

**Minutes of a meeting of Harwell PCC
held on Tuesday 9 March 2004 in Harwell Church Extension**

Present

Chris Stott (chair)	Nancy Preston	Frances Taylor
Jean Barton	Tim Roberts	Marilyn Thomas
Georgina Greer	Clive Silver	Rob Thomas
Clive House	Jim Sinclair (secretary)	Jean Twigger
Tony Hughes	Wendy Sinclair	Tony Ullmer
Allan Macarthur	Ruth Slatter	

1. Opening

Chris opened the meeting with a reading and reflection on Abraham and his trust in God when called to leave his familiar surroundings. This was followed by prayer.

2. Apologies for absence

Steve Tunstall sent his apologies.

3. Minutes of the last meeting

The minutes of the meeting on 27 January 2004 were signed as a correct record, subject to the addition of the following words at the end of item 5:

“Tony H asked how the state of play will be made known to the church membership at large, so that the activities under the Vision are seen and appreciated as a whole. In discussion it was suggested that one way might be through an insert now and again in the notice sheet, but other ways should also be considered by the Vision Group”

4. Matters arising

- a) Church Hall locks: Tony H reported that there was still no progress on obtaining keys for the replacement locks. An inventory of existing key-holdings is being done by Peter McNiven.
- b) Projector screen mount: Allan has obtained a suitable low table, and is making a contrivance to secure the screen legs in place.
- c) Church heater replacements: Tony H reported that the failed heater replacement took place at the end of January. However, a couple of others are now showing signs of the same kinds of deterioration. Replacements have been obtained and will be installed.
- d) Wheelchair for occasional use: Tony H has now obtained a suitable chair from the Red Cross. There was no charge, but it was felt appropriate to make a donation.
- e) Pew disposal: Tony H reported that 5 expressions of interest had been received by the closing date, but all had withdrawn. Two reserves are now being approached.

- f) Renewal of sound system: Jim had distributed a written Progress Report, following the meeting of the appointed small working group. This outlined the agreed principles to be applied to design of the system, and listed the items to be obtained or replaced in order of priority. Jim had costed the first phase (additional microphone sockets; new mixer, amplifier and speakers) at approx. £1850, and informally estimated subsequent items at £350 for additional microphones, £100 for stage monitor, and £100 for hearing-aid loop extension. All these were materials only, and it was proposed that the work be done voluntarily, led by Jim. The PCC approved this plan, to go ahead without further delay. Comments on the outline design included:

- please try to obtain main speakers in white rather than black;
- Tony H is aware of some users who do not find the present loop fully satisfactory: please investigate and take their comments into account.

Jean B thanked Jim for his work on the system.

- g) Health & Safety: Allan is obtaining information from the insurance company. Jane Vickers has agreed in principal to do a H&S audit, using her professional skills.
- h) PCC news in broadsheet or service sheets: no action yet.
- i) Sale of Kate Evans' cards: in further communication with Chris, Kate has explained that she did not intend to provide cards as a commercial venture, but as a service, similar to the bookstall. She would give a 20% discount on the ticket prices to the church. Kate would maintain a stand, and/or make cards available through the Church Office.

Resolution	That the sale of cards in the manner outlined be allowed for a trial period of 6 months		
Moved	Frances Taylor	Seconded	Tim Roberts Passed 16:1

- j) AGM of Churches Together in Didcot: neither Joan nor Allan can go. Ruth and Nancy may be able to do so.
- k) Donations to Local Caring Organisations: Clive H asked whether the Finance Committee needs to recommend specific allocation of the agreed sum of £1000. He was asked to do so.

5. Financial report

Clive H reported that the accounts for 2003 as presented last meeting have now been approved without change by the independent examiner.

Resolution	That the accounts as prepared and audited be approved for presentation to the Annual Meeting		
Moved	Tony Hughes	Seconded	Jean Twigger Passed unanimous

The financial state at present is satisfactory for the time of year.

Chris reported from the Diocesan Synod that an improved financial position would mean that future Parish Share increases would be less than the 6% p.a. earlier forecast.

6. Preparations for Annual Meetings

- a) Jim had distributed a draft Annual Report from the PCC for presentation at the APCM. This was generally approved, but the final paragraphs on the financial position were potentially misleading. Clive H and Tony H agreed to draft replacement words after the

meeting. This was done, and the final text was distributed to PCC members by Jim, to obtain the necessary approval of the report by the PCC. Votes received were 7 in favour, none against.

- b) Fabric Report: a draft was distributed by Allan. This was approved unanimously.
- c) Electoral Roll report: this was in hand by Wendy (the revision period had not yet closed).
- d) Deanery Synod report: Clive S agreed to prepare this.
- e) Reports from Organisations: Chris proposed receiving reports from the Vision Group (separate agenda item, Tim to co-ordinate), Girls' Brigade (Ruth), Discoverers (Vicki Macarthur), Evergreens (Jean T).
- f) Nominations for PCC: Marilyn, Frances and Tony U were not standing for re-election. This left 5 positions with no nomination as yet.

7. Buildings Committee report

Tony H reported that the plans for improvement of the kitchen and toilet facilities had had to be amended, in response to comments from the DAC. The revision had been circulated to PCC members, and was approved by 13 votes in favour and none against. The faculty application is proceeding on this basis.

Tony has experimented with a painted white strip on a section of the platform step instead of the yellow tape. If no negative comments are received, he will do the remainder in similar fashion.

8. Special Report from Girls' Brigade

Ruth reported that the number of leaders had fallen below a critical level, and after much discussion, it has been concluded that closure of the Company is inevitable. This has been announced to the girls and their parents. Second Didcot Company is willing to take all girls from Harwell who wish to join them.

Girls' Brigade has been strongly active in Harwell for 52 years.

Many thanks were expressed to Ruth for her leadership and to Wendy for her service of approx. 25 years as an officer.

9. Vision Group report

Jean B reported that 5 groups and a total of 65 people were involved in the Lost for Words Lent studies.

Under **Outreach**, Tim reported that Rosemary Rolls was co-ordinating a weekend with Daniel Cousins on 26 June. The Men's Group had had a meeting with Richard Meryon, who presented clear and structured ideas on how to interest men. A rolling programme of one-off events is planned, rather than a regular meeting. Songs of Praise on 30 May was being co-ordinated by Nancy.

On **Communication**, an insert had been placed in the Service Sheet the previous Sunday about The Vision. This will be repeated in about a month.

Under **Structures**, a questionnaire had been sent to a number of people who interact with Chris. This is to provide information on how best to proceed during Chris' absence on sabbatical, and how to encourage more lay involvement in leadership.

Marilyn reported that the forthcoming children's special activity day required more helpers.

10. Chris' Sabbatical

Chris will be away from 25 April to 26 July. During his absence, the churchwardens (not Jean) bear the primary responsibility. The Rural Dean is of course available to call upon. Jim reported that a letter on the subject (emphasising the value of sabbaticals, and recommending various types of support) had been received; Jean B volunteered to draft a reply stating the provisions that we had in place.

11. Other Business

a) **Child Protection:** Marilyn had distributed a note outlining about new procedures that are required. She will be the focus for obtaining new forms from each child worker. To administer the new procedures, the PCC needed to adopt a Parish Policy on recruitment, disclosures, etc.; to appoint a member of the PCC to monitor compliance; to establish a church Appointing Body (incumbent, churchwarden, and a Nominee to be the link between the parish and the diocese); and to appoint a Parish Representative (not the same as the Nominee).

The PCC agreed to adopt the same Parish Policy as developed in Chilton; to appoint Ruth as the compliance monitor; to make Marilyn the Nominee; and to appoint Frances as the Parish Representative.

b) The **Confirmation** has been moved to Easter Saturday in the cathedral in the evening.

c) **Missionary Giving:** Tony U presented proposals for the allocation for 2004. These were as follows (including comparison with 2003):

	2003	2004
Home		
Gideons	400	400
CPAS	500	500
Scripture Union	400	400
Bible Society	400	400
Church Army	200	200
Overseas		
Church Missionary Society	1800	1800
Action Partners (C Perkins)	800	800
Dugdale Trust	1800	1800
WEC International (D&E Meader)	1800	1800
Missionary Aviation Fellowship	300	300
USPG (Rachel Ullmer)	800	800
J Abu-Bakar Organisation		50
Unallocated	100	50
Total	9300	9300

These proposals were **approved**.

- d) Chris proposed that a letter of welcome be sent to the Bishop Elect of Reading. He agreed to draft the text, which would be sent by Jim on behalf of the PCC.
- e) Sympathy was expressed to Frances on her recent bereavement.
- f) Good wishes to Chris for his sabbatical were expressed.
- g) **Vocations:** Chris proposed that Kate Evans be put forward for an Authorisation to Preach. This would involve training by preparation of a portfolio of studies over 3 years. This was **agreed** (moved Allan Macarthur, seconded Tony Hughes, passed unanimously).

Rob was to attend a Selection Conference in June, following a meeting with the Bishop of Oxford. His current intention is to work towards appointment as an NSM or Stipendiary minister, rather than a OLM. There would be two years of training first. The PCC **approved** this course.

15. Close

The meeting closed with prayer at 9.59 pm.

Next Meeting

APCM Tuesday 30 March. Next PCC Tuesday 11 May 2004 at 7.45 pm in the Church Extension.

..... Allan Macarthur, vice-chairman

..... Jim Sinclair, secretary