

**Minutes of a Meeting of the Combined PCCs  
of St Matthew's Harwell with All Saints' Chilton**  
held on Tuesday 6 November 2017 at 7.30 pm  
in All Saints', Chilton

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**Present**

**(J) Denotes Joint PCC member. There were thus 11 voting members at this meeting - all resolutions refer to Joint PCC votes**

Liz Morris (J)	Martin Gibson**	John Pigott
Hazel Benton	Michelle Walker	Alex Reich (J)*
Lizi Bowerman	Tony Hughes (J)	Pam Rolls (J)
Peter Barclay-Watt (J)	Andrew Keene	Frances Taylor
Hazel Connelly	Steve Hale	Christina Wood (J)
Phil Corbishley	Tim Paget (J)	Jane Woolley (J)
Yvonne Sanderson (J)**	Carol Pigott (J)	The Rector (J, Chair)**

By Invitation:  
Vicky Johnston, Church Administrator\*\*

\* From Item C1.2

\*\* Absent for items C4.4 and C4.5

Agenda items are recorded here in agenda order but were in fact Item C4 was taken after Item C5.

In the absence of the CPCC Secretary, the minutes were taken by Carol Pigott (up to and including Item B5) and Jane Woolley (Item C1 onwards).

## **A Preliminaries**

### **A1 Opening & Prayer**

The Rector opened the meeting by reading the Parable of the Talents. We are generously provided with the "talents" of money, buildings, and people. Are we using them effectively? Are we using them for the purpose of building God's kingdom, and so multiplying them, as the first servant in the parable? Or are we just keeping them without producing any increase, as the third servant did?

The Rector then prayed for the meeting, thanking God for our resources, and asking for guidance how best to use our talents.

### **A2 Apologies for absence**

Apologies were received from Carina Lobley, Becca Lewis, Sid Gale, Helen Brook, Gordon Gill, Stuart Gibson, Jean Barton and Peter Cox (Secretary). Jan Radford was excused.

### **A3 Minutes of Previous Meetings**

Three sets of minutes were formally accepted, and duly signed, these being for the extraordinary CPCC meeting on 23<sup>rd</sup> May; CPCC on 6<sup>th</sup> June; CPCC on 5<sup>th</sup> September.

### **A4 Actions / Matters arising**

There were no matters arising.

## **B Mission Strands**

### **B 1 Children, Youth and Families**

The Rector thanked the Appointment committee and interview team, involved with the selection of our new Children and Families Worker. The position is to be filled by Melanie Shields and Sarah Barrett, who will share the post. They will take up the position in January 2018.

In Chilton, the Sunday Pebbles group will be re-locating from the upper room at All Saints' to the Village Hall, starting Sunday 12<sup>th</sup> November.

Holiday Club Admissions Policy would be agreed in the New Year, soon after Melanie and Sarah start work.

### **B 2 Evangelism and Discipleship of Adults**

#### **B 2.1 Home Groups**

Home groups have been following the Journeying Together material, linked to the Sunday sermons, and the studies have been well-received.

Pam reported that new material, from Bishop Steven, was appropriate for Advent, and groups would be using this. Churches are to be encouraged to be the three "Cs" of Contemplative, Compassionate and Courageous. Frances recommended an article in "The Door" about it. Peter Barclay-Watt's group would be "Praying the Psalms" in the interim.

#### **B 2.2 Marriage Course**

#### **B 2.3 Alpha & Christianity Explored**

The Marriage, Alpha, and Christianity Explored courses would continue to be run, as appropriate.

#### **B 2.4 Science and Faith**

Science and Faith group continues to meet monthly, on the 3<sup>rd</sup> Thursday of the month.

Carina Lobley had sent word on the Light Party, run during half term. Over 30 children, and adults, had attended. They were a mix of church members, and others, invited from Holiday Club attendees.

#### **B 2.5 Responding to Financial Need**

The Didcot CAP Centre was picking up speed. The second Debt Coach had been trained, and had started working with clients. Jude Burbage was involved with a local couple, as befriender.

The Rector reminded the meeting of the Acts 435 project, which had been first considered at the November 2016 CPCC. It was not proposed to sign up to the scheme at this time.

Didcot Emergency Foodbank had experienced a surge in demand, possibly due to the introduction of the new Universal Credit scheme for those on benefits. As this new scheme is designed to emulate a monthly salary, recipients are experiencing a delay of several weeks, before receiving their first/next benefit payment. This is in addition to the regular increase in demand over the school summer holidays, when meals are not being provided in schools.

#### **B 2.6 Social and Community**

The beach trip had been good, with around 30 people, from a cross-section of the community enjoying the outing. Some were visiting the seaside for the first time in their lives.

Tim Paget spoke on a planned night-hike for the walking group.

Yvonne Sanderson said the lunch after the 11am service in Harwell, a week after Harvest, had been a really good social occasion.

Hazel Benton had received several comments from parishioners that they had wanted to see more fresh produce at Harvest, especially as we are a rural parish.

Carol Pigott suggested that we could have a focus on the Didcot Emergency Foodbank in July, to help them over the summer “spike”

On January 21<sup>st</sup> there would be a shared meal in Chilton Village Hall, to welcome Melanie and Sarah to their role as the Children & Families Worker.

### **B 2.6.1 Participation in Harwell Feast and Chilton Village and Harwell Campus Family Fun Day**

Paper K refers.

Jane Woolley had been involved in planning the BBQ for Harwell Feast. Mike Pepper had stood down, and so Jane needed someone to volunteer, and be prepared to assist year-by-year in future.

Harwell Feast committee needed to know if we wanted the marquee for a Songs of Praise event, and also if we wanted to run any stalls. If so, they needed to know how much space to allocate.

Bob Girling had told Liz that the Chilton Fun Day should be happening in 2018. This would be on Saturday 9<sup>th</sup> June, the day of the service at the Harwell Stone (this being the Saturday nearest the 6<sup>th</sup> June.)

There would be 2 weeks between these events in 2018, Harwell Feast being on 28<sup>th</sup> May; and so the meeting agreed to put on an activity at the Feast, and repeat it at the Fun Day.

Hazel Benton had observed at a similar event in Abingdon that the church stalls with children’s activities had received most interest, and Liz commented that Fledgelings activity at the Fun Day had been well received.

**Action:**

**Jane Woolley** to let the Feast Committee know that we would need the marquee for Songs of Praise on Sunday 27<sup>th</sup> May, and space for 3 gazebos at the Feast, for the activity.

**Liz Morris** to speak with Bob Girling about doing the same at the Fun Day.

**Jonathan Mobey** to approach the Children & Families Worker, and Carina Lobley of the Science & Faith Group about putting on the activity

Tony Hughes said that the Orchestra was quite well-attended at the moment, so should be available for the Songs of Praise. It was also pointed out that the Celebration Choir should be available for the Songs of Praise.

### **B 3 Pastoral Care**

Pam Rolls reported that the Journeying Together sermons and Home Groups had linked in to Pastoral Care, and one group thought the bible studies gave a new perspective on the well-known stories. The Pastoral Care teams need expanding, especially in Harwell. Pam requested that the details of those parishioners needing home communion over Christmas be passed to the clergy.

The latest Generation Gold service had been well attended, in spite of many regulars being away on holiday. Jan Radford had been missed at that one, but Pam Rolls is looking forward to working with Jan again at the next one, 2.30 pm on 4<sup>th</sup> December in Harwell. The theme would be “Stars”.

## B 4 World Mission

Nothing to report.

## B 5 Worship Services

A service for All Souls had just been held, and a similar service would be held next year. Invitations had been given to those who had been bereaved during the year, and there had been a lot of visitors at the Harwell service.

The next Sunday would be Remembrance Service, the morning services on Sunday 19<sup>th</sup> November would have a pastoral focus, and Stewardship would be the focus on 26<sup>th</sup> November.

Advent and Christmas services would be as usual.

Fresh Expression was on hold until the new Children & Families Workers were in post.

## C Facilitation and Partnership

### C 1 Communications and Operations

#### C 1.1 Update and plans

Paper F refers.

Vicky Johnston explained that this year's Christmas Card will feature the Church of England #Godwithus campaign design on the front and be customised with our own service details inside. Jonathan Mobey explained that the #Godwithus campaign is a series of materials designed to help draw closer "the Crowd" created by key life events such as weddings, funerals and baptisms.

Tim Paget expressed the PCC's thanks to Vicky Johnston for all her work.

#### C 1.2 General Data Protection Regulation (GDPR)

Paper A refers.

##### Delegated authority

Jonathan Mobey said that it was his understanding that individual PCCs are legally responsible for data protection issues. However, most of the relevant data is held and used at Benefice level rather than at a Parish level. Jonathan therefore suggested that it would make sense if our individual PCCs were to pass a resolution to delegate to the JPCC their data management/compliance responsibilities, much as we have done for Safeguarding and Staffing/Leadership. There was general agreement to this.

**Action: PCC Secretaries** to put the following resolution on the agenda for the January PCC meetings:

*To delegate to the JPCC the PCC's data management/compliance responsibilities*

##### Data compliance officer

Jonathan Mobey remarked that the Benefice holds a considerable amount of personal data e.g. those registered on the website, applications for weddings, baptisms, funerals, etc. There is quite a lot of work to do on the data to be GDPR compliant.

Paper A suggests that the Church Administrator could be appointed as Data Compliance Officer for the Benefice, with responsibility for taking the required action. However, this is probably not possible within her

current hours. Vicky Johnston is open to the possibility of taking on more hours, perhaps even just for a short time. The other option is to find a volunteer to do it. Tony Hughes suggested one name.

Martin Gibson wondered if it might be better if the person policing the data (the Data Compliance Officer) and the person working with the data most often (i.e. Vicky Johnston) were not one and the same.

Jonathan Mobey said that it is not possible for the JPCC to appoint a Data Compliance Officer until the individual PCCs have delegated data management/compliance responsibilities to the JPCC. Therefore it is not necessary to make a decision today. However, Jonathan suggested that the CPCC could discuss at the end of today's meeting the suggestion of increasing Vicky Johnston's hours to cover GDPR work.

Jane Woolley said that she had received some information yesterday from the Diocese about training sessions on GDPR in January.

## **C 2 Stewardship and Finances**

### **C 2.1 Update**

Peter Barclay-Watt reported that the Stewardship Committee had met recently. Both churches are projecting deficits for 2017 if we strip out the effect of having the Children & Families Worker position vacant for c.4 months. For example, Harwell is projecting a deficit of c.£8k. In 2018, Parish Share will increase by 4% again.

Money that has continued to come in to fund the Children & Families worker during the vacancy will be held over and those donors advised when their donations have reached the three year mark. Those who have pledged will be contacted to start their giving in January for three years.

St Matthew's has received its first donation from the Friends of St Matthew's (a scheme aimed at the Harwell families in the USA). It was for £100. Peter Barclay-Watt confirmed that the money had been received and that he would arrange to send a thank you.

The Stewardship Committee discussed the importance of promoting giving via legacies and how to facilitate this.

St Matthew's Treasurer and Book-keeper are standing down in 2018 and will need to be replaced.

### **C 2.2 Parish Giving Scheme**

Papers L & M refer.

Jonathan Mobey explained that the Diocese is promoting this scheme, and it is being rolled out in 17 other Dioceses so far, all of which have seen an increase in their giving as a result.

Peter Barclay-Watt explained that the 2 key advantages are:

- Less Gift Aid work for the Treasurers
- Donors can sign up to automatic inflationary increases, which aids church finances

There is, however, quite a lot of paperwork for the Treasurers to sort out to get donors onto the scheme. Peter Barclay-Watt might approach the Church Administrator for help with this.

Peter Barclay-Watt took, and answered, the following questions about the scheme:

Question	Answer
1. Does the Diocese pay the organisation which administers the scheme?	Yes, the Diocese pays centrally, and so effectively a tiny element of the Parish Share will cover this, so all Parishes – whether they use the scheme or not – are paying for it anyway. The scheme administrators sit on the donations for 10 days before passing them on, but on the other hand we will receive Gift Aid monthly rather than quarterly.
2. If the Diocese were to stop paying for the scheme, do we know how much it would cost us to pay for it ourselves?	No, but Peter Barclay-Watt will try to find out.
3. Can people still donate in cash or by standing order?	Yes, no compulsion for donors to sign up. We would encourage people to move on to the scheme, but they don't have to.
4. How long has it been running?	It started about 18 months ago.
5. Are there any financial guarantees for the scheme i.e. if it goes bust?	The FAQs section of Paper M states: <i>If insolvency were looming the trustees would be bound to manage affairs to avoid restricted donations being placed at risk. The chances of this are extremely small. PGS is a successful and well-resourced organisation with a proven track record in efficiently administering the scheme.</i> Also, the scheme only has our money for 10 days.

**Action: Peter Barclay-Watt** to try to find out how much the scheme would cost us if the Diocese stopped paying for it

So that we can try and implement the scheme first thing in January, it was agreed that the Standing Committee of each PCC would vote on the required resolution now, rather than wait until the next individual PCC meetings in January. Standing Committee decisions between PCC meetings are recorded at the next individual PCC meeting.

Jonathan Mobey confirmed that Stuart Gibson (All Saints' Treasurer – absent from this meeting) had indicated that he was in favour of the scheme.

<b>Resolution</b>	We the Standing Committee of the PCC of All Saints', Chilton request the Parish Giving Scheme to commence operation of the scheme on our behalf.				
<b>Proposed</b>	Jonathan Mobey (Chair)	<b>Seconded</b>	-	<b>Passed by the Standing Committee</b>	Unanimously (6 of the 8 Standing Committee members were present)

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It was agreed that the Standing Committee mechanism might also be used at future CPCC meetings where a decision is required by the individual PCCs following discussion by CPCC members – if a strong consensus is evident and if PCC members are comfortable with this (to be decided on a case by case basis). This would avoid delay and repetition at individual PCC meetings.

### C 3 Safeguarding

Paper B refers. The key thing to note is that Heather House will need to be replaced as Safeguarding Officer.

### C 4 Staffing and Leadership

#### C 4.1 Update and Plans

Jonathan Mobey reported that the new Children & Families Worker jobshare partners would start on 1 January. Jan Radford is on sick leave and Jean Barton is recovering from surgery. Jan Radford is planning to preach in our churches on Christmas Eve.

#### C 4.2 Change to the Employment Group’s terms of reference

Paper H refers.

<b>Resolution</b>	To approve an extension to the remit of the Employment Group by adding the following paragraph to its existing remit:  <i>e) and any responsibilities required by the PCC approved policies.</i>				
<b>Proposed</b>	Jonathan Mobey (Chair)	<b>Seconded</b>	-	<b>Passed by the JPCC</b>	Unanimously (11 of the 13 JPCC members were present)

#### C 4.3 Complaints Procedure

Papers I and J refer.

Martin Gibson explained that the notion of a complaints procedure had come out of the Employment Group’s work (in terms of how a member of staff could complain about their treatment). The Group had realised that our churches might wish to have a procedure for handling complaints from anyone, not just members of staff.

Jonathan Mobey explained that this is about whether we adopt a formal complaints procedure rather than continue with the informal process we currently have.

Discussion of this item was deferred to the next CPCC meeting.

Jonathan Mobey thanked Martin Gibson and the Employment Group for all their work, and also Hazel Benton for her input.

**Jonathan Mobey and Vicky Johnston absented themselves from the meeting for items C4.4 and C4.5.** Before he left the meeting, Jonathan Mobey made the point that he donated his GP pay (less expenses) to the Benefice. In Jonathan’s mind, this donation pays for much of the Church Administrator’s salary. So if he were to stop his GP day, this would have an impact on church income.

**Pam Rolls chaired the meeting for items C4.4 and C4.5.**

#### **C 4.4 Review of the Rector's GP Day**

Pam Rolls reminded the CPCC that the Rector began his work as a GP one day per week three years ago with the Bishop's approval. The arrangement was to be reviewed in due course, so this is what we are doing now.

Pam Rolls acknowledged the importance of the Rector's GP work to his personal satisfaction and to church finances.

Pam outlined her reservations about the current situation, which she has already relayed to the Rector:

- There are various activities or commitments which reduce Jonathan's visibility within Harwell and Chilton communities. One of these commitments is Jonathan's GP day. Other commitments are to do with involvement in "Didcot" issues such as CAP Centre meetings, Deanery meetings, Churches Together in Didcot meetings and Great Western Park meetings.
- The reduction in Jonathan's availability on weekdays means that, to fit around days off, all clergy/leadership meetings have to be on Tuesdays and Thursdays. This tends to mean that meetings on those days have to be rather long to fit in all the items of business.

Pam said that she is not suggesting that the solution is necessarily for Jonathan to give up his GP day. The answer might be for him to re-prioritise how he spends his time on his other available days.

Pam Rolls then opened up the matter for discussion. However, as there was a shortage of time, not every CPCC member was asked for their view.

Several PCC members spoke in support of the Rector continuing with his GP day, on the following grounds:

- To have a second job enriches and invigorates Jonathan's ministry. It broadens his outlook and is healthy. It is healthy for Jonathan to be exposed to the world outside the church community and to have an "escape" from the never ending tasks of church leadership. It is healthy for our churches since it should enhance the effectiveness with which the Benefice pursues its mission.
- Being a GP is not like other jobs where you can put it on hold for a while. You have to keep in practice to remain qualified. It would be a pity if Jonathan's GP registration were to lapse.

Some discussion then unearthed the view that a fundamental issue here might be the extent to which Jonathan is, or is not, visibly involved in pastoral and other activity within our parishes. Jonathan's gifts and strengths are many, varied and obvious, but pastoral activity (in the traditional sense) and casual interactions with individuals are much less evident. It was also suggested that freeing up more of Jonathan's time for pastoral activity might not actually have the desired effect if his natural inclination is to focus on other aspects of his ministry.

It was acknowledged that the financial benefit to the Benefice of Jonathan's GP day is significant, and that its loss would have severe implications. Peter Barclay-Watt, in particular, stressed the need to be realistic about this. Other PCC members, though, were concerned not to make a direct link between Jonathan's GP day, his financial donation to the Benefice, and the employment of the Church Administrator. It was pointed out that in the original discussions of the GP day some care was taken to avoid the impression that the purpose of the 'day release' was financial benefit to the Benefice.

Pam Rolls concluded by stating that she intends to continue discussions with the Rector about how it might be possible to overcome her concerns, taking account of the other comments made.

#### **C 4.5 Paying the Church Administrator extra hours to carry out GDPR work**

Discussion of this item was deferred to the next CPCC meeting.

#### **C 5 Wider Church**

Jonathan Mobey explained that the Deanery will be discussing the implications of the retirement in summer 2018 of the Priest-in-charge of All Saints', Didcot. The Didcot parishes have been struggling to pay the full cost of their 3 clergy posts. One of several possibilities is for the Didcot parishes to become a single Benefice with 2 clergy posts between them rather than 3.

**C6 Any Other Business**

There was none.

**Pam Rolls closed the meeting with prayer at 10pm.**

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**CHAIR**

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**SECRETARY**

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**DATE**

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**DATE**