

Minutes of a Meeting of Harwell PCC held on Tuesday 24th January 2006 at 7.45pm in Harwell Church Extension

Present

Jean Barton	Clive House	Martin Speed (Secretary)
Kate Evans	Tim Roberts	Chris Stott (Chair)
Sid Gale	Wendy Sinclair	Frances Taylor
Mad Gibson	Clive Silver	Marilyn Thomas
Georgina Greer	Ruth Slatter	Tony Ullmer

1. Opening

Chris opened the meeting with reflection and prayer based on Matthew 19: 16-26.

2. Apologies for absence

Apologies were received from Rob and Marilyn Thomas, Steve Tunstall and Cath Convery.

3. Minutes of the last meeting

The minutes of the meeting on Tuesday 8th November 2005 were signed as a correct record.

4. Matters arising

- a) **GB Tree in the churchyard:** This item was carried forward to the next meeting.

Action: **Ruth** to report progress.

- b) **Church weekend:** Chris reported that he had learnt that Cholsey Church have been using the Ocean View Hotel in Bournemouth as a venue for their church weekend and have been very happy with it. Chris will investigate this further.

Action: **Chris** to progress.

- c) **Pew sale:** Tim reported that he had found out that the sale of the Pews would need to be approved formally as these pews were different from the ones disposed of before, and new photographs would have to be taken and sent.

Action: **Tim** to continue to apply for a faculty to dispose of the items

- d) **Nappy issues:** Tim reported that the notice requesting that dirty nappies be taken home for disposal had been agreed and made and would be put in place shortly. **Mad** reported that she was still evaluating different changing table types, but that it had proved difficult to find one to look at.

Action: **Mad** to progress the selection of the changing table.

- e) **Disposal of items in the annex:** Chris reported that the piano had been disposed of and that George Lang was assisting with putting the speakers onto e-bay.

Action: **Chris** to progress and report back.

- f) **Missions Giving:** Clive H reported that the appeal for the Sharlands had raised £610, and so there was no need for the mission budget 'underwriting' to be needed. The final accounts of the Mission budget were included in the end of year financial papers.
- g) **The 'guide to giving' leaflet:** Chris reported that the guide was to be publicised through the next notice sheet, and that Clive H and Tim were to give a short presentation on the church finances prior to the services on Sunday 29th January.
- h) **Maintenance issues:** Martin reported (following an e-mail from Tony H) that the issues raised in the last meeting were being addressed. (It was also noted that problems with the organ were not dealt with by the buildings committee.)

5. Financial report

Budget

Clive H talked the meeting through the report of last year's budget and actual spend, and through two budget options for 2006. (The draft financial accounts were circulated, but will be dealt with at the next meeting after they have been audited.)

Last year's figures showed that because of planned giving in excess of the budget (for which the congregation must be congratulated) and some small under-spends on some expenditure lines, the actual deficit was considerably less than had been budgeted for. The total expenditure was £71,011 against an income of £68,174, a deficit of £2,837 (against a budgeted deficit of £9,170).

The two budget options that Clive presented were:

- Option A: an £82.6k (to nearest hundred) budget that would budget for a deficit of £11.3k and
- Option B: a budget set at £80.1k that would budget for a deficit of £8.9k

Clive made the following key points about the budget options for 2006:

- Both budget options included an assumption that there would be a further modest rise in planned giving
- The Chilton contribution represents 1/3 of the joint PCC expenditure (subject to some small adjustments from previous years.)
- The parish share is set at £38,655 and the standing order is already in place.
- There is a provision for a 'songs of praise' to be held this year in both budget options.
- Both budget options included £1.5k for visual aid equipment, and both include a 5% increase in wages for the secretary (taking the hourly rate to £5.93 per hour.)
- Both budgets include the maintenance costs recommended by the buildings committee for this year. Option A also meets the recommendation from the buildings committee to put aside money into a specific fund to cover the cost of expensive repairs that can be predicted to be needed in the medium term.
- Option A included £1,000 towards replacements for the screens in the church hall. (One of the screens had been broken). This was not in option B.

- Option A maintained Mission giving at the same percentage as used previously (15%) representing a cost of £9k, but in option B the giving was budgeted at the same actual level as last year (representing around 10% of the budget) and costing £7.7k.

The following points were among those made during the discussion:

- Chris reported that Marilyn and Rob Thomas had offered to make a donation of £1k to the Church as a parting gift, and that they had suggested this may go towards a digital projector.
- That it would be an unfortunate step to reduce the proportion of the budget that supported missionary work. However, it was also recognised that it seemed imprudent to set a budget that gave away more than last year, when, in effect, the money came out of the reserves.
- That it may be possible to set aside a proportion of legacies into the building fund. However it was acknowledged that legacy donations were relatively small and very variable. So, although this seemed an appropriate way to allocate legacy donations, it was agreed that to change the budget in this way in this year would simply make the budgeting of the transfer into a buildings fund less accurately budgeted for.
- That moving money into a separate buildings fund when that money would effectively be taken out of reserves was not a logical step. The money would merely be moved from one reserve into another reserve that was less flexible.
- That screens in the hall were essential to the continued running of the Discoverers group as two age-groups. (It was suggested that the Scouts might contribute to replacing the screens.)
- That more opportunities should be made available for designated giving (and that this may be a way to boost the missions giving.)
- That the increase in giving that was needed to balance the budget represented just 100 of the congregation giving an extra £1.50 a week. (It was also acknowledged that it would be inappropriate to be too 'pushy' about this, given that planned giving had already gone up substantially, that some people's circumstances may have changed in a way that meant they would need to give less, and that many people were already giving at a rate that represented all they could afford.)
- That if the Thomas's gift were used for visual aid equipment then the budget need not include this item to the same extent.

It was agreed to adopt option B, the lower cost option, with some amendments.

<p>Resolution</p>	<p>That the budget be set as in the 'option B' recommendation from the finance committee, but with the following amendments:</p> <ol style="list-style-type: none"> 1. That the £1k contribution to the designated building fund not be included. 2. That the visual aid equipment budget be reduced by £1k (to £500). 3. That the budget should include £1k for replacement screens for the Church hall. 				
<p>Moved</p>	<p>Tim</p>	<p>Seconded</p>	<p>Frances</p>	<p>Passed</p>	<p>One vote against</p>

Resolution	That the remuneration for the Church secretary be increased to £5.93 per hour.				
Moved	Ruth	Seconded	Mad	Passed	Unanimously

Request for a donation for Bishop Richard

An e-mail had been circulated inviting a donation from the PCC. It was agreed that £25 be allocated for this.

Action: **Clive H:** to arrange via Elizabeth Gill.

Gift for Children's work

Martin reported that Elizabeth Gill had informed the meeting via an e-mail of £250 which had been donated specifically to assist with Children's work. It was agreed that a decision on what this money should be spent on should be passed on Marilyn to agree with the Children's group leaders.

Action: **Marilyn:** to report what the money ought to be spent on.

6. Buildings report

The buildings report from Tony Hughes was noted.

It was noted that the budget took up all of the recommendations from the report with the exception of the movement of money to a designated buildings fund.

The timing of heating for the Church was discussed. It was noted that at some services it had been particularly cold, and that at some times the heating came on at times when there was not a service. Tim agreed to find out about options for altering or manually overriding the system and identify whether there were any changes that were appropriate.

Action: **Tim:** to investigate options.

7. Future Events

Songs of praise

It was agreed that this was a very worthwhile event, and that one should be held this year in the marquee set up for the feast.

Kate agreed to take the lead role in organising this. (Martin volunteered to act as assistant.)

A provision had already been made in the budget for this, and Chris reported that an alternative supplier for chair hire would result in lower costs than previous years.

Rob and Marilyn's departure

It was agreed that a bring and share lunch be held in their honour at Chilton Village Hall on 25th June.

8. 8am Lectionary

Jean's proposal of a new lectionary for the 8am services was agreed. It was noted that a donation would supply the twenty five new books that would be required.

9. Motto cards

Chris reported that motto cards had not been produced this year owing to the printing costs, and asked what the impact had been. The absence of the cards had been noted, but there had not been a general 'outcry'. It was agreed that in the current financial situation that not producing the cards had been appropriate.

10. Purchase of a disc of hymns

Jean reported that a disk of hymns was required for producing the new 'hymn sheets' – but that it had been sourced for £34 per year and was therefore well within the office expenses budget. Kate recommended the 'cyber hymnal' as an alternative or supplementary source at no expense.

11. Future dates

4 th April 2006	Annual General Meeting
28 th May 2006 (Feast weekend)	Songs of praise
29 th May 2006	Helping with the pig roast at the Feast
25 th June 2006	Bring and share lunch at Chilton Village Hall
2 nd July 2006	Rob's ordination at Wells Cathedral

In connection with these dates:

- Action:** **Chris:** to investigate an invitation for donations for a gift for Marilyn and Rob.
- Action:** **Martin:** to investigate prepare a draft annual report.
- Action:** **All:** to let Chris know if they were **not** wishing to stand for re-election at the AGM.
- Action:** **Sid:** to let Janice know that the church was prepared to run the pig-roast at the Feast again this year.

12. Other Business

- a) **Finance presentation:** As mentioned in the follow-up to the 'guide to giving' action point from the previous meeting, Tim and Clive are to present on the budget at all services on 29th of January 2006. It was agreed that Tim and Clive H would be available at the back when the congregation left in order to ensure that all of those on the electoral roll had a copy of the supporting documentation. Clive would welcome volunteers to deliver copies to anyone that they noticed had not been given a copy.
- b) **Visit by Bishop Stephen:** Chris reported that Bishop Stephen would be visiting the area on 11th of May and that there will be an extra Deanery Synod on the evening of the Bishop's visit, to which Churchwardens are also invited.
- c) **Archdeacon's visit:** Chris reported that the Archdeacon was visiting our deanery on Tuesday 23rd May and that a supper had been arranged at Chilton school. Deanery Synod members are invited to this, and churchwardens are required to attend.
- d) **Graves.com entry for Harwell:** Kate reported that she had found a less than complimentary entry for Harwell on this web site and it was agreed that she should respond on behalf of the PCC.
- Action:** **Kate:** to respond to 'graves.com'.
- e) **Thanks for vouchers:** Chris reported that Joan had expressed her thanks for the vouchers sent on behalf of the PCC.

- f) **Feedback on the Christmas services:** was reported to be very good – particularly in relation to the midnight service.

13. Close

The meeting closed with prayer at 9:50 pm.

14. Next Meeting

Tuesday 14th March at 7.45 pm in the Church Extension.

..... Chris Stott, chairman

..... Martin Speed, secretary

PAPERS

- PCC05M6 Minutes of previous meeting
- PCCP-M7-01 Financial Report – budget for 2006
- PCCP-M7-02 Buildings Report
- PCCP-M7-03 Expenses and Income against Budget 2005
- PCCP-M7-04 Draft Financial Statement for the year ended 31/12/05
- PCCP-M7-05 Mission and Charitable Giving 2005