

Minutes of a Meeting of All Saints' Chilton PCC
Held on Tuesday 7th October 2014 at 7.45pm at St Matthew's Harwell

1. Opening Prayer and Combined Discussion

Rev Dr Jonathan Mobey opened the meeting by reading Isaiah 28 v. 23-29.

In this passage, the prophet Isaiah is addressing the leaders of the Israelites. He uses a harvest or farming analogy to make his point. The relevance to us as PCC members is that there are several stages involved in realising the "harvest": groundwork, sowing, reaping. The work of the PCC could be said to make a key contribution to the "groundwork". However, farmers are involved in more than just groundwork, and so should we be. We on the PCC might not expect to observe all the fruits of the harvest, but at least some should be evident to us. Otherwise we must question if we are doing our "farming" in the best way. It is God who gives us the knowledge and insight we need to farm well. We need to apply that wisdom e.g. use the right tools for the job.

Jonathan then led the meeting in prayer.

• **Wallingford Deanery Parish Share situation**

Ref. Papers J & K. The Deanery needs to raise funds to meet a possible shortfall in its 2014 finances arising from one or two parishes being unable to meet their financial contributions. If the Deanery has a shortfall in 2014 it would fail to qualify for c. £9,000 of Deanery Share rebate. The proposed solution is for the financially stronger parishes to consider making a gift or a loan to the Deanery.

The following points were made during the ensuing discussion:

- Our Benefice could make a loan of £2,000 to the Deanery, to be repaid when our first 2015 Parish Share payment is due.
- The two Treasurers could work out the detail of how much each parish would contribute to such a loan.
- Since we do have reserves, and they don't earn much interest, it would seem sensible to offer such a loan, if the consequence would otherwise be c. £9,000 less of Deanery Share rebate.
- We make our Parish Share payments to the Diocese, not the Deanery. So we would need the Deanery to repay the loan to us if we want to use that money to pay off our first instalment of the 2015 Parish Share
- There is a risk that the same situation may arise this time next year.
- The Deanery needs to consider whether it can continue to afford its current number of stipendiary clergy and is in the process of reviewing this
- We need to do something in the short term to help resolve the immediate situation with the Deanery finances.
- If either St Matthew's or All Saints' is unable to meet its Parish Share, the Deanery needs to be alerted

On the other items raised by the Deanery Report, namely the vacancy for a Deanery Treasurer and the request for benefices to report back on growth strategies, the following points were made:

- There were no volunteers or suggestions of people who might be willing to be Deanery Treasurer.
- The Rector will draft the required report about plans for growth following the November CPCC meeting.

• **Appointment of a Personal Assistant to the Rector and Communications Officer**

Ref. Paper L. Carolyn Vickers has tendered her notice to resign as Church Administrator but has kindly agreed to stay on until the end of the year whilst a replacement is found. The proposal is for the replacement post to be for more hours and to have an increased remit. As well as the current tasks performed by the Administrator, the post holder would act as a PA to the Rector, and be responsible for developing and implementing aspects of church communication.

The following points were made during the ensuing discussion:

- An example of the sort of PA work in mind is dealing with the Rector's email correspondence.
- Examples of the sort of communications work in mind are keeping the website up to date, developing the Ridgeway Broadsheet, and keeping a church presence on social media.
- It would be good to have effective liaison between the post-holder and the Comms & Ops Committee to ensure clarity of who is doing what.

- The Comms & Ops Committee will shortly be without a Chair. The post-holder could Chair the Comms & Ops Committee.
- Would this then make the Comms & Ops Committee obsolete? No, the post-holder would need to continue to draw upon the views and skills of Committee members. The change would be in the way in which Comms work was effected: from a Committee-led approach to a project-led approach.
- What really matters is effective every day communication, as opposed to formal “corporate” communications.
- Will the proposed salary be high enough to get a person with the right skills? Jonathan commented that he had carried out some preliminary research when coming up with the likely salary range but that further research would be useful.
- Nowadays such a role requires someone highly proficient in IT and with technical skill.
- We mustn’t overlook the pension costs.
- This would be quite a key role. It would effectively be an additional person on the senior leadership team.
- A PCC member has verbally committed to covering the additional cost via a donation on an ongoing basis. Would this be sufficient to cover all the extra costs? Yes.
- What would we do if the donation stopped? We’d have to respond e.g. perhaps by agreeing with the post-holder to cut the hours of work, but we’d cross that bridge if we came to it.
- It is helpful that the proposed working pattern is across the whole week, and to match Jonathan’s working week and way of working.
- It is helpful if the hours the post-holder would work in the office were regular/predictable. Friday is an especially helpful day to cover because of the build up to Sunday services.
- We need to allow some flexibility in the working pattern we eventually agree with the successful candidate i.e. not discount someone who can’t do any hours on, say, a Wednesday, but is otherwise available and suitable.
- Will the proposed hours be sufficient? Jonathan said that he hoped they would be.

At 8.45 pm the PCCs divided into their own meetings, and All Saints’ Minutes continue:

Present:

Mrs Liz Morris (Chair)
 Mr John Pigott
 Mr James Hellem
 Mrs Sylvie Thompson
 Mr Alex Reich

Rev Pam Rolls
 Mrs Naomi Gibson
 Mr Stuart Gibson
 Mrs Carol Pigott (Secretary)
 Rev Dr Jonathan Mobey (later, items 5 and 6)

2. Apologies for Absence

Apologies had been received from Mrs Hazel King, Mrs Helen Brook, and Dr Carina Lobley

3. Minutes of the Previous Meeting

These were accepted unanimously, and duly signed.

Proposal arising from Combined Session (above)

- **Appointment of a Personal Assistant to the Rector and Communications Officer**

Resolutions:

1. To proceed with appointment process as described below *
2. To approve the Appointing Committee as consisting of the Rector and Churchwardens
3. To agree a salary range of £21-28,000 pa pro rata
4. To delegate to Appointing Committee powers to (i) approve the Job Description (JD), contract and advert, (ii) arrange and conduct interview(s), (iii) agree salary within the agreed range, and (iv) to recommend to the Standing Committee that a job offer be made.

***Appointment process**

- October 2014: Drafting of Job Description (JD), contract and advert
- By end October 2014: Approval by Appointing Committee of JD, contract and advert, and placing of advert
- End November 2014: Interview(s) and offer of job
- 1 January 2015: Post commences with a 3 month probationary period.

The above were proposed by Naomi Gibson, seconded Liz Morris, and carried unanimously.

4. Matters Arising from the Minutes

- (i) Bell Ringing Simulator. This item is in hand, and Carina is about to research funding possibilities.
- (ii) Installation of Telephone Line. Stuart had received a further telephone call from BT that evening. Engineers have come to install the line twice now, and on each occasion have been thwarted, as BT has still not removed obstructing branches as they had said they would.
- (iii) Christian Aid representative. Pam reminded PCC that a replacement is still needed in this capacity, following Derek Tisdall's retirement from the task.

5. Committee Reports

The following items are minuted in the order in which they were covered in the meeting.

- (ii) Fabric. The Fabric Report had been received from Dr John Berry, and circulated prior to the meeting. It was noted that the Churchyard working Party had been adversely affected by heavy rain, but Kate Hunneman had turned up and worked in the afternoon. Judith Russell is to organise another event on 8th November.
Discussions regarding the wall with the occupants of Middle House are currently in abeyance, until the new owners have settled in properly.
The new owners of the old shop have politely asked for the noticeboards to be removed from their front wall. The Parish Council will probably re-locate theirs to the Community Room. All Saints' is currently in the kitchen, and John Pigott will ask the Fabric Committee to consider possibilities for its re-positioning.
- (iii) Youth Report Naomi reported that she, Sylvie Thompson and Judy Goodall had met with Peter Shields to discuss the Sunday group. Peter and Judy had visited the families with teenagers in the group, and 8 or 9 had gone to a pizza evening with him. Currently Peter and Judy are running the Sunday groups. Melanie Shields will be helping too, and Peter is to decide what future actions should be taken.
Pam reported that Peter had been to the last three Y-clubs on Thursdays after school, and was liaising with Pam and Naomi.
- (iv) Pastoral Care. Pam reported that the team continues to meet every 6 weeks, and she would be attending an Age Concern meeting this week. She and Jan Radford were to work together on reaching older people.

7. Deanery Synod report.

This item had been discussed in the "Combined" session, at the start of the meeting, and the following resolution had been passed at the start of the "Individual" session, by All Saints' PCC:

Resolution:

For the benefice to loan the deanery up to £2,000 to be repaid before our first quarter Parish Share is due in 2015.

Proposed Stuart Gibson, Seconded John Pigott, carried unanimously

8. Harvest and Welcome Picnic Feedback

Alex reported that the welcome Picnic, held by the Community Room on Chilton Field, had been a good event, and well worthwhile. It had been slow to start, but had suddenly picked up, with about 50 attending, including existing members of the congregation and children. It would be worth repeating next year.

Naomi reported that the Harvest cream teas had been a "sell-out", with over 100 plates used. There had been a very good atmosphere, and the bunting outside had helped to give a festive feel to the event, as well as advertising it. The only problems were that the DVD showing had got stuck in a loop, and not all the produce had gone. It might need someone to actively promote this next year, when it would be an excellent idea to repeat the event. Thanks went to all who had helped Naomi to organise it and work on the day. £450.40 had been raised so far for Tear Fund, a big increase on last year.

The Harvest Service in the morning had been excellent. The school presentation had been very good, and Peter had reached all levels in his talk.

(The Rector joined the meeting at this point.)

John Berry and Naomi had both emailed the Rector to ask if the service sheets could be sent to All Saints' on a Saturday regularly, as it was distracting, when there are large congregations, to have the Rector bring them to be distributed just before the service.

Jonathan agreed that it was not always possible for Carolyn to produce them early, for various reasons. He would liaise with Peter to aim to have them in Chilton by Saturday evenings.

5. Committee Reports (continued)

- (i) Finance Stuart responded to questions arising from the Revenue Account and Finance Report, circulated prior to the meeting.

The expenses incurred so far on the Heating Project have come out of the General Fund, currently standing at c. £4.5k. These expenses will be repaid later, from other Funds set aside for the purpose, bringing the General Fund up to c. £8k.

£10k should be paid to the Parish Share, £4k for Missions Giving and £2,300 Joint Share. (Although the Joint Share may be £1k less than originally anticipated)

The actual cost of the Notice Board on Chilton Field had been double the original quote, but there had been a donation towards this.

More pledges, plate, and the Parish Council contribution to the upkeep of the churchyard are yet to come in.

All the covenanted tax has been repaid, so the situation is currently looking better than it is in fact, and Stuart thought we may end up with a £2k deficit.

Stuart then raised the question of funding for the Children's and Families Worker (CFW) and for Connect.

We are now paying the salary for Peter Shields, the CFW, but not all pledges have come in yet. Currently the pledges cover just over half the Chilton share of the salary, with the Church Hall Fund needing to provide a further £5k pa.

It would be necessary to highlight fund-raising for the CFW again in the New Year.

Connect has been funded by Chilton since its inception, and there is no income from it.

Jonathan said that Peter would be making a presentation to CPCC, and wanted to review Connect at the end of the year, to determine the direction it should go. PCC agreed to take a view on funding Connect, after Peter's presentation to the next CPCC.

There was also the possibility of Harwell contributing to its funding, as Connect or its successor could become more of a benefice-wide activity.

The Share has to be paid by 30th November, and is now a benefice cost. (i.e. All Saints' and St Matthew's Share is considered as one item) St Matthew's uses reserves, and has reduced Missions Giving, to pay their Share.

Resolution

That the Standing Committee decides in the last week of November how much Parish Share to pay.

Proposed Stuart Gibson, seconded Jonathan Mobey, carried unanimously.

6. Heating All Saints'

Sylvie had circulated a report indicating the current situation. Quotes from 3 independent contractors are needed, and these will be sought imminently. The next DAC is Nov 10th, and we could get approval at that meeting (or the December meeting) to apply for a full Archdeacon's Faculty.

Concern was expressed that there had recently been a flood in church (caused by a sudden "cloudburst"), and, although the drainage problem should be resolved when the paths are laid, it is likely that the under-floor heating could be installed before this happens.

Alex was concerned that we would be fully committed to under-floor, as soon as the application for a Faculty goes in, but was reassured that this was simply the "Planning Application", and we were still not fully committed. He also appreciated the information going out in a recent broadsheet/newssheet.

Stuart said this publicity had produced a generous donation towards U/F.

There would be a public notice up for 28 days for people to register any objections/comments.

At this point Naomi and Carol said that they had received comments of the sort that people might flag up at that point too, regarding the tiles being slippery, the pews being "down-sized", and the vestry door having to be cut to size. Also the question of storage for cleaning things, and what about the red carpet. Where will that "end"?

Responses to these were that the tiles are non-slip; it was at another church that the pews had been shortened, as an alternative to moving them; and Sylvie produced an example of the pipework and screed-tile cover. These showed how much depth would be needed in the floor, so that although the door would need to be made shorter, it would not need a great deal off it.

There would be a cupboard in the vestry with the boiler in it, with some space for cleaning things, but maybe not so much room. Adapting the red chancel carpet would need to be considered.

9. Christmas Preparations

Naomi has her list of Christmas Tasks, and will enlist help as necessary.

John will check candle numbers with her.

Pam will consult with choir, to plan Carol Singing around the village, and in the pub.

10. Future Dates

PCC agreed with the dates for meetings as set out in the table below.

Jonathan reported that St Matthew’s would hold their first meeting of 2015 on 20th January

11. Any Other Business

(i) Village Hall Up-date. Liz said that regular hirers were to return to the Hall on Monday 13th Oct. Other users on 20th, and there would be an official opening on 31st October

(ii) Noticeboards in Church Alex remarked that the PCC photos on this were out of date. Carol would approach Lin Kerr to ask if she could take some new ones for us.

(iii) Correspondence There were letters of thanks in the file, and a letter from the St Barnabas Trust was passed to Pam, for Missions to consider.

12. Closing Prayer

Rev Pam Rolls closed the meeting with prayer at 10.30 pm.

Date of next meeting. Combined PCC Tuesday 4th November 2014 in Chilton at 7.45 pm.

.....Chairman
 Carol Pigott
 (Secretary)

Day of week	Date	Type of meeting	Location
Tuesday	6th Jan 2015	Ind. (single) (Chilton)	Chilton
Tuesday	20th Jan	Ind. (single) (Harwell)	Harwell
Tuesday	3rd Feb	Combined	Harwell
Tuesday	3rd March	Individual	Harwell
Sunday after service	22nd March	Annual mtg Chilton	Chilton
Sunday after service	19th or 26th April	Annual mtg Harwell	Harwell
Tuesday	5th May	Ind. (single) (Chilton)	Chilton
Tuesday	12th May	Ind. (single) (Harwell)	Harwell
Tuesday	2nd June	Combined	Chilton
Tuesday	7th July	Individual	Chilton
Tuesday	1st Sept	Combined	Harwell
Tuesday	6th Oct	Individual	Harwell
Tuesday	3rd Nov	Combined	Chilton