

**Minutes of a Meeting of Harwell PCC**  
held on Tuesday 22<sup>nd</sup> January 2008 at 7:45pm in Harwell Church

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**Present**

Sid Gale	Tim Roberts	Stephen Tunstall
Georgina Greer	Martin Speed (Secretary)	Jane Woolley
Clive House	Chris Stott (Chair)	
Allan Macarthur	Frances Taylor	

**1. Opening**

Chris opened the meeting with prayer and a verse from Acts (1:8) focussing on the relevance of the message Jesus gave to his disciples in the modern world.

**2. Apologies for absence**

Apologies were received from Cath Convery, Kate Evans, Madeleine Gibson, Clive Silver, and Vicky Macarthur.

**3. Minutes of the last meetings**

The minutes of the PCC meeting on 20<sup>th</sup> November 2007 were signed as a correct record.

It was agreed that the minutes of the Combined PCC meeting on 20<sup>th</sup> November represented a true record of that meeting and should be recorded alongside the PCC minutes.

**4. Matters arising**

Martin reported a change to the way the minutes and agendas were recorded that followed comments at the last meeting. In future, outstanding actions and actions undertaken from previous minutes will be recorded at the foot of agendas and at the foot of the minutes and not routinely discussed, leaving more time to focus on the matters arising on which there was a report to be made to the PCC. While any member of the PCC could raise any of these 'parked' issues, especially if there was not movement for a long time, it was thought counter-productive to routinely spend time reporting that there was nothing to report.

- a) **Worship group survey:** Alan reported that the results of the survey were not yet available.

**Action:** **Vicky** to report when completed.

- b) **Asset register:** Clive reported that following discussion at the last PCC meeting the pianos had now been added to the assets recorded in the accounts. It was not clear whether a change was needed to the registers maintained by the Church wardens, and this was to be investigated outside the meeting.

**Action:** **Tim or Alan** to amend asset records if necessary.

- c) **Pew sale:** Tim reported that the pew sale had only generated bids for two pews. He asked the PCC whether the bids should be accepted given that so few people had made bids. The view of the PCC was that those who had bid were entitled to buy the pews irrespective of the disappointing response. Tim suggested the remaining pews should be sold by taking a stall at the Feast (which could also be used for the sale of Tower Mugs.) This suggestion was supported.

**Action:** *Tim* to complete the sale of the two pews bid for, and to arrange a table at the Feast for selling the others.

## 5. Buildings committee report

The order of items 6 and 5 on the agenda were reversed so that the buildings committee budget proposal could be considered before the full budget.

The report of the buildings committee was noted.

Tim reported to the PCC that an alternative option had been found to repairing the inner door of the church 'like for like'. As a potential alternative to the current leaded glass the buildings committee had sourced a sample of solid glass with an overlay designed to look like leading. In the discussion it was noted that:

- The sample did not look as good as the original – but would probably be far better matched when supplied specifically for that door
- It would probably be necessary to replace the glass in both doors in order for the 'fake' leading to match with the other door.
- The solid glass option would be stronger than the leaded glass – but that alternative ways of strengthening the leaded glass could be found if it was repaired.
- The inner door was not of any historical significance and the replacement of the glass with an alternative would not require any 'faculty'.
- Another alternative would be to use clear glass, but in this case the surrounding glass panels would need to match and would need to be changed.

The PCC do not have a particular preference for any of the options and viewed the cost as a major consideration which was unavailable to them at the meeting. They therefore agreed the buildings committee should take whichever appeared to them to be the best option when the costs were known: repairing the real leaded glass in the one door; replacing the glass in both doors with the 'fake' leading; or replacing all the glass in the doors and other panels with clear glass.

The buildings committee budget request was considered and formally agreed.

<b>Resolution</b>	That the PCC approve the Buildings committee budget request for 2008 (representing a £4,150 spend on the Church and £3,350 on the Church Hall) as described in the Buildings Committee report of 29/11/07				
<b>Moved</b>	Georgina	<b>Seconded</b>	Sid	<b>Passed</b>	Unanimously

## 6. Financial report

Clive H talked the PCC through the end of year accounts reported by Elizabeth Gill and the proposal of the finance committee for the 2008 budget.

In summary, he reported the very welcome outcome that the accounts for 2007 had balanced to within £27, despite a deficit budget having been set. This was largely owing to legacies and donations exceeding expectations (despite planned giving not being quite as high as had been hoped). The PCC welcomed the record in Elizabeth's report of a reduction in electricity use during the year.

The proposed budget aimed to increase planned giving and set a figure for donations and legacies that was in line with the actual experience of recent years. It was noted that a change in gift aid arrangements will cause a timing issue that will reduce income next year. It was noted that the cost of the YF trip to Scotland had been included in the costs along with an expectation of additional giving to compensate for this.

Mission giving for next year was capped in the proposed budget to the same value as was spent last year and it was noted that this would represent another reduction in the proportion donated. Discussion followed, focussing on the need to set a prudent budget and the contrasting desire to have faith in the Lord to provide. It was agreed that the budget expenses and projected income be adjusted to budget for the same overall deficit but with an increase of £1,500 in missions giving, balanced by an additional £1,500 in donations collected.

The budget with this amendment was formally approved.

<b>Resolution</b>	That the PCC approve the budget for 2008 as proposed by the finance committee, provided the missions giving budget is increased by £1,500 and the giving budget increased by £1,500 to balance this.				
<b>Moved</b>	Tim	<b>Seconded</b>	Frances	<b>Passed</b>	Unanimously

## 7. Update on Chilton and Harwell PCCs working more effectively together

The proposed dates for further combined PCC meetings were considered, but it was noted that the dates did not seem to reconcile with the dates that had been proposed earlier, and that some of the dates for combined meetings represented times in the year when considerable 'routine' business had to be completed in the individual PCC meetings. It was agreed that the Team Time group should produce a revised proposal that took account of the views from both churches at its meeting on Monday 28<sup>th</sup> January.

It was also noted that the Team Time meeting would consider the organisational structure diagram created by Martin and circulated informally to the PCC recently. The view of the PCC was that though this diagram was welcomed as a visual representation of the work of the Church, it did not show any need for changes to current procedures or management processes.

## 8. Vocations

Chris reported that Bruce Keeble had been ordained on the 6<sup>th</sup> of January and that his priesting was planned for the 29<sup>th</sup> of June.

He also reported that Pam continues to attend components of her course of training for local ministry.

## 9. Worship

### Worship group

In the absence of Kate, and without minutes of the recent meeting of the worship group having been produced yet, Chris gave some brief feedback on issues considered at the meeting. These included reporting that:

- it had been agreed that because there may not be a marquee at the feast this year, the songs of praise would be postponed for a year
- the meeting had reviewed past services and planned for forthcoming all-age services
- it had also decided that there should be a Good Friday activity morning for Children that would overlap with the end of the Good Friday service in Church – with the intention that the adults be invited to the hall after the service for refreshments with the young people at the end of their session.

### Review of services

The PCC reviewed the recent and Christmas services. Feedback to members had generally been good, though the 'glowsticks' at the children's carols service were questioned on environmental grounds. It was noted that there had been no demand for a crèche over

Christmas – suggesting that the services had been welcoming to the youngest in the congregation. Particular positive comments were received about the mulled wine after the Adult carol service. It was noted that more people attended communion at Christmas than previously. The Christingle service was well received, though it was noted that there were conflicting views in the congregation about whether adults should be encouraged to take home Christingles.

On the negative side, it was noted that the slides which were projected were less sharp than was ideal and one screen was lost owing to a cable problem. It was noted that the prayers at one of the services were very adult in contrast to the all-age content of the rest of the service.

**Lent and Easter**

Chris reported that because Easter week was in the school term and because home groups would still be running, it had been decided not to have special events for Easter week this year.

Chris reported that the Church’s media organisation was promoting a BBC passion drama that was due to be screened during Holy Week at prime time. Irrespective of the particular merits of the drama, it was believed that this gave Christians a welcome opportunity to talk about their faith to others.

**10. Living Faith Day**

Chris is encouraging as many as possible to attend this event on Saturday the 7<sup>th</sup> of June. It was agreed that attendance would be funded by the church (though contributions from participants would be welcomed.)

**11. Standing committee**

Martin reported that following the last meeting and after a better cost estimate, the standing committee had agreed that the cost of the YF trip to Scotland would be financed in full (though gift aided donations to contribute to the cost would be welcomed).

**12. AGM preparation**

It was noted:

- The AGM will take place on Tuesday 22<sup>nd</sup> of April
- Three contributions needed to be prepared and distributed for comment in good time to receive formal endorsement at the March PCC meeting and then presentation at the AGM. These are:
  - The accounts
  - The Fabric and Ornaments report
  - The annual report
- The deanery synod representatives are elected at the AGM this year (on their three year cycle of re-election)
- It would be helpful if those who do not wish to stand for re-election to the PCC make their position clear prior to the March PCC meeting, so that there was time to secure new nominations before the AGM (in line with our convention of annual re-election for lay PCC members).

Martin requested contributions to the annual report – both brief reports from parts of the church organisation that do not normally get into the PCC minutes and photographs of events (or the Church itself.)

**13. Future dates**

March 30 <sup>th</sup> 6:30 pm for 7:00	(Fifth Sunday) a combined home group event to which anyone would be welcome, with food and feedback on what has been learnt over Lent.
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April 18 <sup>th</sup> – 20 <sup>th</sup>	YF trip to Scotland
May 18 <sup>th</sup>	Visit and sermon by the Area Dean, Edward Carter
June 7 <sup>th</sup>	Living Faith Day, Oxford
June 20 <sup>th</sup>	Visit and sermon by Richard Zaire of CPAS
June 20 <sup>th</sup> PM	Missions Tea, with representative of CPAS on topic of CPAS patronage and appointing new ministers. All PCC members from both churches will be invited

#### 14. Other Business

- a) **Tower project:** Alan said that it had been suggested that it would be good to have a plaque in the Church to recognise the Tower project and the way it was funded – even if it did not recognise all the individual sponsors. However it was recognised that it would be counter productive to spend a lot on this. It was agreed that a laminated notice would be most appropriate.

**Action:** Alan to draft appropriate wording and organise a laminated notice through Naomi.

- b) **Great Western Park Didcot Development:** Chris reported from a meeting regarding the development that there was a delay attributed to the developers negotiating with the land owners, and that building would start in between a year and eighteen months. It is now planned that 3,300 homes are built in the first instance with a further 700 on the other side of Didcot. The western development is to have 2 primary schools and possibly a 6<sup>th</sup> form college which would also have provision for adult education. There are plans for a community facility which it is envisaged will be managed by the local churches. The projection is that Didcot will double in size in the next 10 years (from a population of 25 thousand to 50 thousand) and the Orchard centre will be doubled in size and served by a multi-storey car park. Chris has received an e-mail from the Bishop of Dorchester inviting representatives to one of three dates on which a forum on building community will be run. This will be hosted by South Oxfordshire Council and take place on Friday 23<sup>rd</sup> May, Friday 6<sup>th</sup> June, and Monday 9<sup>th</sup> June. Each forum will hear from two people with experience in establishing new communities.
- c) **Letters of thanks:** were received from Joan for her Christmas vouchers, Pam Rolls regarding the contribution to her purchase of books, and from the Pelvic Partnership regarding their gift from the 'local giving' fund.
- d) **Fairtrade:** Joan's letter also proposed that she "run a stall on Sunday March 2<sup>nd</sup> which coincides with Fair Trade Fortnight and then once a quarter to keep people's minds focussed on the importance of Fairtrade". The PCC welcomed this proposal and asked the secretary to write to Joan to say so.
- e) **Fairtrade registration:** Martin has received another application form on which to register the parish as a Fairtrade church. The PCC is happy for him to repeat the application on the basis of the previous resolution passed by the PCC.

**Action:** Martin to write to Joan to say that the PCC welcomed her proposal for a quarterly stall.

- f) **Hall deputy caretaker:** Martin reported that Liz had e-mailed to him to say that she did not want to deputise for the Church Hall caretaker in future. The PCC noted this with a view to making alternative arrangements the next time the issue arose.

#### 15. Close

The meeting closed with prayer at 9:40pm.

**16. Next Meeting**

**Subject to confirmation following the Team Time meeting's consideration of the timetable for Combined PCC meetings, the next PCC meeting will take place on Tuesday 11<sup>th</sup> March 2008 at 7:45 pm in the Church Extension.**

..... Chris Stott, chairman

..... Martin Speed, secretary

**PAPERS**

PCC07M4	Minutes of previous meeting
CPCC07-01	Mintues of the combined PCC meeting
PCCP7-5-01	Finance report
PCCP7-5-02	Budget proposal for 2008
PCCP7-5-03	Buildings Committee report
PCCP7-5-04	Living Faith Day letter
PCCP7-5-05	Living Faith Day – text for broadsheet
PCCP7-5-06	PCC meeting dates for 2008/9

***Outstanding actions from previous meetings***

	<b><i>Action</i></b>	<b><i>Timescale</i></b>	<b><i>Responsibility</i></b>
1.	Report on pew sale	When complete	Tim
2.	Report on altar frontal	When complete	Chris
3.	Provide a progress report from the Child Protection Sub-group	When progress	Martin
4.	Report on issues from H&S audit	When complete	Martin

***Completed actions from previous meetings***

1. Letter to Joan regarding Fair-trade stall
2. Display photographs of the PCC members in the Church
3. Letter of thanks to Scouts re: Hall painting