

Minutes of a Meeting of Harwell PCC
held on Tuesday 27th January 2009 at 8:40 pm in St Matthew's Church, Harwell

Present

Kate Evans	Vicky Macarthur	Chris Stott (Chair)
Sid Gale	Tim Roberts	Frances Taylor
Clive House	Martin Speed (Co-opted Secretary) - minutes	Jane Woolley
Tony Hughes		

1. Apologies for absence

Apologies were received from Georgina Greer, Allan Macarthur and Steve Tunstall.

2. Minutes of the last meetings

The minutes of the PCC meeting on 4th November 2008 were signed as a correct record. The minutes of the combined PCC meeting on the same date was signed as a correct record of that meeting in the earlier combined PCC meeting.

3. Matters arising

- **Glow sticks:** the meeting noted that the arrangements for re-cycling glow-sticks have been established. They can be taken to council refuse centres for re-cycling (but not put in green bins for doorstep collection). It was noted that if they were to be used by the church again a collection bin could be set up for the used glow sticks in the church, and possibly at Bob's.

This led to a discussion of the lack of 'aisle-end' candles (or glow sticks) at the carol services this year. It was not clear how the decision had been made to only have candles along the window-sills at both services. It was agreed that if the old candle platforms were now considered too dangerous, then other options for having candles should be considered at the July meeting - in good time to plan for the services in 2009. Sid offered to investigate the options and regulations and bring proposals to that PCC meeting.

Action: *Sid to bring proposals for lighting the 2009 carol services to the PCC meeting in July.*

- **Pew sale:** Tim reported that one small pew had been disposed of and that possibly part of another would be also. Approaches to disposing of the remaining ones (such as a Didcot Herald advert) were put forward. Tim will pursue all possible avenues for disposing of the remaining pews: three big, one medium and one short.
- **Child protection:** Martin reported not having made any progress with convening a meeting to draft proposals for addressing the policy issues raised in current child protection documentation from the diocese. Sid offered to take this forward.

Action: *Sid to progress this task.*

- **Health and safety:** Martin reported that he had not been successful in clarifying the position regarding the outstanding issues from the H&S audit.

Action: *Tony Hughes to discuss the way forward with Allan and report back*

- **Worship group survey:** It was noted that a report had been put together by Martin, but never formally discussed. It was questioned whether there was any benefit in doing so

after such a long time. It was agreed that the worship group should look at the report and bring any appropriate proposals back to the PCC for consideration.

- **Church directory:** Kate reported that work was continuing on the information gathering stage.
- **Responsibilities of trustees:** it was noted that at the combined PCC meeting in November it had been suggested that the May PCC meeting should include the topic 'responsibilities of trustees' and that this needed to be recorded as an action.

Action: *Martin to add an action to the outstanding actions list to ensure that the May PCC meeting includes an agenda item on the responsibilities of trustees.*

4. Financial report

Expenses and income 2008

The meeting noted the report from Elizabeth Gill. Clive commented that the finances had reached a very positive position at the end of the year: income had balanced expenditure and there was not a deficit as had been budgeted. In addition money had been set aside to deal with the organ blower box.

There was a discussion of whether this position was primarily the result of an under-spend on maintenance. Tony reported that he felt all that was appropriate had been achieved in the year and that it was normal to budget for some items that might not be practical to achieve within the year. It was considered better to know the money was available if arrangements for the work could be made than to find it was possible to do the work and have to go back to the PCC to ask for more money that was not in the budget.

The PCC noted the e-mail of 'protest' from the cashiers regarding the handling of the Christingle collection. The PCC were anxious to avoid such a problem arising again and discussion focused on three issues:

Firstly, it was agreed that the cashiers should be supported in any similar circumstances and Tim took the lead on this. He said that he could arrange for a coin counting machine and would arrange for additional volunteers to help at problem times.

Action: *Tim to put in place support arrangements for the cashiers.*

Secondly, it was recognised that the Christingle collection was more likely to contain large quantities of smaller change because of the collecting 'candles'. Not taking up this collection or not using the candle collecting boxes were considered but no firm decision was made.

Thirdly, it was noted that there was no mechanism to identify potentially 'difficult' situations such as the Christingle collection so that measures (such as additional volunteers and counting machines) could be put in place in advance. This applied to the planning for other situations – such as deciding on the 'lighting' arrangements for the carol service and ordering equipment and arranging helpers accordingly. Tony reported that the buildings committee had a long standing action on a church 'manual' which would identify these planning tasks (and solutions from previous years). It was created by Norman Ponting in 1998 as a typescript draft, had received little feedback then, and had recently been transcribed to electronic format by Sid. Tony was seeking comments on the current draft from those who might be using it in order to investigate whether it was thought worth the investment in time to bring it up to date.

Budget for 2009

Clive went through the budget drawn up by the finance committee for 2009. He drew the attention of the PCC to the increase in giving to maintain it at the established proportion. There was brief consideration given to the maintenance items in the budget that were detailed in the

buildings committee report. It was noted that designated funds, that had been previously set aside, met some of the tasks that were planned.

A formal resolution was then put to the meeting to adopt the budget that was proposed.

Resolution	That the budget for 2009 proposed by the finance committee be adopted by the PCC.				
Moved	Frances	Seconded	Sid	Passed	Unanimously

5. Buildings report

The PCC noted the report submitted by the buildings committee.

Questions were invited and the 'church hall cleaning' cost was queried. As the cleaning of the church hall currently did not represent a cost it was agreed that this line would be better described as 'Church hall maintenance.'

Action: *Clive to have the budget description changed accordingly.*

6. St Matthew's Harwell Renewal Project

It was noted that Allan would be putting together the focus group as specified after the last meeting.

It was suggested that a general request for prayer to guide this initiative be put in the notice-sheet (though it was noted that it would be counter-productive to try to be too specific about potential approaches to the project).

Action: *Chris to draft the notice-sheet contribution and submit it for inclusion.*

7. Standing committee

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

8. Future dates

Kate reported that three possible dates for the 'jazz music' service were being considered but a final date had not yet been decided on. This would be considered by the forthcoming worship group meeting.

5th July has been set as the date for a youth-led service.

Vicky reported that a youth activity day was being planned for Easter, but that a date had not been finalised.

Kate reported that a Songs of praise was planned for Sunday 24th of May. As there was not to be a Marquee at the feast this year it is proposed that the songs of praise takes place on the Rectory Lawn – with a move into the church if the weather is not good enough to be outside.

9. Other Business

a. Letters of thanks: letters were noted to have been received from Pam and Joan, both thanking the PCC for the contribution towards books.

b. Toy service toys: Jane reported that the women's refuge in Oxford had written to say thank you for the toys collected at the toy service. They were very well received.

- c. **Pig roast:** Sid reported that it was not clear whether there would be a need for help with the Pig roast at the feast this year, but if helpers were required the PCC agreed that the church should volunteer again this year. Tim offered to co-ordinate this, and Jane agreed to work out the volunteer rota.

Action: *Tim and Jane to organise volunteers for the pig roast at the feast if required.*

10. Close

The meeting closed at 22:05.

11. Next Meeting

The next Harwell PCC meeting will be on **Tuesday 10^h March 2009** at 7:45 in the extension at St Matthew's Harwell.

These minutes were signed as a true record by:

..... Chris Stott, chairman

..... Martin Speed, secretary

On (Date)

PAPERS

PCC08M4	Minutes of previous meeting
PCCP8-5-01	Finance report: Expenses and Income 2008
PCCP8-5-02	Finance report commentary
PCCP8-5-03	Proposed Budget for 2009
PCCP8-5-04	Buildings committee report
PCCP8-5-05	E-mail from Elizabeth Gill regarding the Christingle Collection

Outstanding actions from previous meetings

	<i>Action</i>	<i>Timescale</i>	<i>Responsibility</i>
1.	Report on pew sale	When complete	Tim
2.	Provide Child Protection proposals	When progress	Sid
3.	Report on issues from H&S audit	When complete	Tony
4.	Work towards a Church directory	When complete	Kate

Completed (or discontinued) actions from previous meetings

1. The arrangements for re-cycling glow-sticks have been tracked down: they can be taken to council refuse centres for re-cycling (but not put in green bins for doorstep collection.)
2. The worship group survey will not be considered further unless referred back by the worship group