

Minutes of a Meeting of Harwell PCC held on Tuesday 4 July 2017 at 7.30pm in All Saints', Chilton

Present

Jonathan Mobey (Chair for items 1 and 2 and present for further items with "JM" after the heading)

Pam Rolls (present for items 1 and 2)

Jean Barton (Chair for item 3 onwards)

Tony Hughes

Jane Woolley (Secretary)

Hazel Connelly

Michelle Walker

Martin Gibson

Gordon Gill

Tim Paget (present for items 1-8 & 12)

Christina Wood

Frances Taylor

Sid Gale

Lizi Bowerman

Becca Lewis

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.

Agenda items are recorded here in agenda order but were in fact taken in the following order: 1-8, 12-15, 9 (seating update part), 10, 9 (fundraising part), 11, 16.

1. Opening & Prayer

Rev Dr Jonathan Mobey opened the meeting by reading Psalm 46. In readiness for dealing with some challenging items on our agenda, Jonathan identified a key verse as "Be still and know that I am God". This applies whether problems are at a world level or at a personal level. The point is that God is in control of everything. He is amongst us and with us now – an ever present help. So we do not need to fear, whatever happens. He has a plan; in the end "the Lamb wins".

The meeting then had a few minutes of quiet contemplation, followed by a prayer led by Jonathan Mobey.

2. Items of joint business

2.1 Deanery Mission Action Plan

Jane Woolley took comments on the items proposed for submission to the Deanery, arising from the poll of PCC members. These comments were all on the "Looking to the future" section.

The following comments/suggestions were made about further or alternative items to try and include:

- Reaching "the broken hearted" i.e. more reference to involvement with social action
- Contact with harder to reach groups in society
- Instilling a more caring culture
- Ensuring that we don't give the impression that it is "job done" with the items on the "Looking at the present" section.

Gordon Gill reminded the PCCs that we are looking at a Common Vision in the Diocese and the Deanery Mission Action Plan will align with that vision. It is the collective view in the Diocese that individual churches' Mission Action Plans should align with the Common Vision. Gordon reminded the PCCs that when Bishop Steven spoke to a meeting in the Wallingford Deanery to which PCC members were invited he spoke about the three C's – the Contemplative, Compassionate and Courageous Church. Gordon also mentioned that Bishop Steven spoke passionately of his vision for the church to be 'a Church of the Beatitudes' or the 'beautiful attitude' of the church.

<p>Action: Jane Woolley and Jonathan Mobey to agree the final submission, bearing in mind the comments above, and the limit of three items on the submission form.</p>

2.2 C&FW employment

Jonathan Mobey had circulated a paper called “Children & Families Worker – developments” two days prior to the meeting but after the agenda was issued. The upshot is that Peter Shields has decided not to take up the PCC’s offer of a 20 hours per week contract from 18 August. Two issues arising were then considered: 1) Recruiting a new C&FW; 2) A bridging arrangement for the period 18 August until a new C&FW is able to start.

2.2.1 Recruiting a new C&FW

It was agreed that it is important that we recruit a new C&FW as soon as possible in order to continue Peter Shields’ great work to date.

It was agreed that the earliest we would probably be able to recruit a new C&FW to start is early January 2018. This would assume advertising and shortlisting in September and then interviewing and making an offer in October. This then allows for a 1-2 month notice period with an existing employer.

The intention would be to present the proposed Job Description, Person Specification and contract to the September Combined PCC meeting for approval, and to authorise going ahead with advertising the post.

The nine members of the Joint PCC present voted on the following resolution:

Resolution	To employ a new C&FW on a full time three year contract from January 2018 onwards. The post could be filled by one person working 40 hours per week or by two people in a jobshare splitting the hours between them.				
Proposed	Chair	Seconded	-	Passed	Unanimously

Becca Lewis suggested that being open to a job share arrangement might widen the pool of applicants. Gordon Gill spoke about the two new licensed Chaplains working in Harwell parish on GWP and eventually on Valley Park – these are a job share, each working part-time. One of these chaplains is an Anglican who currently is training at Wycliffe Hall to be a Lay Pioneer in the Anglican Church. The part-time post is helping fund her studies. It would be worth approaching Wycliffe Hall to see if there are trainees in youth ministry, who need to work part time to help fund their place. Pam Rolls noted that Oxford Youth Works is closing down in the autumn and so some staff from there might be interested.

The following actions were also agreed:

<p>Action: Employment sub-committee to be responsible for the following tasks:</p> <ul style="list-style-type: none"> • Oversee the recruitment process; • Undertake an “exit interview” with Peter Shields and, in the light of his feedback, review the current Job Description and Person Specification and any implications for workload and for staff-related processes. • Consider a suggestion to seek feedback from the community members in contact with the church (e.g. Fledgelings parents) about what qualities they particularly value in a C&FW, as an input into the review of the job description. • Consider in more detail whether a jobshare arrangement could work and how it would be managed.

It was acknowledged that the Employment sub-committee has already been tasked with reviewing HR processes and documentation to ensure that the PCC is at least compliant with employment legislation. It was agreed that this work would need to be completed by the time that the new C&FW starts, if not before. It was noted that the Employment sub-committee could co-opt additional members if it needed to e.g. to help with specific tasks.

2.2.1 A bridging arrangement for the period 18 August until a new C&FW is able to start

The paper that Jonathan Mobey had circulated proposed that Peter Shields be employed on a 'sessional' basis to cover the period 18 August until a new C&FW starts. Jonathan reported that Peter appears amenable to this. Some PCC members expressed reservations about such an arrangement, though. This was on the grounds a) that it would be unfair to those who give time voluntarily on a 'sessional' basis and b) that the C&FW position is a role with oversight and accountability, not just about running sessions.

A PCC member proposed an alternative – that of simply offering Peter a new 20 hour per week contract from 18 August to 31 December i.e. effectively an extension of the current arrangement.

Jonathan Mobey expressed concern that if Peter Shields turned this down, we might be unable to run Fledgelings, Kids Church, YF, etc. resulting in a faltering of the good work to date in these areas.

There was then some discussion as to whether in that case we should then be prepared to offer Peter Shields one or more alternatives if he turned this offer down e.g. a 10 hours per week contract or employment on a 'sessional' basis. The consensus was that we should **only** offer Peter a new 20 hour per week contract from 18 August to 31 December and no other arrangement, and that we would have to suffer the consequences if this offer were declined.

Following a straw poll of Combined PCC members to guide their decision-making, the nine members of the Joint PCC present voted on the following resolution:

Resolution	To offer Peter Shields a new 20 hour per week contract for the period 18 August to 31 December 2017.				
Proposed	Chair	Seconded	-	Passed	Unanimously

The following action was also agreed:

Action: Jonathan Mobey to meet with Peter to present to him the above offer on behalf of the PCC. A member of the Employment sub-group is also to be present at this meeting.

It was concluded that it is impossible to say at this stage what Peter and Melanie Shields' future plans would be once Peter's contract ends as regards continuing to worship in the Benefice, or being involved in its children's ministry in a voluntary capacity. It was acknowledged that this could have an impact on an incoming C&FW and that this would need to be handled carefully.

2.3 Future dates

The following future dates were noted:

- Thursday 13 July: Churchwardens' commissioning service, Faringdon
- Monday 14 - Friday 18 August: Holiday Club, Harwell School
- Sunday 17 September: Deanery Confirmation service, 4pm, St Matthew's/other venue (PCC permitting)
- Sunday 1 October: Commissioning service for Jan Radford, 6.15pm, All Saints' (PCCs permitting)

2.4 Proposed evening service amendments arising

Jonathan Mobey explained the proposed amendments to evening service arrangements on 17 September and 1 October associated with the Deanery Confirmation service and the commissioning service for Jan Radford respectively. Frances Taylor and Pam Rolls both suggested that arrangements should be made to offer regular attendees of St Matthew's evening service a lift to Chilton on 1 October – especially as it is Harvest Sunday.

The proposed service amendment were voted on by individual PCCs later in the meeting – see item 4.

2.5 World Missions budget distribution proposal

The proposal was discussed. PCC members raised queries about the following aspects:

- What is **Christian Solidarity Worldwide**? Carina Lobley (All Saints', Chilton) from the World Missions Group answered this.
- If we should be supporting the Christian environmental charity, **A Rocha** – isn't tackling poverty a greater priority? Carina Lobley explained that the World Mission Group's strategy is to support each of the Five Marks of Mission, one of which is "to strive to safeguard the integrity of creation, and sustain and renew the life of the earth". Carina also clarified that the World Missions Group will review the proposal to donate to A Rocha following their forthcoming presentation at a Sunday morning service. Carina invited PCC members to give the World Missions Group their thoughts about A Rocha after their presentation and promised that any comments would be taken into account by the Group. Carina also explained that the Group's strategy is to provide long term support to individual missionaries, whereas there is more scope to alter each year the larger mission-related organisations we support. So we could support A Rocha for a year and re-think this next year.
- Whether **Mission Aviation Partners** is really an airline rather than a mission-related organisation. Jonathan Mobey confirmed that they fly missionaries to remote locations, so they are a mission-related organisation.

Jonathan Mobey commented that the World Missions Group had thought long and hard about who to support financially. Jonathan suggested that the PCCs should generally accept the recommendations of the Group and that anyone who feels strongly on the subject should join the Group and influence it from within.

The budget distribution proposal was voted on by individual PCCs later in the meeting – see item 5.

3. Apologies for absence

Apologies were received from Jan Radford, Andrew Keene, Mel Gibson and Peter Barclay-Watt.

4. Proposed evening service amendments

Resolution	Sunday 17 September - cancel the evening service at St Matthew's and instead hold a confirmation service at 4pm at St Matthew's/another venue				
Proposed	Chair	Seconded	-	Passed	Unanimously

Resolution	Sunday 1 October - cancel the evening service at St Matthew's and instead hold a commissioning service for Jan Radford at 6.15pm at All Saints', Chilton – with the proviso that there would be written and verbal publicity about the availability of a lift and that every effort is also made by the churchwardens/Rector to speak to each regular evening service attendee to ask them individually whether they would like a lift.				
Proposed	Chair	Seconded	-	Passed	Unanimously

Action: Jane Woolley to ensure that the Rector is aware of the proviso in the resolution about the 1 October evening service.

5. Proposed distribution of the World Missions budget

Gordon Gill said that it is his understanding that the Benefice is not planning to meet its Parish Share commitment for 2017-18 in full.

Gordon stated that it is Diocesan policy that Parish Share has to be prioritised over World Missions spend. Therefore he could not support spending the proposed distribution of the World Missions budget. Hazel Connelly reminded the PCC that they had previously expressed and agreed that Parish Share should be a priority and had discussed that, if All Saints is unable to pay its share, St Matthew's might be willing to pay the difference.

Other PCC members said that they thought that the Benefice had met its Parish Share commitment for 2016-17 in full and was planning to do so again in 2017-18. There was then some discussion about whether the PCC could make a decision about distributing the World Missions budget in the absence of clarity over the Parish Share payment situation. Some thought that the decision should be delayed pending clarity. Others thought that the distribution of the World Missions budget should go ahead regardless. The matter was then put to the vote.

Resolution	To distribute the World Missions budget as proposed				
Proposed	Chair	Seconded	-	Passed	9 in favour 3 against 1 abstention

Action: Jane Woolley to ask the St Matthew's PCC Treasurer to clarify the following in writing before the Combined PCC meeting in September:

- Whether the Benefice met its Parish Share in full in 2016, and if not, by how much a) in total and b) in each Parish.
- Whether the Benefice is planning to meet its Parish Share in full in 2017, and if not, by how much a) in total and b) in each Parish
- Did St Matthew's make up any shortfall in All Saints' Parish Share contribution in 2016 and if so, why was this necessary?

6. Minutes of the May 2017 meeting

Gordon Gill queried in Item 14 (Seating & Heating project) whether it is correct that the DAC's preferred option is a new tiled floor. Gordon said that he thought the DAC's preferred option is the reinstatement of the existing floor. Tony Hughes confirmed that what it says in the minutes is basically correct in stating *"that the cost of the DAC's preferred option for the floor of creating a new tiled floor would be c.£100,000."*

The minutes of the last meeting were approved and signed as a correct record.

7. Matters arising not covered elsewhere

- Jonathan Mobey to talk to the Senior Leadership Team (SLT) to schedule a series of brief monthly talks throughout the year covering key activities e.g. CAP, Evergreens, etc.

STATUS: Having a schedule of talks was agreed in principle with the SLT. Jonathan Mobey to now draw up a detailed plan.

- Jane Woolley to remind Jonathan Mobey to include some specific questions covering particular issues at near year's annual meeting.

STATUS: Jane Woolley has made a note to do this in her file for the March 2018 PCC meeting.

8. Decisions requested of Standing Committee between meetings

Seating project – the Standing Committee agreed to the formation of a sub-group to make decisions quickly on issues such as the colour of the carpet, so that the DAC is in a position to issue a Notice of Advice as quickly as possible.

9. Improving church seating - update

Permissions and physical works

Paper E refers.

Tony Hughes reported that we have not yet received the "Notice of Advice" (NOA) from the DAC which we require in order to petition for a Faculty. This is despite chasing hard for it. Tony said that he had been promised in the last 24 hours that the DAC secretariat would start considering the matter this afternoon, but Tony had not yet heard back from them at the time of the meeting. This means that our timescales are slipping. The longer the delay in hearing back from the DAC, the more of an issue this will become. The key critical issue is the 9 weeks it takes to for the chairs to be delivered once ordered.

Tony Hughes reported that he is poised ready to submit the Faculty petition as soon as we get the NOA from the DAC. However, we then still have a 28 day public consultation period for the Faculty to get through, during which objections may be lodged. The consultation is publicised online via the Diocesan website as well as by hard copy notices locally.

Tony Hughes reported that we have now received a letter from the church architect which is very supportive of the project.

Martin Gibson thanked Tony Hughes for all his work, and also all the volunteers who did the physical removal work required to enable the survey of the floor to take place.

Additional help for Tony Hughes with some specific aspects of the project

Tony Hughes reported that the action from the last meeting for Jonathan Mobey to find some additional help for Tony with some specific aspects of the project was carried out. Liz Roberts has been recruited to help with disposing of the pews.

Fundraising campaign (JM)

Leaflet – Martin Gibson is responsible for preparing a campaign leaflet. Martin handed out some copies of a draft leaflet. Martin had previously sent the leaflet to Jane Woolley and Jonathan Mobey for comment. Martin explained that the leaflet is designed to be suitable both for a church audience and a community audience.

The leaflet invites donations for both seating and heating improvements. The meeting agreed that it is appropriate for the leaflet to cover both seating and heating improvements even though the timeframe for heating improvements is not yet known. This is because it is simpler to have one campaign covering both.

Tony Hughes suggested that the leaflet should give some idea of timescales, even if necessarily vague. Tony suggested that the leaflet should say that we hope to have the new seating in by this autumn (or even “this year”) and the new heating “somewhat later”. Sid Gale pointed out that the leaflet should not say that the new heating system will be electric, as it might not be. Jane Woolley suggested that the photo on the front should be the view from the front of the church interior to better show the existing pews. Tony Hughes said that Martin Gibson could contact him for a selection of photos of the church interior.

Martin Gibson invited PCC members to send him any other specific comments on the leaflet. Martin offered to send an electronic copy to anyone who asks him.

Action: Jane Woolley to warn the Church Administrator, Vicky Johnston, that she would need to print copies of the final leaflet sometime in the next few weeks.

Publicity – Jonathan Mobey is responsible for campaign publicity. The meeting agreed with a suggestion from Tony Hughes that the campaign should be launched once we submit the Faculty petition and not before.

It was also agreed that an electronic copy of the leaflet should go on the church website. This would also make it easy to publicise the campaign via an email to church members registered on the website. Jonathan Mobey said that we can also include on the website a facility to donate electronically as well as provide bank transfer details.

Applying for Section 106 funds – Jonathan Mobey said that he was just waiting for confirmation of the funding figures in order to make the application. Tony Hughes confirmed that these figures are in his Funding Strategy document, which he had sent to Jonathan.

Action carried over from previous meeting: Jonathan Mobey to apply for Section 106 money

10. Improving church heating - update

Tony Hughes reported that there is now no chance of undertaking the heating work in the same timeframe as seating and flooring i.e. in September/October. This is because it is not going to be easy to get the information that the DAC requires about the performance in situ of the Ecomiser heating system.

Tony Hughes relayed that Mel Gibson is still trying to get running costs data from the four churches which have had the Ecomiser systems installed. Even when we get this data, it won't be straightforward to project it onto our usage patterns.

Tony Hughes explained that the DAC had queried the cost estimate we included for putting in a gas-fired heating system. The DAC has asked us to get at least one other estimate. Tony Hughes said that he arranged a site visit in May for another firm to provide another estimate, but he has not yet received anything back from them.

Whatever type of system we propose, Tony Hughes said that we would also need to prepare a detailed design specification and ask for a formal quotation in order to submit our proposal to the DAC.

In summary, Tony Hughes said that there is still quite a lot to do before we can submit our heating proposal to the DAC.

11. Church Porch – Glass Doors project (JM)

Tony Hughes reported that he has spoken to the Church Architect Philip Waddy about the project.

The Church Architect confirmed that he or his firm would be able to act in any appropriate way to further the project, and that he could discuss in due course the extent of his/his firm's involvement that we require. The Architect confirmed that he/his firm had the capacity to fit the work in.

The Church Architect said that we were free to get a different architect/different firm to work on the project, but that the Church Architect would also need to be involved in it sufficiently to be able to formally confirm that he supports it. Using another architect would thus duplicate some of the costs, apart from any other considerations. Tony said that he had not been able to go into more details with Philip Waddy, since he has not seen the quotations for glass doors received some time ago.

Jonathan Mobey wondered if we should ideally find an architect who specialises in church glass doors. Tony Hughes noted that Philip Waddy is now the Church Architect for St. Mary le More Wallingford, although he thought that this was since St. Mary le More installed their glass doors.

The meeting agreed that PCC members are happy for Jonathan Mobey and Tony Hughes to decide whether to appoint the Church Architect or a different architect to work on the project.

Tony Hughes clarified that we are not yet at the stage of being able to decide if we would want the architect to project manage the work as well as do the actual architectural design work.

12. Buildings Committee report

Paper F refers.

Tony Hughes drew attention to two items in Paper F:

- **Asbestos survey** – this has now taken place and nothing serious has been found. However, there are a number of items which tested positive for asbestos and which we will have to log, and monitor and review regularly. So the issues that the Buildings Committee are now looking at are:
 - What is the best process for monitoring and reviewing the items which tested positive;

- Whether this process will cause us to incur further unanticipated expenditure.

- **The security of the extension door** – David Pyke has spent a lot of time looking at how we could improve the security of this door. If we alter or replace the door to make it more secure, we then also have to ensure that it is compliant with current regulations. If we leave the door as it is, we do not have to comply with current regulations. If we alter the door to make it more secure this means that we would have to fit a form of push bar on it so that it complies with current regulations. A quote from our usual locksmith suggested that this would bring the total cost to about £800. This is considerably more than the £250 we budgeted for. David Pyke is now going to seek more quotes for this work, but we do not expect anyone to come in a lot cheaper than £800. This matter will come back to PCC for a decision in due course. If we decide to leave the door as it is, we could look at mitigating the security risks when it is unlocked by, say, only leaving it unlocked in certain defined circumstances.

Jean Barton thanked Tony Hughes and the Buildings Committee for all their work.

Sid Gale said that he had been disappointed to find that the church is currently being locked at 3pm daily. Christina Wood promised that the churchwardens were keeping the security situation under regular review and intended to keep the church open for longer once it seems safe to do so.

13. Church Hall Management report

Paper G was noted.

14. Finance Reports

Papers H, I & J were noted. Jane Woolley informed the meeting that she had been asked by one of the churchwardens to point out that the final line of Paper I should read "*A transfer...from the Altar Fund to Improved **Seating***" and not "*....to Improved **Heating***".

Jane Woolley confirmed that the Treasurer has completed the action from the last meeting to split the "Talbot Legacy" as follows: 25% seating project; 25% heating project and 50% for "Phase 2".

The following action was agreed in response to a discussion about reading the income and expenditure figures:

Action: Jane Woolley to ask the St Matthew's PCC Treasurer to include a year-end projection column on the Income & Expenditure report, if this would be straightforward to do.

15. Evening service on the second Sunday

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

16. Any other business (JM)

There was none.

Jean Barton commented that it had been a long and challenging meeting but that there are plenty of positive things to celebrate.

Jean Barton closed the meeting with The Grace at 10.00pm.

CHAIR

SECRETARY

DATE

DATE