

**Minutes of a Meeting of Harwell PCC**  
held on Tuesday 8 May 2018 at 7.30 pm in St Matthew's, Harwell

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**Present**

Jonathan Mobey (Chair)	Becca Lewis	Andrew Keene
Jane Woolley	Tony Hughes	Jean Barton
Christina Wood	Michelle Walker	Eliza Wheaton
Martin Gibson	Lizi Bowerman	

**1. Opening & Prayer**

The Rector (Jonathan Mobey) read Revelation, Chapter 15.

Jonathan remarked that this passage describes how God's anger is great but finite, and that God's wrath is real and for a time, but his mercy is never ending.

Jonathan remarked that perhaps there can be frustrations in Church life. However, it is important to keep the bigger picture of God's overarching purpose in mind.

Jonathan then led the PCC in prayer.

**2. Welcome to new members**

Jonathan Mobey welcomed Eliza Wheaton to the PCC, and encouraged her to ask questions if she is unsure of anything.

**3. Apologies for absence**

Apologies were received from Pam Rolls, Jan Radford, Tim Paget and Gordon Gill. Sid Gale was absent.

**4. Co-options**

Jonathan Mobey explained that we can co-opt two further PCC members if we wish.

Jonathan explained that Jean Barton is unable to be elected to the PCC because she is ordained.

Jonathan Mobey proposed that Jean Barton be co-opted onto the PCC. This was agreed unanimously.

**5. Reminder of the duties of trustees/PCC members**

Jane Woolley reminded PCC members that they are charity trustees and therefore bear the responsibilities of charity trustees. All PCC members had been sent in advance of the meeting a copy to read of the document called "The Essential Trustee – what you need to know". Jane Woolley highlighted the headline messages of this document to PCC members.

Jane Woolley reported that she had spoken to Eliza Wheaton on the telephone before this meeting to brief her on how the PCC operates.

Martin Gibson mentioned that during 2018 an Employment sub-committee of the Joint PCC had been created to help to ensure that the PCC meets its legal obligations as an employer.

**6. Minutes of the March 2018 meeting**

The minutes of the PCC meeting on 6 March 2018 were signed as a correct record.

**7. Matters arising not covered elsewhere**

A potential Safeguarding Officer from St Matthew's has been identified – Mel Gibson. Mel is undergoing training. His appointment will be tabled at the Combined PCC meeting in June, as it is a Benefice matter.

**8. Decisions between meetings by Standing Committee**

There were none.

**9. Annual election of PCC officers**

Jane Woolley had circulated a list of existing officers. This list indicated whether or not the incumbents were willing to continue.

It was agreed that the role of Gift Aid Secretary would be incorporated into the Treasurer's remit.

It was clarified that the Stewardship Secretary deals with envelope giving.

It was agreed to remove the role of "Social Secretary/Hospitality/Welcome" from the list on the grounds that such matters are already covered by a combination of the Churchwardens' remit and by the activity of a variety of individuals and home groups.

Andrew Keene asked whether it matters that none of the Concert/Event Managers is a current Churchwarden. It was agreed that the Concert Managers are ultimately answerable to the Churchwardens. Therefore if a Concert/Event Manager had a problem or a query, they might need to consult a Churchwarden.

The meeting then voted on the following resolution:

<b>Resolution</b>	<p>Approve the appointment of the following people to the following roles:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Vice Chair</td> <td>Tony Hughes</td> </tr> <tr> <td>Treasurer</td> <td>Lizi Bowerman</td> </tr> <tr> <td>Secretary</td> <td>Jane Woolley</td> </tr> <tr> <td>Churchwarden deputies</td> <td>Tim Roberts Ruth Slatter Mel Gibson David Pyke Christina Wood</td> </tr> <tr> <td>Bookkeeper</td> <td>Nick Clarke</td> </tr> <tr> <td>Electoral Roll Officer</td> <td>Mike Pepper</td> </tr> <tr> <td>Deputy Electoral Roll Officer</td> <td>Jane Woolley</td> </tr> <tr> <td>Stewardship Secretary</td> <td>Ruth Slatter</td> </tr> <tr> <td>Concert/Event managers</td> <td>Liz Roberts Tim Roberts Mel Gibson Christina Wood</td> </tr> </table>	Vice Chair	Tony Hughes	Treasurer	Lizi Bowerman	Secretary	Jane Woolley	Churchwarden deputies	Tim Roberts Ruth Slatter Mel Gibson David Pyke Christina Wood	Bookkeeper	Nick Clarke	Electoral Roll Officer	Mike Pepper	Deputy Electoral Roll Officer	Jane Woolley	Stewardship Secretary	Ruth Slatter	Concert/Event managers	Liz Roberts Tim Roberts Mel Gibson Christina Wood
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<b>Moved</b>	Chair	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

**10. Annual appointment of PCC sub-committees**

Jane Woolley had circulated a list of existing committee members. This list indicated whether or not the incumbents were willing to continue.

Jonathan Mobey reminded the meeting that the annual meeting in 2016 agreed that henceforth membership of the **Joint PCC** (with All Saints', Chilton) would automatically consist of a standard set of post-holders and therefore does not need voting on at a PCC meeting. Those post-holders are: PCC Vice-Chair, PCC Secretary (plus the other members of the Joint PCC defined in the Pastoral Order that formed the Benefice, namely all clergy licensed to the Benefice, the Churchwardens and the Treasurer).

It was agreed that, if possible, there should be a Churchwarden on each of the Finance & Budget Committee and the Buildings Committee.

The meeting then voted on the following resolution:

<b>Resolution</b>	Approve the appointment of the following people to the following committees:				
	Finance & Budget		Lizi Bowerman (Chair) Nick Clarke Mel Gibson Christina Wood Tim Paget (Churchwarden)		
	Buildings		Tony Hughes (Chair) David Pyke Philip Roberts Juan Bowerman Christina Wood Becca Lewis (Churchwarden)		
	Standing Committee		PCC Vice Chair, Tony Hughes PCC Secretary, Jane Woolley PCC Treasurer, Lizi Bowerman Other clergy licensed to the benefice: Pam Rolls and Jan Radford (Churchwardens and Rector are automatically members of the Standing Committee, and the Rector is automatically a member of all subcommittees)		
	Chair	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

Tony Hughes commented that the Buildings Committee could ideally do with some further hands-on members – any suggestions to Tony please.

Tony Hughes explained that specialist Working Groups are formed for certain specific projects, and that these might well contain people who are not on the Buildings Committee or the PCC.

Jonathan Mobey thanked Tony Hughes for all his work as Chair of the Buildings Committee.

## 11. Reflections on the Annual Meeting

Becca Lewis noted that there were no questions submitted in advance.

There were various suggestions for improving the meeting:

- Circulate a link to electronic copies of the meeting papers via an email to the Church membership
- Send an Outlook invitation for the meeting to the Church membership (this could also be done for other Church events)
- Leave a 15 minute gap (rather than 10 minutes) between the end of the service and the start of the meeting for coffee
- Display some questions on a board and ask people to indicate their views on them over coffee
- Ask people to turn to their neighbour and discuss what the best thing that has happened in Church life over the past year is
- Have a bring and share lunch afterwards
- Encourage questions by “planting” an initial question if no one initially asks a question (few PCC members were keen on this idea)
- Form a small group to agree and implement ideas for improving the Annual Meeting. Martin Gibson said that he was willing to be part of such a group.

**Action: Jane Woolley** to make a note for the agenda for the first PCC meeting in 2019 of the need to form a small group to agree and implement Annual Meeting improvement ideas.

## 12. Counting the weekly donations

Paper F refers.

It was noted that there needs to be 2 adults to count cash donations. A child could be involved, but not as a substitute for one of the adults.

Various PCC members were keen to make the instructions in Paper F more fool-proof. The following queries about the process as described in Paper F were raised:

- Does it make any difference if a planned giving envelope is yellow or blue?
- What is the purpose of having both Box 2 and Box 3 on the form in Paper F? The instructions at step 4 are puzzling.
- If it has been announced in a service that gifts given that day will go towards a specific purpose, how will the Book-keeper know this, and how much to allocate to the relevant restricted fund?

Jane Woolley also read out Gordon Gill's email to her of 30 April which commented on the instructions in Paper F, and Nick Clarke's reply of 1 May.

**Action: Lizi Bowerman** to liaise with Nick Clarke to make the instructions in Paper F more fool-proof. Revised instructions to come for approval either to the next PCC meeting or to the Standing Committee in the meantime.

**Action: Jane Woolley** to forward Gordon Gill's and Nick Clarke's emails to Lizi Bowerman for consideration during the revision of the instructions in Paper F.

### 13. Legacy-giving

Paper G refers.

Martin Gibson explained that the wording in Paper G is envisaged as part of a bigger legacy-giving leaflet or literature, for use at a Benefice level.

The following comments were made:

- It might work best if the text explains the principle very simply at the start, and then moves on to the detail
- Might the Diocesan Generous Giving Officer have any material about legacy-giving that we could use – either in terms of useful wording, or even as a whole leaflet?
- It would be good to include legacy-giving as part of our next giving campaign
- Our website already includes a pdf file of a brochure about the Will Aid Scheme

**Action: Martin Gibson** to contact the Diocese to see if they have any legacy-giving literature we could either use wholesale, or draw upon, and then, if appropriate, to prepare a revised draft of the proposed wording bearing in mind PCC members' comments.

### 14. Heating project – update

Tony Hughes gave an oral update. There was no Paper H.

There has been a small amount of progress since the March PCC meeting.

#### Data on running costs

A particular barrier to progress is the lack of running costs data on the Dunphy electrical heating system from other churches. We have had data from some churches and we are chasing for it from others. The challenge then is to extrapolate that data to St Matthew's, which is not straightforward.

#### Revising the capital costs

As mentioned at the March PCC meeting, we now realise that we will need a more powerful heating system than we originally thought – approximately 75kW not 55kW. This would mean about 24 radiators rather than about 18. We therefore need to recalculate what the capital cost of a new system would be – for both an electrically powered system and a gas powered alternative.

Dunphy, the firm which supplies the electrically powered system we have in mind to install, has visited recently to assess whether and how the church's electrical switch gear could cope with a more powerful heating system. Their assessment seems to be that it would be suitable. We await Dunphy's formal written conclusions on this.

#### Steering group

Tony Hughes is trying to re-form a Heating Steering Group because two members of the original group do not wish to continue. Members do not necessarily need to undertake any donkey work on the project. Rather, a key need is for people who will peer review data and technical calculations. Hazel Connelly has agreed to join the group. Tony Hughes has asked one other person but they have

declined. A paucity of group members has not yet held things up but it could do once we are in a position to revise the calculations of capital and running costs.

### Some points for PCC members to note

Tony Hughes then emphasised a key point that he feels it is important for PCC members to appreciate. **This is that it is likely that our annual fuel bill will increase if we install a central heating system.** This is not because a new system would be less efficient. It is because it would be used differently to the current system and this would result in the consumption of more fuel than we do at present. This increase has two components. Firstly, a new system would allow us to create a more comfortable temperature when the building is in use by maintaining a minimum background temperature between uses. This would use more fuel than currently (because the existing system is only switched on when the church is in use), but in return for greater levels of comfort. Secondly, our ambition is to increase usage of the church building – which would increase the number of hours when the heating is “fully on”.

Tony Hughes explained that the only scenario in which our fuel costs would reduce, but comfort levels would increase compared to now, would be if we were to install a gas-fired central heating system and if the number of hours of usage did not increase very much. This is because the cost of gas per unit of heat is lower than that of electricity. However, a gas-fired system has much higher capital costs than an electrical central heating system.

Jonathan Mobey commented that the running costs of the current heating system are so high that it would be prohibitively expensive to increase its usage.

The other matter to which Tony Hughes drew PCC members' attention is that a new heating system will produce a more comfortable environment in the building, **but it will never feel as warm in cold weather as a modern, insulated house.** This is because of the lofty nature of the church building and the heat loss from it.

## 15. Porch glass doors project – update

Paper I refers.

In addition to investigating automatic opening of the glass doors, Tony Hughes reported that the project group is now also exploring whether the work should incorporate removal of the step between the porch and the main church building to aid accessibility. This would make the project much more complicated and expensive, including for professional advice on the matter. Such possible levelling of the floor will be added to the agenda when the project group visits other churches.

Michelle Walker asked that communication with the wider village be carried out on the proposed porch glass doors well before anything is implemented. This is to try and ensure that as many people as possible in the wider community – not just church members - are aware of the proposals and can comment on them.

Jonathan Mobey acknowledged the importance of encouraging comments from and engagement with the wider community on a matter such as this. It was agreed that the moment for such consultation would be once various options had been explored more fully. The best methods for consultation would be considered when the realistic options were clearer.

## 16. Buildings Committee report

Paper J was noted. In addition, Tony Hughes reported that the lime washing in the vestry has now been done, and the electrical socket there is being made good.

## 17. PCC's thanks to the Buildings Committee

Tony Hughes confirmed that he had carried out the action from the March PCC meeting to pass on the PCC's thanks to the Buildings Committee members for all their work.

## 18. Church Hall Management – update

Jonathan Mobey reported the following news:

- Hall bookings remain healthy.
- Scouts are in the process of moving a considerable amount of their kit from the Hall to the pavilion at the recreation ground, thus releasing storage space.
- With the illness of Michael Hogan, the arrangements for the usual seasonal mowing and hedge cutting have had to change.

## 19. Finance report

The Income and Expenditure report and the Finance Commentary report (Papers K and E) were noted without comment.

Jonathan Mobey reported that the Vale of White Horse District Council had told him a couple of weeks ago that they were processing the payment of the Section 106 money to St Matthew's. Jonathan also reported that he is planning to promote the Parish Giving Scheme again.

Jane Woolley pointed out that the recent change of Treasurer and Churchwarden has a knock on effect on who should be able to authorise transactions on the church bank account. The following standard resolution was therefore put to the meeting in order to replace Peter Barclay-Watt with Lizi Bowerman and to replace Christina Wood with Becca Lewis on the bank mandate.

<b>Resolution</b>	It was resolved that the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.				
<b>Proposed</b>	Chair	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

**Action: Jane Woolley** to ask Nick Clarke to action the necessary bank paperwork to update the authorised signatories.

## 20. Health & Safety – finalising the Health & Safety Policy

Jane Woolley reported that Hazel Connelly has confirmed that she has now revised the Policy in line with the October 2017 PCC minutes and has sent it to the Church Administrator for the actions mentioned below to be taken.

**Action: Jane Woolley** to double-check with Vicky Johnston that she has obtained Jonathan Mobey's signature on the finalised Policy, has displayed a copy of the Policy on the website and in the porch, and has sent a copy to the Deanery Secretary.

## 21. Health & Safety – lone worker alarm

Jane Woolley reported that Hazel Connelly has confirmed that that she had liaised with the Treasurer and the book keeper to ensure that the three year contract for the lone worker alarm is set up and paid for.

Jonathan Mobey reported that there is a date in the diary for training the 'staff team' on using the alarm.

## 22. Health & Safety – risk assessment for main church building

Jane Woolley reported that Hazel Connelly is planning to start the risk assessment on the weekend of 19-20 May, now that the use of chairs instead of pews has bedded down. Hazel will then update the risk assessment documentation accordingly.

Outstanding action:

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

## 23. Future of the evening service on the second Sunday of the month

Decision still on hold pending a decision about creating a fresh expression of church in the Benefice.

## 24. Future dates

Songs of Praise – Sunday 27 May

Harwell Feast – Monday 28 May

Chilton Fun Day – Saturday 9 June

## 25. Any other business

There were 3 items:

- **Songs of Praise:** Tony Hughes asked for an update on preparations. Jonathan Mobey said that Yvonne Sanderson has now approached a number of individuals to be interviewees.
- **Return of Peter Shields' pension contributions:** Jonathan Mobey reported that Stuart Gibson (All Saints' Treasurer and administrator of Benefice staff salaries/pensions, etc.) has been looking into what is the best thing to do with Peter Shields' employer pension contributions from when he was Children & Families Worker. Peter was in the pension scheme for less than two years which means that he could take up the option to have his contributions returned to him. His employee contributions were duly returned direct to him. The employer contributions, though, were automatically returned to the Benefice. Stuart and Jonathan feel that really the employer contributions should be passed on to Peter as well. Stuart proposes to do this, unless the PCCs object. St Matthew's PCC members indicated their support for this course of action.
- **Starting PCC meetings on time:** Jean Barton requested that every effort should be made to start future meetings on time at 7.30pm sharp. This means gearing up to let people in and to serve any refreshments at, say, 7.20pm.

**The meeting closed at 9.50pm with the Lord's Prayer.**

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**CHAIR**

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**SECRETARY**

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**DATE**

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**DATE**