

Minutes of a Meeting of Harwell PCC
held on Tuesday 25th September 2007 at 7.45pm in Harwell Church Extension

Present

Kate Evans	Clive House	Frances Taylor
Sid Gale	Allan Macarthur	Stephen Tunstall
Madeleine Gibson (part)	Martin Speed (Secretary)	Jane Woolley
Georgina Greer	Chris Stott (Chair)	

1. Opening

Chris opened the meeting with a reading from the beginning of Acts 28, focussing on the dramatically changing circumstances surrounding Paul's work and the way he made the most of every change.

2. Apologies for absence

Apologies were received from Cath Convery, Vicky Macarthur, Tim Roberts, and Clive Silver.

3. Minutes of the last meeting

The minutes of the meeting on 10th July 2007 were signed as a correct record.

4. Matters arising

- a) **Pew sale:** in the absence of Tim this issue was carried forward to the next meeting.

Action: *Tim* to report when completed.

- b) **Altar Frontals:** Chris provided an update from Ruth that work was progressing well.

Action: *Chris* to provide a report on progress for the next meeting.

- c) **Pathfinders 'Green Issues':** This item was carried forward to the next meeting.

Action: *Cath* to provide an update at the next meeting.

- d) **Fairtrade:** It was noted that a sign advocating the use of fair trade products for all church functions was displayed in the Church Hall, but there was not one on display in the Church kitchen.

A note from Joan was also read to the meeting in which she advised the PCC that she no longer had a 'sale or return' source of fair-trade items for sale, and asked the PCC if it wished a 'stall' to continue, and if so to provide a float. The PCC agreed that whilst it would welcome Joan putting up a 'promotional' stall advertising the benefits and availability of Fairtrade products, it considered that it was not necessary to 'sell' products – especially given the resources required and potential risks (such as the waste of products that went beyond their sell by date). The PCC suggested that one of the local shops selling Fairtrade goods may wish to provide 'sale or return' goods for Joan to sell on their behalf in order to 'promote' particular product ranges for particular occasions. However it was acknowledged that this may well represent more time and more onerous logistics than Joan may wish to commit to – so this is only a suggestion.

Action: *Chris* to arrange for a notice to be put up in the Church kitchen.

- e) **Crèche guidelines:** Jane spoke to the report submitted from the sub-group formed to investigate the policies relating to using young people as Crèche workers. On the basis of the guidance set out in 'Protecting Children in the Diocese of Oxford: diocesan handbook to supplement *Protecting All God's Children*' the group made three recommendations for using young people to help in groups:
1. That young people aged less than 16 are not given any formal responsibility in young church groups or the crèche.
 2. Young people aged 16 and 17 are used as 'helpers' in such groups, but not counted towards staffing ratios, and that they should sign a declaration as directed by the guidance, but not be CRB checked.
 3. That the Crèche should operate as full a rota as it can with the staff available and on other days puts up a clear notice that parents are welcome to use the room but that there is no supervision provided.

These recommendations were accepted by the PCC. Understanding of the term 'formal responsibility' was clarified to mean that the PCC were happy that young people under 16 could help the leaders of groups (as part of Duke of Edinburgh awards scheme service, for example) but should not be formally responsible for younger children. Jane reported that additional volunteers meant that there would be few occasions when the crèche would need to have the sign to say that it was not supervised. It was agreed that the sign would be up 'by default' and the crèche workers would take it down while they were 'on duty'.

Action: *Jane to arrange the making of the 'unsupervised' crèche sign*

In the course of identifying the policies for this aspect of work with young people the sub-group identified other issues where the members of the group were not sure how the church was meeting the guidance and recommended that there was a review of other aspects of the child protection policy for the church. The PCC asked that a sub group consisting of: Georgina, Vicky, Martin and Sid take on this responsibility.

Action: *The sub group* to meet and make recommendations to a future PCC meeting.

- f) **Reducing anonymity:** Kate Evans took photographs of PCC members at the meeting to complete the work to display a set of photographs at the back of the church.

Action: *Martin* to arrange the display.

- g) **Urgent funding for Soul in Didcot:** Sid reported that the missions committee had approved a £200 donation and the cheque had been sent.

5. Financial report

Clive H talked the PCC through the report from Elizabeth Gill. In summary, he noted that at this stage:

- Income was ahead of projections, at nearly 90% of the budget at a time representing 71% through the year
- On this basis the Church could anticipate finishing the year without the deficit that had been budgeted, however it was noted that it may be necessary to pay the current £7,000 shortfall in the funding for the tower project

Clive requested nominations for donations to local caring organisations for agreement at the next meeting.

Action: *All* to provide any nominations they have to Clive.

The missions giving budget that had been circulated prior to the meeting was discussed. It was agreed that this should be accepted with the exception of the donation to John Hayden from whom there had not been contact for some time. It was agreed that this money be re-allocated at the discretion of the missions committee.

Resolution	That the PCC agrees the following elements of the missing giving proposal for 2007/8:				
	FFNI (John Abu Bakker)		£ 400		
	Church Pastoral Aid Society		£ 700		
	Action partners		£1500		
	Gideons		£ 500		
	Scripture Union		£ 400		
	Bible Society		£ 400		
	Andrew Thomas		£ 200		
	CMS (David and Heather Sharland)		£2600		
	Church Army		£ 300		
	Missionary Aviation		£ 500		
	Soul in Didcot		£ 200		
	And that the £300 outstanding be allocated at the discretion of the missions committee				
Moved	Georgina	Seconded	Kate	Passed	Unanimously

Chris informed the PCC that the Gideons in South Oxfordshire were looking for new members and asked that any nominations be brought to his attention.

6. Buildings committee report and Tower project

The written report from the buildings committee was noted. It was agreed that the recommendation to review the safety audit in November 2007.

Action: *Martin* to add the issue to the agenda of the November meeting. *Frances* to obtain a copy of the audit and the outstanding actions from it for circulation to the PCC before the meeting.

It was noted that the scaffolding from the Tower project work was being taken down, and the PCC expressed their very great thanks to Tony Hughes for all the work he has done in ensuring the project was a success. We are enormously grateful for his unflinching enthusiasm and attention to detail.

7. Church hall arrangements

It was reported by Chris that, while Wendy is away, Liz is looking after booking and management of the Church hall and Martin has taken over the cleaning. A notice has been put up telling users that the hall is cleaned by volunteers and asking them to leave the hall cleaner than they found it and (following Wendy's suggestion from a previous PCC) a cleaning log has been put up which logs what has been done and provides users with a way of drawing attention to anything that needs doing.

A number of observations were made regarding the cleaning of the hall:

- It may be necessary to clean more than once a week so that any problems are fixed quicker
- Hall users should have access to the cleaning cupboard so that they can use the vacuum cleaner

- A small sub-committee should manage the hall – lessening the burden on any one person and allowing Chris to be less involved in day to day issues of Hall management

Chris reported that the offer by the scouts to do interior painting had been taken up and would take place soon, and that the rat control programme was in place and being monitored. Frances reported that external painting had been commissioned and would be arranged soon.

8. The Because Approach

Chris reported that the 'Because Approach' group had reported informally that they had made as much progress as they could, and had handed over to the Team Time group to take the approach further.

The PCC endorsed this decision.

9. Vocations

Chris reported that:

- Pam Rolls has been selected for training for 'non deployable ministry' (which was the new term for 'ordained local ministry')
- Bruce Keeble would be ordained as a Deacon on 6th of January, and as a priest on 29th June
- Kate Evans has been authorised for a further 5 years
- Alex Reich had been approved by the Bishop for authorisation to preach

10. Team Time

Kate reported that the meeting had discussed the informal note from Tim on the future of the because approach and had agreed to take on responsibility for this work.

The PCC noted and approved the revised terms of reference for the group. The inclusion of a statement about 'ethos' of the group was discussed and it was agreed that the approach that had been set out was appropriate in order to provide the greatest possible support for all members of the group. It was noted that an appendix showing the current membership should be added and the clause about responsibility for 'policy' should be clarified.

Action: *Team time group* to clarify the policy role included in the TOR and to provide an appendix of members.

11. Worship group

Kate reported that the group was now developing from a focus on all age worship to resources and approaches for all main services and that a 'customer satisfaction' questionnaire had been developed for circulation at the Harvest festival.

Action: *Vicky* to forward the questionnaire to Martin for circulation with the minutes.

12. Preparations for Harvest Thanksgiving

Chris invited the meeting to consider whether sufficient resources were in place for the harvest thanksgiving (to support the lunch arrangements, etc). Those involved were confident this was the case.

13. Youth report

Three initiatives were reported on:

- Sid reported that the Wastewatchers Holiday club had been successfully run over three full days in the summer with the YF providing a drama each day. Around 30 children had attended – many for every day. He said that a full week of full day sessions was being considered for next year, but that this would probably require Ofstead registration. The success in bringing in children who did not normally attend church was put down to: the association with play-scheme and the 'word of mouth' reputation built up over the years.
- Alan reported that a Youth Alpha was being run in conjunction with Pathfinders (with two or so sessions a month) and was going well and well attended.
- Chris reported that the first Fledglings group meetings had been held and were very successful – providing contact and support to young families.

14. Hope 2008

The proposal from Liz to become involved in the Didcot Hope 2008 project promoted by CHDD was considered. The majority view was that we could only offer a very limited endorsement of the project as involvement was likely to divert scant resources away from our core activities without sufficient benefit.

On the specific questions raised:

- The PCC agree to offer our premises for inclusion in the prayer meeting initiative
- The PCC are not prepared to contribute resources to a new prayer initiative (as we already have mechanisms in place and have no resources to devote to an alternative version) though prayer requests could be channelled through our existing mechanisms
- The PCC are not prepared to make a decision about paying for inclusion in the Christmas card scheme without knowing the costs.

Action: *Standing committee* to make a decision on cards when the costs are known.

15. Didcot development

Chris reported that the diocese were considering buying a house in the new development for a temporary worker – probably as a specific 'mission' post.

16. Standing committee

Martin reported that, since the last meeting, the standing committee had agreed a donation of £100 to the Diocese of Oxford Flood Appeal Fund.

17. Future dates

September 29 th and 30 th	Working days for church and church hall
October 8 th	Harvest lunch
November 3 rd	Trip to Israel
December 16 th	Carol services (in both churches on the same day to address the issue of the last Sunday before Christmas being so close, with just one leader for

	each service)
December 24 th	Crib service in Harwell Church
6 th January	Christingle Service

18. Other Business

- a) **Toy service:** Jane suggested that the toys from the toy service are (as last year) provided to the women’s refuge in Oxford. This was agreed.
Action: *Jane* to make contact with the refuge and offer this.
- b) **Hanging banners being kept in the toilet:** it was reported to the PCC that the hanging banners were vulnerable in their present location and Alan agreed to investigate protecting (or moving) them.
Action: *Alan* to take appropriate action to improve the protection of the banners.
- c) **Stagecoach bus service:** it was reported to the PCC that there were plans to cut the local bus service. The PCC agreed the damage such action would cause the community and agreed to do what could to prevent it happening. Jane will take the issue up on behalf of the PCC.
Action: *Jane* to take the issue up.
- d) **Rotas added to the web site:** Kate reported that David was finishing off a facility for a private web area where people on church rotas could obtain copies via the internet. The PCC expressed its gratitude to David for his work on this development.
- e) **Evergreens leader:** Chris reminded the PCC that a new leader was needed for the Evergreens, and asked for this to remain in our thoughts and prayers.

19. Close

The meeting closed with prayer at 10:55 pm.

20. Next Meeting

The next PCC meeting will take place on Tuesday 20th November 2007 at 9:00 pm in the Church Extension following a combined PCC meeting with Chilton PCC held in the Church, starting at 7:45. This is a change to the original schedule distributed in May

..... Chris Stott, chairman

..... Martin Speed, secretary

PAPERS

- PCC06M2 Minutes of previous meeting
- PCCP7-3-01 Finance report
- PCCP7-3-02 Buildings Committee report
- PCCP7-3-03 Team time terms of reference
- PCCP7-3-04 Crèche related child protection issues
- PCCP7-3-05 Hope 2008
- PCCP7-3-06 Mission giving budget 2007/8