

Minutes of a Meeting of Harwell PCC
held on Tuesday 1 July 2014 at 7.45 pm in All Saints', Chilton

Present

Jonathan Mobey (for items 1,
6, 10 I., 7)

Liz Roberts

Gordon Gill

Jane Woolley (Secretary)

Tony Hughes (Chair)

Jean Barton (except for item 2)

Lizi Bowerman

1. Opening prayer and Combined PCC discussion

Rev Dr Jonathan Mobey opened the meeting by reading Psalm 145, v 8 to 14, and prayer.

With both PCCs present, the following items of common interest were discussed:

Children's and Families Worker

Peter Shields had accepted the offer of the appointment as CFW, and his start date will depend on obtaining accommodation for him, his wife Melanie, and their four children. It was agreed that his contract should start in mid-August if possible, for 3 years, with a 6 month probationary period. He would not need a licence, but there could be a Commissioning Service.

Funding had reached the "trigger point" in order for the appointment process to be initiated, and between one half to two thirds of the total needed for the 3 years had been raised or promised so far. We need to go on to the next phase of fund raising in the near future.

Housing for Peter and his family still needed prayer, although there were three possibilities at the moment.

Commissioning services

A Commissioning Service would be held for Peter, for the new Curate Jan Radford, and also Rev Pam Rolls, who had completed her curacy, and was to move into her new position, once the formalities had been completed.

Bishop Colin could be invited to the Commissioning Service. Lizi Bowerman (from Harwell) suggested the first Sunday in September might be a good date for this, as it would be the end of Holiday Club, and so would be a good time to introduce Peter. The service could be followed with a BBQ.

Jan Radford would also be joining us for her curacy. She will be ordained Deacon on Saturday 5th July at Christchurch Cathedral, and will be licenced to our benefice. She should be asked to make her Declaration of Assent as soon as possible following her ordination.

Ministry and Medicine

Jonathan informed new members of PCC about this, which had been discussed and agreed at previous meetings. Bishop Colin was also happy for Jonathan to work for one day a week in General Practice, to keep his GP registration, and his medical experience current, and also for his own fulfilment. This would start in September, and Jonathan would keep Wednesdays as his day off. An explanatory note would go into the newssheet.

Carol Service Dates

This decision had been held over from the cancelled Combined PCC, which was to have been held in June. The PCCs agreed to the following dates:

- 30th November (Advent Sunday) Toy Services (with Communion)
- 7th December Carols at Harwell
- 14th December Carols at Chilton
- 21st December Connect Christmas Special

It was thought good to keep the current pattern of 4pm informal family-friendly Carol service and 6.30pm formal 'Nine Lessons and Carols'.

At 8.20 pm the PCCs divided into their own meetings, and St Matthew's, Harwell meeting minutes continue:

2. Co-option of a new PCC member

Resolution	To co-opt Rev Jean Barton as a PCC member				
Proposed	Liz Roberts	Seconded	Gordon Gill	Passed	Unanimously

3. Apologies for absence

Apologies were received from Allan Macarthur, Peter Barclay-Watt, Roz Shipp, Monika Buxton, Mel Gibson and Pam Rolls.

4. Minutes of the May 2014 meeting

The minutes of the PCC meeting on 13 May 2014 were signed as a correct record.

5. Matters arising

Some matters documented here involving Jonathan Mobey were covered once he entered the meeting, just before item 10 (I).

I. **Christian Aid**

Action from previous meeting: Jonathan Mobey to ask Pam Rolls if she would be prepared to represent the Benefice (as opposed to just All Saints') on the local Christian Aid Committee, which she already attends.

Jonathan Mobey said that he has established that in fact Pam Rolls doesn't represent All Saints', Chilton on the local Christian Aid Committee. All Saints' needs a new Christian Aid Co-ordinator. When this person has been appointed, Jonathan will ask them if they would also be willing to represent St Matthew's, Harwell on this Committee.

Action: Once new Christian Aid Co-ordinator for All Saints', Chilton is appointed **Jonathan Mobey** will ask them if they would also be willing to represent St Matthew's, Harwell on the local Christian Aid Committee.

The following action remains outstanding to be completed.

Action: Jonathan Mobey 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. Jonathan to liaise with Mary Hanley about this in the first instance.

II. **Harwell Feast**

Action from previous meeting: Jane Woolley to co-ordinate the labour for the Feast BBQ.

Action completed. The PCC expressed its formal thanks to Jane Woolley for organising this.

III. **Stewardship**

Action from previous meeting: Tony Hughes to draft a covering letter for **Jonathan Mobey** to send to the main USA contact along with the draft Friends leaflet, and asking the contact for her feedback on the leaflet and her thoughts on how best to make the Friends scheme known to USA Harwells.

Tony Hughes gave new PCC member, Jean Barton, a summary of the rationale for contacting USA Harwells. Tony has prepared the draft covering letter, with input from Liz Roberts. Tony forwarded it to Jonathan Mobey but this coincided with Jonathan's father's illness, so Jonathan has not yet sent the letter to the USA contact. Tony has been in touch with the USA contact by email to explain the reason for the slight delay.

Further action required:

Action: Tony Hughes to remind **Jonathan Mobey** to send the letter to the main USA contact along with the draft Friends leaflet

IV. Annual Report

Action from previous meeting: Liz Roberts to send a pdf of both abridged Annual Reports to Jonathan Mobey.

Action completed.

The following action remains outstanding to be completed:

Action: Jonathan Mobey to load both abridged Annual Reports onto the website – either as a pdf or as a web page

V. Incorporating APCM into a Sunday service

Action: Jonathan Mobey to mention the idea to All Saints' too.

Action completed

Action: Jonathan Mobey and Jane Woolley to look in more detail at the best timing for such a service in 2015, given when Easter and school holidays fall, and allowing sufficient time to prepare and circulate an Annual Report, etc. in advance.

Jane Woolley reported that she and Jonathan Mobey had deliberated with Carol Pigott at All Saints', Chilton and that Sunday 22 March 2015 looks like a possibility.

Action: Jonathan Mobey to enquire about any ready-made format for incorporating the Annual Meetings into a Sunday service

Jane Woolley reported that Jonathan Mobey had not yet had time to look into this.

Gordon Gill said that he had experience of incorporating the APCM into a service at Cholsey. Jean Barton said they did it in her parish up north. Both Gordon and Jean were positive about the experience.

Gordon Gill and Jean Barton were sceptical, though, that both St Matthew's and All Saints' APCMs could be fitted into the normal 1 hour service format. They felt that 1.5 hours was more realistic. So this would affect Sunday service start and end times and might also make it difficult to hold both APCMs on the same Sunday.

Action: Jane Woolley to identify the compulsory proceedings of the Annual Meetings, with a view to cutting the formalities down to the bare minimum to make it more feasible to incorporate the meetings into a service setting.

Action completed.

Further actions required:

Action: Jane Woolley to confirm with Howard Cattermole (Diocesan House) the compulsory proceedings of the Annual Meetings

Action: Jonathan Mobey & Jane Woolley to prepare a proposal for the September Combined PCC meeting.

VI. **Book keeper**

The following action is outstanding:

Action: Mel Gibson to raise at the next Finance Committee Meeting the issue of replacing Elizabeth Gill as book keeper by the end of 2014, which is when she wishes to retire.

VII. **Confirmation of ex-officio PCC members**

Action: Jane Woolley to double check with Howard Cattermole at the diocese office which clergy and "lay workers" should be ex-officio PCC members. Currently only Pam Rolls and Jonathan Mobey are invited to attend PCC meetings in this capacity.

Action completed. Advice from Howard Cattermole received and resulting conclusions drawn:

Jean Barton & Joan Impey – whose designation is that they have "permission to officiate" (PTO)

Howard Cattermole writes: You are right that having permission to officiate does not make clergy ex-officio on the PCC; the only way clergy on PTO (who are generally speaking retired) can be members of the PCC is by co-option, since being ordained they cannot be elected.

Jane Woolley's conclusion: Not ex-officio PCC members

Kate Evans and Alex Reich – whose designation is that they have "a bishop's licence to preach and lead in the benefice"

Howard writes: The two you refer to are in any case definitely not ex-officio on the PCC.

Jane Woolley's conclusion: Not ex-officio PCC members

Peter Barton – whose designation is that he is a "licensed lay minister"

Howard Cattermole writes: Yes, Peter should be on both PCCs if that is what the annual meetings determine under CRR rule 14(1)(e).

Jonathan Mobey writes further on this: *I guess the current situation regarding LLMs and PCC membership depends on the decision when it was last addressed at an APCM, and that that decision holds until it is overturned at a subsequent one. If on the other hand it has never been discussed at an Annual Meeting, I am not 100% sure whether LLMs are PCC members by default, but my reading of CRR rule 14(1)(e) is that they are not, i.e. LLMs as PCC members is 'opt in' rather than 'opt out', hence Howard's "Yes, Peter should be on both PCCs **if that is what the annual meetings determine** under CRR rule 14(1)(e)" [emphasis mine]. In other words, I think we can assume that Peter is not an ex-officio PCC member currently (unless we have evidence that a previous Annual Meeting has determined that LLMs are on the PCCs).*

Jane Woolley's **conclusion: Not ex-officio PCC member**

However, Jean Barton said that she remembered Rob Thomas being on the PCC when he was an LLM. Tony Hughes also remembered this. This would suggest that LLMs might in fact be ex-officio PCC members, unless it was the case that Rob was elected to the PCC.

Further action required:

Action: Jane Woolley to double check in APCM minutes and PCC minutes for around 2004-05 whether Rob Thomas was elected to PCC or appears to have been an ex-officio member.

VIII. **Charities Commission registration**

See agenda item 6.

IX. **Church Hall advertising**

Action: Liz Roberts to pass Roz Shipp's details to those organising the programme booklet for the Harwell School Summer Fair.

Action completed.

The following action is outstanding:

Action: Roz Shipp to reinstate the advert for the Church Hall on the TV screen at Bob's Butchers

X. **Calendar in Christmas and Easter cards**

Action: Jane Woolley to get feedback from Joan Impey on the 2 options discussed and report back to the next PCC meeting for a decision to be made.

Action completed. Jane Woolley read out Joan's reply, which in summary said that the full calendar option is preferable. Liz Roberts (Chair of Comms & Ops Committee) noted this for their meeting in September at which the Christmas and Easter cards will be planned.

Further action required:

Action: Jane Woolley to notify the Church Administrator of the desire to publish a separate A4 sheet with the full month's calendar with the Christmas and Easter cards.

XI. **Non-alcoholic communion wine**

The following action is outstanding:

Action: Jonathan Mobey to liaise with the Church Administrator about sourcing other non-alcoholic wines for PCC members to evaluate – in particular to try to find one which is acceptable to All Saints' PCC members.

XII. **Possible subsidised accommodation for C&FW**

Action: Jonathan Mobey to prepare an options paper for the PCC(s) to consider further

This action is not relevant at the moment because of two other more promising options that the C&FW is exploring.

The remaining agenda items are minuted in agenda order, but were discussed in the following order: 8; 9; 10 (II); 10 (III); 11; 12; 13; 10 (I); 7; 6.

6. **Charities Commission registration**

Note that the agenda indicates that there is a Paper C to accompany this item. In fact this paper was not produced because the situation was slightly different by the time of the meeting.

Gordon Gill and Jane Woolley explained that Gordon is not willing to sign the Charities Commission Trustee Declaration form until clarity on the following is obtained:

- a) Whether PCC members' liability risk is any different as a result of registration with the Charities Commission
- b) Whether PCC members' liability risk is any different as a result of employing a C&FW
- c) The efficacy of any possible indemnity insurance against PCC members' risk
- d) Whether ex-officio PCC members are definitely trustees, like elected PCC members

Advice on these matters is being sought by Jane Woolley from John Rees, the Diocesan legal advisor. Jonathan Mobey and Gordon Gill are also looking into what other PCCs have done about indemnity insurance.

Action: Gordon Gill, Jane Woolley and Jonathan Mobey to obtain and discuss the required information.

The following actions from the last meeting therefore remain outstanding:

Action: Jane Woolley to complete the registration process

Action: Jane Woolley to alert relevant people about needing to state on documents that we are a registered charity (once registration is complete)

7. Improving the interior of St Matthew's

Tony Hughes gave an update.

Heating

Since the last meeting, a Heating Project Group has been formed. At the moment, this comprises Tony Hughes, Mel Gibson, David Pyke, Mike Pepper and Scott Cockburn. Mike and Scott might not be able to participate in some of the investigations about what other churches have done due to weekday work commitments.

Tony Hughes has put together a spreadsheet of roughly estimated capital and running costs for about 6 options thought of so far. These figures are just scoping figures and not based on quotations.

Seating

Mandy Birkinshaw has agreed to take the lead in researching what chairs are available, and asking other churches what they have done. Gordon Gill has also agreed to be involved and he has met with Mandy. Gordon and Mandy will identify what sort of chairs they would recommend for St Matthew's ready, for if and when the decision is taken to replace the pews.

Market Study

This is to look at what serious prospects there are to widen the use of the church building. It is still the case that no one has been identified to lead this investigation. However, Tony Hughes has talked to a number of people about being involved. Those interested so far are: Hazel Connolly, Peter Barton, Chris Wheaton, Monika Buxton and Jonathan Mobey. All are quite keen but do not see themselves as leading the work. Jonathan Mobey also suggested Zara Zimmerman and Peter Shields, the new C&FW.

The next step would be to get these people together for a discussion about the possible scope of, and methodology for, the work and how they could each contribute to taking it forward.

Jane Woolley has agreed to work with Jonathan to draw up a suitable agenda and format for the discussion session, and either then to contribute to that discussion or to run the discussion (whichever would be more helpful). Tony Hughes said that he did not now particularly need to be involved, but would be happy to facilitate the discussion if Jonathan and Jane preferred to contribute rather than lead.

Action: Tony Hughes to approach Zara Zimmerman to see if she would also be willing to be involved in the initial discussion group.

Action: Jonathan Mobey to convene the initial discussion group.

Action: Jonathan Mobey to discuss with Peter Shields (the new C&FW) about whether or how he could contribute to a Market Study group

Tony Hughes has drafted a note for the Sunday notice sheet about the various improvement activities. The text for this has been reviewed thoroughly across quite a wide audience. It is necessarily quite long. A short reference to it will be in the main body of the notice sheet. The full text will then be printed as an insert to the notice sheet.

8. Mission giving budget allocation proposal

Tony Hughes recapped on the situation last year. This was that the PCC had not felt able to approve the proposed distribution in the first instance, although it was eventually agreed at a subsequent meeting. As a result of last year's problems criteria had subsequently been drawn up for the World Missions Group to follow. Their paper says that they have followed these criteria in making their recommendations.

Tony Hughes said that unless PCC members had clear evidence that the WMG had not followed the criteria it would seem that the PCC should trust the recommendation of the World Missions Group and approve the allocation on a vote. If individual members did not feel able to vote in favour and found themselves in a minority they could of course take up any issues or queries that they have directly with the Group.

Resolution	To approve the allocation of the mission giving budget proposed in Paper D				
Proposed	Liz Roberts	Seconded	Jane Woolley	Passed	5 in favour 1 against

9. Deanery Synod update

Paper F was noted.

The Make Lunch initiative

The meeting discussed the Make Lunch social action idea, and also the possible relevance to Holiday Club lunch arrangements. Jean Barton pointed out that getting volunteers for Connect catering has not proven easy, and so she cautioned that we should not assume it would be straightforward to provide lunch for Holiday Club or on other occasions during the school holidays. Such activity needs to be sustainable.

This then led to another discussion about whether some people would be more encouraged to register their children for Holiday Club if there were an easily available paper registration alternative. For example, by making some paper copies of the registration form available for collection at the School Office for use by those without access to the internet and by proactively contacting previous attendees who fall into this category.

Action: Jane Woolley to ask Jonathan Mobey to mention the Make Lunch idea and the ease of registration for Holiday Club for those not online to the C&FW for further consideration in due course.

The Make Lunch discussion then led to another discussion about ease of getting a Food Bank referral, and to the suggestion that it would be helpful if the church could advertise better where people can get a referral from.

Action: Liz Roberts to add how to get a Food Bank referral to the information on the church website about the Food Bank

Feedback to Deanery Synod on our plans for church growth

Gordon Gill summarised the essence of the issue as being about whether the C of E can maintain its presence in every community.

Tony Hughes said that he and Jonathan Mobey had already fed back verbally in small groups at Deanery Synod about the Connect and C&FW initiatives in our benefice. Tony commented that St Matthew's is on a relatively good footing in terms of viability in the community.

Gordon Gill said that he would like to see the PCC make more time to discuss church growth issues. It was pointed out that this had been done recently via PCC away days and prior that at PCC "SWOT" days. Tony Hughes said that we need to keep the momentum going on such matters, and also remember to crystallise our plans in writing so that there was tangible evidence to make available to Deanery Synod.

Gordon Gill said that it would be good to ask the clergy who are involved in mission on Great Western Park and at Harwell Business Site to come and talk about their work e.g. during a Sunday Service. However, no specific action was agreed in relation to this suggestion.

10. Committee Reports

I. Finance Committee

Papers G & H were noted.

St Matthew's finances have been very positively impacted by a legacy of £67,223. This was unrestricted giving.

Jonathan Mobey said that this money could either remain in the general fund, or it could be put into a designated fund e.g. for a particular project such as buildings improvement or maintenance or to help fund the C&FW. If it is put in a designated fund, that decision can always be reversed. Tony Hughes suggested that we would really need to have a proper discussion about this, informed by an options paper, before we could properly decide. In the meantime, in order to keep tabs on the sum, it would be helpful to have it identified as a separate line on the accounts.

Jonathan Mobey pointed out that including this legacy, the money in our reserves is a very considerable sum and we should ensure that it is earning as much interest as possible in the short term.

Liz Roberts said that she would like to know whether interest earned would be apportioned pro rata to the legacy or if it would all be subsumed into general income.

Action: Jane Woolley to ask Elizabeth Gill to insert a separate line in the accounts/E&I report for the legacy, called "Talbot Legacy".

Action: Jane Woolley to ask Peter Barclay-Watt to prepare a paper for the October meeting about how we can optimise the interest earned on the Talbot legacy and our reserves generally. Also to cover Liz Roberts' query about apportioning of interest.

Action: Jane Woolley to include an item on the October PCC agenda to look further at whether we want to put the legacy into a designated fund.

Lizi Bowerman queried whether the C&FW will have more than the current £900 pa youth work budget to draw upon e.g. to purchase equipment, etc. Jonathan Mobey said that as a benefice we have budgeted £30k pa in total for the C&FW post, which obviously has to cover the C&FW staff costs of salary, compulsory pension contribution and employers national insurance. Anything left over from this budget after staff costs could possibly be transferred to the youth work budget. Under the current 'Employers Allowance' government scheme, we will in fact be exempt from employers' national insurance for the C&FW's employment. This means that potentially more than expected of the C&FW budget could be used to increase the youth work.

II. Buildings Committee

Paper I was noted.

Tony Hughes explained that expenditure on church maintenance is well below budget for the proportion of the year that has gone by. But this is commonly the case because we are awaiting quotes before incurring the expenditure towards the end of the year. Most of the budget will probably be spent.

III. Church Hall Management Committee

Paper J was noted.

11. Concerts & alcohol

Tony Hughes thanked Liz Roberts for researching and drafting some of the accompanying Paper K. Tony explained that the situation is that the current Concerts Policy was agreed by the PCC a year ago. This policy will need to change as experience is gained, and be reviewed on a regular basis.

Resolution	To amend Point 9 of the Concerts Policy to read: <i>As the church is not a licensed premise within the meaning of The Licensing Act 2003, amended by the Live Music Act 2012 and the Licensing Act 2003 (Descriptions of Entertainment) (Amendment) Order, alcoholic beverages cannot be sold - or donations asked for the offer of alcohol - on the premises, except where the concert organiser has obtained a Temporary Event Notice after agreeing the proposed arrangements for serving and sale with the concert 'verger/manager'. This does not apply if the alcohol is genuinely free, as for when we serve mulled wine following a carol service.</i>				
Proposed	Liz Roberts	Seconded	Gordon Gill	Passed	unanimously

Resolution	That the entire Policy be scrutinised after a further year of concerts in St Matthew's.				
Proposed	Liz Roberts	Seconded	Gordon Gill	Passed	unanimously

Action: Tony Hughes to communicate the Policy change to the concert managers.

Action: Tony Hughes to include selling alcohol/Temporary Event Notice in the concerts checklist, when it is added to the churchwarden's handbook.

12. Future dates

Holiday Club – Monday 18 – Friday 22 August

Next PCC meeting – Tuesday 2 September

Harvest service – Sunday 5 October

Churches Grand Day out in Oxford – Saturday 20 September

13. AOB

Gordon Gill suggested organising a coach for a group to go to the Churches Grand Day Out in Oxford. The idea is to encourage as many people as possible from every church in the Diocese to attend. The pressure on parking is likely to be large.

Action: Jane Woolley to discuss with Jonathan Mobey publicity for the Grand Day Out, and what might be organised by way of communal transport.

Liz Roberts wondered if the next PCC away day could be a retreat. Gordon Gill said that he knows a venue for this. Jean Barton commented that it would be good to have some PCC/committee meetings with greater spiritual content from time to time.

Action: Jane Woolley to get the suggestion that the next PCC away day be a retreat put on the September Combined PCC meeting agenda.

The meeting closed at 10.35pm

CHAIR

SECRETARY

DATE

DATE