

**Minutes of a Meeting of the Combined PCCs
of St Matthew's Harwell with All Saints' Chilton
held on Tuesday 2 September 2014 at 7.45 pm in St. Matthew's
Harwell**

NOTE: The June 2014 Combined PCC meeting was cancelled.

Present

(J) Denotes Joint PCC member. There were thus 7 voting members plus the Chair at this meeting - all resolutions refer to Joint PCC votes

Jean Barton	Gordon Gill	Liz Roberts
Lizi Bowerman	James Hellem	Roz Shipp
Helen Brook	Tony Hughes (J)	Sylvie Thompson
Monika Buxton	Hazel King,	Jane Woolley (J)
Peter Cox (Secretary)	Carina Lobley*	The Rector (Chair, J)
Mel Gibson (J)	Allan MacArthur (J)	
Naomi Gibson (J)	Alex Reich (J)	

By Invitation: Vicki Luker and Caroline Heason, both present to the end of item 6

* Present to the end of item 9c.

1 Opening & Prayer

The Rector read from Psalm 17.

He said people may think that we need to fight our corner and get revenge. In this Psalm, David turns this over to God, the Lord says it is His to vindicate us, he will fight our corner. Jesus did not defend Himself in front of Pilate. We should hand over our decision making to God. It is right to plan but then hand things over to the Lord.

He then led the meeting in prayer.

2 Apologies for absence

Apologies were received from: Stuart Gibson(J), Carol Pigott(J), John Pigott, Liz Morris (J), Pam Rolls (J) and Peter Barclay-Watt (J)

3 Minutes of the February 2014 meeting

The minutes of the CPCC meeting in February 2014 were signed as a correct record with no amendments.

4 Actions / Matters arising Other than those listed

Paper B refers.

4.a Songs of Praise 2014 (Ref: February 2014 Item 10b)

STATUS: Cancelled

4.b Christmas Cards (Ref: February 2014 Item 9a)

Monika Buxton confirmed that she will sell the remaining stock of Christmas cards at Harvest Festival and then any left unsold at the Village Quiz. The Rector said that they could be sold at a set price or for a donation.

The Rector said that an outstanding action from February was for Carol Pigott to ask Judy Goodall to sell the cards at the Chilton Wives Group Meeting. He asked the Secretary to check this had taken place.

ACTION: CPCS Secretary to ask Carol Pigott if she has contacted Judy Goodall.

4.c Alcohol Free Wine at Holy Communion (Ref: February 2014 Minutes Item 9 d) 2)

The Rector said that an alcohol free wine has not yet been found that meets the requirements of both Churches. St. Matthews PCC found the second trial wine acceptable and is continuing with it, but All Saints' had yet to find an acceptable wine. He is happy for the search to continue. Discussion ensued:

- There was a suggestion grape juice could be used but the Rector said that Church rules specified it had to be fermented.
- At another church, alcohol free wine is frozen into cubes, which can be thawed as required for each service. This saves having a bottle open for an excessive time and reduces wastage. The Rector said that this was an innovative idea.
- The Rector said that the numbers opting for alcohol free wine are not known though there was anecdotal evidence that people had avoided taking Communion to avoid drinking alcohol.

4.d Prayer for Individuals after Services (Ref: February Minutes Item 9 d) 3)

The Rector said that the Worship Service Group will consider a Prayer Ministry Group.

5 Membership changes in Sub Groups.

Communications and Operations: No changes.

Outreach and Support: Andrew Hayes (Chair) has stood down as he is no longer on Chilton PCC.

World Mission: Kate Ullmer has left.

Worship Services Group: Brian Barrett and Maura Launchbury have joined.

Children and Families Group in abeyance.

6 Safeguarding

Paper G refers. Vicki Luker introduced these items:

Caroline Heason said that Vicki Luker had invited her to attend this meeting as she covers safeguarding as part of her job. The Diocesan Safeguarding Policy is similar. She can advise if changes are required and help to implement them.

6.a Training

The new Safeguarding booklet composed by Mel Gibson has been launched at the Holiday Club. All the Holiday Club leaders were given a copy. The Children and Families Worker will distribute copies to the children's group leaders and helpers. They will sign for receipt of the booklet and a copy will be held in the register of each group. It includes the point of contact for training. There has not been any training for a considerable time. Ian McDonald, Diocesan Youth Worker, and Steven Barber, Diocesan Safeguarding Advisor could lead training sessions. The training would include how to spot abuse, how to write up concerns and first aid. It would be to a basic level of skill.

6.b Mentoring and Roles

No comments beyond what is in the paper.

6.c Children's Advocate and Safeguarding Officer

The Safeguarding Officer should be someone independent and neutral, and not involved with the groups.

The Children's Advocate is someone that Children can talk to a friendly person who they can have a discussion with, possibly involved with the regular work. It could be the Children and Families' Worker. Discussion ensued:

It was stated that Margaret Hughes had in the past been the Children's Advocate. She had never been called upon.

The Rector said that people may assume it is the role of the Children and Families' Worker, he could make it known; he already visits families and talks to the children. He asked if the meeting agreed for the CFW to be the Children's Advocate. There were no objections.

It was suggested that this is put on the back of business cards to be given out at the Holiday Club Celebration service. The Rector said that he would talk to the Children and Families' Worker about this.

ACTION: Rector to talk to Children and Families Worker about having Children's Advocate on the back of his business cards.

6.d Reporting Concerns

There is a template for reporting concerns in the Safeguarding booklet each group leader will be given and a copy will be placed in the register for each group. Any completed forms would usually be given to eh CFW, but could also be given to Pam Rolls, the Rector or the Safeguarding Officer directly, so they can be collated.

6.e Registration of Groups

Vicki Luker and the Rector explained the requirements and current situation:

- A register of all groups
- A register of attendees to each weekly session
- An annual authorisation form from the parents

It was unclear how consistently an attendance register for all groups was completed. The annual authorisation form has not been in use for some time. It is assumed that the children's parents are in church and can be called upon. It is useful for food intolerances for example. It is needed for legal purposes including the parents' authority to do certain actions.

Discussion ensued including:

- Some children's group leaders present said that registration in various forms is being carried out in their groups and was carried out at the Holiday Club.
- If this applies to other groups away from the Sunday Service such as the choir.

The Rector said it does apply to other groups. He proposed that the Children and Families' Worker create and oversee the required registers. **There were no objections.**

6.f Combining Groups When Short of Helpers

Vicki Luker said that this was a situation where a Sunday Group is short of helpers, such as when a leader fails to turn up unexpectedly. At St. Matthews several groups are run at the same time, if short of helpers the groups are merged so the correct ratio of children to leaders is maintained. There is a large requirement at St. Matthews to fulfil: the minimum is 2 leaders so 8 are required for the 4 groups.

The children's group leaders present stated the actions usually taken in these circumstances and the rules currently in place:

- Merging with other groups
- Meeting in a hall with another group
- A standing instruction not to run if only one leader is present
- Using a known reserve leader for a group
- Using a parent or someone from the congregation, though this can only be a one-off not a regular occurrence due to the dangers of 'grooming'.
- The rota of helpers is composed with 2 leaders for each session.

There was discussion of the lack of leaders for some of the groups, the problems recruiting more leaders and the thinking behind the age groupings we now have.

The Rector said that the key requirement is that each session of a group has two leaders, both over 18, at least one of whom is DSB checked. If a group only has only one leader it cannot run. If there is no reserve the group could merge with another. There may be other people that are DBS checked as well as the children's group leaders who could step in.

Vicki Luker said that she will prepare a list and forward it to the Children and Families Worker.

ACTION: Safeguarding Officer to send a list of all DBS checked people in the Benefice to the Children and Families Worker.

Vicki Luker said that these rules must be communicated to the children's group leaders. Those leaders present said that they were already aware and thought that the other leaders also knew.

The Rector said that the Children and Families' Worker will act on this.

6.g DBS Checks for Children's Group Leaders and Safeguarding of Vulnerable Adults

Jane Woolley asked if clearance and registration applied in the same way to Home Groups as for children's groups.

There was discussion during which the following background and requirements were explained by Vicki Luker and Caroline Heason:

Definition

The definition of a vulnerable adult includes a person receiving care or support, or with mental health problems, disabilities or learning disabilities, at risk and not able to safeguard themselves, or not having the mental capacity to make decisions for themselves. People can also be vulnerable temporarily such as when under a general anaesthetic.

It also includes anyone on benefits or a pension payout or has a child 6 months or younger e.g. Fledglings parents and helpers. It covers the majority of the people who attend church groups. It is not about targeting these groups but we need to make sure the people leading groups they may attend have a DBS check.

Background

This is not a new issue but public awareness has been raised recently by the cases of abuse such as at Mid Staffordshire Hospitals and the Winterbourne View home for people with learning disabilities. We must not shut our eyes to adult abuse, it does go undetected.

Vulnerable people may discuss problems of abuse with people at a place of worship. Similarly people in institutional care will seek out these people. An example is a carer using their client's credit card to steal from them. This may be mentioned at coffee after church or at a home group. Familial abuse was mentioned.

Safeguarding adults is different to safeguarding children as an adult can understand what they are doing. It is not as straightforward when there are no children in the house - people have a right to decide how they live. You need to be mindful that there can be a problem.

This is not about setting people worrying, but being sensitive that there could be a problem. It is about safeguarding the vulnerable.

If a group leader hears about something and is not sure if it is abuse (for example a home group member mentions money going missing) they should talk to or refer it to the Rector or Pam Rolls. Be sensitive and talk or refer.

The Rector said that we are talking about addressing safeguarding concerns as they come up in church life, also about who needs a DBS check.

Requirements and Costs

Vicki Luker said that the Diocese requires that the leader of a home group must be DBS checked and the owner of all the homes the group meets in (as people can arrive before the leader). Groups can only be held in a house where the owner is already checked.

If the group leader does not wish to be DBS checked the home groups can be amalgamated or another person in the group can be checked. A list of home group leaders and attendees is also required.

The Rector explained that the DBS check involves the applicant completing a short form on line. If the person does not use computers Vicki Luker will go through the task on line with them.

The cost to PCCs is £10.50 per person for volunteers and £55 for paid staff. If a person has already had a DBS check in the previous 3 years (e.g. for their employment) it can be used by the Benefice free of charge.

The Rector proposed that we comply with Diocesan law and get all home group leaders and children's group leaders to be DBS checked (or have their DBS check from elsewhere transferred). A commitment is needed by the CPCC as the costs to meet the requirement will be met from general funds.

Discussions revealed that DBS checking of leaders of children's groups was better understood by the meeting, so this matter was split from consideration of DBS checking of leaders of adult's groups.

The Rector asked if there was a consensus about children's group leaders and helpers being DBS checked and stated that there was no choice on the matter. **There was general agreement.**

The Rector asked if we ask as required all leaders of adult groups including e.g. Evergreens, to be checked or have a previous check transferred. The cost will be significant as quite a few checks will be needed. The CPCC needs a policy as the CPCC is responsible for safeguarding.

Discussion covered:

- Concern about the range and number of people that may need a DBS check.
- Maintaining the current range of activities and groups.
- This issue has a high profile in the Diocese.
- Other groups this applies to such as the bell ringers, ladies group and choir, the ministry team and the visiting team.
- There may be duplication where people have checks for different reasons.
- If all group leaders are DBS checked there is no need for them to make judgements about who is vulnerable.
- The need for training as well as a DBS check.

The Rector asked if the meeting was in favour of asking all leaders of adult groups to have a DBS check and payment by the general fund, with training as required. **There was a majority in favour**, but given that there were significant numbers not in favour, it was decided not to proceed with this, at the current time at least.

Those who abstained said that they were not clear about what people and required a check and the cost implications. Vicki Luker said that she will provide a list of all DBS checked so far to the Rector.

ACTION: Safeguarding Officer to send DBS list to Rector

The Rector asked Vicki Luker to produce a definition of who is a vulnerable adult, how it relates to our context and who would need a check.

ACTION: Victoria Luker to state definition of a vulnerable adult and what group leaders and in the benefice this applies to. This matter to be raised at the November Meeting

The meeting discussed the need for an annual review of the Safeguarding policy by the CPCC.

The Safeguarding booklet will be passed to all leaders of adult groups and signed for in the same way as for children's groups.

Caroline Heason offered to do training and Gordon Gill for Adults with learning difficulties. The Rector thanked them for the offer and said that the Children and Families' Worker would also be providing training.

The Rector thanked Vicki Luker and Caroline Heason for their work on this so far and offers of training.

7 Ministry and Medicine

The Rector reported that he has completed his first full day yesterday, back at his previous practice. This should be reviewed by the Benefice in some months' time. It is not common. He is intending to donate any proceeds after expenses to the Benefice. It will be each Monday. He thanked all for their prayers on this matter.

8 Stewardship

The Rector reported that the Stewardship group had not met since the last CPCC meeting. Possible matters to consider are if the Benefice should have an appeal and if there should be an autumn financial update in September in both Churches to update the congregations. Discussion ensued:

- It was stated this had been done in the past.
- The legacy presented to Harwell Church was discussed. The Rector said that this is a separate matter; the Harwell PCC is still in discussion about what to do with it.
- It was suggested the Stewardship group should discuss the desirability of an appeal and the Rector said that he will pass this to them.

ACTION: Rector to raise fundraising appeal and autumn statement with the Stewardship Group
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The Rector said that the Stewardship group continue to consider other ways of fundraising including grants, electronic giving, etc.

9 Reports from the CPCC Sub Committees

9.a Communications and Operations

Paper C refers. Liz Roberts reported:

The group has not met since June and there was nothing further to report beyond the report which was distributed in June. She drew people's attention to the following from the report:

Item 2.16 Friends Brochure: It was stated that this was a St. Matthews PCC matter; following the Rector's review it will be sent to the American contacts. Liz Roberts said that the author can write a similar brochure for All Saints' Chilton if required. The Rector said that the All Saints' PCC was currently not minded to issue one.

Item 2.1 and 2.2 Christmas Cards. Liz Roberts will meet the Rector and the Children and Families' Worker to brainstorm this matter, the current cards are said to be falling short of their remit to replace the Broadsheet. There could be more information on an insert or calendar as the cards cover a two month period, so people have a handy written record as diary dates. They will consider having an accessible message versus having "in house" dates. The Rector said that it needs to be easily comprehensible.

Other Matters.

There needs to be an explanation that any guest contributor to the Broadsheet is just that as people are thinking it is a new minister.

ACTION: Rector to add explanation as required

The group was small in number and Liz Roberts will be stepping down in March 2015.

The Rector thanked Liz Roberts for the paper; the group had been busy and active with an impressive output despite their small numbers.

9.b Outreach and Support

Paper D refers. The Rector reported on behalf of Andrew Hayes who has stepped down from chairing the group, no longer being on the PCC, having finished his time as Churchwarden. He highlighted some items from the paper:

Welcome Packs: this matter has been passed to Communications and Operations. Liz Roberts said that these have been updated with the new job titles. The Harwell one is on hold. The Rector suggested considering including a feedback sheet in the Welcome Packs. Liz Roberts said that they would consider this.

Debt Support: Lizi Bowerman is the area representative for Christians Against Poverty (CAP) and has agreed to speak to the Churches on this subject. There are various options for the Churches to get more formally involved including running courses. We should raise awareness in the benefice then see if God is calling us to this.

Lizi Bowerman said that Gareth Lloyd Jones has been appointed as part time manager of the Wallingford CAP centre. It is currently a collaboration between Ridgeway Community Church and Wallingford Baptist Church, it could extend from the Wallingford – Berinsfield area to the Didcot area.

Chairman: There is a vacancy for Chair of the group. The Vice Chair is not on the PCC. Any suggestions of people to take this on can be given to the Rector after the meeting.

Home Group Coordinator: Matter Outstanding

The Rector said that the terms of reference of the sub committees may be considered at the November meeting.

ACTION: CPCC Secretary to add this to the November Agenda

9.c World Mission Group

Papers F and N refer. The Rector reported on behalf of Rev. Pam Rolls. The group has met twice. As stated in the paper there is a possibility John Abu Bakker may visit in October. His last visit was 4 years ago.

It was asked if the appeal for younger members to get involved had taken place. The Rector said that he is in discussion with Rev. Pam Rolls and others about the future of the group and its remit. This is partly due to

the imminent completion of Rev. Pam Rolls' curacy and her appointment to Associate Minister with resulting possible changes to her areas of responsibility. It is an exciting time for the Benefice with other changes going on.

9.c.1 Fundraising in Church

Paper M refers. The Rector described the background and issues:

The Church receives requests to use the Churches as a forum for fundraising of various types, some Christian, some for general fundraising. These include sponsorship and personal development.

The Paper describes the organisations the Benefice supports regularly including Mission Partners and other organisations, for which general funds are allocated. There are also specific collections. In addition to this there are a number of organisations that get in contact.

The PCCs are legally responsible for fundraising in the churches and that the Benefice's funds and buildings are used appropriately, in co operation with the Rector.

At the moment the Church administrator checks requests she receives with the Rector as they come in. A large number of requests could follow if the Church is seen as a good option for fundraising, involving stalls at the back or people holding a sponsor form at the door. It would be a big distraction and people may feel obliged to contribute.

Fundraising requests have included stalls in church, adverts in the Broadsheet, service sheets and notice boards, appeals for sponsorship and selling things. The space in the porch and in the publications is limited.

The Paper describes 6 options:

1. To accept all requests without limitation
2. To agree that the Rector make decisions on a case-by-case basis
3. To agree a broad policy including some general constraints, to be interpreted and applied by the Rector, Administrator, etc. as required
4. To pre-determine which groups/individuals may be given support
5. To disallow support for any non-approved groups/individuals
6. To authorise a small group to work with the Rector to consider requests

Discussion ensued:

A number of people supported the third option which is to have a broad policy and general constraints. If there are a large number of requests the matter can be brought back to the CPCC.

It was stated that a published rationale is needed. The Church Administrator can send it to a requestor otherwise it looks like we are making up the rules as we go along.

The meeting discussed if all fundraising must be specifically Christian and comply with the mission of the Church. For example if a gap year was Christian focussed that would be allowed.

The Rector said that currently he is happy to allow publicity for general community building, education or cultural e.g. University of the Third Age or Harwell Gardeners Club. Occasionally if short of space he will hold over a non Christian item to give space for a Christian item, or make a judgement about two non Christian items. He has had a request for sale of items to raise funds for a non Christian learning charity. He went with this as it was a young person who he wanted to encourage. He also had a request from an individual for funding for their gap year which he turned down for the church but sponsored personally, it being important to build a relationship with him.

The meeting discussed having a distinction in the policy between fundraising around church services and the churches being used as a venue for concerts and meetings. For example the ladies groups fundraising for visiting speakers, Harwell Young Singers' Children in Need concerts, and Chilton Teas. The Rector said that there are some events where the church is used as a venue and it is clear fundraising is not for the church and others where an event is run by the church members. It was stated that if the policy is for exclusively Christian fundraising events it would stop all of these.

It was stated that there could be a general policy to have in mind with exceptions and decide requests on a case by case. It could include frequency though it may be difficult to define.

It was suggested that as the meeting was reaching a consensus to have a policy, a group should be convened to compose it. This would include deciding if a sensible policy could be arrived at. In the meantime the Rector could consider requests on a case by case basis.

The Rector proposed that a small group works on a policy and brings it back to the PCCs, then authorise a small group to work with the Rector to implement it.

Agreed by the Meeting.

ACTION: Fundraising policy group to compose a policy
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The Rector asked that anyone interested in joining the group should let him know. A number of people volunteered. Jean Barton was asked to co ordinate the group, joined by Carina Loble and the Rector. It was suggested that the Churchwardens could peer review the policy.

9.d Worship Services

Paper E refers. The Rector reported:

9.d.1 Morning Services on 30 November and 7 December

The Rector explained that this was the start of the Advent services. As it stands:

- Harwell Carol Service is on 7th December.
- Chilton Carol Service is on 14th December.
- 21st December is the Connect carol service at Chilton School.
- 30th November Morning Service by the regular pattern would be Holy Communion; it is Advent Sunday (which is usually coincides with the Toy Service).
- 7th December Morning Service by the regular pattern would be All Age Worship.

If the Toy Service is 30th November it will also be Holy Communion which may not be appropriate.

Discussion ensued:

The meeting discussed if Communion could be included in a Toy Service or as a short service afterwards. This may make the service too long. Also the Toy Service has many visitors who are non communicant, making Holy Communion less appropriate.

It was suggested that the Toy Service could be on different Sundays at the two churches but it was stated there may be communication issues. The transport of toys to the charity would be simpler if the services are on the same Sunday.

It was stated that the 5th Sunday Communion service at Harwell was added when the service pattern changed. On suggestion was that the Holy Communion service is moved to the 7th December and the Toy Service is held on the 30th November as an All Age Worship service one week early. There was general agreement that the 30th could be changed to an All Age Worship Service.

The Rector proposed that the 30th November is Toy Service in both Churches. **Agreed By the Meeting.**

The Rector asked if the Morning Service on the 7th should be changed to Holy Communion or stay as All Age Worship. Discussion ensued:

The change would not affect many people as the attendance at Harwell is low due to the following Carol Service. It was suggested that there may be confusion in Chilton.

It was suggested that there is no need to add a replacement Holy Communion Service as there is a Communion Service at 8am that day. **There was a consensus that** this is a regular morning service as the attendance is low and it would be less confusing to drop one Communion service than change the services.

The Rector summarised the decision saying that the 30th November will be All Age Toy Service with the Harwell Scouts parading, and the 7th December will be Morning Worship.

ACTION: Rector to communicate with interested parties and change calendar.
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9.e Youth and Families

There was no paper or report.

9.e.1 Children and Families Worker Update

The Rector reported that Peter Shields has been employed as Children and Families' Worker and is living in Hill Piece, Chilton. He started work before the Holiday Club and was fully involved in it. His early priorities are:

- To build on the Holiday Club, visiting families and inviting them to and planning the Holiday Club Celebration Service.
- Liaise with the new head teacher at Harwell School.
- The Sunday groups and all children's group leaders.

The Rector said that he cannot do everything at once. Please remember him and his family as they find places at school and settle in.

9.e.2 Next Steps and Fundraising.

The Rector said that enough money was raised along with the All Saints' Church Hall fund and the Harwell Church reserves to trigger the recruitment process for a 3 year term of employment. However these additional funds can only be used once. More fundraising is required to avoid using them and to extend the work beyond three years. This will be considered by the Stewardship Group.

ACTION: Rector to pass this matter to the Stewardship Group

10 Benefice Activity

The Rector reported:

10.a Holiday Club

The Rector said that there would be a formal report later. He said that 100 children attended, 50 from Harwell, 30 from Chilton and 20 from elsewhere. The age range was extended to 12 year olds. There was a good team of 54 helpers including teenagers. There is lots of potential to build on it though it will be a challenge. Some families attend for the Celebration Service only. The Children and Families' Worker will be heavily involved in following up on Holiday Club. It was said that it would be good to get more people attending church.

10.b Connect – Sunday Afternoons in Chilton School.

This is now once a month on the 3rd Sunday. Meetings are arranged for September, October and November. The Children and Families' Worker will get involved after his other priorities. The shape of the meetings may change in the New Year. The Rector is grateful to the team of people that help. There are one or two new attendees at every meeting so overall the reach is high though attendance is low. We need to consider how to build on this and develop it.

10.c Harwell West

People from this area were engaged by the Holiday Club and the Children and Families Worker's follow up work.

10.d Alpha

The Benefice should aspire to run another course in the Autumn. The course scheduled in Didcot had been cancelled. A course will be run in Wallingford. It was suggested that the next course is run in Chilton. The Rector said that it could be run at the Chilton Community Room.

11 Deanery and Further Afield

11.a Great Western Park

The Rector reported that Mark Bodeker, who is Curate at All Saints Didcot has been appointed as minister to work in the estate. He will spend half his time there and half at All Saints' Didcot. The houses that have been built so far are in the parish of All Saints' Didcot. The houses now being built are in the parish of St Matthew's Harwell. He is doing fundamental work in community engagement. Bishop Colin is significantly involved. Gordon Gill said that Mark Bodeker has a background in All Souls Langham Place. He is building communities walking in a dog collar; people see him as a vicar and talk to him. The Rector said that he has an itinerant ministry with no base as the community room is not yet open. It was stated that there is an article on this in The Door.

Gordon Gill said that the Diocese is looking at obtaining a house shortly and possibly using one of the local educational establishments as a base. He drew attention to plans for the Valley Park development, and that it might be considered as a potential future location for a church.

12 Proposed Meeting Schedule 2015

12.a Proposal to Hold Annual Meetings During or After Services

The Rector said that Jane Woolley had done most of the investigation into this proposal, in consultation with Howard Cattermole, advisor to the Diocesan Mission and Pastoral Committee. He provides support to the PCC Secretaries from a Diocesan level and provided legal advice.

Jane Woolley said that the proposal was for a trial of partial integration of the Annual Parochial Church Meetings into a Sunday Service. The legal parts would be in a separate meeting after the service.

The Rector said that this is to increase engagement in the mandatory Annual Meeting. A number of churches have done this, and had increased attendance and engagement as a result. There will be those more engaged by this and those less so. There may be people who cannot come to weekday evenings.

The Rector said that they have worked out the legal minimum required including: the elections, to draw people's attention to the annual reports, an opportunity for discussion and resolutions (there are not many of these). The spiritual part would be in the service, the elections afterwards. Jane Woolley said that the resolutions tend to be technical. Discussion ensued:

There was agreement that this is a good idea and has to be done as it will mean more attendance and engagement. We have low engagement at present.

A number of people said that discussion should be encouraged, with appropriate time allowed such as 45 minutes. The 15 minutes duration in the paper implies discussion is not wanted and there is no opportunity for discussion in the church service section. It was stated that only the start time would be advertised not the duration. Discussion would be encouraged though if only a few were discussing an issue they would be asked to carry on after the meeting.

It was suggested that the Parish vision is presented in the sermon and that the sermon is relevant to development and growth and the prayers are for people geared to the church.

It was stated that currently a group leader gives a talk at the annual meeting about what their group does. This did not appear to be in the new format. The meeting discussed if this could be included in the APCM service or having a series of talks by different group leaders in the services leading up to it.

The Rector said that there is support for this idea from PCC members who have read the paper but could not attend the meeting. A decision is required about whether the meeting agrees with the proposal.

There was discussion of who could attend and/or vote at each proposed section of the annual meeting.

ACTION: Jane Woolley to check the applicable rules
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The Rector asked if the meeting was in favour of holding the annual meeting in Sunday Services for next year subject to review.

Agreed by the meeting unanimously.

ACTION The PCC Secretaries and Rector to work on format and gear arrangements to this.
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12.b Proposed Meeting Schedule

Paper P refers. The Rector asked if the meeting was happy to accept the schedule. Discussion ensued:

- When the schedule of having individual PCC meetings together with a joint part was introduced, it was subject to review. Has it been reviewed yet?
- The Rector said that the individual PCCs now meet together for a brief devotional time and for any urgent combined business items then split for individual items. The alternative is the PCCs meet at their separate churches.
- Gordon Gill said that a long time in the agenda had been given to administration and not much about mission. There are some papers coming down from the Deanery about mission to the churches to be fed

in. The Rector said that there was quite a lot about mission. Gordon Gill said that at the next deanery Synod churches were to be asked about plans for growth. The Rector agreed on the importance of this.

The Rector asked if the meeting agreed that the individual meetings can be combined still or if this decision should be held over to the next meeting. There was further discussion:

- If the schedule was not agreed now there would be no dates.
- The Rector asked if there were any objections to the schedule. There were no objections
- Objections could be raised at the next individual PCC Meetings.
- The person who raised the review said that they were happy to continue without a review, however the duration of the meetings is not conducive for making decisions at a late hour especially for those who work all day. The Rector apologised for cancellation of the last CPCC Meeting; a lot of business was carried over to this meeting.

The Rector said that we should assume the current pattern stays and individual PCCs should also consider this matter.

ACTION: PCC Secretaries to add approval of the meeting schedule the individual agendas.
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The Rector asked if the meeting would accept the meeting schedule as in Paper P.

Carried unanimously.

The Rector said that the meeting dates may alter if one church decides to change dates or venue, in which case he as Chairman would be unable to attend both.

13 Any Other Business

13.a Book Trees in Harwell

There are trees in Harwell that have books tied to them for people to take. Monika Buxton asked if people could put Christian children's books on them, they do not have to be new.

The Rector asked if Monika Buxton could be a central collector for them. She agreed.

The Rector closed the meeting with prayer at 22:29

Date of next meeting: 4th November 2014 at All Saints' Chilton