

Minutes of a Meeting of All Saints' Chilton PCC
Held on Tuesday 4th March 2014 at 7.45pm at St Matthew's Harwell

1. Worship and Combined Discussion

For this section of the meeting, both St Matthew's and All Saint's PCCs were present together for discussion about items of common interest.

Rev Jonathan Mobey read Luke 4:16-30 – Jesus is rejected at Nazareth. Jonathan highlighted Jesus' bold vision for his role and his courage when the crowd turned against him.

Jonathan Mobey then led the meeting in prayer, asking God's Spirit and Word to give us boldness too.

Children & Families Worker (C&FW) – decision in principle to proceed with recruitment process and appointment

Jonathan Mobey reminded PCC members that the plan discussed at the February 2014 Combined PCC meeting was to proceed with the recruitment of a C&FW if the Churches could raise at least £28,000 in donations/pledges across the initial three year term of the appointment, in addition to the £4,000 pa (including gift aid) already pledged by someone in Harwell. The case and the appeal have been made across the last three Sundays, culminating in a Pledge Sunday on 3 March.

As of now, the total raised in donations/pledges stands at just over the £28,000 minimum required (including gift aid). This has come from 44 individuals across the two churches.

A further two individuals pledged to pray for the initiative but did not make a financial pledge/donation.

Of the £28,000, that from members of St Matthew's is £18,000 and that from All Saints' is £10,000.

Assuming no more were raised through donations or grants (the 'worst case scenario'), then the proposal is that St Matthew's would contribute a total of £20,000 and All Saints' £30,000 from reserves. The intention, of course, is to continue to fund-raise to minimise use of reserves.

The following points were made during the ensuing discussion:

- We have reached the required trigger threshold to proceed with recruitment and so we should proceed.
- Pro rata by the usual 2:1 ratio for shared costs, All Saints' has raised, and is committing more from its reserves, than St Matthew's. All Saints' generosity in this regard is duly recognised by St Matthew's.
- The number of individuals who have donated/pledged so far is a small minority of the congregations. Is that a concern? Do we need to sell the idea better to the wider congregation?
- More donations/pledges might be on the way; fundraising would need to continue throughout the three year appointment.
- No PCC member reported hearing any misgivings from other members of the congregation about the plan. Mel Gibson reported that a couple of people had told him that they would have liked to have supported the idea financially but could not afford to increase their giving. It might be worth asking the wider village population for financial support for the post. Jonathan Mobey reminded the meeting that mention of the plan has been made in The Ridgeway Broadsheet, although not including a direct appeal for funds.
- It would be good to continue to ask for prayer support for the initiative, and throughout the appointment.
- St Matthew's PCC will need to register with the Charities Commission because its income now is/would be more than £100,000 pa.
- Jonathan Mobey has spoken to Howard Cattermole at Diocesan House and Howard confirmed that there was no need for Diocesan clearance to make the appointment.
- It would be wise to take advice from the Diocese on the wording of the contract of employment.
- In the first resolution proposed in Paper G:
 - It needs to be made clear that the £4,000 including gift aid already pledged is £4,000 per annum.
 - The 1/3rd: 2/3rds formula is the current split in costs between All Saints' and St. Matthew's. There could be a case for changing this depending on how much new housing is built near or in the catchment area of each church.
- PCC members agreed to slight changes to the wording of the first resolution in Paper G accordingly.

Peter Barclay-Watt said that he had also just received some fantastic news from solicitors for the estate of someone recently deceased in Harwell. The news is that St Matthew's has been left a legacy of one third of the estate. The sum to be received would be around £80,000 once a property had been sold. In the meantime, a cheque for an interim payment of £17,000 is due with St Matthew's shortly.

A straw poll indicated unanimous support for proceeding with the recruitment of a C&FW. Formal voting, however, took place later during the individual PCC meetings and is recorded below.

Children & Families Worker (C&FW) – Appointment Committee

The following points were made in the discussion about the Appointment Committee:

- Membership of the Appointment Committee was discussed and some names put forward for the second resolution proposed in Paper G. The principle was to have an equal representation from St Matthew's and All Saint's, to include a Churchwarden from each, plus Jonathan Mobey.
- It is possible that the Appointment Committee itself cannot make the appointment, only recommend it be made. Instead, the appointment could well have to be made by the PCCs. The relevant resolution in Paper G should be amended to reflect this.
- Jonathan Mobey said he would check with an HR professional the above point about whether the PCCs could delegate authority to appoint to the Appointment Committee. In the meantime, PCC members agreed to a wording change to the second resolution in Paper G so that the Appointment Committee's role would be limited to recommending to the PCCs that a job offer be made. It was agreed that practicalities require that it would be the Standing Committee of each PCC who then agreed the appointment (essentially the Joint PCC).
- If someone on the PCC is a candidate and is then recommended for appointment, they would need to resign from the PCC; PCC members cannot be paid by a PCC.
- In case someone on the PCC is a candidate, it is particularly important that the Appointment Committee includes someone who is not a PCC member. In any event, Gordon Gill recommended asking Hugh Rees, the Lay Chair of Wantage Deanery, who has just appointed a C&FW, to serve on the Appointment Committee.
- A sub-group of the Appointment Committee would be on the interview panel, and this would consist of a maximum of three people: Jonathan Mobey and one St Matthew's and one All Saints' representative.

There was no discussion of a draft advert, contract or application form because these were not ready for circulation.

It is still possible that we might be able to find accommodation to offer a C&FW, but investigations are still on-going.

Children & Families Worker (C&FW) – the employer

Jonathan Mobey confirmed that the Joint PCC cannot be the employer. Paper G therefore proposes that St Matthew's PCC is technically the employer, as it is for the Church Administrator. No one expressed any concern about this.

Songs of Praise

Jonathan Mobey relayed that we could hold the following Songs of Praise services:

- In Harwell on Sunday 25 May, the day before Harwell Feast, in the marquee
- In Chilton on Sunday 8 June, the day after Chilton Festival, also in a marquee

Jonathan recommended that if Songs of Praise is held, the most efficient approach is to repeat it in both locations i.e. that either both or neither event is held. Jonathan stated that he is happy for these services to go ahead, but he is unable to give the lead this year, for various reasons.

A practical issue raised is that Frances Taylor (piano) is unavailable for 25 May, which would jeopardise the involvement of the St. Matthew's Orchestra.

The discussion concluded that there is no real appetite for holding Songs of Praise in either village this year, and no one spoke in favour of doing so.

Gordon Gill mentioned that the Diocese will soon be sending out a request for parishes to check the dates of people listed on their World War I Memorials for specific dates of deaths. The Diocese recognises that there will be many instances where all of the young men from one village/parish will have joined the same regiment and will have gone to the Somme and all died on the same day. They will ask churches where this has happened to notify the Diocese and arrange a specific service of Remembrance.

C of E tweets in w/c 17 March

The meeting noted Liz Roberts' request to email her about any relevant topics that she could tweet about on behalf of the Church of England in w/c 17 March. She will try and tweet up to three times each day.

All Saints' and St Matthew's then separated for their individual PCC meetings, and the rest of these minutes refer to the meeting of All Saints' PCC

Present: Revd. Dr Jonathan Mobey (for items to 4(i) then 5(iii))
Revd. Pam Rolls (Chairman)
Mrs Naomi Gibson
Mrs Sylvie Thompson
Mr Andrew Hayes
Mr Stuart Gibson (from item 5(i))
Mrs Liz Morris
Mrs Helen Brook
Mr John Pigott
Mrs Carol Pigott (Secretary)

2. Apologies for Absence

Apologies had been received from Mrs Ruth Poole, Mrs Hazel King, Mrs Lin Kerr, Mr Alex Reich and Mr Philip Garner.

3. Minutes of the Last Meeting

The minutes of the previous meeting, held on Tuesday 7th January 2014 were accepted as a true record and duly signed.

4. Matters Arising from the Minutes

- (i) Noticeboard for Chilton Field
The necessary risk assessment had been sent to Prosus, the new site managers. Jonathan will follow up with Philip how far this has got.

5. Committee Reports

- (i) Finance. The finance report and revenue account for February had been circulated by email, and Stuart summed these up by saying that we were in a positive position, as both platted and pledged giving had increased over the last two months. Additionally, ten pledges had been received towards the cost of employing a Children and Families' Worker (CFW).
- (ii) Fabric. Andrew spoke on the progress of the path project. Having agreed that a resin finish was preferable, it had been discovered that there were two types, Resin Bonded and Resin Bound, with Resin Bound being more durable. The fabric committee currently have two quotes for two different sets of specifications from two contractors. They are now to obtain competitive quotes from both contractors for the same specification, in order to seek grants. (Grants of up to £5,000 could be available from the Vale of the White Horse, for improving disabled access.)
The new Communion Table had been made by Pierre Woodward and was now in the vestry, as it is quite light and portable. It will be consecrated at the next 9.30 Holy Communion service, on 16th March.
- (iii) Church Heating. Sylvie had produced a report from the heating committee, and expanded on this by saying that there were four options
 - a) Electric boiler. Cheap installation, high running costs
 - b) Low Pressure Gas (LPG) boiler, needing a storage tank

- c) Air Source Heat Pump. Can be un-responsive in cold weather, makes a noise, but with low running cost. There is also a government incentive for using this “Green” energy.
- d) A combination of a boiler with one Air Source Heat Pump.

Option d) was the preferred choice. The plan would be to have underfloor heating in the nave, south aisle, vestry and kitchen (though the kitchen had not been included in the Report), with radiators in the chancel. Radiators might be also needed in the nave, but it was hoped not. The ambient temperature would be kept at 10-12 deg C.

The window heaters will be retained.

The committee would be meeting the next week, and are aware that papers should be submitted to the DAC by the end of May, but we might also need to get planning permission from the District Council for an Air Pump and LPG tank if these options were chosen. The aim is still to start installation in the autumn.

- (iv) Youth report. There was nothing further to report, than had been put into All Saints’ Annual report
- (v) Pastoral Care. Pam said visits were on-going and that those being visited were prayed for at the Pastoral Care Team meetings (held roughly every six weeks).

6. Children’s and Families Worker.

This had been discussed comprehensively at the start of the meeting, with both PCCs together. (See above, item 1.)

The following were proposed:

1. To proceed with the recruitment process and appointment of a Children & Families’ Worker, involving underwriting from All Saints’ PCC’s Church Hall Fund up to £10,000 of the cost per annum, subject to satisfactory appointment process, and providing that:
 - St Matthew’s PCC agrees to underwrite from unrestricted reserves up to £20,000 of the cost over the three year appointment
 - At least a further £28,000 (including Gift Aid) of new money is raised or pledged in donations for the three year appointment (in addition to the £4,000 per annum including gift aid already pledged).
2. Delegate jointly to the Treasurers the agreement about the exact amount of funding required from each PCC, taking account of the agreed current 1/3rd:2/3rds formula.
3. To appoint Rev Dr Jonathan Mobey, Rev Pam Rolls, Mrs Naomi Gibson, Mrs Helen Brook, Mr Melvyn Gibson, Mrs Vicki Luker and one other person from St Matthew’s with HR skills to the C&FW Appointment Committee with the authority to (i) approve the final advert, contract and application form; (ii) to devise, organise and run the selection day; (iii) to shortlist, interview and make a decision about who (if anyone) to appoint out of the candidate(s) and (iv) to recommend to the Standing Committees that a job offer be made.

(The PCC noted that the Appointment Committee might also want to co-opt an external adviser as they see fit.)

4. That St Matthew’s, Harwell PCC will be the employer of the C&FW

The above resolutions were proposed by John Pigott, seconded by Liz Morris, and carried unanimously.

7. Mothering Sunday 30th March

Liz Morris will organise the posies, and requested help, and flowers, at 6 Latton Close on Saturday 29th March, at 2.00pm.

Easter and Lent Services

Ash Wednesday 5th March, 7.45 pm at All Saints’

Maundy Thursday 17th April, 7.45 pm at St Matthew’s

Good Friday procession from Chilton Field, followed by “At the Cross”, 9.30 at All Saints’.

Easter Saturday, 19th April, Vigil service, 8.00 pm at All Saints’

Easter Sunday, 20th April, 8.00 am Holy Communion at All Saints'
Family Communion, 9.30 am at All Saints' (Naomi has the Easter Eggs)

8. Revision of Electoral Roll

Gordon Cowan has this in hand

9. Preparations for Annual Parochial Meeting and Annual Parochial Church Meeting

- (i) Approval of Reports (Annual, Financial, Fabric and Ornaments)
It was agreed that these could be circulated and approved by email.
- (ii) Selection of optional reports. Church Heating (ST) and CFW (JLM) were chosen.
- (iii) Presentation of Logbook, Terrier and Inventory. The inventory was up to date, and the Logbook and Terrier also.
- (iv) Preparation for Elections. Nominations are required for 2 churchwardens, 2 Deanery Synod representatives, 3 PCC members for 3 years, and 1 for 1 year.
(Anticipating Naomi to stand again as CW, John P for Deanery, Stuart and Helen for PCC)

10. Future Dates

Mothering Sunday and Easter (see item 7 above)

APM and APCM Monday 28th April at 7.45 and 8.00 pm

Chilton D-Day Commemoration Saturday 7th June. Events on Chilton Field, followed by the ceremony at Harwell stone at 5.30pm. There will also be an exhibition in church, of the airmen who took off from the airfield. There will be teas, and an opportunity to have a quiet time in church.

11. Correspondence and Any Other Business

Mrs Anne Pickford had sent a letter, thanking PCC for the gift card at Christmas.

Facilities for nappy-changing were discussed, but it was felt that modern parents usually travel prepared with changing mats, etc., and change babies in the kitchen. This is not the best venue, but has more space than the toilet.

Liz reported on the Village Hall, that the footings were in, the buildings inspector had visited, and the work was progressing on schedule. The Community Room now belongs to the Parish Council, and a grant of £3,500 for furnishings had been obtained.

The Community Room should be in use from 1st May, and the Hall in the autumn.

Liz also passed on a request from OCC to use the church for an un-attended consultation in April or May.

This was agreed.

12. Closing Prayer

Pam closed the meeting with prayer at 10.40 pm.

Dates of Next Meetings:

APM and APCM Monday 28th April at 7.45 pm

All Saints' PCC Tuesday 6th May 7.45 pm at Chilton

Combined PCC Tuesday 3rd June 7.45 pm at Chilton

.....Chairman
Carol Pigott
Secretary.