

**Minutes of a Meeting of Harwell PCC**  
**held on Tuesday 9<sup>th</sup> May 2006 at 7.45pm in Harwell Church Extension**

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**Present**

Jean Barton	Vicky Macarthur	Ruth Slatter
Kate Evans	Nancy Preston	Martin Speed (Secretary)
Sid Gale	Tim Roberts	Chris Stott (Chair)
Georgina Greer	Clive Silver	Frances Taylor
Clive House	Wendy Sinclair	Jane Woolley

**1. Opening**

Chris opened the meeting with a reading from Ephesians Chapter 3, reflection and prayer.

**2. Apologies for absence**

Apologies were received from Cathy Convery, Madeleine Gibson, and Stephen Tunstall.

**3. Minutes of the last meeting**

The minutes of the meeting on Tuesday 14<sup>th</sup> March 2006 were signed as a correct record.

**4. Matters arising**

- a) **GB Tree in the churchyard:** Ruth reported that the new tree had been planted.
- b) **Pew sale:** Tim reported that the pews were still in storage awaiting a meeting from the Diocese. The item had not been included in the last meeting, would have to wait for next month, and if agreed there would then be a notice period before the sale could go ahead.

**Action:** *Tim* to continue to progress.

- c) **Changing table:** This was carried forward as Mad was not at the meeting to report.

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

- d) **Disposal of items in the annex:** Chris reported that George Lang continues to work towards selling the speakers through e-bay.

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

- e) **Songs of praise:** Kate reported that the project was on course with all the major tasks allocated. The only outstanding item was to ensure that there was sufficient help on the day with 'heavy work' and possibly cleaning chairs.

**Action:** *Kate* to report further progress.

- f) **UKGraves.com:** Kate reported that her historical note had been published on the site to balance the negative report published by the site owner. Chris expressed thanks on behalf of the PCC for Kate's work undertaking this.

- g) **Timetable for reporting:** this item was carried forward so that a more comprehensive list of potential 'reportees' could be drawn up.

**Action:** **Martin** to report at the next meeting.

- h) Church weekend:** Frances, who will act as co-ordinator for the event, reported that volunteers were being sought to help with organising the event so that a leaflet could be distributed by July. The date has been confirmed as the weekend starting on the evening of Friday 16<sup>th</sup> of February.

**Action:** **Frances** to report progress at the next meeting.

- i) Trip to the Holy Land:** Chris reported that 7 had booked for the full two weeks, and that a further 4 had booked for the second week only.
- j) Church web-site:** Kate reported that the work on the site was almost finished (with only some more photographs needed). In response to questions, Kate reported that the site was designed with disability guidelines in mind, and that it would be possible for Naomi to keep it updates (and that she would require the information from everyone to do this.) The site is not yet 'live' but when it is in place, the address for the site will be: [www.harwellandchiltonchurches.org.uk](http://www.harwellandchiltonchurches.org.uk). Chris expressed thanks on behalf of the PCC for the work Kate, Naomi and David have all put into this.

The issue of whether the minutes of PCC meetings should be included on the site was discussed. Arguments for inclusion centred around the benefits of better information for the congregation whilst arguments for not publishing in this way centred on concerns about personal privacy that resulted from publishing the names of the PCC more widely. This issue was voted on, but it became clear when the first draft of the minutes were produced there were differing opinions as to the exact resolution that had been voted on. The issue will therefore be dealt with again at the next meeting.

## 5. Election of officers

<b>Resolution</b>	That the people listed below are appointed to the posts specified				
<b>Moved</b>	Kate Evans	<b>Seconded</b>	Frances Taylor	<b>Passed</b>	Unanimously

Churchwardens' assistants: Allan McArthur, and Wendy Sinclair.

Treasurer: Clive House (Elizabeth Gill to remain as book keeper)

Gift Aid Secretary: Geoff Jenkinson

Electoral Roll Officer: Wendy Sinclair

Vice-Chair: Tim Roberts

Secretary: Martin Speed

Stewardship secretary: Norman Ponting

Joint PCC members: Clive Silver, Kate Evans (in addition to 'standing members': Rector, 2 Churchwardens, and Secretary)

## 6. Appointment of committees

<b>Resolution</b>	That the people listed below are appointed to the committee posts specified				
<b>Moved</b>	Georgina Greer	<b>Seconded</b>	Tim Roberts	<b>Passed</b>	Unanimously

Standing committee	Rector, Churchwardens, treasurer and secretary.
Finance and Budget:	Clive House (chair), Clive Silver, Elizabeth Gill, Nancy Preston, Ruth Slatter, and Sid Gale.
Missions:	Tony Ullmer (chair), Clive Silver, Kate Ullmer, Aileen Newbold, Sid Gale, Betty Pyke.
Buildings:	Tony Hughes (chair), Frances Taylor, Sid Gale, Tim Roberts, David Pyke, Doug Jordan, Allan McArthur, Roz Shipp.
Social:	Wendy Sinclair (chair), Ruth Slatter, Georgina Greer, Frances Taylor, Jean Twigger, Joan Impey, Margaret Hughes.

## 7. Appointment of representatives to organisations

<b>Resolution</b>	That the people listed below are appointed to the organisations specified				
<b>Moved</b>	Nancy Preston	<b>Seconded</b>	Clive House	<b>Passed</b>	Unanimously

Christian Aid: Wednesday morning group

Winterbrook Youth Club: Tony Hughes

Churches Together in Didcot: Cath Convery

The Village Hall Committee represents a vacancy.

## 8. Financial report

Clive H presented a report on the current financial position. It was too early in the year to make confident projections about expenditure. However, planned giving currently seems to be up on last year. It was noted that 28 of the 76 who give on a regular basis had not increased their giving since 2002. Clive will draft a few sentences of thanks to those who have increased their giving. Thought was given to whether a word of encouragement could be given to those who have not increased their giving but it was agreed that this may be upsetting for those on a fixed income, or who have experienced a financial setback, who may be unable to give more.

## 9. Buildings report

The written report from the buildings committee was noted.

Discussion centred around item 4 – the need for major repairs to the tower roof. It was noted that the potential cost would be around £50 thousand, including as much as £10 thousand needed for surveying and planning work.

Tim provided a paper summarising the next steps that were needed:

- Undertake a survey
- Draw up a funding proposal
- Establish a communications programme
- Establish a monitoring team for the building work

A general discussion took place. Among the issues addressed were:

- The need to recognise the 'opportunities' this project could bring
- The possibility of obtaining grants for much of the cost (though it was noted that such grants generally required matching funding from the local community.)
- The appropriateness of involving the wider community who, whilst not regular churchgoers, may well support the appeal on the basis of the local heritage the building represents.

The following items were agreed:

- Tim Roberts will be producing a fundraising strategy for approval at the next PCC and drawing on the support and expertise necessary to do this.
- £10 thousand from the PCC reserve be allocated to the fund. This is to serve as a 'pump priming' contribution from the PCC to the general fund, and also to underwrite the initial costs, such as the survey.

## 10. Review of Holy Week and Easter Events

The review of Easter week was very positive. The Good Friday service, vigil and Holy week events had all attracted positive comments. In summary it was seen that the week had been made to seem an appropriately special time and the danger of Palm Sunday seeming to jump to Easter Sunday without anything in between had been very positively avoided.

There was good feedback on the Easter day service itself. The arrangements for the administration of communion had been faster, and though there were some 'traffic flow' issues that could be done better another time, it was judged to have been a success. Jean's decision not to wear robes was found to have been appropriate – particularly welcomed by many and negatively commented on by none. It was reported by Clive Silver that a number of those regularly attending the 8am service *had* expressed misgivings about the 'non-robed Eucharist' and he asked that this viewpoint be taken note of in the minutes here.

## 11. Altar frontals

Ruth reported that there was some money left over after the planting of the tree and that it was suggested that this was used for the purchase of a new 'drape over' style purple altar frontal to be used at Lent and Advent.

This was supported by the meeting but it was thought that a 'faculty' would be required to authorise this.

**Action:** Ruth: to investigate obtaining a faculty.

## 12. Team-time meeting

Chris introduced concept of the 'team-time' group to the PCC. He said that it consisted of the ministers of the two churches, the administrator, the church wardens and those authorised to lead services. It is accountable to the PCC, and would meet every two months (on alternative months to the PCC).

Kate reported on the last meeting, in March, which had discussed: objectives for 2006, outreach, young couples, growing new leaders, Alpha courses, recognising gifts (possibly through a gift evening), creating memorable worship events, using personal testimonies as a vehicle for gaining greater numbers of people involved in the work of the church, delegation, sharing life, the church weekend, and the purpose of the team time meetings.

The team-time group proposed two key objectives for the church in the next year:

1. Creating memorable worship events
2. Growing new leaders

There was a discussion that centred around the relationship of this group to the previous 'vision group' and to the PCC. One strand of the discussion focussed on the concern that an 'elite' group of this kind may have a more narrow view of priorities than was the case with the broader representation in the vision groups. It was noted that this could be countered by encouraging contributions to the PCC from other sources and ensuring that the PCC itself also had time to consider how the church was working towards its vision. Another strand of the discussion centred on whether the objectives proposed by the team-time group should be adopted by the PCC. This was agreed as a formal resolution.

<b>Resolution</b>	That the PCC adopts the two objectives proposed by the team-time group (creating memorable worship events and growing new leaders) as the key objectives for the church in the next year.				
<b>Moved</b>	Martin Speed	<b>Seconded</b>	Sid Gale	<b>Passed</b>	Unanimously

### 13. Review of Church annual general meeting and matters arising

It was noted that the numbers at the meeting were disappointing.

The issue of the Christingle service, which was raised at the meeting, was considered briefly and it was agreed to postpone discussion until the next meeting on the two issues it represented:

- firstly whether a source of fundraising for the Children's society could be identified within this year to replace that which was normally provided by the Christingle service, and
- secondly how a Christingle service could fit into the objective of creating 'memorable worship events' in the next year.

**Action:** **Martin** to add this to the agenda for the next meeting.

### 14. Future dates

11 <sup>th</sup> May 2006	Bishop Stephen's visit. (N.b. The proposed evening meeting has been cancelled.)
23 <sup>rd</sup> May 2006	Archdeacon's visit and evening meal (obligatory for church wardens but open to Synod members by application via a form available from Ruth.)
28 <sup>th</sup> May 2006 (Feast weekend)	Songs of praise
29 <sup>th</sup> May 2006	Helping with the pig roast at the Feast
10 <sup>th</sup> June	Childrens' activity morning in Chilton
25 <sup>th</sup> June 2006	Bring and share lunch at Chilton Village Hall. (A 'sign up' sheet would be established so that people could report what they would be bringing.)
2 <sup>nd</sup> July 2006	Rob's ordination at Wells Cathedral

### 15. Other Business

- a) Coach trip to Rob's ordination. Tim reported that the current numbers who had put their names down for the coach trip were not sufficient to keep the cost to the £11 that had been estimated, and that the final cost may be as great as £16 a head. Tim asked

whether (a) the PCC would authorise the payment for the trip prior to the money being collected in from those who went, and (b) whether the PCC would subsidise the cost so that seats would not represent such an increase in price even if no more people went on the trip.

It was agreed that the trip could be paid for in advance and money reclaimed from those who went (with a suggestion that the cash could be collected at the time to simplify the collection process.) However it was not agreed to subsidise the cost from PCC funds. If this meant that the bus was not viable, then it was suggested that some car-sharing scheme could be established.

**16. Close**

The meeting closed with prayer at 10:10 pm.

**17. Next Meeting**

Tuesday 11<sup>th</sup> July at 7.45 pm in the Church Extension.

..... Chris Stott, chairman

..... Martin Speed, secretary

**PAPERS**

- PCC05M8            Minutes of previous meeting
- PCCP6-1-01        Finance report
- PCCP6-1-02        Buildings report
- PCCP6-1-03        Draft minutes of the AGM
- PCCP6-1-04        Replacement of lead lining and damaged stonework on the church tower