

## Minutes of a Meeting of Harwell PCC

held on Tuesday 11<sup>th</sup> March 2008 at 7:45pm in Harwell Church

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### Present

Kate Evans	Tim Roberts (part)	Stephen Tunstall
Sid Gale	Martin Speed (Secretary)	Jane Woolley
Clive House	Chris Stott (Chair)	
Vicky Macarthur	Frances Taylor	

### 1. Opening

Chris opened the meeting with prayer and reflection focussed on Matthew 26.

### 2. Apologies for absence

Apologies were received from Cath Convery, Madeleine Gibson, Georgina Greer, Allan Macarthur, and Clive Silver.

### 3. Minutes of the last meetings

The minutes of the PCC meeting on 22<sup>nd</sup> January 2008 were signed as a correct record.

### 4. Matters arising

*A full listing of outstanding actions and actions undertaken from previous minutes are 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 where further discussion is needed, though any member of the PCC can raise any of these 'parked' issues at any meeting.*

- a) **Altar frontal:** Chris reported that the frontal was nearly complete.

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

- b) **Glowsticks and the environment:** Vicky reported, following concerns about the environmental impact of the glowsticks used at the early Carol service this year, she had checked and determined that the plastic used was re-cycleable. She will investigate further about the contents and re-cycling.

**Action:** **Vicky** to report on the glowsticks contents and re-cycling.

### 5. Financial report

Clive H talked the PCC through the final end of year accounts following independent examination.

On behalf of the PCC Clive recorded his thanks to Alison and Elizabeth for their hard work in preparing the accounts.

Clive reported that the accounts had been prepared in a slightly different way this year having exceeded a financial 'threshold' as a result of the Tower Appeal that required a different format be used. The accounts are now presented on an 'accruals' basis rather than simply on the basis of the 'cash' accounts. The impact of this change is that the anticipated claim for 'gift aid' to be paid on donations becomes an asset in this year's account instead of being shown as

cash income next year (when the cash will actually be paid to us.) This means that the final accounts show the benefit of both last year's gift aid as 'cash' *and* this year's expected claim as an 'accrual.' This results in increasing the end of year surplus to twelve thousand pounds (in round figures.) The pianos have been included as assets and will be depreciated annually.

The accounts were formally accepted by the PCC.

<b>Resolution</b>	That the PCC approve the accounts for 2007 and that they be signed by the Chairman and treasurer.				
<b>Moved</b>	Kate	<b>Seconded</b>	Sid	<b>Passed</b>	Unanimously

The accounts were signed by Chris and Clive.

### Missions Giving Budget

The missions committee submitted its proposed giving budget for 2008 to the PCC for formal approval.

<b>Resolution</b>	That the PCC approve the following budget for missions giving in 2008:				
	FFNI (John Abu Bakker)	600			
	Church Pastoral Aid Society	800			
	Action partners	1700			
	Gideons	600			
	Scripture Union	500			
	Bible Society	500			
	Andrew Thomas	300			
	CMS (David and Heather Sharland)	2800			
	Church Army	400			
	Missionary Aviation	600			
	Richard and Roti Dugdale	300			
	Barnabas Fund	400			
	Total	£ 9,500			
<b>Moved</b>	Vicky	<b>Seconded</b>	Frances	<b>Passed</b>	Unanimously

It was suggested that the missions committee provide information on these organisations to the congregation, particularly on the newly included 'Barnabas fund'.

## 6. Buildings committee report

The written report of the buildings committee was noted.

Vicky asked whether it was possible to use a low energy type for the bulbs that were being replaced.

**Action:** *Martin* to e-mail this question to Tony.

The committee discussed whether any action should be taken following work on the clock being ordered before it was approved by the buildings committee or PCC. It was agreed that the burden introducing any bureaucracy to reduce the chance of similar issues arising would be out of proportion to the risk.

However, it was agreed that all subcommittees should be encouraged to manage the process of obtaining quotes and gaining approval directly using committee members.

## 7. Christmas floodlighting

The PCC was grateful to Elizabeth for her note asking about Christmas floodlighting of the tree on the church tower. After discussion it was agreed that the positive benefits of lighting the church at this time of year outweighed the environmental impact of the relatively small amount of electricity used.

## 8. Team time

Kate reported on the Team time meeting. She noted the following points:

- The meeting had been attended by Hazel King with whom work was done on information required for the Parish Portfolio.
- The meeting discussed the structures diagram, and noted that it highlighted areas of accountability that would need to be worked on
- A Christian basics course was planned for the Autumn, and that this would need the support and prayers of the whole church.

## 9. Deanery Synod

Steve reported on the meeting of the Deanery Synod that had taken place that week. The meeting:

- Had received a report of the general synod. Topics included were:
  - Detention without charge
  - Mental health
  - Terms of service for clergy
  - Crown appointments
  - Anglican/Catholic church dialogue
  - Access to recommended versions of the bible
- Was informed that a replacement treasurer was being sought
- Noted that a review of the parish share was being considered following a well-received paper, which included ideas such as moving to asking for contributions in a spirit of Christian generosity (rather than as a 'tax' demand.)
- Received a report on Bishop John's visit. He proposed five priorities: sustaining the sacred centre, making disciples, making a difference in society, making vibrant Christian communities and confident leadership. (A written version of this will become available.)

Steve was asked whether the minutes were available on a web site, and he thought that they were not.

## 10. AGM preparation

Following a number of agreed alterations to the text, the Annual report was approved.

<b>Resolution</b>	That the PCC approve the Annual report for 2007 (including the alterations agreed in the meeting.)				
<b>Moved</b>	Kate	<b>Seconded</b>	Steve	<b>Passed</b>	Unanimously

Following a number of agreed alterations to the text, the Fabric and Ornaments Report report was approved.

<b>Resolution</b>	That the PCC approve the Fabric and Ornaments Report for 2007 (including the alterations agreed in the meeting.)				
<b>Moved</b>	Kate	<b>Seconded</b>	Steve	<b>Passed</b>	Unanimously

It was noted that deanery synod representatives would be elected at the meeting this year.

It was clear that there would be a number of current PCC members who would not be standing for re-election next year. All were encouraged to generate nominations in advance of the meeting (and avoid nominations from the floor during the meeting – which could be difficult for the individuals nominated.)

It was agreed that the reports to the AGM should be from:

- Fledglings
- The Church web-site (with a demonstration if possible)
- Small groups

**Action:** *Vicky, Kate and Chris* to approach Anne, David and Gordon respectively to ask whether they would provide reports. .

## 11. Standing committee

Martin reported that there were no decisions taken by the standing committee since the last meeting of the PCC.

## 12. Future dates

March 21 <sup>st</sup>	(Good Friday) Children's activity morning to end at the time the service ends and invite all from the service to join the young people in the hall for hot crossed buns and coffee.
March 22 <sup>nd</sup>	Night vigil in the Church.
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.
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
May 26 <sup>th</sup>	Church to help with the barbeque at the Feast
June 7 <sup>th</sup>	Living Faith Day, Oxford
June 20 <sup>th</sup>	Visit and sermon by Richard Zair 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
August 11 <sup>th</sup>	'Champions Challenge' summer holiday club. It is aimed that this will be for full days for a full week.

**13. Other Business**

- a) **Church directory:** It was noted that there was a benefit in producing a list of all the people who contributed to the church in various ways. Kate agreed to work towards this.

**Action:** **Kate** to work towards a church directory.

- b) **Gift for the Zimmermans:** it was noted (with sadness) that the Zimmermans were leaving the village. The PCC wanted to express their appreciation for all that they have contributed to the village – particularly Brian’s contribution to scouting in the village. Vicky was charged with obtaining a small gift.

**Action:** **Vicky** to obtain the gift for Brian Zimmerman.

**14. Close**

The meeting closed with prayer at 9:50pm.

**15. Next Meeting**

The AGM will be held on Tuesday April 22<sup>nd</sup> 2008 in the Church Hall at 7:45.

The next PCC meeting will take place on Tuesday 13th May 2008 at 7:45 pm in the Church Extension.

..... Chris Stott, chairman

..... Martin Speed, secretary

**PAPERS**

PCC07M5	Minutes of previous meeting
PCCP7-6-01	Finance report
PCCP7-6-02	2007 accounts
PCCP7-6-03	Buildings Committee report
PCCP7-6-04	Mission Giving Proposal 2008-09
PCCP7-6-05	Christmas floodlighting
PCCP7-6-06	Church clock upgrade

***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
5.	Amend asset record to show pianos if necessary	When complete	Tim or Allan
6.	Report on the Worship group survey	When complete	Vicky
7.	Report on the glowsticks contents and re-cycling	When complete	Vicky
8.	To ask Tony Hughes by e-mail whether it was possible to use a low energy type for the bulbs that were being replaced in the church	As soon as possible	Martin
9.	To approach Anne, David and Gordon respectively to ask whether they would provide reports for the AGM.	As soon as possible	Vicky, Kate and Chris
10.	Obtain a leaving present for the Zimmermans	As soon as possible	Vicky

***Completed actions from previous meetings***

1. Letter to Joan welcoming her proposal for a quarterly Fairtrade stall