to get involved in discussions about having an urn because the prospective donor mentioned the matter to her. Jane had referred the matter to Mandy Birkinshaw, who is a member of the Buildings Committee with a special interest in the kitchen. Mandy had suggested to Jane that she did not think that a suitably small urn (either a hot water urn or a coffee urn) could be found that would fit in the limited space under the wall cupboards, and that putting one to the left of the sink would get in the way washing/drying up activity. There was also the issue of it not being safe to move the urn into the coffee serving area due to the risk of a child being scalded. Nevertheless, PCC members who were coffee lovers were keen to have this issue looked at in more detail and to double-check if any barriers to locating an urn in the kitchen could be overcome.

<p>Action: Monika Buxton to talk to Mandy Birkinshaw and explore in more detail as to whether a coffee urn could be accommodated in the St Matthew's kitchen.</p>
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The meeting closed with The Grace at 9.40pm.