

**Minutes of a Meeting of the Combined PCCs
of St Matthew's Harwell with All Saints' Chilton
held on Tuesday 2 June 2015 at 7.45 pm in All Saints' Chilton**

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	Mel Gibson (J)	Pam Rolls (J)
Lizi Bowerman	Naomi Gibson (J)	(Associate Minister)
Helen Brook	James Hellem	Frances Taylor
Monika Buxton****	Tony Hughes (J)	Christina Wood (J)
Hazel Connolly	Andrew Keene	Jane Woolley (J)
Peter Cox (Secretary)	Hazel King ***	The Rector (Chair, J)

By Invitation: Vicky Johnston, Church Administrator
Peter Shields, Children and Families Worker (CFW)**.
Avril Butler, Safeguarding Officer*

* Present to the end of item C 3.

** Present to the end of item B 1.

*** Present to the end of item B 4

**** Present to midway through item C 6

A Preliminaries

A1 Opening & Prayer

The Rector read 1 John 4v7-21.
He said that we should seek to reach out in love to people.

The Rector then led the meeting in prayer.

A2 Apologies for absence

Apologies were received from: Carol Pigott(J), John Pigott, Carina Loblely, Stuart Gibson(J), Gordon Gill, Alex Reich (J), Peter Barclay-Watt (J), Jan Radford (J), Sylvie Thompson and Liz Morris (J).

A3 Minutes of the February 2015 meeting

The minutes of the CPCC meeting in February 2015 were signed as a correct record with the following amendment:

Next meeting venue changed from **St Matthew's Harwell** to All Saints' Chilton.

The Rector thanked all who contributed papers.

A4 Actions / Matters arising

Paper B refers.

Item 4d: Combining Groups When Short of Helpers

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

Item 4e: DBS Checks for Children's Group Leaders and Safeguarding of Vulnerable Adults

ACTION: Once found (in office) the list will be logged in a secure database and forwarded to Safeguarding Officer.

ACTION: Safeguarding Officer to meet with Pam Rolls and Children and Families Worker and produce a definition of “vulnerable adults” and deciding who needs to be DBS checked in our Benefice. **The Rector said that there would be a focus on safeguarding in the June CPCC Meeting which would cover these items.**

Item 4h Outreach and Support

ACTION: Rector to compose modified Terms of Reference, CPCC Secretary to add to June Agenda.

STATUS: Added to the June Agenda

Item 4i World Mission: Fundraising in Church

ACTION: Proposal to follow from Rector, CPCC Secretary to add to June Agenda.

STATUS: Added to the June Agenda

Item 6b Annual Renewal of Safeguarding Policy

ACTION: CPCC Secretary to add to June 2015 Agenda.

STATUS: Added to June Agenda

Item 6c DBS Checks of Leaders of Adult Groups

ACTION: CPCC Secretary to add to June 2015 Agenda.

STATUS: Added to the June Agenda

Item 7: Review of Non Statutory Fees

ACTION: Rector requests postponement to June, CPCC Secretary to add to June Agenda.

STATUS: Added to the June Agenda

Item B1.1 Children and Families Work 2015+

ACTION: Various

STATUS: Report in the June Meeting

Item B 2.3 Responding to Poverty

Sub Item (ii) CAP Money Education Courses

ACTION: Lizi Bowerman to Co Ordinate.

Item B4 World Mission

ACTION: Rector and Church Administrator to clarify in the Newsletters that the new World Mission Group is in addition to the old Mission Prayer Group which is continuing.

The Rector said that safeguarding would be covered later in the meeting. There were no other Matters Arising. He thanked the Secretary for the minutes and Paper B.

B Mission Strands

B. 0 Mission Statement

The Rector said that the CPCC members should focus their thoughts on translating the mission statement into action. We may not yet have the words completely right, but in the next few weeks we should explore areas including love and belonging to the body of Christ.

B 1 Children, Youth and Families

Paper T refers: An update on the previous quarter and developments pending for the next quarter

The Children and Families Worker circulated paper copies of this paper immediately prior to the meeting. He answered questions:

Sunday Provision

- A Chilton PCC member said that she had got good feedback from parents and members of the congregation about having the children in an area in All Saints' Church, but she was concerned that the children were not getting any bible input, at the moment it is a play area.

The CFW replied that most feedback is anecdotal and positive. He could do a more formal consultation. It is important for this age group to feel at home in the Church Family. All the children go to 'see and know' sessions at Fledgelings. Though the teaching in the service is not aimed at the children they do pick up some of the material.

- It was asked that if we are growing and promoting Youth Fellowship (report item d) do we advise local churches that do not have provision for teens or only have a couple of teens attend.

The CFW said that we should not promote more than we are. Growth is by word of mouth. We can manage the numbers now attending and some growth. The Rector said that there may be another church looking to link up. The CFW said that this may solve a couple of issues; we may be short of leader's time. Committee members will get in touch with their contacts, the Rector said that he would contact the Rector of the Churn Benefice.

It was asked what youth provision there is in West Didcot including Great Western Park, All Saints' or St. Peter's parishes. If not it would be a reason to develop inter community links as the Deanery is encouraging. The Rector agreed and said that there was some provision. Secondary age children will know each other from School. It was said that there will be a new generation at the new University Technical College. Sid and Anne Gale provide food.

Fledgelings

- See and Know is a pre-school curriculum consisting of an introduction / welcome, bible study, application and song and action lasting 10 to 15 minutes.
- It was said that there has previously been resistance from Harwell Fledgeling's parents to having Christian teaching. The CFW said that Chilton Fields Fledgelings was started with Christian teaching and people attend on that understanding. It is harder to change an existing setup. No parents have attended once and not come back. It is growing.
- It was said that there was no negative feedback from the Harwell Christmas and Easter services. The toddler groups' attendees don't give feedback, they just don't turn up. The CFW said that it is important if we do this in Church as it means a Christian content.
- It was asked that if the same children attend both Harwell and Chilton Fledgelings. The CFW said that some travel between both. There are also non church toddler groups in the villages.
- The Membership to be created for Fledgelings involves children being a member of Fledgelings especially Chilton where demand exceeds supply. People will then take more ownership of the group and it enables collection of information about the parents particularly crafts.
- The "Fledgelings Department" (report item g) is to create an umbrella organisation for natal and pre school activity as a lot of activity happens independently.
- It was suggested that you may get the same parents coming to both the current and a second Chilton Fields Fledgelings session (report item e). The CFW replied that he thinks that it will be different parents depending on how their week is organised.

There were no comments on the Schools and Community Events sections.

Other Admin and Miscellaneous

- The Teacher to Parent messaging system being trialled is using text messages to communicate with parents. Other churches have found it to be very effective.
- A lot is rolling out, especially Holiday Club which will be a big event.

Any further feedback should go to the CFW or Rector.

The CFW said that it is just over a year from his interview for the role. The Rector thanked him for his work and progress.

B 2 Evangelism and Discipleship of Adults

B 2.1 Home Groups

Paper C refers: A report on a Home Group leaders meeting with discussion of their purpose and ways forward.

Jean Barton said that there are 72 people who attend meetings of which 45 attend regularly. There are 7 groups. The home groups are not well known about and we should celebrate what is going on.

The Rector thanked Jean Barton for taking on the role of Home Group Co-ordinator.

B 2.2 Marriage Course

Paper D refers: A report on the Marriage Course held in March.

Jean Barton said that the last line suggests that it is a marriage preparation course, it should be highlighted that it is intended for married couples and useful course for those married some years. The Rector said that we all know of marriages that have broken up or are under strain. Marriage is God's idea; it is both good and difficult. Jean Barton said that it would be difficult to mix pre-marriage and married couples. Discussion ensued:

- Jean Barton will look into including renewal of vows.
- It should not be implied that couples attending have difficulties. The Rector said that the course was to enrich marriage.
- Another church runs a course annually.
- The course could be called "Celebration" or "Enrichment" of marriage else it sounds like a pre-marriage course. Jean Barton said that the course is named by the publishers.
- It could be referred to differently on the broadsheet.

The Rector thanked Jean Barton, Jude and Gerry Burbage and others for running the course and helping.

B 2.3 Alpha Course

The Rector reported that there had been good discussions. A handful of people attended regularly and additional people have attended 1 or more. It is encouraging and he is keen to run another course soon.

B 2.4 Responding to Poverty

B 2.4.1 Christians Against Poverty (CAP) Money Courses

Paper E refers: Progress on training of instructors and arrangements to run the courses.

Naomi Gibson reported that the courses are now being publicised in the news sheet and services via announcements in both Churches. Six people have been trained to run the courses and they are looking for guinea pigs to attend a trial course over 3 weeks to start on 5th July. A second course will be run for a wider audience with a Christmas strapline.

The Rector said that it was very encouraging that people were getting trained and are enthusiastic. He thanked Naomi Gibson for co-ordinating this.

B 2.4.2 Community Bank

Lizi Bowerman reported that she had been unavailable for the recent Community Bank meetings. There were no further updates possibly as the Didcot Councillor who was driving the idea did not get elected at the recent elections.

The Rector said that he would like to see a package of support for those in financial need. Currently we treat their symptoms (e.g. Foodbank vouchers) rather than give a cure. It would be better to point people towards CAP Money courses or a community bank.

B 2.4.3 CAP Debt Help Centre

Lizi Bowerman reported that Wallingford CAP Debt Centre has made a great start and is going strong. Support is being gathered from Didcot Churches but more is needed for a Didcot Centre to start. There is recognition of the need of a debt centre and a desire to see one but no financial or human resources have been provided.

The Rector said that it may be that churches will see what happens at that end of the Deanery and get enthusiastic. Lizi Bowerman said that the CAP Money courses raise awareness that things are possible, the next stage is to get people together to agree and move forward.

B 2.4.4 Didcot Emergency Food Bank

There was discussion of disposal of an over supply of food. A CPCC member has investigated this and in fact this concerns another charity that collects food.

The Rector said that there is lots of encouraging news and potential. He thanked Naomi Gibson and her team.

B 3 Pastoral Care

Pam Rolls reported that she had given an update to both Churches before the Annual Parochial Church Meetings on the proposals for development of both Parishes' Visiting Teams. There were new volunteers from both Churches but more are needed especially men.

She calls occasional meetings of the two teams for encouragement, training and to share news as required. She and Vicky Johnston attended a loneliness conference and learnt a lot that we can do.

A meeting of the Broadsheet deliverers has been arranged to encourage and thank them, and to encourage them to knock on all the doors in their route to make a contact.

Jan Radford and Pam Rolls are launching a quarterly afternoon service to complement the youth Generation to Generation. It will be called 'Generation Gold'. It will be a themed service and tea. It will alternate between parishes, and be open to all. They are also hoping to build on bereavement follow-up.

A member of the former Outreach and Support Sub Committee said that Pastoral Care used to be under that sub committee which has disappeared. She is pleased this had been taken up but she had not been told.

The Rector said that there will be a Sub Committees item later on in the meeting. The reconfiguration of the Sub Committees was discussed and changes agreed at the November 2014 CPCC meeting, connected with the establishment of the Senior Leadership Team. Pam Rolls is now leader of the new Pastoral Care group.

The Rector thanked Pam Rolls for her work and Jan Radford who is extending the Benefice's reach to the hospitals and creating a connection back to Harwell and Chilton.

There was discussion about the Pastoral Care Team and other church members providing transport to hospitals. Pam Rolls said that they do this occasionally and informally. They don't feel that any more than this can be provided due to the required workload and existing provision from Didcot Volunteers.

The Rector said that the Pastoral Care Team could signpost people to the volunteers but there is a limit on what they can do themselves. The key items for the team are home visiting, pastoral care, bereavement follow-up and so on, transport is an extra.

Pam Rolls said that names of volunteers willing to provide lifts could be passed to her but she could not commit to anything beyond that.

B 4 World Mission

B 4.1 Proposals for WMG in the Benefice

Paper S refers: Proposal for a Combined Budget for World Mission Support. The paper makes proposals and rationale for either a budget proposed by the WMG for Missions and Mission Personnel to support which is agreed by the PCCs or all decisions delegated to the World Mission Group from both PCCs.

Helen Brook said that a combined budget seemed the best way forward. Discussion ensued:

- The Rector said that it is similar to the Buildings Committees which submit an annual budget to the PCCs.
- If the Missions budget is itemised like the Buildings Committees' budgets it would be satisfactory.
- Helen Brook said that it is itemised in a way, each organisation allocated so much money.
- The Rector said that the meeting is to decide if it is delegated or comes back for approval

The Rector said that the first decision is if there will be a combined budget for the Benefice.

- At the moment it is a percentage of giving. The Rector said that each parish can still put in what it wants.
- The WMG should still report what Missions are being supported to the PCCs. Helen Brook said that this can be presented as for information or approval. The Rector said that this assumes the change to a combined budget.
- Those formerly on the Mission Prayer Group had varied opinions on this. Some Chilton members are not very keen as they felt it is important to identify which Missions are being supported by which church - if it

2015-06-02 Combined PCCs – Approved Minutes

is a joint budget it becomes a pot and a bit vague and not easy to identify and keep up with the Missions being supported. The groups will work together to promote across the Benefice. They appreciate Helen Brook's concerns about the current arrangement. The original Mission Prayer Group was disbanded though they were keen to meet and want to encourage the new group. They were an older group; the new group has a new ethos and are younger. Some have moved from the old to the new group.

- This was a sensitive issue and still is at Chilton so bearing in mind the reading at the start smaller steps would be better. The first time round the Missions team should make a proposal to the two PCCs to see how they would allocate the funds which are 15% Chilton income - 12.5% Harwell income
- There has been a lot of investment of time by people. The Missionary Prayer groups in Chilton and Harwell know and communicate with different Missionaries.
- The Missionary Prayer Group had produced displays in the churches and articles in the Broadsheet about the different missions supported to raise their profile.
- The proposal to combine the individual funds into a single budget for the Benefice seems good in principle, but it is possible that some negative feelings towards the implementation of the proposal could stall it completely
- We are past April and in a new budget year so this year the mission budgets should be kept separate then work towards a combined budget for next year. Then the PCCs can check how the money is divided and discuss what Missions and personnel are supported and how it is communicated to the mission supporters across the two parishes. It would be better to get a lead in rather than upset people with a sudden change. People are unhappy and discouraged due to the lack of communication and feel that changes have been made without them being informed or having the opportunity to express an opinion. There should be a lead in to give it time to work. There was some agreement to this.
- Helen Brook said that the rationale is that because the two parishes support similar organisations the budgets could be combined across the Benefice. The group can try and lead in; they want people to be consulted and communicated with. They feel a combined budget would involve one whole group rather than two separate groups. This would be in consultation with Pam Rolls and others.
- The Rector said that it is important to step back and consider the purpose of the group - to engage the wider church – it is important they know what missions we support as they are the people who give the money. If the primary aim of the group is to engage the wider church, what is the best way of doing this? It should include reducing the number of agencies/individuals we support, there are too many now. We should have this in mind. It was stated that this always has been the aim.
- The Rector said that he understood all that has been said but the group has worked hard and separate budgets makes it more difficult to communicate to the Churches. It is easier if there is a united approach. The Parishes do a lot together for example the Children and Families Worker; this could be together as well. He supports the suggestion of a lead in to a combined budget.
- This would be acceptable if Pam Rolls and Helen Brook discuss it.
- Previously, each of our two churches knew well which organisations were being supported because a representative came as a visiting speaker. The Rector said that they still do.
- It is well known which Missionaries the Parishes support, as they do visit us. This is a sensitive issue so it would be ill-advised to plough ahead and lose people as some are disillusioned or bruised. The money is allocated at the July PCCs in 1 month's time. We should start the process now otherwise this will stall again. For this year the World Mission Group should compose proposals and send them the PCCs, and consult about how to bring the budget together.

The Rector suggested that this year Helen Brook works in the existing arrangement as a whole group, Helen Brook agreed to this. The Rector said that the logic has been laid out but peoples' views need to be heard and taken account of by delaying the implementation of a combined budget.

No Objections.

The Rector thanked Helen Brook for her work.

A straw poll was taken of the principle of a combined World Mission budget: 13 in favour, 2 against 3 non voting members.

The Rector thanked the old Mission Group for their work and commitment over many years – the support of a combined budget is not a criticism of them.

B 4.2 Fundraising in Church

Paper P refers: Proposed guidelines for fundraising in church.

2015-06-02 Combined PCCs – Approved Minutes

The Rector thanked Jean Barton and Carina Lobley for their work in composing the guidelines. He explained that he had received quite a few fundraising requests and would find a written policy helpful to quote. (See also CPCC Meeting September 2014 Minutes Item 9 c 1). Discussion ensued:

- The policy states that use of the Church building should be in line with Christian values, would the recent concerts qualify: The Crown Singers, Moonrakers, Harwell Young Singers, or when fundraising for Comic Relief. The Rector said that all are in line with the policy.
- Some groups are fundraising for their group. The Rector said that this is acceptable as it is not for profit.
- Jean Barton said that she and Carina Lobley were trying to write wording that enables concerts for the good of the community.
- A Jewish choir could arguably be allowed for inter-faith relations.
- The Rector said that Canon F16(1) states “When any church or chapel is to be used for a play, concert, or exhibition of films or pictures, the minister shall take care that the words, music, and pictures are such as befit the House of God, are consonant with sound doctrine, and make for the edifying of the people.” This is included in the concerts policy. This was discussed and it was suggested that the full text is included in the fundraising policy. This would make it consistent with the St. Matthew’s concert policy.
- It was asked if permission would be needed from the Rector for the visiting speakers that give talks to e.g. the Chilton Ladies group. The Rector stated that this is taken on trust. Jean Barton said that the guidelines state groups that are directly affiliated to the Church can raise funds for visiting speakers.

The Rector proposed that the proposed policy is adopted with the addition of the Canon F16(1).

RESOLUTION: The Joint PCC accepts the proposed guidelines in Paper P with Canon F16(1) for fundraising in All Saint’s and St. Matthew’s Churches.

PROPOSED: RECTOR

CARRIED UNANIMOUSLY

The Rector thanked Jean Barton and Carina Lobley for all of their work.

C3 Safeguarding

This item was considered at this point due to Avril Butler having other commitments.

Paper G refers: Note on Safeguarding and DBS Checks – this covers most of the main points to be considered under this item

The Rector introduced Avril Butler as Safeguarding Officer for the Benefice. Safeguarding is delegated to the Combined PCC. He thanked her for taking on the role and her work in preparing the policies.

Avril Butler talked through the areas covered in Paper G. The Rector invited discussion and introduced the resolutions required in each area:

C 3.1 Annual Review of Safeguarding Policy

Paper H refers: Model Parish Safeguarding Policy

Avril Butler said that the CPCC needs to renew the Safeguarding Policy. In the past we have used the Oxford Diocese policy. A new policy has been written covering adults and children. It must be signed by all four benefice Church Wardens.

The Rector said that the Joint PCC does need to adopt the Safeguarding Policy in paper H.

RESOLUTION: The Joint PCC accepts the Safeguarding Policy in Paper H.

PROPOSED: RECTOR

CARRIED UNANIMOUSLY

ACTION: Rector and Church Wardens to sign the Safeguarding Policy

Secretary’s Note: The Rector, the Harwell Church Wardens and one Chilton Church Warden signed the policy immediately after the meeting. Arrangements were made for the other Chilton Church Warden to sign.

C 3.2 Safeguarding Good Practice Guides / Safeguarding of Vulnerable Adults

These papers refer: Paper I: Safeguarding Children and Young People Booklet.
Paper J: Safeguarding Vulnerable Adults Booklet

2015-06-02 Combined PCCs – Approved Minutes

Avril Butler said that the Safeguarding Good Practice Guide has been revised: She has met with Pam Rolls the Pastoral Care Group Leader and Peter Shields the Children and Families Worker and two new guides have been written one covering children and young people and another covering vulnerable adults. They have been produced by Vicky Johnston and circulated. It will need to be updated regularly with the correct contact details. Any comments should be sent to Avril Butler. These points were mentioned:

- There is no form in the Safeguarding Vulnerable Adults booklet for reporting problems. Avril Butler said that the booklets are based on Oxford Diocese recommendations. It was suggested that a Safeguarding section is created on the website including the booklets and report forms with a flowchart of the safeguarding process. Avril Butler and others agreed with this.
- A lot of time was spent on writing the previous safeguarding booklet which has now been superseded. Avril Butler replied that it was changed to one booklet for Vulnerable Adults and one for Children since the Oxford Diocese Safeguarding Group Guides use these.
- It was suggested a few paper copies are produced and should be distributed to group leaders as previously suggested. Avril Butler agreed.

The Rector said that the Joint PCC does not need to formally accept the booklets

ACTION: Safeguarding section on website, Safeguarding Process Flowchart to be produced, Paper copies of both guides to be distributed to group leaders.

C3.3 Safeguarding Training and CPASS Course

Avril Butler said that Pam Rolls and Peter Shields will train those working with vulnerable adults and children and young people respectively. Avril Butler has attended the CPASS Safeguarding Course, DVDs of the course (£49.50) and workbooks (£6) could be obtained for those unable to attend the full course. The Rector said that if Pam Rolls and Peter Shields agree he supports this.

ACTION: Rector to discuss obtaining CPASS Safeguarding Course DVDs and Workbooks with Pam Rolls and CFW.

C 3.4 DBS Checks

No comments.

C 3.5 Approval of Role Descriptions for and Appointments to the Posts of Safeguarding Officer and Deputy Safeguarding Officer

These papers refer: Paper Q: Safeguarding Officer – Role Description
Paper R: Deputy Safeguarding Officer – Role Description

Avril Butler said that it was stated on the CPASS course that there should be a Deputy Safeguarding Officer in case there are allegations against the Safeguarding Officer or the Safeguarding Officer is away. She would find this useful if a St. Matthew's parishioner took this role on.

The Rector said that he had asked Heather House take on this role, she has seen and accepted the draft Job Description. She is a St. Matthew's parishioner and he will propose she has this role.

The Rector said that the Committee should also accept the Job Descriptions for the Safeguarding Officer and Deputy contained in Papers Q and R respectively. Avril Butler is happy with both.

One of the PCC Secretaries asked what was meant by "Assisting the PCC Secretaries in completing the annual safeguarding monitoring return" as this document has not been mentioned previously. It was suggested that the Diocesan Safeguarding Adviser is consulted.

The Rector suggested that "as required" is added after this bullet point and asked if the Committee accepted the job descriptions:

RESOLUTION: The Joint PCC accepts the Safeguarding Officer and Deputy Safeguarding Officer Job Description Policy in Paper Q and R.

PROPOSED: RECTOR

CARRIED UNANIMOUSLY

RESOLUTION: The Joint PCC accepts Heather House as Deputy Safeguarding Officer.
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PROPOSED: RECTOR

CARRIED UNANIMOUSLY

The Rector thanked Avril Butler for all her work on this and said that this now moves to the respective teams.

B 5 Worship Services

B 5.1 Songs of Praise

The Rector said that he had decided not to run a Songs of Praise event in Harwell but to run one at the Chilton Festival this Saturday, consisting of interviews and favourite Christian songs and Hymns. He intends to run one in Harwell next year which will be a 3 year gap from the last one.

B 5.2 Possible Change to Services at All Saint's

Paper L refers: A consultation document about changing from the current pattern of services at 8:00am and 9:30am at All Saints' Church to a more traditional service at 9am and a more contemporary service at 10am.

The Rector said that this is primarily a Chilton issue but is effectively a Benefice issue due to the implications on people and timings - there could be implications for Harwell Ministry if Chilton chooses a different type of service. He is raising this matter at this meeting to give Harwell PCC members a chance to consider any issues. The paper is a consultation document which Chilton PCC is considering now.

The consultation process started with this matter being raised at the March Chilton PCC meeting, a working group has gathered recommendations and produced the consultation document. No decision has yet been made; the Chilton PCC will consider it in July. Discussion ensued and the Rector answered questions:

- It was asked if the Ministry Team would be split as there would be two services at the same time. The Rector replied that there would be overlap at least and the Ministry Team would be deployed carefully.
- Minor discontentment has been expressed when the Harwell Morning Service has started late. If the congregation is on time they expect the Service to start on time. Those considering this should bear in mind not to make this worse. The Rector replied that if the first Service starts at 9am it should improve this situation.
- It was suggested that moving the 5th Sunday Evening Service at Chilton to Harwell could be also be considered as over half of the average congregation of 14 are Harwell parishioners. The Rector said that it is a possibility to consider for certain times of year.
- It is a good idea to grow churches to have different types of Service.
- The new service types should be publicised repeatedly to each parish so everyone is aware something different is on offer. The Rector agreed with this and said that communication is important for all matters considered tonight.
- It was asked if there would be Lay leadership of the new Services as some members of the Ministry Team are nearing retirement and it could get stretched. The Rector agreed and said that this change may force us to do it. It would be an additional two services per month – two 8am services are removed and four others added.
- There may be a time issue with Harwell as the Benefice is going back to one minister covering three services. There may be more services at Harwell too; the Rector said this may happen in time. Chilton village has grown a lot and Harwell will also grow soon.
- There are one or two people who will travel between the villages but not a massive number. It depends on the time of services.
- 10:30am is better for the second service as it will get the congregations to mix. A one hour gap is bad.
- It was asked if the next part of the process is for Chilton PCC to consider this at their July meeting. The Rector said that it could be deferred if necessary.

The Rector said that this is an opportunity to take the Benefice view. There is no proposal or vote.

C Facilitation and Partnership

C 1 Communications and Operations

C 1.1 Progress Report

Paper N refers: Communications Report June 2015 including progress since the last meeting.

Vicky Johnston mentioned some points from the report:

There is a change in the news feed on the website so if you are not logged in you can't see it. These are notice sheet items.

She would like to put up photographs of all PCC members with a biography in the next few weeks including something people would not know about each person.

The Rector said that she is doing an excellent job learning the job, networking and training.

It was stated that the Churchwardens had taken over filling in the Service books since the departure of Carolyn Vickers, would Vicky Johnston be taking this on. The Rector said that he will discuss this.

C 2 Stewardship and Finances

C 2.1 Stewardship Report and CFW Funding

Paper F refers: Stewardship Statement and Statement on Children and Families Worker Fundraising.

There were no comments.

C 2.2 Review of Non-Statutory Fees

Paper O refers: Fees for Weddings and Funerals 2015.

The Rector said that this was last reviewed at the November 2012 Combined PCC meeting, the new rates applying for 2013 onwards. These have to be for genuinely optional items. He has completed some market research and some of the Benefice's fees are lower such as for organist and vergers. The proposal is for an increase in the organist fee from £65 to £75. In Chilton this would be £60 to the organist and £15 to the PCC – Rev. Rolls agreed with this. The vergers fee would increase from £25 to £45; this fee is usually donated by the vergers to the Church. The rest of the fees would stay the same. This would not apply to fees for services already booked.

RESOLUTION: The Joint PCC accepts the changes in Statutory fees proposed in Paper O. PROPOSED: RECTOR CARRIED UNANIMOUSLY
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C 3 Safeguarding This matter was considered earlier in the meeting.

C 4 Staffing and Leadership

C 4.1 Renewal of Alex Reich's Authorisation to Preach

The Rector said that authorisation to preach must be renewed every 5 years. Kate Evan's authorisation was renewed in 2013 and Alex Reich's authorisation is due for renewal this year.

RESOLUTION: We approve a 5 year extension to Mr. Alex Reich's Authorisation to Preach and lead Services in the Benefice. PROPOSED: RECTOR CARRIED UNANIMOUSLY
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The Rector asked the Secretary to write to the Deanery confirming this and to Alex Reich thanking him for his work and informing him of the approved extension.

C 5 Terms of Reference of Sub Committees

C 5.1 Progress on Modified Terms of Reference

Papers U-ZZ refer: JPCC Sub Committees General Terms of Reference –draft May 2015.

The Rector said that he had sent a link to the revised Terms of Reference stored on the Website which he had prepared to the Secretary which was distributed shortly before the meeting. There was a pause to give those present a chance to read the papers.

The Rector said that he had made the changes to the Terms of References that were discussed at the last meeting, including sleeping committees for certain ministry areas - an individual leading it and a working group as required, or a full committee for other areas.

The Rector said that as the papers had only been circulated an hour before the meeting, any consideration should be deferred to the next meeting. The old Terms of Reference have been taken down from the website.

No Objections.

ACTION: In advance of the next JPC meeting, Rector to talk to the relevant sub-committee chairs and to email JPCC members to ask for any comments on the TORs.

The Rector asked if item C6 could be delayed to the end of the meeting – no objections.

C 7 Wider Church

C 7.1 Deanery and Great Western Park

Paper M refers: Extracts from the Minutes of the Deanery Synod on 12th May 2015, statements regarding the Didcot / Harwell / Hagbourne area and Parish Share 2016+.

The Rector said that he had been unable to attend this meeting. The paper is for information only. It was reported that Gordon Gill had attended the meeting.

C 7.2 Science Missioner to Harwell Campus

The Rector reported that Rev Jen Brown has been appointed Science Missioner by the Churn Benefice. She will be working in this Benefice as Harwell campus is situated in this Benefice. The Rector last year gave her permission to operate. He does not have her precise terms of reference. Her activities include running a book group and she plans a series of lectures.

Vicky Johnston said that she had advertised this in the Broadsheet review of the science park. Jen Brown had been to the Christian Union at Harwell Campus which was attended by quite a few non-church people who had been quite positive and she was encouraged.

C8 Any Other Business

None.

C6 Governance and Reducing the Burden of PCC Meetings

Paper K refers.

The Rector said that it is right to review what is discussed at PCC meetings as sometimes we discuss matters out of habit and it is not the best use of time.

Jane Woolley said that she has researched what we have to do and there is scope to curtail some issues that we cover but don't have to; the paper is a suggestion of how to carry out PCC meetings.

We can change how meetings discuss items – better description of matters being considered means faster meetings. The paper includes proposals regarding start time and number of meetings. They should all help to focus meetings better.

The Rector said that it is possible to go through each proposal and decide to implement it straight away, leave it completely or consider further at a later date. The proposals are for the PCC and Combined PCC. Sections 1-7 in the paper are background. Section 8 contains recommendations.

Role of PCCs and Senior Leadership Team

The Rector said that there is a new group now called the Senior Leadership Team (SLT) which includes church wardens, who have special responsibilities under Canon Law and local custom. There is an overlap of membership between SLT and PCC. The roles need to be clearly understood. The PCCs are concerned with governance including finance, safeguarding, and employment. The PCCs are not responsible for day to day issues, though this is the way it is done in some parishes – it is proposed that the more ‘executive’ function is carried out by the Senior Leadership Team, Church Wardens or other groups.

Discussion ensued:

- Jane Woolley said that it is useful to be aware of the people who execute and those people who make the strategic decisions; often in PCC meetings we combine the two functions.
- It was said that we need to be particularly clear about accountability. Some roles are clear and accountable to the PCC, e.g. the chair of the church Building Committee is accountable to the PCC. The PCC holds the formal responsibility and delegates it to the Building Committee. But it is not always obvious for example where the Senior Leadership Team member’s accountability is. The Rector agreed.
- Role descriptions have been completed for the cleaning team and church wardens, further role descriptions are needed. Sometime people only realise they are responsible for something when an issue arises and they end up being the most logical person to deal with it.
- The Rector said that there are some legal basis for some roles which make clear what they are. With others we take a view.
- Accountability for buildings and finance and other set systems are easier to understand. The PCCs are responsible for promoting together the whole mission of the church. Certain matters can be delegated to particular teams, but the PCC pulls all the work together and gets an overview which can be communicated to all. These systems are important.
- The structures are deliberately arranged to be power sharing so no one person can dictate.

The Rector said that the paper was good. He took the meeting through each of the proposals in section 8 of the paper (reproduced here) with the discussions and conclusions:

1. Scope of PCC discussions:

- I. **Reduce the level of detail discussed at PCC meetings by referring some topics/any of the detail to be dealt with by the appropriate individual in the senior leadership team or the relevant PCC sub-committee.**

There was general agreement to this. It was said that the purpose of the sub committees is so the PCC can delegate matters but the discussion may come back to the PCC. The Rector said that if this was agreed to he would point to this in future. **Agreed by the meeting.**

- II. **Related to the above, Rector and churchwardens specifically to agree what can come under churchwardens’ remit to deal with e.g. who ultimately is responsible for liaising with the cleaning team, the flower arrangers, the coffee team, etc.**

There was general agreement to this.

- III. **Treasurers to help reduce duplication between individual PCC meetings and Combined PCC meetings on expenditure decisions by proposing a joint/benefice budget for as many expenditure items as possible.**

The Rector suggested that this matter is considered at a later date. **No Objections.**

2. Conduct of PCC discussions:

- I. **Reduce the discursive nature of discussions at PCC meetings by PCC members pledging not to allow the meeting to get side-tracked by interesting but not essential deviations.**
- II. **Start the meetings on time, assuming they are quorate, and don’t wait for latecomers to arrive.**

Agreed by the meeting.

3. Meeting arrangements:

- I. Reduce the weariness experienced towards the end of PCC meetings by starting meetings at 7.15pm or 7.30pm instead of 7.45pm, and finishing commensurately earlier.**

Discussion ensued including a straw poll: 7:15pm: 3 in favour, 7:30pm: 8 in favour and 7:45pm: 3 in favour. **The discussion concluded with general agreement to starting at 7:30pm from the next meeting.**

- II. Rector to adapt the ‘Dwelling in the Word’ exercise to make it quicker.**

The Rector said that this was already happening.

- III. Reduce the number of Individual PCC meetings from five to four per year.**

- IV. Keep the number of Combined PCC meetings at four per year.**

The Rector said that it feels like less but the CPCC meets quarterly. The Individual PCCs cover money, buildings etc. Discussion ensued:

- The Rector explained that the Combined PCC is the two PCCs meeting together; it has no legal status. The individual PCCs cover finance, buildings etc.
- It was asked what the difference was between the Combined PCC meetings and the PCCs meeting together at the start of individual PCC meetings. It was suggested that this stops. The Rector said that this was to discuss urgent items between combined meetings. There would be more of these items if the number of Combined meetings is reduced.
- The Rector said that the number of meetings would be the same but with reduced length and business. Nine meetings a year is acceptable.
- The existing pattern of meetings should work but the number of meetings may be too much. We should aim for the other improvements but keep an eye on the number of meetings.
- Tonight was better.
- A few people said that we should keep the number of meetings as is for now and revisit it at a later date.
- 5 individual meetings and 4 combined meetings is best.
- Either of III and IV is acceptable.

The Rector said that all of the proposals in the paper have been addressed. We have decided on a 7:30pm start, attendees will be on time and business conducted efficiently, the specific responsibilities of church post-holders will be worked on and the number/pattern of meetings would be kept as now for the time being.

Further discussion ensued:

- It was suggested that the Individual PCC meetings could all be held on different nights rather than one of the four as is now.
- A recent individual meeting finished late because discussions which the Rector was needed for were put off until he was present. If the Rector is not at the meeting the meeting is difficult. If he is not there he can delegate. Part of this problem was that there are considerations only the Rector was aware of.
- The Rector said that an advantage is that the PCCs mix and visit the other church more often, otherwise they only visit twice a year at the Combined PCC meetings, and otherwise there is no opportunity to discuss urgent combined matters.
- It needs a little more care with items that need the Rector present. A deputy chair may be needed. Churchwardens have chaired the meeting in the past when there was no Rector. We are now in a better position for deputising.

The Rector closed the meeting with prayer at 10:13pm

Date of next meeting: 1st September 2015 at St. Matthew’s, Harwell