

Minutes of a Meeting of Harwell PCC
held on Tuesday 10th March 2009 at 7:45 pm in St Matthew's Church, Harwell

Present

Sid Gale	Tony Hughes	Frances Taylor
Georgina Greer	Martin Speed (Co-opted Secretary) - minutes	Jane Woolley
Clive House	Chris Stott (Chair)	

1. Opening and prayer

Chris opened the meeting with a reading from Psalm 46 and prayer.

2. Apologies for absence

Apologies were received from Kate Evans, Vicky Macarthur, Allan Macarthur, Steve Tunstall and Tim Roberts.

3. Minutes of the last meetings

The minutes of the PCC meeting on 27th January 2008 were signed as a correct record. With minor alteration, the minutes of the combined PCC meeting on the same date were signed as a correct record of that meeting.

4. Matters arising

- **Pew sale:** In the absence of Tim, Tony reported that 3 pews had been disposed of and efforts would be made to advertise and dispose of the remainder.
- **Child protection:** Sid reported not finding any record of Harwell adopting the latest Child Protection policies from the Church of England and the Oxford Diocese. He recommended that this be done. The meeting asked him to circulate the relevant portions of papers and to prepare a list of actions that would be required.

Action: *Sid to circulate relevant portions of policy papers and proposed actions.*

- **Health and safety:** This item was carried forward.
- **Church directory:** An initial draft from Kate was circulated. The PCC recorded their thanks to Kate for this. It was agreed that comments should go directly to Kate.

Action: *All to pass any comments directly to Kate..*

- **Renewal project consultation:** This item was carried forward.
- **Support arrangements for cashiers:** This item was carried forward.
- **Hall cleaning budget entry name change:** Clive reported that the change would be made for the next year's accounts.

5. Financial report

Clive reported that a small adjustment had been made to the accounts since the last meeting to account for a debt in a restricted account being transferred to the general fund. This has left the final position as a small deficit (of £202) instead of the small surplus previously reported.

Clive briefly described the contents of the report, invited questions and - when there were none - asked whether the PCC were happy that the accounts should be signed.

Resolution	That the accounts for 2008 be adopted by the PCC and signed by the chairman and treasurer.				
Moved	Tony	Seconded	Frances	Passed	Unanimously

In line with the resolution passed, the accounts were signed.

The PCC wished to record their gratitude to Alison Mignionelli for acting as independent examiner for the accounts, and asked Clive to obtain and pass on a suitable small gift as token of their thanks.

6. Buildings report

The report of the Buildings Committee was noted. Tony reported that Malcolm Birkinshaw was providing the Buildings Committee with some independent advice on whether managing the asbestos in the organ blower box is a viable alternative option to removal, given that it is now clear that removal will be more expensive than originally thought. Tony also said that the issue of the platform handrail would be considered by the Buildings Committee now that it was known from the DAC response that it was likely to be sanctioned should it be put forward for approval.

7. Annual general meeting preparation

Fabric and Ornaments Report

The Fabric and Ornaments Report was considered and some minor changes were made before it was formally accepted by the meeting.

Resolution	That the Fabric and Ornaments Report (as amended in the meeting) be adopted by the PCC for circulation at the AGM.				
Moved	Sid	Seconded	Clive	Passed	Unanimously

The Annual Report

The Annual report was considered and modified before it was formally accepted by the meeting.

Resolution	That the Annual Report (as amended in the meeting) be adopted by the PCC for circulation at the AGM.				
Moved	Jane	Seconded	Georgina	Passed	Unanimously

Nominations for Election

It was noted that there were no elections to Deanery Synod this year, and that there were no mandatory elections of Churchwardens. Chris reminded the meeting that it was possible to elect 12 PCC members and that if everyone currently on the PCC were to stand again there would still be considerable room for 'new blood'. He encouraged everyone to encourage new members to come forward.

Other reports

It is customary for three other groups to be invited to present a report at the meeting. It was agreed that invitations should be extended to:

- Scouts
- Evergreens
- The Worship Group

Action: *Chris to invite these groups to present reports at the AGM.*

8. Standing committee

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

9. Future dates

- 21st March Children’s activity afternoon
- 4th April Harwell Young Singers
- 5th April Jazz praise service in the evening
- 31st April Small groups bring and share supper
- 7th June Songs of praise
- 7th June Scouts renewal of promises

10. Other Business

- a. **Gordon Gill:** Chris reported that following the combined PCC meeting Gordon Gill had agreed to represent the parish on the Deanery Pastoral Committee.
- b. **Pam:** It was agreed that following the Combined PCC meeting an action should be recorded to ensure that Pam was reminded to provide the update on parish portfolio.

Action: *The secretary to record the as an action the request for Pam to provide an update on the parish portfolio*

11. Close

The meeting closed at 21:30.

12. Next Meeting

The next Harwell PCC meeting will be on **Tuesday 12th May 2009** at 7:45 in the extension at St Matthew’s Harwell.

These minutes were signed as a true record by:

..... Chris Stott, chairman

..... Secretary

On (Date)

PAPERS

PCC08M5	Minutes of previous meeting
PCCP8-6-01	2008 accounts
PCCP8-6-02	Annual report
PCCP8-6-03	Buildings committee report

Outstanding actions from previous meetings

	<i>Action</i>	<i>Timescale</i>	<i>Responsibility</i>
1.	Report on pew sale	When complete	Tim
2.	Child protection issues	When progress	Sid
3.	Report back on issues from H&S audit	When complete	Tony
4.	Work towards a Church directory	When progress	Kate
5.	Arrange consultation for 'renewal project'	ASAP	Allan
6.	Provide proposals for lighting 2009 carol services	July PCC	Sid
7.	Add agenda item on responsibilities of trustees	May PCC	Secretary
8.	Put in place support arrangements for the cashiers	ASAP	Tim
9.	'Hall cleaning' budget entry: change to 'maintenance'	ASAP	Clive
10.	Obtain volunteers for pig roast duties at the feast (if required)	Before the event	Jane
11.	Organise volunteer support at pig roast (if required)	At the event	Tim

Completed (or discontinued) actions from previous meetings

1. Worship group survey referred to worship group
2. Notice sheet request for prayers in support of 'renewal' project