

**Minutes of a Meeting of Harwell PCC**  
**held on Tuesday 7 March 2017 at 7.30pm in St Matthew's, Harwell**

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**Present**

Jonathan Mobey (present for items with "JM" after the heading)	Hazel Connelly	Christina Wood (present from item 8)
Tony Hughes (Chair)	Jane Woolley (Secretary)	Frances Taylor
Andrew Keene	Mel Gibson	Sid Gale

St Matthew's, Harwell and All Saints', Chilton PCCs were present together for Items 1 and 2. The PCCs then dispersed into separate meetings to cover item 3 onwards.

Items 12-14 were taken after item 17 but are recorded here in agenda order.

**1. Opening & Prayer (JM)**

Rev Dr Jonathan Mobey opened the meeting by reading from Matthew chapter 7, The Sermon on The Mount, from the "New Living" translation of the Bible. We should not judge others, nor should we "Throw Pearls to Pigs"; but if we keep seeking, doors will be opened. God will give good gifts. This teaching is relevant to PCC meetings, because we are not just to do "business", but to respond to each other, and seek God's will for us, bearing in mind that this will be far better than any earthly father could want for us.

**2. Any items of joint business (JM)**

**CPCC Group on staffing issues in the Benefice**

Rev Jean Barton had circulated a paper on the progress this group had made. The group had met three times now, and hoped to have recommendations to present to the CPCC on the way forward, by June.

**3. Apologies for absence**

Apologies were received from Pam Rolls, Jan Radford, Gordon Gill, Jean Barton, Michelle Walker, Lizi Bowerman, Juan Bowerman, Martin Gibson and Peter Barclay-Watt.

**4. Minutes of the January 2017 meeting**

The minutes of the last meeting were approved, with the correction of the spelling of Hazel Connelly's surname in two places.

A copy of the minutes with the above amendments made by hand was then signed as a correct record.

**5. Matters arising not covered elsewhere**

**Financial giving at services**

**Action carried over to next meeting:** Jean Barton to discuss with Jonathan Mobey about the pros and cons of saying in services that if people are a visitor or give in another way, they should feel free just to pass the collection bag along.

## Events Policy

Jane Woolley confirmed that Christina Wood has communicated the revisions and the final Policy to Liz Roberts.

## 6. Approval of the Year-End Financial Statements

Peter Barclay-Watt had signed the year-end financial statements prior to the meeting. Jonathan Mobey signed them at the meeting.

<b>Resolution</b>	To approve the year-end financial statements.				
<b>Moved</b>	Mel Gibson	<b>Seconded</b>	Sid Gale	<b>Passed</b>	Unanimously

## 7. Approval of the Annual Report

The Chair thanked the Secretary for her work on the Annual Report.

PCC members requested the correction of the following two errors in the Annual Report<sup>1</sup>:

Section 5.2.4 – second paragraph, third sentence – remove duplicate “quickly”.

Appendix 2 – third paragraph, second sentence – amend to say: “...membership of the PCC consists of the clergy licensed to the Benefice, Churchwardens and Deanery Synod members plus members elected by...”

<b>Resolution</b>	To approve the PCC Annual Report for the year ended 31 December 2016, subject to the corrections noted above.				
<b>Moved</b>	Frances Taylor	<b>Seconded</b>	Hazel Connelly	<b>Passed</b>	Unanimously

## 8. Preparation for Churchwarden, Deanery Synod and PCC elections

### Churchwardens

Christina Wood is willing to stand for election again. Mel Gibson is not. No one present knew yet of any potential candidate to replace Mel.

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<sup>1</sup> Subsequent to the meeting, the Standing Committee approved the following additional change to Section 6.3.1 on Financial Position (change shown here in tracked changes): *“It should be noted that although the 2017 budget shows an anticipated surplus of £4,893, this is in reality a deficit of £79,107 offset by the credit of £12,000 C&FW commitment no longer anticipated as being required and £2,000 from the Church Interior Designated Fund.”*

Christina Wood reported that she and the Rector are meeting next week, and that this topic is on the agenda. Jane Woolley said that she would email round the absent PCC members to ask them to email the Rector with any suggested candidates.

The PCC recorded a vote of thanks to Mel Gibson for his work as Churchwarden over the last five years.

### Deanery Synod members

Mel Gibson and Lizi Bowerman are not standing again. Gordon Gill is proposing to stand again. No one present knew yet of any other potential candidates.

Christina Wood said that she would let the Rector know the situation when she and he meet next week.

### PCC

Jane Woolley clarified that Paper G should have said that there are currently nine (not six) elected PCC members, meaning that there are three (not six) vacancies which could be filled at the Annual Meeting. Jane confirmed that she would amend the wording of item 4 on the Annual Meeting agenda to reflect this.

Andrew Keene – currently a co-opted PCC member - said that he was willing to stand for election now that he has been on the electoral roll for the requisite length of time.

Jane Woolley said that she had two people in mind whom she would approach to stand for election.

## 9. Format and agenda of Annual Meeting

It was agreed that the Annual Meeting will follow a similar format to last year.

PCC members discussed possible content for the Rector's talk (item 10 on the Annual Meeting agenda). The consensus was that the item should be something like the following:

*Update on progress with, and future plans for, the implementation of the church vision:  
"Growing God's Church, wider, deeper and closer"*

- *Fabric-related initiatives* (i.e. seating, heating, church porch)
- *People-related initiatives* (e.g. Fresh Expressions/Family Fridays, Crossing the Gap, Generation Gold, Walking Group, etc.)

Hazel Connelly suggested using a photo montage to communicate these activities visually.

It was agreed that the same tactics used last year to stimulate discussion and questions should be deployed again, namely:

- Display some questions on the overhead screen for church members to give their reaction to, or to raise related questions about
- Give talks in church in the run up to the Annual Meeting and issue accompanying "sub-reports" on key topics (last year these were Finance, Buildings and Children & Families work).
- Invite church members via the service noticesheets to think in advance of any questions they have, and either to bring these to the meeting, or to submit them to Jonathan in advance.

Jane Woolley offered to remind the Rector that he said after last year's meeting that he would endeavour to make the preceding service the intended length next time i.e. shorter than last year.

**Action: Jane Woolley** to relay the above views to Jonathan Mobey and agree with him a revised agenda for the Annual Meeting, and any other associated arrangements.

## 10. Practical arrangements for the Annual Meeting

### Refreshments

**Action: Mel Gibson** to let the coffee servers know that coffee will need to be served at 11.40 on the day of the Annual Meeting.

### Circulation of reports, agenda, etc. in advance of Annual Meeting

The Secretary confirmed that this is in hand.

### Taking of the minutes

The Secretary said that she would be away for the Annual Meeting and that Liz Roberts has agreed to stand in for her.

## 11. Seating and Heating – updates

### Approvals

Tony Hughes relayed that he had submitted the application to the DAC on 13 January, just in time to meet the deadline for it to be on the agenda for the February DAC meeting. A DAC officer then sent Tony nine arising questions, which were answered in a new document. One of these questions required us to state our preferred contractor for the heating system. The DAC considered the proposal at its February meeting but deferred its decision in order to see the building and meet with St Matthew's representatives first. This site visit and meeting took place on 22 February. It involved the Rector, Tony Hughes, Mel Gibson and Christina Wood. Two DAC officers and one DAC member attended. Two further DAC members had hoped to attend but had been unable to come.

Tony Hughes said that at the meeting on 22 February the DAC's key concerns seemed to be:

- The appearance of a fully carpeted nave and aisles.
- The running costs (as opposed to the capital costs) of an electric central heating system, and the lack of a track record for these as yet in the Diocese.

Tony Hughes reported that at the meeting on 22 February St Matthew's representatives addressed the DAC's concerns as best they could and answered their queries. It is impossible to predict what the DAC's decision will be.

Tony Hughes said that the church architect has confirmed verbally to him that he has no particular concerns about our proposals. Tony relayed this to the DAC officer and invited her to contact the architect directly for confirmation.

Tony Hughes has checked that the DAC will now consider the matter at its next meeting on 13 March. We should hear the outcome shortly after that.

We have to have a Certificate from the DAC in order to proceed to the next stage, which is to petition for a Faculty. This involves giving public notice of the proposals.

### Grant applications

Paper I refers. Fundraising has progressed as far as it can whilst we await DAC approval.

In answer to a question from Hazel Connelly, Jane Woolley explained that we will need to judge in grant applications the proportion of the Talbot Legacy that we allocate to the seating and heating

project. It is hard to know whether grant awarding bodies will think it reasonable for us to keep a proportion of this legacy as “seed capital” for a mooted second phase of improvements to the church building. We have to submit our full accounts with grant applications which means that they can see what reserves we have.

The Rector has been in touch with Harwell Parish Council about claiming the Section 106 money allocated to improving St Matthew's building. The next step is to submit the required form to the Vale of White Horse District Council.

### **Village hall booking**

It was confirmed that the Rector has provisionally booked the Orchard Hall in the new Village Hall for holding the main Sunday morning service during the seating and heating improvement works. This can be cancelled without charge with one month's notice if necessary.

## **12. Seating and Heating – mechanism for raising funds from congregation/community (JM)**

Paper J refers.

After some discussion about views on the use of “in memory of” plaques on the back of chairs, and the high donation nominally required to sponsor a radiator, the following was agreed:

- We will seek donations (of any size) towards the project, with one option being to sponsor a chair for the sum recommended in Paper J. We will offer the option of an “in memory of” plaque for the back of the chairs (with the proviso in the action below).
- We will not seek sponsorship for individual radiators.

**Action: Jane Woolley** to ask Martin Gibson to check with the supplier of the chairs that there is no problem with the plaques becoming scratched or detaching from the chairs over time when they are stacked.

## **13. Church Hall Management – progress report (JM)**

### **Cleaning and general maintenance issues**

Papers K and L refer.

PCC members confirmed that they are satisfied with the revised wording of the Cleaning Agreement. Jonathan Mobey relayed that he hasn't yet been able to get hold of Juan Bowerman to get him to sign the Agreement, but that this is the next step. Once signed, a copy of the Agreement will be stored in the Church Office.

### **Outside play area**

Paper M refers. There were some questions to Christina Wood about the ease of opening a child proof gate in the event of a fire and about the operation of security lights in the area if it were necessary to make an escape in the dark.

The meeting agreed that the Standing Committee could be asked to make the final decision about the project, once all the outstanding queries and issues have been resolved. This is so that progress might be made before the next PCC meeting in May.

## **14. Church Hall Management – resolution about Cleaning Agreement (JM)**

As required by the Charity Commission, the PCC considered the following resolution:

<b>Resolution</b>	The PCC is satisfied that a) the payments to Juan Bowerman under the Cleaning Agreement are in the best interests of the PCC, and b) that the payment is reasonable in relation to the service provided.				
<b>Moved</b>	Mel Gibson	<b>Seconded</b>	Christina Wood	<b>Passed</b>	Unanimously

**15. Finance Report**

Paper N was noted. There were no questions.

**16. Buildings Committee Report**

Paper O was noted. There were no questions.

**17. Church entrance door / Stringer legacy**

Paper P was noted. There were no questions.

Tony Hughes reported that he had agreed to be the link person on the Buildings Committee for this project.

**18. Health and Safety (JM)**

Paper Q was noted. Those involved in taking Health & Safety actions are meeting again on 24 March.

The PCC thanked Hazel Connelly for all her efforts on this.

**19. Evening service on the second Sunday (JM)**

No change for now. Review again at the next meeting.

**20. Harwell Feast BBQ (JM)**

Jane Woolley confirmed that she is willing to organise the volunteers to run this once again.

**21. Decisions requested of Standing Committee between meetings (JM)**

There were none.

**22. Future dates to note (JM)**

26 March – Mothering Sunday

16 April – Easter Sunday

30 April – Church Annual Meeting

2 May – Licensing of the new Area Dean by Bishop Colin and Archdeacon Judy at St Peter's Church, Didcot at 7.30pm. All welcome.

29 May – Harwell Feast

**23. Any other business (JM)**

Jonathan Mobey reported that Anchor housing is being asked to assess the safety of the very tall tree on Cherry Tree Court land near St Matthew's and Prince's Manor Farm.

**The meeting closed at 10.00pm.**

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**CHAIR**

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**SECRETARY**

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**DATE**

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**DATE**