

They are in fact signed.

Minutes of a Meeting of Harwell PCC held on Tuesday 24th November 2009 at 8.45pm in All Saint's Church, Chilton.

Present

Tony Hughes	Sid Gale	Tim Roberts (Chair)
Matt Webb	Georgina Greer	Jane Woolley (Minutes)
Mel Gibson (Secretary)	Clive House (Treasurer)	Frances Taylor
Vicky Macarthur	Allan Macarthur	Gordon Gill

1. Apologies for absence

Apologies were received from Vicky Luker, Roz Shipp and Steve Tunstall

2. Minutes of the last meeting

The minutes of the PCC meeting on Tuesday 22nd September 2009 were signed as a correct record after the following changes:

P2 -5b delete last sentence (no emergency giving fund) Clive House

6d- delete "apart from slight changing to the wording" after chancel (line 6) Tony Hughes

Tony Hughes asked it to be noted that in future minutes, when there is a resolution for voting (in addition to the proposer and seconder and outcome), a statement of the resolution should be added. The names need surnames also in order for the minutes to be sufficient to apply for any necessary faculty. Tony Hughes also asked the PCC for permission to change the minutes if they were not sufficient to apply for any necessary faculty. This was agreed by the Chair.

Resolution	That the minutes be agreed with the above amendments		
Proposed	Sid Gale	Seconded	Georgina Greer
			Passed Unanimously

3. Matters Arising

a) Health and Safety Audit

There has been no feedback received by Allan Macarthur and therefore we can assume that everything is satisfactory.

Resolution	Adoption of Health and Safety Policy as circulated at previous meeting			
Proposed	Tony Hughes	Seconded	Frances Taylor	Passed Unanimously

b) Church Directory

Since the last meeting, Tony Hughes and Jane Woolley have :

- 1) Checked all the entries and added meeting times and locations .
- 2) Asked every person in the directory whether they are willing for their contact details to be used a) on paper and b) on the website.

All this was reflected in the version sent around by the Secretary, version M05. So there will be two versions of the Directory, one for the website and one on paper as some people did not want some of their details to appear on the website version. Therefore assuming no more comments, Tony Hughes and Jane Woolley will go ahead and get definitive paper and website versions published. The paper version will be placed on the porch notice board and there will be some at the back of the church.

3) "The Leaflet describing the various roles/groups:" Matt Webb wondered what has happened to this idea that was originally going to be produced by Martin Speed. Tony Hughes explained that his understanding of producing this leaflet was that it was a separate task from the Church Directory. Nobody on the PCC knows if Martin Speed is still willing to produce the leaflet or if any work has already been done. If Martin does not want to produce the leaflet then Matt Webb is willing to produce it.

Action : Tony Hughes and Jane Woolley to ask Martin Speed if he is willing to produce the leaflet and if not if he will typeset it for Matt Webb to compile the information.

c) Youth fellowship web community update

Gordon Gill has asked Malcolm Berkenshaw about the above and a suggestion has been put to the group. Gordon will see if Malcolm has an outcome.

d) Renewal Report: Report submitted.

There was a discussion on what happens now and Tony Hughes suggested that this item is fed into the Renewal Project discussion process.

Allan Macarthur made a request that the PCC do not delay in some of the improvements required to the building especially the digital projection which requires urgent attention. Tony Hughes agreed that if better visual presentation equipment is a priority then this could be tackled independently of other matters. There would probably be a large amount of re-wiring required. Tim Roberts reminded

the PCC that any investment/ time in this matter will mean that money is not available for other projects. Gordon Gill reported that it took Cholsey Church 10 years to instigate a full scale change.

Allan Macarthur also confirmed that he has no plans to run another Focus Group . Matt Webb proposed further Focus Groups representing young families , over 60's etc.as well as Youth Fellowship. Matt Webb volunteered to recruit people with young families who do not go to church .

Tony Hughes reminded the PCC that the Renewal Project is not just about the building and we need to look at the whole picture as there is no concrete evidence that the building factor alone puts people off coming to church, but there is evidence that other people factors do put people off coming to church/ attracting people to church. Matt Webb proposed that we need to go back to basics and look again at what the Renewal Project was for. Mel Gibson's view was that we should wait for the results of the current Congregational and Harwell Survey before making any decisions.

Tim Roberts summarised:

- **The report by Allan Macarthur was interesting and points noted**
- **There are other interested parties that we should get views from**
- **We need to accept that any building alterations are just one issue as to whether or not people come to church**
- **We need to find a way of picking out issues that should go ahead urgently eg digital projection**
- **We need to take action on items discussed instead of wasting time talking**

Matt Webb said that he felt it would be helpful if we put a time scale on PCC members expectations and what resources are required to implement them.Tim Roberts proposed that we have a separate meeting devoted to the Renewal Project.

Vicky Macarthur pointed out that until we have all the possible options of what needs to be done before us then it is impossible to prioritise. Vicky Macarthur proposed that as people's experience is mostly to do with the building then we concentrate on taking action to address these as they are in our control. Tony Hughes agreed but we must recognise that buildings is only one issue in renewal.

It was therefore agreed that more focus groups are required and as Allan Macarthur is unable to do this work , then someone else should take over. We need to discuss ideas with fledglings/ young families and older people who do not come to church regularly. Matt Webb proposed an alternative solution of one to one discussion with individuals that might be more practical. Matt Webb is happy to have in depth discussion with young families. Allan Macarthur will advise Matt Webb on the brief he used for the Youth Fellowship. Tim Roberts volunteered to act as Leader to co-ordinate results of discussions with different age groups including over 60's.

Action: Matt Webb and Tim Roberts to produce a similar report to Allan Macarthur's by the next PCC meeting including similarities to Youth Fellowship report.

4.Financial Report.

Report already issued. There is a Finance Committee meeting on 5th December 2009 to propose next year's budget , which will be presented at the January 2010 meeting.

5. Buildings Committee Report.

Two reports have already been issued. Approval is required to proceed with the plaque to commemorate the work done on the tower.(The renovation / repair work done in 2007 and the clock mechanism made fully automated in 2008). Tony Hughes also proposed that the plaque commemorates the work done by Doug Jordan and asked for any comments on the proposed plaque. Gordon Gill asked about the size of the plaque which should not cause DAC concern because there was a similar problem at Cholsey with a plaque.Tony Hughes said that the plaque was very small and size should not be a concern. Tim Roberts asked what was the cost of the plaque and it should be about £100.

Resolution	The PCC approves the installation of the plaque in the vestry in remembrance of Doug Jordan and to mark the work done on the tower and clock in 2007 and 2008.				
Approved	Allan Macarthur	Seconded	Sid Gale	Passed	Unanimously

6. Christmas/Christingle.

Allan Macarthur asked whether at the family carol service, if the Youth Fellowship put some small candles on the high shelves, these can be left for the later service in addition to the bigger candles. There were no objections.

Mulled Wine: Chris Stott was not sure if mulled wine would be served at the evening service this year as we have no co-ordinator. Joyce Doughty has offered to make the mulled wine but not serve it. Wendy Sinclair had asked the usual helpers to serve the wine and Georgina Greer and Frances Taylor reported that there is lots of help and so mulled wine and mince pies will be served at the evening carol service. The PCC to supply the mince pies.

Vicky Macarthur waiting to hear from the Youth Fellowship if they require glow sticks at the family carol service.

The Christingles will be made by Debbie Davies as Wendy Sinclair is away.

7. Charities.

a) Our Street Corner

Clive House will include a proposal to have £1000 in the budget for 2010 and we underwrite it by getting donations . Clive House will reply at the January meeting.

The Didcot Emergency Food Bank has also been proposed for a donation . Clive House proposed £150 for each organisation but Tony Hughes said that Our Street Corner was a Harwell Organisation and Didcot Emergency Food Bank was supported throughout Didcot. He proposed £200 to Our Street Corner and £100 to Didcot Emergency Food Bank.

Resolution	That the PCC give Didcot Emergency Food Bank £100 and the PCC give Our Street Corner £200				
Proposed	Tony Hughes	Seconded	Vicky MacArthur	Passed	Unanimously

b) Charity Giving/ Nominations for 2010⁹

As a) above.

8. Issues Dealt With By The Standing Committee.

a) Donation of £200 to Disaster Emergency Committee

This donation was made via Tearfund for the SE Asia Flooding Appeal.

b) Youth Fellowship Visits.

Chris Stott was concerned about the Youth Fellowship Outings and whether we needed paperwork submitted for the Insurance. The Secretary has issued 2 sample forms with the PCC Meeting Agenda and these forms were obtained from Chris on the Diocesan website. Chris Stott has been concerned that travel to and from destination for outings are not covered and we should get the Youth Fellowship to use these forms. It was also suggested that any organisation on an official church outing should use these forms. Jane Woolley wondered if the Risk Assessment Form is just for children’s groups but Chris Stott replied any group.

Tony Hughes said that he read the “Parent Consent for Church Youth Activities “ form as for any activity, not just off site. So what are we going to do with it? Vicky Macarthur explained that we should get this form filled in by parents even if for a one off visit by Discoverers, Scramblers and Youth Fellowship and the form needs to be specific for St Matthews.

Action: Vicky Macarthur to customise the Parent Consent Form so that it is suitable for St. Matthews weekly youth groups.(Older children allowed to walk home alone!)

New version to be brought to the next PCC Meeting in January for acceptance before distributing to Group Leaders.

Chris Stott advised that if people are doing off site hazardous activity (eg swimming) then the insurers need to be notified via Elizabeth Gill in advance and the off site activity form filled in accordingly. Vicky Macarthur is to draft a policy for off site visits and the paperwork that needs to be filled in in advance.

9. Barnabas Day, Harwell School.

Somebody in the congregation has offered to fund The Barnabas Day via St. Matthews Church. A person from the Bible Reading Fellowship goes to Harwell School and takes a Religious Instruction lesson with each year group on February 4th 2010. The PCC were very grateful for the generous donation.

10. Any Other Business.

a) The Church Hall: It has been agreed that Little Pippins should use the Church Hall while their new facility is being built. It was originally thought that this would commence in May Half Term but it has now been scheduled for week commencing 25th January 2010 and would take 25 weeks. Chris Stott has not yet been able to contact the architect or Little Pippins to confirm this new date. Also the OCC has not yet confirmed the funding and Ofsted will need to inspect the hall for suitability before it can be used by Little Pippins. The Groups partially affected by this use are Fledglings and The Evergreens.

Action: Chris Stott to check that 25th January 2010 is the date when Little Pippins need to start to use the hall and if Ofsted have scheduled an inspection. Also, what is happening with the funding and what are the alternative arrangements if Ofsted say that the hall is unsuitable.

It was also proposed that any decisions before the next meeting should be left to the Standing Committee. Tony Hughes proposed that the Standing Committee should be allowed to make these decisions providing Fledglings and Evergreens are satisfactorily accommodated elsewhere and the Leaders of those organisations are happy with the outcomes.

b) The Child Protection Statement: This has now been signed and given to the secretary for safe keeping.

c) Jane Woolley gave a message to the PCC on behalf of Liz Roberts saying that the Didcot Food Bank has been asked by Connexions if it would help to run a Christmas Event at the Baptist Church. No decision has been made yet but if the event goes ahead Liz Roberts asks for our prayers and that the PCC would lead the way by volunteering.

11. Close

The Meeting Closed at 10.10 pm.

12. Next Meeting.

The next meeting of **Harwell PCC** will be on **Tuesday 26th January 2010** at 9.00pm in St Matthews Church , Harwell, following a combined PCC Meeting which will start at 7.45pm in the same venue.

These minutes were signed as a true record by:



..... Chris Stott, Chairman.



.....Secretary

On 26/1/2010 (Date)