

**Minutes of a Meeting of Harwell PCC**  
held on Tuesday 7 October 2014 at 7.45 pm in St Matthew's, Harwell

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**Present**

Jonathan Mobey (Chair & present for items 1-9)	Tony Hughes (Chair for item 10 onwards)	Monika Buxton
Jane Woolley (Secretary)	Lizi Bowerman	Roz Shipp
		Peter Barclay-Watt

St Matthew's, Harwell and All Saints', Chilton PCCs were present together for Item 1, and also for the discussions around Items 2 & 3 of common interest. The PCCs then dispersed into separate meetings to vote on the resolutions associated with Items 2 & 3 and to cover item 4 onwards.

**1. Opening prayer**

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.

**2. 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 of our first instalment of the 2015 Parish Share
- There is a risk that the same situation arises 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.

<b>Resolution</b>	For the Benefice to loan the Deanery up to £2,000 to be repaid before our first quarter Parish Share is due in 2015.				
<b>Proposed</b>	Chair	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

### 3. 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 to 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.

<b>Resolution</b>	<p>(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 a salary within the agreed range, and (iv) recommend to the Standing Committees that a job offer be made</p> <p><u>Appointment process</u></p> <ol style="list-style-type: none"> <li>1. October 2014: Drafting of JD, contract and advert</li> <li>2. By end October 2014: Approval by Appointing Committee of JD, contract and advert, and placing of advert</li> <li>3. End November 2014: Interview(s) and offer of job</li> <li>4. 1 January 2015: Post commences with 3 month probationary period</li> </ol>				
<b>Proposed</b>	Chair	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

**4. Apologies for absence**

Apologies were received from Allan Macarthur, Mel Gibson, Liz Roberts, Jean Barton, Gordon Gill and Pam Rolls.

**5. Minutes of the July 2014 meeting**

The minutes of the PCC meeting on 1 July 2014 were signed as a correct record.

**6. Matters arising**

**I. Christian Aid**

**Action:** Once a 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.

**A new Chilton co-ordinator is not yet appointed; when this is done JM will propose taking on a Benefice-wide remit. This need not stay on the PCC agenda.**

**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.

**An initial discussion with Mary Hanley has occurred. This need not stay on the PCC agenda.**

## II. Stewardship

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

**The draft leaflet is still with Jonathan who intends to action it this month.**

## III. Annual Report

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

**Done**

## IV. Incorporating APCM into a Sunday service

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

**Done – dealt with at September CPCC meeting**

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

**Done – discussed at September CPCC meeting. See also agenda item 7.**

## V. Confirmation of ex-officio PCC members

**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.

**Carolyn Vickers and Elizabeth Gill kindly assisted Jane in investigating the evidence for the situation. Jane also corresponded with Rob Thomas by email.**

**The key questions here are:**

- 1. What evidence is there that Rob was on the PCC whilst he was an LLM?**
- 2. Was he an elected or ex-officio PCC member whilst he was an LLM?**

Information on the internet about Rob says that he's been an LLM since he was 25 years old. Rob was given a leaving present by Harwell & Chilton PCCs in Summer 2006, which was roughly when he was ordained. He was definitely an LLM in 2004 because Elizabeth Gill's records show that she paid LLM fees for him for 2004 on 7 January 2005.

There is plenty of evidence that Rob was on the PCC. For example, the minutes of 8 March 2005 have him giving his apologies. Rob himself also remembers being on the PCC.

We found a copy of a PCC nomination form for Rob dated 13/3/01. This suggests that he was an elected and NOT an ex-officio PCC member whilst he was an LLM. Unfortunately, we couldn't find a copy of the minutes of the annual meeting in 2001 to confirm that he was indeed elected, but it would appear from the nomination form that he was.

**Rob wrote in an email to Jane on 27/7/14:** *"I'm pretty sure (almost certain) that I was an elected member of the PCC. I particularly recall being elected to the PCC on one occasion, and as I'd arrived at Harwell as an LLM it follows that I must have been elected while an LLM. I'm pretty sure that in my time at any rate there wasn't an Annual Meeting decision that LLMs (or some number of them) should be ex-officio members. Hope this helps!"*

**Conclusion: LLMs are not ex-officio PCC members of St Matthew's PCC.**

## VI. Charities Commission registration

**Action:** Jane Woolley to complete the registration process

Confirmation has been obtained from the Diocese that ex-officio PCC members are PCC trustees, like any other PCC member. Gordon Gill has signed the Charities Commission Trustee Declaration Document.

Jane Woolley will complete registration once she has obtained one remaining PCC member's personal details.

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

**Outstanding because registration is not yet complete**

**Action:** Gordon Gill, Jane Woolley and Jonathan Mobey to obtain and discuss the required information [about indemnity insurance for PCCs].

Jonathan Mobey provided Paper N, arising from St Andrew's PCC, Oxford, which he has been given permission by the author to circulate. This concluded that some protection is provided to St Andrew's by their standard insurance policy with Ecclesiastical, but that some trustee risk remains uncovered. It also concluded

**that:** *“Having consulted with various other charities and churches, further cover is not considered worthwhile. The best cover comes from exercising prudence in decision making. It should also be noted that the Charity Commission now has power to exonerate charity trustees from personal liability for losses arising from decisions made in good faith.”*

**Elizabeth Gill has asked Ecclesiastical (our insurer) to clarify whether our policy includes the same cover referred to. We are awaiting a reply from Ecclesiastical.**

**VII. Church Hall advertising**

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

**In hand, but not yet completed, due to the need to take suitable photos.**

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

**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.

**Done**

**IX. Non-alcoholic communion wine**

**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.

**Ongoing. This item can now be removed from St Matthew's PCC's list of outstanding actions.**

**X. Improving the interior of St Matthew's**

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

**Done, and Zara is willing.**

**Action: Jonathan Mobey** to convene the initial discussion group.

**Outstanding.**

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

**Outstanding.**

**XI. Make Lunch**

**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.

**Done**

**XII. Food Bank referral info**

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

**Done**

**XIII. Talbot Legacy**

**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.

**Done; see also related agenda item10**

**XIV. Concerts & alcohol**

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

**Done**



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

## Outstanding

### XV. Grand Day Out

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

**Done. A Notice was inserted into 14 September notice sheets so that Carolyn Vickers could act as an agent for those able to offer lifts to others/willing to care share/in need of a lift.**

### XVI. PCC Away Day

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

**Jane missed this for September CPCC. Jane has emailed Peter Cox and asked for this to be put on the November CPCC agenda instead.**

## 7. 2015 Meetings

The proposed PCC meeting dates in Paper M were agreed, apart from the January meeting. It was agreed that this should be moved from 6 January to **20 January**, due to how difficult it is for the Finance team to prepare year-end figures by 6 January. It will therefore be held on a different date to the equivalent All Saints' meeting and will therefore be at St Matthew's rather than at All Saints'.

The best date for the Annual meeting was agreed to be **26 April**, after the 11am service, as discussed at the Combined PCC meeting in September. It was decided to postpone discussion about format, whether to include a bring & share lunch, etc, to nearer the time.

These dates were agreed unanimously.

## 8. Items dealt with by Standing Committee

There will be no evening service at St Matthew's on Sunday 28 December. Likewise, that there will be no early morning service at All Saints' on the same day.

**9. Book-keeper**

Peter Barclay-Watt explained that the current book-keeper, Elizabeth Gill, and the book-keeper in waiting, Brenda Pyke, will work in tandem up until 31 December 2014. Brenda will take over from 1 January 2015.

<b>Resolution</b>	That Brenda Pyke be appointed book-keeper in waiting whilst she is being inducted by Elizabeth Gill, with a view to her taking over as book-keeper in January 2015 when Elizabeth retires.				
<b>Proposed</b>	Chair	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

The following resolution wording is required by the bank to add Brenda Pyke as a signatory to cheques:

<b>Resolution</b>	It was resolved that the authorised signatories in the current mandate, for the accounts detailed in Section 2, be changed in accordance with Sections 5 and 6 and the current mandate will continue as amended.				
<b>Proposed</b>	Chair	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

There was some discussion about marking Elizabeth Gill's long and excellent work as Book-keeper.

**Action:** Jane Woolley and Peter Barclay-Watt to liaise about marking Elizabeth Gill's contribution as Book-keeper.

Jonathan Mobey left the meeting at this point.

**10. Talbot legacy**

Ref Paper C. Note the error at Line 6-7 where "If the full amount turns out to be required.." should read "If the full amount turns out not to be required...".

The question of optimising the interest earned is covered in Paper C.

<b>Resolution</b>	It was resolved that the sum of £67,223 be transferred to a designated fund entitled John Reginald Talbot Legacy				
<b>Proposed</b>	Roz Shipp	<b>Seconded</b>	Monika Buxton	<b>Passed</b>	Unanimously

Peter Barclay-Watt explained that the intention is for the next Finance Committee meeting to discuss designating the Talbot Legacy to various individual purposes.

## 11. Improving the interior of St Matthew's

Tony Hughes gave an update of where the three workstreams are up to.

### Heating

The Heating Project Group is about to make a series of visits to other churches, starting with Sutton Courtney, which has recently had a new heating system.

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 scoping figures and not based on quotations. They will hopefully be of use for reference when making visits to other churches.

Tony Hughes has also started to tabulate some pros and cons of different systems.

The group might be in a position to come to the PCC for a discussion about the various options in early 2015.

### Seating

Mandy Birkinshaw has investigated various possible types of chair which could replace pews. Mandy has done a lot of work on this, including speaking to various people about it, of whom Gordon Gill was one, and making visits to churches. Early in 2015, Mandy and Tony will try and pull together a summary and proposal.

### Market Study

The forecasted use of the church building over the next 20 years is obviously a crucial determinant of the most appropriate heating, seating, facilities and layout of the church building. As noted in Item 6, the convening of an initial discussion group to start looking into the possible scope of, and methodology for, the forecasting work, and who will undertake the tasks involved in such an investigation, is awaited.

## 12. Committee Reports

### I. Finance Committee

Papers D, E & I were noted.

Peter Barclay-Watt pointed out that, ignoring the Talbot Legacy, our projected deficit for the year is £7,250 rather than the budgeted deficit of just under £5,000. This is

due to lower than anticipated one-off gift-aided donations (only £35.27 so far against a budget of £4,000) and to one-off costs for Church Hall maintenance. This will mean drawing further on our unrestricted reserves unless there is an increase in giving before the year end.

Tony Hughes suggested adding a column for projected year-end figures which would better reflect the likely year-end position due to the five or six items which have a expenditure which is unevenly distributed across the year. Tony Hughes said that he realised that this would be a bit fiddly for the book-keeper, though.

Lizi Bowerman queried why the Youth Work expenditure splits out Scramblers, Pathfinders and Youth Fellowship but not Discoverers. Tony Hughes said that the Church Maintenance line in the budget/E&I report could also do with being split out into its constituent parts to make it more helpful for monitoring purposes.

Peter Barclay-Watt said that he would consider these points.

Peter Barclay-Watt said that the Finance Committee is preparing an update note on finances to go in the October service notice sheets, plus a reminder for anyone who is outstanding to fulfil their C&FW pledge (there are just one or two pledges outstanding).

## II. Buildings Committee

Paper F was noted. Since that was written, the Buildings Committee has met again, so Tony Hughes had some updates to relay.

Roz Shipp has stepped down from the Buildings Committee. Tony Hughes has sounded out a replacement, who is thinking about it. Tony Hughes thanked Roz for all her work.

Tony Hughes has received the certificate from the DAC which will enable us to make permanent the chairs at the front of the nave. Tony put up the two public notices about this on 7 October.

Tony also relayed that the Buildings Committee feels that now would be the right time to pass over the financial and managerial responsibilities for the Church Hall entirely to the Church Hall Management Committee. Up to now, the responsibility for maintenance work has been split between the Buildings Committee and the Church Hall Committee. The Buildings Committee feels that it would be more satisfactory if the Church Hall Management Committee had responsibility and accountability for the whole Church Hall management and budget. However, they could of course call upon the Buildings Committee for advice/assistance where necessary.

Tony has spoken to Jonathan Mobey and Tim Roberts about this. Both are happy with the proposal. Roz Shipp concurred that Tim is happy.

<b>Resolution</b>	It was resolved that from 2015, the responsibility and the budget accountability for <u>all</u> aspects of the Church Hall is passed to the Church Hall Management Committee.				
<b>Proposed</b>	Tony	<b>Seconded</b>	Peter	<b>Passed</b>	Unanimously

	Hughes		Barclay-Watt		
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**III. Church Hall Management Committee**

Paper G was noted.

**13. Harvest lunch**

Monika Buxton reported that the sum raised for Tearfund was £335.

There were fewer attendees than last year, mainly due to Nightingales and Loud no longer being in existence. Monika did invite ByBox but they didn't come. The Harwell Out & About Club were away in Normandy. So there were relatively few non church regulars.

Tony Hughes wondered if Harvest lunch could be held in the Church Hall if attendance is going to continue to be lower. Monika Buxton pointed out that the cooking facilities are inadequate in the Church Hall for the type of food currently served. It was agreed to keep Harvest lunch in the Village Hall for the time being.

Monika Buxton pointed out that the organising team could do with some younger blood. Monika is working on this.

**13. Christmas arrangements**

Tony Hughes ran through the Christmas checklist. Jane Woolley and Tony Hughes took away actions to confirm with various people that they are able to sort out certain items.

**14. Future dates**

CPCC Meeting – Tues 4 Nov at All Saints'

Education Sunday – 1 March.

**13. AOB**

There was none.

**The meeting closed at 11pm**

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**CHAIR**

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**SECRETARY**

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**DATE**

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