

## Minutes of a Meeting of Harwell PCC held on Tuesday 26<sup>th</sup> January 2010 at 9.00pm in St Matthews Church, Harwell

### Present

Tony Hughes	Sid Gale	Tim Roberts
Georgina Greer	Jane Woolley	Chris Stott( Chair)
Mel Gibson (Secretary)	Clive House (Treasurer)	Steve Tunstall
Vicky Macarthur	Allan Macarthur	Gordon Gill
Roz Shipp		

### 1. Apologies for absence

Apologies were received from Vicky Luker, Matt Webb and Frances Taylor.

### 2. Minutes of the last meeting

The minutes of the PCC meeting on Tuesday 24<sup>th</sup> November 2009 were signed as a correct record after the following change:

Page 5 item b) Charity Giving - Change 2010 to 2009.

Tony Hughes

Resolution	That the minutes be agreed with the above amendment			
Proposed	Tim Roberts	Seconded	Allan Macarthur	Passed Unanimously

### 3. Matters Arising

- The Leaflet describing the various roles/ groups:** Martin Speed has agreed to assist Matt Webb as required and the leaflet is 50% complete. Matt Webb is progressing to finish.
- Results of discussions with different age groups: No further progress.

c) **Parent Consent Form.** New form issued to different organisations and being adopted. It was decided that there will be two forms, one for normal meetings and one for outings etc. However Jane Woolley does not think that these forms are necessary for Scramblers for the following reasons:

1) They do not need a form for use outside the premises because they do not go on any trips, walks.

2) In terms of the usual Scramblers sessions in the church, parents/carers always stay within the church itself and so can be contacted immediately if there are problems with a child, which Jane Woolley feels is more practical than trying to get parents to fill in paperwork, (especially one off visitors), to store it securely (health information might be sensitive) and then to retrieve it in an emergency. Jane Woolley's view is that there is a high risk of non-compliance with such a system across the relatively large number of Scramblers leaders involved. Jane Woolley could think of no instances of children ever being left without a parent staying in church. The only such possibility in future that Jane Woolley can foresee would be if a Scramblers parent were only on duty as a Discoverers leader and so was at the church hall instead, for which there would then need to be special arrangements. Jane Woolley pointed out that the Scramblers register prompts the leaders to confirm that parents are going to be sitting in the church (and where), so the situation of a parent / carer not being within easy reach should never arise.

Sid Gale suggested that Scramblers should nevertheless keep available some of the forms designed by Vicky Macarthur on which pertinent details about a child are recorded just in case there is ever an unexpected instance of a parent / carer needing to go out of the church building during Scramblers. Jane Woolley agreed to do this.

**Action:** Jane Woolley to make forms available to Scramblers leaders in case a parent / carer ever has to go out of church and to brief Scramblers leaders on this and related matters. (such as to ensure to check with parents about allergies if intending to offer Scramblers anything to eat).

**Action:** Vicky Macarthur to resend Jane Woolley a copy of the relevant form she has designed.

c) **Little Pippins:** They are due to start using the Church Hall on the 22nd March. Ofsted have cleared the church hall as a suitable location. Little Pippins will need a second lock high up on the main hall door, to keep the children in the hall, and this lock should be easily opened in case of emergency. Tony Hughes has consulted with a locksmith and will arrange for this lock to be fitted before Little Pippins start to use the hall. For other reasons (availability of keys) the existing lock to the main door is also being changed on Thursday 28<sup>th</sup> January. Both these new locks will operate from the outside with the same key.

Little Pippins will supply a shed to store their toys etc. and this will be sited outside behind the kitchen. The shed will be left for our use when Little Pippins leave.

The current users are Fledgelings and Evergreens. Evergreens have been found new accommodation at The British Legion, but Fledgelings have still to be resolved. Solutions suggested are:

- a) Back of the church
- b) Freeman Hall
- c) Little Pippins vacate the Hall when Fledgelings need it.
- d) Suspend Fledgelings and have a coffee morning in the church crèche room.

Vicky Macarthur said that the option of Freeman Hall and the church had been considered and neither were workable. The leaders decided that the only option therefore was to suspend Fledgelings with the possibility of opening a coffee morning for those mothers needing most support. The PCC agreed that this was not desirable.

It was stressed by Chris Stott that Lorraine Moore of Little Pippins has always said that they would not inconvenience present users.

The British Legion was suggested, and also Tony Hughes said that Little Pippins go to Harwell School for PE, and it was a possibility they could go on a Monday morning when Fledgelings needed the hall.

It was now decided that The Standing Committee would meet next week and find a solution.

**Action** Standing Committee meet next week to find solutions.

#### **4. Buildings Committee Budget.**

Tony Hughes presented the Budget to the PCC. The Church section was in 2 parts, General and Internal Re-decoration. These amounted to £ 8260. The church hall was separate at £2600. There were no questions from the PCC and the budget was noted.

## 5. Finance Report

Clive House went through the Draft Finance Budget for 2010. There was a cash surplus for 2009. There is a proposed deficit of £10,270 for 2010.

Line 23: Church maintenance and repairs, £535 normal items and £8,260 proposed by the Buildings Committee ( of which £5000 was for the continued decoration of the church) gave a total of £ 8795.

It was proposed increasing the secretary's salary to £7.15/ hour for 2010.

Tony Hughes said that the quinquennial inspection of the church was due in 2010 and this would need budgeting for.

The vacancy when Chris Stott leaves will have to be advertised and this will cost £1000. It was proposed that it should be split 50/50 between Chilton and Harwell.

<b>Resolution</b>	<b>That the church secretary's hourly rate be increased to £7.15p.</b>			
<b>Proposed</b>	<b>Clive House</b>	<b>Seconded</b>	<b>Roz Shipp</b>	<b>Passed Unanimously</b>

<b>Resolution</b>	<b>That the finance report be accepted by the PCC</b>			
<b>Proposed</b>	<b>Clive House</b>	<b>Seconded</b>	<b>Allan Macarthur</b>	<b>Passed Unanimously</b>

**5a Finance** The chairman reported to the committee that Clive House will stand down as Treasurer and Chairman of the Finance Committee from next April. Chris Stott has approached Jonathon Woods to be Treasurer and he has agreed, but he will have to be elected to the PCC. Chris Stott has also proposed to have the Chairman of the Finance Committee as a separate post and he has approached Peter Barclay-Watt to fill this position( Non PCC Member) .

The Chairman thanked Clive House for all the work that he has done over the past 10 years and the PCC were very grateful for his services.

**6. Buildings Committee Report.** There were no questions to Tony Hughes and the report was noted.

## **7. Issues dealt with by the Standing Committee.**

- a) Haiti Appeal: The Chairman reported that £738. 19p had been sent to the Haiti Appeal via Tear Fund. £200 from the PCC and £538.19p from collections at church.
- b) Plaque : The plaque had been approved by the Standing Committee and now a letter is to be sent to the DAC. The Chairman thanked Tony Hughes for all his hard work and said that Gill Gay and Diane, the daughters of Doug Jordan were thrilled with the plaque.

## **8 Any other business.**

- a) The New Service: The PCC was asked to vote for acceptance of the proposal.

<b>Resolution</b>	<b>That the PCC accepts the proposal for a New Service at Harwell</b>			
<b>Proposed</b>	<b>Allan Macarthur</b>	<b>Seconded</b>	<b>Tim Roberts</b>	<b>Passed Unanimously</b>

- b) The Chairman told the PCC that Tim Roberts was to stand down as Churchwarden from April after 5 years service. He would still like to stay on the PCC. Chris Stott thanked Tim Roberts for all his hard work over the last 5 years , cheerfully done. The PCC agreed and thanked him as well.
- c) Gifts: Clive House reported that a £50 gift token had been given to Pam Rolls and Joan Impey for all their hard work over the year.
- d) Youth Fellowship: Gordon Gill reported that the Youth Fellowship no longer wanted to design a church website as it was "Old Hat" and now out of date.

**9 Close.** Allan Macarthur closed the meeting at 10pm with prayer.

## **10. Next Meeting.**

The next meeting of **Harwell PCC** will be on **Tuesday 9th March 2010** at 7.45pm in St Matthews Church , Harwell.

These minutes were signed as a true record by:

..... *Chris Stott* ..... Chris Stott, Chairman.

..... *Melvy. A. Ciba* .....Secretary

On ..... *9/3/2010* .....( Date)