

**Minutes of a Meeting of Harwell PCC
held on Tuesday 4 March 2014 at 7.45 pm in St Matthew's, Harwell**

Present

Allan Macarthur (Chair)	Lizi Bowerman (present until end of item 7)	Vicki Luker
Jonathan Mobey (present from item 7)	Scott Cockburn	Liz Roberts
Jane Woolley (Secretary)	Mel Gibson	
Chris Wheaton	Gordon Gill	
Tony Hughes	Peter Barclay-Watt (Treasurer)	

1. Opening & Prayer and Combined PCC 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 (Items 5, 4v and 9 on the agenda).

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 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 us 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 the situation is 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 from the life of our two churches that she could tweet about using the Church of England twitter account in w/c 17 March. She will tweet at least three times each day.

The rest of these minutes refer to the meeting of St. Matthew's PCC

2. Apologies for absence

Apologies were received from Monika Buxton, Anne Gill and Roz Shipp

3. Minutes of the January 2014 meeting

The minutes of the PCC meeting on 7 January 2014 were signed as a correct record.

4. Matters arising

This item was taken after item 10, but is recorded here in the order in which it appears on the agenda.

Christian Aid

Actions outstanding: Jonathan Mobey to:

- publicise the decision to cease collections, and highlight other ways in which people can give to Christian Aid – near Christian Aid Week in May
- liaise with Mary Hanley about how to encourage those who have expressed an interest in running other fund-raising ventures for Christian Aid to meet to discuss and plan these as appropriate, but for such events only to be run if judged not to be detracting from or 'competing with' other church activities and mission giving priorities

Powerpoint template for improved visibility features

Jonathan Mobey has received the proposed template from Chris Wheaton. Jonathan has approved it and has uploaded it to the website in the preachers' area.

Concerts Verger/Manager

Four people have been identified who are willing to help, but none is willing to be the overall lead co-ordinator for all concerts and all preferred not to be solely responsible for an individual event.

An arrangement has been made by the Rector and Churchwardens that once a concert is booked, one of the four helpers will be the lead for it, with a Churchwarden as a back-up to provide help on any issues that arise.

Harwell Feast BBQ

Outstanding action: Jane Woolley to co-ordinate the labour for the Feast BBQ

Songs of Praise

Covered in 1. above.

Thank you letter to Joan Impey re Fairtrade stall

Done

Stewardship

Tony Hughes has identified a person who seems like a suitable first contact for American Harwells. Contact can be made once we have a leaflet about the purpose of "Friends" to send.

Action: Liz Roberts and Mel Gibson to draft a "Friends" leaflet, with support with financial content from Peter Barclay-Watt

Email re PCC Away Day bring & share lunch

Done.

5. Children & Families Worker

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

Resolution	<ol style="list-style-type: none">1. To proceed with the recruitment process and appointment of a Children & Families Worker, involving underwriting from St Matthew's PCC's unrestricted reserves up to £20,000 of the cost over the three year appointment, subject to satisfactory appointment process, and providing that:<ul style="list-style-type: none">• All Saints' PCC agrees to underwrite from Church Hall Fund up to £10,000 of the cost per annum• 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).
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	2. Delegate jointly to the Treasurers the agreement about the exact amount of funding required from each PCC, taking account of the agreed current 1/3 rd :2/3 rd formula.				
Moved	Mel Gibson	Seconded	Tony Hughes	Passed	unanimously

Resolution	To appoint Jonathan Mobey, Pam Rolls, Naomi Gibson, Helen Brook, Mel Gibson, 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.				
Moved	Liz Roberts	Seconded	Tony Hughes	Passed	unanimously

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

Resolution	That St Matthew's, Harwell PCC will be the employer of the C&FW.				
Moved	Tony Hughes	Seconded	Vicki Luker	Passed	unanimously

6. Preparation for the Annual Parochial Meeting and APCM

Annual Report

The Annual Report was unanimously approved subject to:

- the remaining changes listed in Jane Woolley's email to PCC members of 28 February 2014
- the following phrase in section 5.1.4. be amended to say ".....over 20 years ago":

“.....directed the Orchestra since its inception over 25 years ago,....”

Jane Woolley circulated a dummy printout of what the report would look like in the intended A5 format.

There was unanimous agreement to Liz Roberts' suggestion of the preparation and publication of an abridged version of the Annual Report for more widespread consumption, in addition to the full version. The primary medium for the abridged version would be the website. All Saints' PCC are also discussing doing the same, and Liz would liaise with her All Saints' counterpart to co-ordinate on style/layout.

Action: Liz Roberts to prepare an abridged version of the Annual Report.

Year End Financial Statements

The Year End Financial Statements were unanimously approved and copies signed.

Peter Barclay-Watt paid tribute to Elizabeth Gill (book-keeper) for how quickly and accurately she processes the figures throughout the year.

Action: Jane Woolley to prepare a formal letter of thanks to each of a) Jane Moreton (Independent Examiner) and b) Elizabeth Gill.

Peter Barclay-Watt cannot be at the Annual Meeting. Chris Wheaton has agreed to stand in for him and to try and answer any queries at the meeting as best he can. Elizabeth Gill will be there to support Chris, but does not want to do the public speaking aspect.

Verbal reports to the Annual Meeting

Action: Jane Woolley to ask Scouts and Evergreens to make a verbal report to the meeting, with Bell Ringers as a back-up if Scouts/Evergreens decline.

Preparation for elections

a) Deanery synod – the three year term is coming to an end. Tony Hughes stated that he did not wish to stand again. Jane Woolley handed out nomination forms to the other current representatives, Mel Gibson and Gordon Gill. Lizi Bowerman will consider the matter, and also took a nomination form.

Action: Gordon Gill to send Jane Woolley some documents about being a Deanery Synod member for onward circulation

b) Churchwardens – have to be elected annually. Jane Woolley handed out nomination forms to Tony Hughes and Mel Gibson.

- c) PCC members – those elected for 2013-14 for one year were Scott Cockburn, Chris Wheaton and Lizi Bowerman. Scott Cockburn stated that he is not standing for PCC again in April. Chris Wheaton was undecided. Lizi Bowerman is considering standing as a Deanery Synod representative instead (although this still involves serving on the PCC). Gordon Gill passed on the message that Anne Gill is resigning after one year in April, rather than serve her full three year term. Vicki Luker stated that she is intending likewise. Vicki will, though, carry on serving as the Safeguarding Officer, and helping with Holiday Club organisation.

Jane Woolley gave Lizi Bowerman and Chris Wheaton PCC nomination forms in case they do decide to stand again. Jane Woolley confirmed that we can have up to 12 elected PCC members. There is one existing vacancy (i.e we only have 11 elected members currently). With Scott, Anne and Vicki standing down, that makes **four vacancies** to fill. This might increase to five or six vacancies depending on what Lizi and Chris decide to do. All vacancies are for three year terms from now on.

Action: Jane Woolley to arrange noticesheet publicity about the Annual Meeting and in particular about the Churchwarden, Deanery Synod and PCC member elections, and to ask Jonathan Mobey to make verbal announcements to encourage nominations.

Revision of electoral roll

Jane Woolley reported that she has talked to Mike Pepper and he has this in hand.

Refreshment arrangements for Annual Meeting

Action: Jane Woolley to ask Monika Buxton if she would be willing to organise refreshments for 7.30pm as last year.

Jonathan Mobey joined the meeting at this point. Jonathan confirmed that the Church Hall is definitely booked for the Annual Meeting. Beavers will be using it up to 7.15pm but no other Scout groups are in there after that on a Tuesday evening.

7. Committee reports

Finance Committee

At this time of year, there is no report as such. However, Peter Barclay-Watt was able to report some charity collections as follows:

Christingle “candles” raised £43.54

CMS boxes raised £456.55 on which a further £91 in Gift Aid can be claimed

Buildings Committee

There were no comments on the report.

Tony Hughes pointed to the variety of tasks required to keep the Church building in good shape, and asked the PCC to be aware that the Cleaning Team is becoming depleted and needs new volunteers. Otherwise paid cleaners may be needed.

The following matter was discussed:

Front row seating trial (replacement of pews by chairs)

Tony Hughes reported that there were 31 respondents to the feedback survey. Of these, 16 were in favour of keeping the chairs, ten wanted the pews reinstated and three expressed no preference. Two respondents did not make a choice between these three options but instead wrote comments. Tony reported that Liz Roberts had used the survey to report some informal investigations she had carried out amongst some older members of the congregation about whether they would like to sit at the front or not. Liz unearthed some useful barriers to sitting on the front row/having chairs there, including:

- You can't follow other people standing up/sitting down at the "right" time
- Nothing in front to put books on, or to hold on to when standing up
- People feel more secure at the back where they are nearer the doors/loos in case of need.

The PCC noted these factors that might explain people's reluctance to sit at the front (regardless of whether on a pew or a chair). Bearing in mind the feedback survey results, and noting that chairs offered extra flexibility, the meeting concluded that it would like to see the front row of chairs remain.

Tony Hughes explained that the next step would be to formally apply for a Faculty to this effect. Before this is submitted, the Buildings Committee need to give some thought to what to do with the surplus pews. They will discuss this at their next meeting and Tony will bring a formal proposal to the May PCC meeting. In the meantime, if organisers of weddings or other events request temporary reinstatement of those pews, this is possible.

The meeting agreed with Tony Hughes' proposed way forward.

Lizi Bowerman left the meeting at this point.

Church Hall Management Committee

There were no comments on the report.

8. Welcome to Church update

Due to time pressures, this matter was postponed to the next meeting.

9. Topics for C of E tweets in w/c 17 March

Covered in 1. above.

10. Improving the interior of St Matthew's

The meeting unanimously agreed with the revised statements in Paper N about “what we want our church building to be”, and with the other three proposed actions in the paper.

Tony Hughes said that the Buildings Committee would now take on the action of looking at the requirements and options for a new heating system. The meeting did not have time to discuss who would take on the other two actions to:

- carry out a “market study” of what could strategically and realistically be planned for extended use of the Church
- form a working party to look at the choice of chair types and recommend the type that would best suit St Matthew's.

Allocating responsibility for these actions will need to be revisited at the May PCC meeting. Jonathan Mobey said that he is particularly keen to be involved in the “market study”.

Gordon Gill mentioned that there are particular chairs which are recommended by the Diocese and of course much experience in other churches.

Mel Gibson is attending a VWH meeting on 12 March about applying for grants.

Gordon Gill pointed out that changes which make a building more accessible are more likely to find/win grants.

With all the new house-building in the pipeline, Jonathan Mobey wondered if developers' Section 106 money might be available to fund improvements to St Matthew's, for example, to build another extension, even. Jonathan also pointed out that St Matthew's building infrastructure plans such as the heating would need to be flexible enough to cope with such possible alterations to the interior.

Tony Hughes said that he had incorporated a comment about investment needed in parish facilities including the Church in the last round of consultation on the draft Vale of White Horse District Council Local Plan, and that others could also do so in the latest round of consultation, which closes on 4 April (go here to do so

<http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/new-local-plan-2031>).

11. Future dates

Mothering Sunday – 30 March

Action: Jonathan Mobey to ask Debbie Davies if she would be willing to arrange preparation of the posies to hand out in Wendy Sinclair's absence.

Easter Sunday – 20 April. “High Altar” will be used for Holy Communion.

APM & APCM – 29 April at 7.30pm (refreshments) for 7.45pm start

Grand Day Out in Oxford (Diocesan event) – 20 Sept – see

<http://www.oxford.anglican.org/mission-ministry/projects/imagining-faith-grand-day/>

12. AOB

In addition to new house building proposed in the Vale of White Horse District Council re-drafted Local Plan, Gordon Gill said that he has heard that there is due to be an announcement soon about a possible “Oxford Garden City” on the land near East Hanney where the reservoir was proposed.

See <http://www.wantageandgrove.org/oxfordgardencity.php> and http://www.oxfordtimes.co.uk/news/10934016.Garden_city_planner_silent_on_backing_rumours/

The meeting closed at 10.30pm.

CHAIR

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SECRETARY