

**Minutes of a Meeting of Harwell PCC**  
held on Tuesday 9 May 2017 at 7.30 pm in St Matthew's, Harwell

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**Present**

Jonathan Mobey (Chair)	Tony Hughes	Tim Paget
Jane Woolley (Secretary)	Michelle Walker	Sid Gale
Christina Wood	Frances Taylor	Gordon Gill
Martin Gibson (Items 9-17)	Lizi Bowerman	
Becca Lewis	Andrew Keene	

**1. Opening & Prayer**

The Rector (Jonathan Mobey) read Isaiah 61 v1-4 "*He has chosen me and sent me to bring good news to the poor, to heal the broken hearted....*".

Jonathan remarked that Jesus quotes this at the beginning of His ministry, and we are commissioned to continue that ministry. It is particularly relevant to our Christians Against Poverty (CAP) work, aimed at relieving material but also spiritual poverty. As we focus on the detail of church life, we need to ensure that we can see the wood from the trees i.e. that our over-riding aim is to for ourselves and others to be reconciled to God.

Jonathan then led the PCC in prayer.

**2. Apologies for absence**

Apologies were received from Peter Barclay-Watt, Pam Rolls, Jan Radford, Mel Gibson, Hazel Connelly and Jean Barton.

**3. Co-options**

Lizi Bowerman removed herself from the meeting for this item.

Jonathan Mobey explained that there are two further prospective PCC members who may be co-opted on to the PCC. These are **Jean Barton** and **Lizi Bowerman**. Jean Barton is unable to be elected to the PCC because she is ordained. Lizi Bowerman missed being elected at the annual meeting, having served on the PCC for the last three years as a Deanery Synod representative.

Sid Gale proposed that Jean Barton be co-opted onto the PCC. This was seconded by Frances Taylor and agreed unanimously.

Christina Wood proposed that Lizi Bowerman be co-opted on to the PCC. This was seconded by Michelle Walker and agreed unanimously

**4. Welcome to new PCC members**

Jonathan Mobey formally welcomed the new members present: Becca Lewis and Tim Paget. Tim was elected as churchwarden at the annual meeting.

**5. Reminder of the duties of trustees/PCC members**

Jane Woolley reminded PCC members that they are charity trustees and therefore bear the responsibilities of charity trustees. All PCC members had been sent in advance of the meeting a copy to read of the document called "The Essential Trustee – what you need to know".

**6. Minutes of the March 2017 meeting**

The minutes of the PCC meeting on 7 March 2017 were signed as a correct record.

**7. Matters arising not covered elsewhere**

There were none.

**8. Decisions between meetings by Standing Committee**

There was one item – covered at item 16.

**9. Election/appointment of officers**

The Secretary had circulated a list of existing officers. This list indicated whether or not the incumbents were willing to continue.

Jonathan Mobey invited the meeting to propose or suggest any other candidates for any of the posts listed. None was forthcoming.

The meeting then voted on the following resolution:

<b>Resolution</b>	Approve the appointment of the following people to the following roles:				
	Vice Chair			Tony Hughes	
	Treasurer			Peter Barclay-Watt	
	Secretary			Jane Woolley	
	Churchwarden deputies			Tim Roberts	
				Ruth Slatter	
				Mel Gibson	
	Bookkeeper			Brenda Pyke	
	Electoral Roll Officer			Mike Pepper	
	Deputy Electoral Roll Officer			Jane Woolley	
	Gift Aid Secretary			Peter Barclay-Watt	
	Stewardship Secretary			Ruth Slatter	
	Concert managers			Liz Roberts	
				Tim Roberts	
				Mel Gibson	
				Christina Wood	
<b>Moved</b>	Chair	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

It was noted that the Treasurer and the Bookkeeper had indicated that they wish to stand down by the annual meeting in April 2018 (and ideally by January 2018 in the case of the Bookkeeper). Tony Hughes requested that this matter be considered at the October PCC meeting.

**Action: Secretary** to put recruitment of a new Treasurer and Bookkeeper on the October PCC meeting agenda.

Jonathan Mobey remarked that St Matthew's, Harwell and All Saints', Chilton PCCs might wish to consider merging their financial administration at some point in the future – either by becoming one parish, or by assigning responsibility for financial decisions to the Joint PCC.

**10. Election/appointment of PCC sub-committees**

The Secretary had circulated a list of existing committee members. This list indicated whether or not the incumbents were willing to continue.

Jonathan Mobey invited the meeting to propose or suggest any other candidates for any of the posts listed. None was forthcoming.

Jonathan Mobey reminded the meeting that the annual meeting in 2016 agreed that henceforth membership of the **Joint PCC** (with All Saints', Chilton) would automatically consist of a standard set of post-holders and therefore does not need voting on at a PCC meeting. Those post-holders are: PCC Vice-Chair, PCC Secretary (plus the ex-officio members of the Joint PCC, namely all clergy licensed to the Benefice, the Churchwardens and the Treasurer).

The meeting then voted on the following resolution:

<b>Resolution</b>	Approve the appointment of the following people to the following committees:				
	Finance & Budget	Peter Barclay-Watt (Chair) Brenda Pyke Mel Gibson Christina Wood			
	Buildings	Tony Hughes (Chair) David Pyke Philip Roberts Mandy Birkinshaw Juan Bowerman Christina Wood			
	Standing Committee  (Churchwardens and Rector are automatically members of the Standing Committee)	PCC Vice Chair, Tony Hughes PCC Secretary, Jane Woolley PCC Treasurer, Peter Barclay-Watt Other clergy licensed to the benefice: Pam Rolls and Jan Radford			
	Chair	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

**11. Election/appointment of representatives to organisations**

The Secretary had circulated a list of existing representatives. This list indicated whether or not the incumbents were willing to continue.

The Rector is an ex-officio member for the Harwell Charities Trust (the alms-houses) and so this does not need to be considered by the PCC. Likewise for the Didcot Christians Against Poverty (CAP) group.

Jonathan Mobey invited the meeting to propose or suggest any other candidates for any of the other posts listed. None was forthcoming. The meeting agreed that Jonathan Mobey would remain the sole representative for Churches Together in Didcot.

## 12. Reflections on the Annual Meeting

The meeting noted that there were very few questions at this year's annual meeting. After various discussions about the purpose of the annual meeting and how to raise the congregation's awareness and engagement with church activities and issues, it was agreed that we would use the same format for next year's annual meeting but with the following actions to be taken to try and overcome the noted deficiencies:

**Action: Jonathan Mobey** to talk to the senior leadership team and schedule a series of brief monthly talks throughout the year during the main 11am Sunday service covering key activities e.g. CAP, Evergreens, etc.

**Action: Jane Woolley** to remind Jonathan Mobey to include some specific questions covering particular issues at next year's annual meeting for the congregation to respond to (e.g. have a show of hands) in his presentation about progress with implementing the church's vision.

## 13. Seating & Heating project – action from previous meeting

Martin Gibson confirmed that the chair supplier has stated that the chair backs do not overlap when stacked and so there is no risk that memorial plaques attached to chair backs will become scratched or dislodged from being stacked.

## 14. Seating & Heating project – update/next steps

### Progressing the works

Since the 7 March PCC meeting, Tony Hughes had updated PCC members by email about the process of getting the necessary permission from the DAC to proceed with approval for the seating and heating improvements. The DAC at its meeting on 13 March had some reservations about the PCC's preferred heating system and advised that we should pursue heating as a separate Faculty application from seating and flooring. This means that there will be a delay before we can proceed with the heating improvements due to the time it will take to obtain the data required by the DAC about the performance of the proposed heating system and to obtain some additional quotations and specifications. In the meantime the intention is to press on with the seating aspect of the project, to which the DAC has not objected (although the DAC has thrown up an obstacle which might jeopardise the original timescale – see below).

In addition to the written information given in Papers F and H, Tony Hughes summarised orally the up to date situation with getting a Notice of Advice from the DAC on the seating improvements, and commented that it is somewhat complicated and frustrating.

The DAC is insisting that we have a survey of the floor carried out before they will issue a Notice of Advice. The Church Architect has argued with the DAC officers that the full survey should be carried out as part of the seating project itself, not beforehand, to avoid unnecessarily additional work, delay and expense. But the DAC officers have rejected this approach. Tony Hughes advised that we will find it difficult to move forward on this project unless we do as the DAC requires. The main difficulty is that to meet the requirements we shall have to take up the existing carpet in the nave and aisles.

After some discussion once again about the pros and cons of carpeting the floor of the church, and consideration of the knock-on impacts of the DAC's insistence of a survey of the floor before the

project can start, PCC members agreed the following course of action, to be organised by Tony Hughes:

- Commission the church architect to undertake the required survey of the floor so that it takes place as soon as possible after the wedding on 27 May. Naturally this timing is subject to the architect's availability, and how soon arrangements can be made for lifting the carpet. Tony advised that the survey would have to be completed by around 9 June to stand any hope of getting a Notice of Advice from the DAC by mid-June, and then a Faculty by mid-August (a Faculty requires a statutory 4 week public consultation period and normally takes a total of around 8 weeks from submission to confirmation).
- Investigate professional lifting of the carpet and securing of the hearing loop in readiness for the survey. The pews can stay in situ for the time being as there is no carpet under them.
- Once the carpet has been lifted, decide if it would be safe to leave the floor uncarpeted on a temporary basis after the survey or if we will need either to put the old carpet back or put down some other kind of very temporary floor covering. The latter would require an Archdeacon's Licence.
- If possible, stick to the plan to remove the pews, redecorate the nave, carpet the floor and have the chairs delivered during the August-October 2017 period. This proposed timescale is subject to the floor survey being completed by around 9 June. PCC members agreed with Tony Hughes' assessment that there is now a high risk that this timescale will not be achieved. PCC members accepted that the knock-on impact of this could well mean that the timescale slips and the church is not usable for Remembrance Sunday or even Christmas services.
- Even if the seating timescale does slip significantly, press ahead with the nave re-decoration during the August-October period to guarantee that this work takes place before its Faculty expires at the end of December 2017. This would require removal of the central pews in order to erect the required scaffolding, but those pews can be put back and removed again more readily once the old, hard to undo screws attaching the pews to the floor have been replaced by new, greased screws.

Tony Hughes reminded the PCC that the cost of the DAC's preferred option for the floor of creating a new tiled floor would be c.£100,000. That course of action would require grants to fund it and major works on and under the floor. Assuming enough money were raised, it would probably delay the seating project by a further 2 years. In any case, earlier discussions about options for the floor had shown a clear preference for a carpeted floor as most suitable for the various activities in the church.

Tony Hughes assured PCC members that the DAC has stated that it will issue a Notice of Advice once we have submitted a survey of the floor i.e. they will not stand in the way of our wish to fully carpet the floor if we provide all the extra information they have demanded. However, this is no guarantee that we will be successful subsequently in being granted a Faculty, since objections could be lodged as part of the public consultation.

Tony Hughes said that there is a Buildings Committee meeting scheduled for 18 May at which some of these next steps will be discussed and planned.

Jonathan Mobey said that it would be good if others of us could support Tony Hughes as much as possible with the workload involved.

<p><b>Action: Jonathan Mobey</b> to liaise with Tony Hughes and to find additional help to relieve Tony of the burden of some specific aspect(s) of the seating project workload.</p>
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## Fundraising

PCC members endorsed the following recommendations at the end of Paper H:

1. Press on as soon as possible with the planned Seating & Heating fundraising appeal to the congregation/community. The most likely timing would be June.

PCC members also noted that the most practical arrangement would be for the campaign to seek pledges rather than actual donations. Once invoked, donations would then go into appropriately named Restricted Funds.

**Action:**

**Martin Gibson** to design an appeal leaflet, for approval by Jonathan Mobey

**Jonathan Mobey** to arrange publicity for the appeal (as per the Fundraising Committee meeting minutes of 7/2/17)

2. Apply sooner rather than later to the Vale of White Horse for the developer's Section 106 money we have been allocated (£25k) for church building improvements and put all of that towards the seating project.

**Action: Jonathan Mobey** to apply for Section 106 money (as per the Fundraising Committee meeting minutes of 7/2/17)

3. Pay for the seating (and associated flooring) work using the Section 106 money plus money from Designated Funds (Talbot Legacy). Do not apply for grants for seating work.
4. Once we have the go ahead for the heating work apply for grants for that.
5. Aim to keep as much money back as possible in Designated Funds as "seed money" for possible "second phase" improvements to St Matthew's building - but not so much that it jeopardises the success of grant applications.
6. Separate out the "Talbot Legacy" in the Designated Funds into separate pots for (i) seating; (ii) heating and (iii) "second phase" improvements. This might more clearly demonstrate to grant-awarding bodies our proposed use of this money, and help to justify keeping some of it back rather than using it all up on the seating and heating projects.

**Action: Jane Woolley** to ask the Treasurer to split the "Talbot Legacy" on the following basis for the timebeing: (i) 25% seating; (ii) 25% heating; (iii) 50% second phase improvements

## 15. Buildings Committee report

Paper I was noted.

## 16. Church Hall Management

### General update

Jonathan Mobey said that there was little to report. Brian Zimmerman (the volunteer Hall manager) has been attending to the front door, which had been sticking. Tony Hughes said that he had noticed that the door has a new handle. Jonathan Mobey confirmed that, as far as he knew, the door had been trimmed and is no longer sticking.

## Outside play area

Paper J refers. The outstanding queries about the scheme had been resolved to the Standing Committee's satisfaction, and its members have now approved commencement of the works, which are due to begin shortly.

## 17. Church porch - glass doors project

Jonathan Mobey stated for the benefit of new PCC members that this project is in order to replace the inner wooden door with glass doors. It will be funded from a legacy. The DAC and the church architect have indicated informally that they view positively the broad idea. Mel Gibson has been trying to get quotes from potential contractors.

Jonathan Mobey raised the question of whether we aim to pursue the details ourselves, use the services of the church architect, or possibly use a different architect.

Tony Hughes said that the DAC would require the church architect to be satisfied for the project to proceed, but he does not necessarily have to manage the work directly. It is possible that another architect from his or another firm could do most of the work, with the church architect just signing things off. The meeting agreed that if the church architect is unable to take the work on in the near future, we should try and progress things sooner rather than later by engaging another architect.

Christina Wood asked if anyone had been assigned to undertake the required DAC and Faculty paperwork. Tony Hughes said no, not yet. Jonathan Mobey said that he thought that Mel Gibson might be willing to be involved.

Tony Hughes confirmed that the architect's fees would be higher if they rather than a church member were the project manager, and that the role of the church architect in the project is something to discuss with the church architect.

**Action: Tony Hughes to:**

- ask the church architect when he could take on the porch glass doors project;
- explore with him whether he should also project manage it;
- liaise with Jonathan Mobey and Mel Gibson accordingly to ensure that the project progresses reasonably quickly.

Jonathan Mobey said that there would need to be some sort of pattern on the glass doors to avoid people walking into them. Jonathan suggested that perhaps some sort of engraving would be good, but that we could consider this issue in due course.

## 18. Finances

The Income and Expenditure report and the Finance Commentary report (Papers K and L) were noted without comment.

Jonathan Mobey reported that Jean Barton had actioned the matter from a previous meeting to discuss with him the pros and cons of saying in services that if people are a visitor or give in another way, they should feel free to just pass the collection bag along. The conclusion that he and Jean had come to was that this would no longer be said at every service but it would continue to be a standard item in the notice sheet. The occasions when it would be announced orally would be when there are a significantly higher number of visitors present than usual.

**19. Future of the evening service on the second Sunday of the month**

The issue of creating a fresh expression of church was still being considered. So for the time being we will continue without an evening service on second Sunday of the month.

**20. Future dates**

Harwell Feast – Monday 29 May

Journeying Together meeting – Saturday 20 May (Chilton Village Hall)

Combined Christian Aid service – Sunday 14 May (6.30pm at Didcot Methodist church)

Science & Faith talk – Wednesday 14 June

Licencing of Mark Bodeker at Great Western Park church – Sunday 18 June (4pm at UTC)

Holiday Club – Monday 14 - Friday 18 August (Harwell School)

**21. Any other business**

There was none.

**The meeting closed at 10.05pm with the Lord's Prayer.**

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**CHAIR**

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**SECRETARY**

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**DATE**

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**DATE**