

Minutes of a Meeting of Harwell PCC
held on Tuesday 6 March 2018 at 7.30pm in St Matthew's, Harwell

Present

Jonathan Mobey (Chair for items 1-3 and present for items 8, 11, 13, 15, 16, 17, 18 & 27)

Hazel Connelly

Sid Gale

Michelle Walker

Lizi Bowerman

Pam Rolls (present for items 1-3)

Tim Paget (absent for items 1-7, 9 & 10)

Becca Lewis

Jean Barton (Chair for item 4 onwards)

Christina Wood

Andrew Keene

Tony Hughes

Jane Woolley (Secretary)

Frances Taylor

St Matthew's, Harwell and All Saints', Chilton PCCs were present together for Items 1-3. The PCCs then dispersed into separate meetings to cover item 4 onwards.

Agenda items are recorded here in agenda order but were in fact taken in the following order: 1-7, 9, 10, 12, 14, 19-26, 8, 11, 13, 15-18, 27.

1. Opening & Prayer

Revd Dr Jonathan Mobey opened the meeting by reading Revelations chapter 7, verses 9-17. In this passage we hear about an astonishing scene that John has had revealed to him. In the previous chapter, a series of calamities were described. But this chapter is much more encouraging. We hear how God's people are safe, they're diverse, they're united, and God is providing for them. The relevance here is that the church is about making worshippers of God, and we are called to grow that group of worshippers.

Jonathan then led the meeting in prayer.

2. Holiday Club

Venue and dates

The venue is confirmed as Harwell School. The dates are 20-24 August.

Admissions Policy

Paper A refers.

Jonathan Mobey introduced the matter. He reminded the meeting that the need for a clear Admissions Policy for Holiday Club had been discussed at the Combined PCC meeting in February. At that meeting, Becca Lewis had argued that in future a child whose family attends Harwell/Chilton Church but who lives outside our Parishes should have some priority when allocating places at Holiday Club. Jonathan had then invited PCC members to send him and the Children & Families Workers their views on how places at Holiday Club should be allocated.

Jonathan Mobey said that various PCC members had submitted their opinions on this matter, and that these opinions had been divergent. Jonathan said that he and the Children & Families Workers had taken this range of views into account when drafting the proposed Policy, seeing the Holiday Club primarily as an outreach activity.

Jonathan Mobey then opened the matter up to discussion and questions.

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In the discussion, Becca Lewis noted that the proposed Policy still gives no particular priority to a child whose family attends Harwell/Chilton Church but who lives outside our Parishes. Becca Lewis argued strongly that a child in this category should be given a greater level of priority than currently. Becca's rationale for this was threefold:

- The proposed Policy gives the impression to Becca that we don't value people from outside Harwell/Chilton who attend our churches.
- The proposed Policy overlooks the fact that children with a strong faith, not just adults, can be highly missional to other children.
- If children of church-going families do not yet have a strong faith, then they could really benefit from Holiday Club.

It was acknowledged that a relatively small number of families fall into the group in question.

A few other PCC members then expressed their views on this matter.

Pam Rolls suggested that a way forward might be to expand current priority category four in the Policy to include the group in question, and then to move this category up to priority category three.

There was then some discussion about the best way to define the group in question. The outcome of that discussion is reflected in the wording of the first resolution below.

Resolution	To modify the proposed Holiday Club Admissions Policy as follows:				
	<ul style="list-style-type: none"> • Add the following to the end of current priority category four: <i>“and/or have attended a church children’s Sunday group in the last calendar year”</i>. • Move current priority category four up to priority category three 				
Proposed	Chair	Seconded	-	Passed	Unanimously

Resolution	To approve the Holiday Club Admissions Policy, as modified above				
Proposed	Chair	Seconded	-	Passed	Unanimously

It was also agreed that the Policy should be reviewed before next year's Holiday Club.

3. Community

Jonathan Mobey reported that plans are in hand to hold a Songs of Praise in the Harwell Feast marquee on Sunday 27 May.

Jonathan Mobey reported that the Children and Families Workers are in discussion with Carina Loblely about running a Family Science Club-style stall at Harwell Feast on 28 May and at Chilton Fun Day on 9 June.

4. Apologies for absence

Apologies were received from Peter Barclay-Watt, Gordon Gill and Martin Gibson. Jan Radford was excused.

5. Minutes of the previous meeting

The minutes of the PCC meetings in January 2018 and in February 2018 were each approved and signed as a correct record.

6. Matters arising not covered elsewhere

Jane Woolley to prepare a letter of thanks to Brenda Pyke from Jonathan Mobey
Status: Done, and delivered to Brenda.

Martin Gibson to work with Peter Barclay-Watt to draft a communication to promote legacy-giving, for consideration by the Benefice Stewardship Committee.
Status: Preliminary discussions have been held but further action is subject to having available time.
Action carried over to next meeting.

Jane Woolley to liaise with PCC Treasurer, Safeguarding Officer and Book-keeper to arrange a basic DBS check for the new Book-keeper.
Status: Done, and DBS check successfully completed.

Hazel Connelly to send the H&S Policy (revised as per Oct 2017 PCC meeting minutes) to the Church Administrator and ask them to:

- Ask Jonathan Mobey to sign it
- Display a copy on the website and in the porch
- Send a copy to the Deanery Secretary.

Status: Action carried over to next meeting.

7. Decisions taken by Standing Committee between meetings

The Standing Committee agreed that the contract for a lone worker alarm should be for three years (as opposed to one year) at a cost of £151.08 (including VAT) per year, to be shared with All Saint's PCC and reviewed after one year.

Action: Hazel Connelly to liaise with the Treasurer and Book-keeper to ensure that the contract for the lone worker alarm is set up and paid for.

8. Seating project – Section 106 funding

Jonathan Mobey explained that the Legal Department of the Vale of White Horse District Council requires the PCC to pass a resolution before it will release the Section 106 funds to us. The funding agreements referred to in the resolution require the PCC to use the funds for the purpose to which they have been designated i.e. for the seating project.

Resolution	That the PCC authorises the Rector to sign funding agreements for receipt of Section 106 funds towards work at St Matthew's Church building				
Proposed	Chair	Seconded	Tim Paget	Passed	Unanimously

9. Annual Report

Paper E refers. There were no comments.

Resolution	To approve the Annual Report for the year ended 31 December 2017				
Proposed	Chair	Seconded	Hazel Connelly	Passed	Unanimously

10. Preparation for elections

Paper F refers.

Tim Paget said that he is willing to stand for election as Churchwarden again. However, Christina Wood said that she will not be standing again as Churchwarden.

It was noted that we will have the following vacancies at the Annual Meeting:

- Two elected Deanery Synod members - carried over from last year
- Seven¹ elected PCC members (five PCC members are at the end of their three year term, plus two vacancies carried over from last year)

Peter Barclay-Watt and Frances Taylor have decided not to stand again for PCC. However, Jane Woolley and Lizi Bowerman are willing to stand again. Tony Hughes is as yet undecided.

The Secretary asked PCC members to think of further people who might serve on the PCC – including as Deanery Synod members. The Secretary offered round blank copies of the nomination forms.

11. Agenda for Annual Meeting

The draft agenda in Paper G was agreed with the following amendment:

Amend Item 10 to: *“The implementation of the church vision, “Growing God’s Church, wider, deeper and closer” – challenges and opportunities”*

As per the action from the May 2017 PCC meeting, the Secretary reminded the Rector to include some specific questions for attendees to respond to in his presentation about the Church vision (e.g. via a show of hands).

Jonathan Mobey said that he would remind church members of the church’s vision during the sermon in the service immediately prior to the Annual Meeting.

It was suggested that the notice sheet information about the Annual Meeting could be used to prompt Church members to think in advance about anything they want to raise at the Annual Meeting.

¹ This number would rise if a current elected PCC member not due to retire were to be elected instead as Churchwarden or as a Deanery Synod member at the Annual Meeting.

12. Practical arrangements for the Annual Meeting

Action: Christina Wood to liaise with the people on the coffee rota on 29 April to ensure that they are aware of the timings that day.

The Secretary reported that notices about the Annual Meetings (in the porch and in the notice sheets) and the publication of the agenda and papers (in hard copy and on the website) are all in hand.

13. Church porch – glass doors project

Paper H refers.

After some discussion and minor queries (answered by members of the Working Group) PCC members agreed with each of the following recommendations:

1. To endorse the adoption of Option 4 as the preferred way of replacing the inner porch doors with a glass entrance door, with Option 5 kept in reserve
2. To discuss views on Option 4 with the sponsor of the legacy that would fund the project
3. The Working Group to explore the way forward with the DAC.

Tony Hughes explained that it would be decided at a later stage if the glass door would be a single door or a pair of doors.

The Chair thanked Tony Hughes and the Working Group for all their efforts.

14. One-off amendments to two evening services

Resolution	On Sunday 20 May alter the 6.15pm BCP service to a 'Pentecost Praise' service starting at 6pm for Churches Together in Didcot and District.				
Proposed	Chair	Seconded	-	Passed	Unanimously

Resolution	On Sunday 27 May cancel the 6.15pm Holy Communion service due to Songs of Praise.				
Proposed	Chair	Seconded	-	Passed	Unanimously

15. Recruiting a Treasurer

Jonathan Mobey reported that Lizi Bowerman is willing to serve as Treasurer once Peter Barclay-Watt retires.

16. Recruiting a pair of people to count weekly cash/donations

Jonathan Mobey reported that the Book-keeper is undertaking this task at the moment, as an interim measure.

The Finance Committee has reviewed what is involved in the task and has concluded that it is not as straightforward a task as one might think.

Action: Jonathan Mobey to ask the **Finance Committee** to find a longer-term solution to counting the weekly cash/donations.

17. Recruiting a Safeguarding Officer

Jonathan Mobey reported that he had had some ideas about people to approach for this role, but had not yet approached anyone.

Action: Jonathan Mobey to approach possible volunteers for Safeguarding Officer.

18. Recruiting a new Churchwarden

Jonathan Mobey reported that he has approached someone about standing as Churchwarden and that they have agreed. This person's name will be made public once Jonathan has confirmed that they are happy to be identified.

19. Seating project - update

Tony Hughes explained that Paper I documents for the record the work done on the floor and what it is now like under the new carpet.

Tony Hughes reported that the seating project is now complete, bar some minor matters. Tony said that he would return the Faculty 'completion of works' form once all these have been dealt with.

Tony Hughes expressed his thanks to all those involved in making the project happen, and commented that it has involved a lot of work. Christina Wood had taken the lead in organising the supply of the carpet and chairs.

PCC members expressed their gratitude to Tony Hughes for leading the project and for all the work on it by giving a spontaneous round of applause.

20. Heating project - update

Tony Hughes reported that there is a reasonable possibility that a Draft Statement of Needs could be ready by the May PCC meeting.

Tony Hughes reminded PCC members that the DAC had previously remarked that our estimate of the cost of installing a gas fired central heating system looked rather high to them. The DAC requested that we obtain a second quotation, which we have now done. Tony has had to do some analysis to

compare the two quotations on a like for like basis. This analysis has shown that in fact the second quotation is higher than the first.

The DAC also wanted us to provide more information about the running costs of our favoured electric central heating system. Definitive information is proving difficult to provide. Mel Gibson has now obtained running costs data for this type of heating system from two churches. However, that data came with some provisos attached, so its application to St. Matthew's will not be straightforward..

Tony Hughes has also been re-examining the quotations we have received for assumptions about how powerful a system needs to be in order to sustain a 20 degrees Celsius temperature difference between the outside and inside of St Matthew's. This is quite a complicated calculation to get right. The current heating system is an 82kW system. That was based on a consultants' report about twenty years ago. The quotations we have had for heating systems have assumed various different power levels – ranging from about 50kw to about 150kw. This wide range does not look reasonable. Based on a re-analysis of the heat losses it looks as if the quotation we had for the installation of our favoured electric heating system does assume too low a power level. This means that the cost of the system will be somewhat higher than we previously thought. This in turn means that the economic analysis of capital cost plus running costs over twenty years for the various possible types of heating system now needs to be re-done.

The Chair thanked Tony Hughes for all his work on this project.

21. Buildings Committee Report

Paper K was noted.

Action: Tony Hughes to pass on the PCC's thanks to the Buildings Committee for all its work.

22. Health & Safety – update

Action: Hazel Connelly to undertake another risk assessment in the Church once the new seating arrangements have settled down.

23. Finances - update

There was nothing to report at this relatively early stage of the year.

24. Reinstating the evening service on second Sunday of the month

No change for now. Review again at the next meeting.

25. Harwell Feast volunteers

Jane Woolley reported that this year, the Scouts will staff the BBQ instead of the car park and the church will find volunteers to staff the pavilion refreshments instead of the BBQ. Jane Woolley confirmed that she is happy to recruit the required volunteers.

26. Future dates

11 March – Mothering Sunday

1 April – Easter Sunday

29 April – Annual Meetings

27 May – Songs of Praise

28 May – Harwell Feast

9 June – Chilton Fun Day

27. Any other business

There was none.

Jonathan Mobey closed the meeting in prayer at 9.30pm.

CHAIR

SECRETARY

DATE

DATE