

Note by Jane Woolley: -

Appear to be unsigned. Probably due to new Secretary in post.

Minutes of a Meeting of Harwell PCC held on Tuesday 22nd September 2009 at 9pm in St. Matthews Church, Harwell.

1. Present.

Sid Gale, Mel Gibson(Secretary), Clive House(Treasurer), Tony Hughes, Roz Ship, Chris Stott(Chair), Frances Taylor, Matt Webb, Jane Woolley, Allan Macarthur, Tim Roberts, Georgina Greer, Liz Roberts(Minutes).

2. Apologies for absence.

Apologies were received from Gordon Gill, Vicky Luker, Vicky Macarthur, Steve Tunstall.

3. Minutes of the last meeting.

The minutes of the meeting on Tuesday 7th July 2009 were signed as a correct record after noting that Georgina needs hard copies of items and not "E Mail" as she does not have an "E Mail" account.

Proposed by Allan Macarthur Seconded by Georgina Greer.

4. Matters Arising.

- a) Pew sale: This item is now complete and no further action is required. There are 2x12' pews still remaining and these can be left in storage until Dennis Lay requires the space.
- b) Safeguarding children: This is a separate item.
- c) Health and safety audit: Allan Macarthur and Tony Hughes are progressing all outstanding items to do with paperwork. Allan has issued the Safety Policy and if this is adopted by the PCC, then the action can be closed. Allan says that the original model policy from Ecclesiastical Insurance was hefty and getting hard to adjust to suit the church. The Church is a small organisation (having few employees) and therefore we are not legally obliged to have a safety policy, but it was felt good practice to have one. The proposed policy is based on a model from HSE and includes a compilation of the actions / procedures thought to be needed, namely who is responsible for what and the frequency of actions arising. This will be updated Annually and displayed in the church. Please provide comments by "E Mail" to Allan Macarthur by the 20th October. The PCC was asked to agree this concise version as it covers everything needed. Frances Taylor agreed and the formal adoption of this policy will be taken at the next meeting.

- d) **Renewal Project:** 10 members of the Youth Fellowship are to feedback on the look and feel of the church. This is just one sample group to be consulted on the physical obstacles to worship. This is not entirely building focused but application/ user group focussed. It has now been arranged that Allan Macarthur will check that this was the spirit of the proposal of the PCC Meeting in November 2008. Jane Woolley thought that the focus was to be obstacles to worship in general and that the plan was not to mention the physical features of the buildings as a potential issue until it either comes up naturally or to introduce the topic towards the end, if it does not come up. This is so that we can see how much of an issue the physical environment is compared to other issues.
- e) **Support for cashiers:** This arose from the small change that is prevalent at some services, particularly Christingle. Vicky Luker can possibly borrow a coin sorter or they are available to purchase from Argos. There is also a need for "hands on" help to assist the cashiers with the money.

ACTION: Chris to put an appeal for help in the church notice sheet (not Broadsheet) nearer the time of the Christingle Service in the New Year.

5. Financial Report.

- a) Clive House reported that there was a potential £9k deficit but we are changing from accruals to cash based accounting so that impacts on the income that we get from Gift Aid tax recovery . So like for like we will break even at the end of this financial year.
- b) Small budget for local charities £300 and Clive to put note in Newsheet to ask for nominations. The PCC to offer their nominations for Agenda Item at the next meeting. The more local organisations the better. The definition of " local" has included Oxford and Didcot in the past. There is still a £300 emergency giving fund not used last year.

6. Buildings Committee Report.

- a) Routine Report had already been issued for the PCC to note. Under item 3 Tony thanked Roz Ship for the very hard work put in to get the new furniture installed in the vestry which is now in place. There were no other questions.
- b) **Handrail:** This issue has been around for about 10 years. The solution looked at some years ago was not satisfactory as it required a structure at the centre of the platform. The Diocese Advisory Committee for the care of churches certified in the spring of 2009 that we could put up a handrail attached to the left hand pillar which would add to the changes we have made to comply with the Disability Discrimination Act. The cost based on drawings produced by David Pyke is around £500. The next step is for the PCC formally to approve the installation as described and produce a resolution to that effect. Tony Hughes can then apply for a Faculty based on the plans and budget for next year. Realistically, this would be halfway through the next financial year before fitting. This is a general aid to help parishioners mount the platform steps to get to the High Altar for Holy Communion, but the handrail is for any purpose not just Holy Communion. Clive House asked if we should have a

wheelchair ramp for access to the platform but this is not feasible as the incline would mean that the ramp would stretch halfway down the aisle and it would be a tripping hazard. This has been discussed extensively with Philip Waddy, the church architect and a handrail is the best compromise. On this subject it should be noted that the stairs to the office do not comply with recommendations of the Act,, but any incline would extend a long way towards the front door. It was put to the PCC if we should proceed.

Proposed by Mel Seconded by Georgina Unanimously accepted.

- c) Church Hall Land: There has been a request to consider registration with the Land Registry of any land that the church owns .The Rectory and the Church are owned by the Diocese, but do we register the church hall? Tony Hughes and Allan Macarthur reiterated the proposal already with the PCC that we do register. It is financially a good time to do so as the Diocese have a discount for bulk purchase and we will have to do it anyway before 2012.

Proposed by Clive House Seconded by Frances Taylor Unanimously agreed.

- d) Lay Rectorship and Chancel Repairs: This requires a resolution to confirm that the PCC is aware of the situation. Do we have a Lay Rector and someone responsible for maintaining the Chancel? We are required to answer this subject every time we have a Faculty Form to complete where work has been needed, however minor, but this has never been made clear. Tony Hughes has done some research and concluded that we no longer have any other party who has responsibility for maintaining the chancel/apart from slight changing to the wording. This is the situation post the 1930 Tithe Act mentioned in Tony's paper and Caroline Dyer at Diocese agrees, subject to a slight change in wording we no longer have any other party who has responsibility for maintaining the Chancel. PCC was invited to confirm that the Churchwardens can return that there is no Lay Rector.

Proposed by Frances Taylor Seconded by Mel Gibson Unanimously agreed.

7.Showstoppers.

Sid Gale reported that there were more than 50 children registered and every day around 40 children attended. A large number were from non church families including children from The Styles and other "hangers on" who were attracted to the venture. The Project is now too large for Sid and Alison to do annually and so many children said that they were looking forward to next year so it must go ahead in 2010. Sid proposes an Organising Committee where each member has a "doing" role. Sid and Alison were warmly thanked for organising the event this year. The next step is to advise the theme of next year's project and then ask the PCC for help in organising a committee.

8. Child Protection.

There has been a debate on whether or not the PCC has adopted THE HOUSE OF BISHOP'S PRINCIPLES OF CHILD PROTECTION POLICY at the July meeting. We need to record that the PCC has discussed and agreed to adopt the Policy. Sid and Georgina will then forward actions required after discussion between themselves eg. How do we follow and implement the

policy. Sid welcomes any help in person or "E Mail" from interested parties. From the Chair the PCC were asked of any concerns about the Principles.

PRINCIPLES OF THE HOUSE OF BISHOPS' CHILD PROTECTION POLICY.

- 1. We are committed to the safeguarding ,care and nurture of the children within our community.**
- 2. We will carefully select and train ordained and lay ministers , volunteers and paid workers with children and young people, using the Criminal Records Bureau, to check the background of each person.**
- 3. We will respond without delay to every complaint made, that a child or young person for whom we are responsible may have been harmed.**
- 4. We will fully cooperate with statutory agencies during any investigation they make into allegations concerning a member of the church community.**
- 5. We will seek to offer informed pastoral care to any child, young person or adult who has suffered abuse.**
- 6. We will care for and supervise any member of our church community known to have offended against a child.**

NO 1 is satisfactory and no further action is required.

NO 2 requires action. Mel said that this needs to be actioned urgently as there are some people (including Mel) who have not been CRB'd. Sid Gale will raise this topic at the CYP Leaders meeting on the 26th September.

NO 3 is satisfactory and no further action required.

NO 4 is satisfactory and no further action required.

NO 5 Frances Taylor commented that as long as we have guidance then she agrees with the statement. Sid Gale said that we would not be expected to have our own fully trained councillors in place.

NO 6 The principle is fine but the practice of this is potentially difficult. Jane Woolley said that there was an action on Allan Macarthur from the July PCC Meeting to fill in the relevant forms and return them to the Diocese saying that we agreed with the Principles. This is still outstanding. It was proposed that the PCC shall adopt the Principles with the aim that Sid Gale and Georgina Greer together with any volunteers work out the practical implications.

Proposed by Jane Woolley Seconded by Roz Ship Unanimously agreed.

9. Church Directory

Jane Woolley advised that the Draft of the church directory has been circulated and barring details is this what people envisaged? Frances Taylor said that she had corrections to offer and Jane and Tony need to receive any further corrections or more information by the 20th October please. The format is good and clear and the distribution should be the noticeboard and the website but we should note any Data Protection issues. Electoral Roll members can be issued with copies if the directory is in booklet form, but this was felt to be wasteful if we printed say 200 copies and therefore it was agreed that the directory should be available in large print if requested. Each person / group mentioned in the Directory should consent proactively to information being displayed. (Jane and Tony to action). There was a discussion on how to update the directory and it was decided that when the final document was completed it will belong to the church and looked after by the Church Administrator and she could update Annually. Georgina asked if the Broadsheet could have the Child Protection Section occasionally and asked who was in charge of it. The PCC agreed to this request. It was also suggested that it would be helpful to have a deep level of information about where and when activities take place. At the moment what is available is inconsistent based on what information is readily available. The PCC thought that if it is an "in house" document this was not necessary, but if an "outreach" document then that is different, but is it desirable? There were not many objections to doing this and so Jane and Tony will try for more information. The next step is to send a draft around in "E Mail" form so that it can be approved between meetings.

10. CHURCH HALL/ LITTLE PIPPINS.

Little Pippins hope that work will start on a new preschool building in June 2010 and in principle Chris Stott would be happy for the Church Hall to be made available as an interim venue from 8am till 3pm daily in term time. There are some issues such as existing diary entries, provision of storage etc. There has been a suggestion to put a storage container on the lawn or hard standing outside the church hall as there is limited storage space. Is this acceptable? Chris requested permission to continue negotiations with Little Pippins and this was agreed. We cannot charge Little Pippins for use of the church hall but they have agreed to make a donation and possibly for the storage container. Sid Gale asked about the conditions of use posted in the hall. Was it a restriction we placed upon ourselves that the Church Hall can only be used by church groups? The PCC thought so but Tony Hughes commented that when this issue of Little Pippins using the hall came up before it was decided by the PCC at the time that an exception be made in this case. Jane Woolley said that Little Pippins was a valuable resource which would fold if the hall was not made available to them and it was a good PR exercise to let them use the hall. We should ask if the Little Pippins Cleaner can transfer to the church hall and if the staff of Little Pippins could take time to visit and explain to neighbours around the hall their plans. Georgina asked if the Insurance would increase? The Insurance Policy would need checking and Little Pippins should pay any excess premium. Jane Woolley said that Church Organisations should be extra flexible to

accommodate this proposal because of PR. Tony Hughes requests that Wendy Sinclair be involved from now on . Chris Stott also requested another PCC member be the link person for when he retires.

11. Any other business.

a) Chris informed the PCC that Mel Gibson had agreed to become secretary as long as the minutes at each meeting are taken by a minutes secretary. The chair said that if nobody could be found then the responsibility of the minutes would have to be rotated around the PCC.

b) Peter McNiven has written to the PCC saying that the chair that he sits in in church was once occupied by another person and he wants the chair reserved signs on the armchairs reinstated. The Church Wardens have offered to keep his chair free without the signs by using a discreet measure but he felt that this was not satisfactory. Tony Hughes pointed out that there is a welcoming sign in the church saying that people may sit where they wish , but if we reinstate the signs then the notice should be removed. We should try to deal with these situations by compassion rather than by rules and regulations. Every one is responsible for looking after people who require assistance at the services.

Action: Allan Macarthur to convey to Peter that we will not reinstate the signs but will make every effort to help him overcome the problem.

c) Carols by Candlelight. The Youth Fellowship will be leading this service and they need to be consulted about the issue of the candles/ glow sticks.(note the previous environmental concerns) . This will be brought forward to the next meeting.

d) Youth Fellowship Web Community. This was raised by Jane Woolley and to be brought forward to the next meeting for an update.

12. Close. The meeting closed at 2205hrs with prayer.

13. Next Meeting. The next **Harwell PCC Meeting** will be held on ~~Tuesday~~ **24th November 2009 in All Saints Chilton** at 9.0pm after a combined meeting at the same venue.

These minutes were signed as a true record by:

Chairman **Chris Stott**

.....(date)

Secretary **Mel Gibson**

.....(date)