

Minutes of a Meeting of Harwell PCC
held on Tuesday 9th March 2010 at 7:45 pm in St Matthew's Church, Harwell

Present

Sid Gale	Tony Hughes	Frances Taylor
Mel Gibson (Secretary)	Allan Macarthur	Steve Tunstall
Clive House (Treasurer)	Tim Roberts	Matt Webb
Georgina Greer	Chris Stott (Chair)	Jane Woolley

1. Opening and prayer

Chris Stott opened the meeting with a reflection on Abraham's journey from Harran (Genesis 12) and with prayer.

2. Apologies for absence

Apologies were received from Gordon Gill (who was attending the Deanery Pastoral Team meeting), Vicky Luker, Vicky Macarthur, and Roz Shipp.

3. Minutes of the last meetings

It was proposed by Allan Macarthur and seconded by Tony Hughes that the minutes of the PCC meeting on Tuesday 26th January 2010 were signed as a correct record. This was unanimously agreed and the minutes signed.

4. Matters arising

- a) **Leaflet describing various groups and roles:** Matt Webb reported that a draft had been circulated and asked the meeting for any thoughts on what was included and whether anything should be added or taken out. It was suggested that Alpha ought to be added, and although it was noted that the entry could not give a specific date or time it was agreed that there should be an entry to give a contact name and that Allan Macarthur would be the contact for this. Putting in an entry for the PCC was also considered, but it was agreed that this was not appropriate because it was not a meeting that anyone could attend. The entry for Home Groups was discussed and it was agreed that a single point of contact should be entered for all home groups and that Matt Webb should discuss this with Gordon Gill. It was agreed that the Social Committee entry should be removed as there were no events planned. Sid proposed drafting a Missions Group entry and this was welcomed by the PCC.

The meeting praised the format and layout of the leaflet.

The format for reproduction and the method of distribution were discussed. Matt Webb proposed that the booklet should be printed A5 size so that it could be distributed with the broadsheet. The meeting agreed that this was a good idea, but it was noted that the church office had no facility for colour printing, meaning that the leaflet would have to be commercially printed, and it was also noted that there was nothing set aside in the budget for this cost. Matt Webb suggested approaching a local printing company and obtaining a price for printing and this was agreed. The printing company would be acknowledged on the booklet if one was found.

As a point of detail it was noted that e-mail addresses provided in the booklet would need to be printed in a way that showed up any underscore characters used in them.

The issue of gaining permission from those in the booklet for their e-mails and phone numbers to be published was raised, and it was noted that permission had been obtained as part of the process of putting together the church directory. One of the members raised the issue of the details being published on the internet, and it was reported that permission for this was included as a separate entry on the permission form.

The issue of updating the information was discussed. It was noted that dealing with the changes would require quite a lot of work (getting and checking the changes and getting the permission forms signed off). It was noted that the web-site could be updated more frequently than a booklet could be, but it was also acknowledged that updating one and not the other would result in inconsistency. It was generally held that there would need to be a version control mechanism, and that Carolyn Vickers (Secretary) would be best placed to be informed of changes, and that a periodic review was better than trying to keep the document updated at all times - but no specific arrangements were agreed on.

Action: *Matt Webb's next steps will be to: chase the final pieces of contributions; circulate a revised draft to the PCC and contributors for review, obtain quotes for printing, investigate the possibility of sponsorship and speak to Carolyn Vickers to arrange distribution with the broadsheet and also to learn what numbers of copies are required (taking note of the comment that some 'spares' should be retained for the back of the church).*

- b) **Results of discussions with different age groups:** Matt Webb reported that he had spoken to six families. He had asked them for 'problems' and 'ideals'. The main issues which were identified by this process were (1) that there was not enough seating with space for a buggy (enabling parents to keep babies with them in comfort) and (2) that the space used for serving tea and coffee after the service caused congestion which made it difficult to move buggies or young children. Regarding the first point, Tony Hughes reported that it would be possible and relatively easy to remove two more pews though he did not think that there was enough spare carpet to fill the space in as seamlessly as had been done before. The meeting noted that the buggy spaces were always the first seats to be taken and also that making it easier for buggy users to find a space would enhance the calmness of the atmosphere at the start of services. It was noted that Tim Roberts had not yet had discussions with older members of the congregation and asking about taking out more pews could be added to these discussions as a specific question. Regarding the second issue, it was agreed that the coffee and tea area could be moved back towards the wall area or into the vestry and that this could be arranged by the churchwardens.

Action: *Tim to add the question of removing pews to his discussion questions and to raise the issue at the AGM. Churchwardens to arrange for coffee and tea to be served in a space that causes less congestion.*

- c) **Little Pippins (update):** Chris Stott, Mel Gibson and Tony Hughes informed the meeting that progress was continuing to plan. The shed was in place (with a paved path). It was arranged that Fledgelings would meet in the Church Extension on the 22nd of March to allow Little Pippins use of the hall on the first day after their move. Thereafter Little Pippins would make alternative arrangements on days where there was an overlap with a Fledgelings meeting - but Fledgelings would meet earlier in the morning at 0930hrs and finish at 1100hrs so that Little Pippins could return to the Church Hall for their lunch. Arrangements were reported to have been made for Little Pippins to cover the cost of the extra electricity they use, and that they had decided that they will not use the hall phone. Little Pippins will provide their own cleaner.

5. Mission giving

Sid Gale introduced the budget proposed by the missions group and proposed that it should be accepted by the PCC. He explained that Andrew Thomas was no longer included as he had

now been ordained and taken up his first post. Sid Gale said that there had been discussion of including a contribution towards the university fees for James Dominic, but the Missions Committee understood that the congregation had met this need and a contribution from the Missions Giving budget was unnecessary. Sid Gale explained that the Eden Network was a UK based organisation working in deprived urban areas and it had been included this year to include mission in this country.

Comments were invited, and one member particularly endorsed the introduction of UK Mission but asked why the donation to them was comparatively small. Sid Gale explained that larger donations were associated with historical and personal links to the organisations and Missionaries involved. Another member asked about the cases where we have a link to an individual (such as the Sharlands) but the money was paid to an organisation. Sid Gale explained that in these cases the money did indeed go to named missionary and not to the organisation as a whole.

The budget was formally agreed by the meeting.

Resolution	That the Missions Giving Budget be distributed as follows:				
		FFNI (John Abu Bakker)		£650	
		Church Pastoral Aid Society		£900	
		Action partners		£1800	
		Gideons		£700	
		Scripture Union		£550	
		Bible Society		£550	
		Andrew Thomas		£0	
		CMS (David and Heather Sharland)		£2900	
		Church Army		£450	
		Missionary Aviation		£700	
		The Eden Network		£350	
		Barnabas Fund		£450	
Moved	Sid Gale	Seconded	Tim Roberts	Passed	Unanimously

6. Finance report

Clive House talked the members through the audited accounts, starting with the independent examiner's report, the final overall position for the unrestricted funds, (which was a surplus of £2,070) through the assets and liabilities, through the movements recorded against the restricted funds, and finally through the detailed receipts and payments. Clive House pointed out that the negative entries in the restricted funds represented funds that were expected from tax repayments. Clive House invited questions. One member asked about the record of pianos on page (4). Clive House explained that the record meant that these had been 'written down' to a zero value. In answer to another question Clive House explained that the note on the front page about the type of auditing referred to the accounts being appropriate to a less exacting form of evaluation because they were under £100 thousand. In reply to a further question Clive House confirmed that the level of reserve was slightly less than the recommended level of enough to cover 6 month's worth of expenditure.

The meeting then formally agreed that the accounts should be signed.

Resolution	That the accounts for 2009 be adopted by the PCC and signed by the Chairman and Treasurer.
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Moved	Georgina Greer	Seconded	Mel Gibson	Passed	Unanimously
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In line with the resolution passed, the accounts were signed.

Current financial position

Chris Stott provided a brief update from Elizabeth Gill, the book keeper, on the current position. This was that there was nothing exceptional to report or anything to suggest that the finances were not in line with the shortfall that was budgeted. There had been none of the major payments yet, so the actual comparison of the account to budget was not valid.

7. Buildings committee report

The meeting noted the report from the Buildings committee which had been circulated with the agenda. Tony Hughes provided some updates:

- The meeting planned for the 20th of March will be postponed.
- The shed at the church hall for Little Pippins use is now in place.
- The repairs to the fire door mechanism in the church hall, are now completed.
- The scouts will be taking on responsibility for fixing the ladder to the church hall loft.

On behalf of the meeting, Chris Stott said thank you to Tony Hughes for his work getting the heating system in the Church hall fixed and organised.

8. Issues dealt with by the standing committee

The standing committee met on the 2nd of February to make the arrangements for Little Pippins reported earlier in the meeting.

The Secretary reported that the Standing Committee had also discussed arrangements for its meetings and decided that it was acceptable if the need arose for the Standing Committee to make decisions on the basis of a majority vote, with the Chairman casting the deciding vote if necessary. The committee undertook that when they needed to make decisions on behalf of the PCC that they would act quickly, communicate by e-mail where possible, and report back to the full PCC.

9. Preparation for AGM

(a) Annual report

A draft of the report had been circulated for comment and updated. Mel Gibson reported that since the last draft further comments from Tony Hughes and Jane Woolley had been taken account of. These changes were:

- Little Pippins use of the Church Hall had been included as a 'planned' item for the next year. The 'glossy brochure' organisation listing had also been included in this way.
- The web-site address had been added.
- The completion of the Church directory was added.

The meeting also asked for Vicky Macarthur to be included as a PCC member, and for the wording in the children and youth work section to be amended to say '24 hour *fast*' rather than '24 hour *famine*'. It should be noted that "World Vision, the Organisers, do call it "famine. These changes to the report, including the fabric report, which was included in it, were formally adopted by the PCC.

Resolution	That the Annual Report and Fabric report (as amended in the meeting) be adopted by the PCC for circulation at the AGM.				
Moved	Sid Gale	Seconded	Tony Hughes	Passed	Unanimously

Chris Stott thanked Mel Gibson on behalf of the PCC for his work on this.

(b) Fabric report

The fabric report was incorporated in the annual report and adopted as part of that report.

(c) Community survey report

It was agreed that Pam Rolls or Hazel King would report from the community survey in the meeting.

(d) Reports from Organisations

Chris Stott suggested that organisations that might be considered for an AGM report were: Scouts; Youth Fellowship; Alpha; Orchestra; Bell ringers.

The meeting chose:

- Youth Fellowship
- Alpha
- Scouts

Action: *Chris Stott* will invite YF to provide a report, *Alan Macarthur* agreed to report on Alpha; and *Sid Gale* will approach Brian Zimmerman about a Scouts contribution.

(e) Deanery Synod report

Georgina Greer and Steve Tunstall said that a report had been written and one of them would present it on the day.

(f) Approval of Independent Examiner

Chris Stott reported that Alison Mignanelli was not able to act as independent examiner for another year and asked for any suggestions from members for a replacement. A number of names were put forward and these people will be approached.

Action: *Chris Stott and Jane Woolley* will approach the people that were suggested at the meeting.

(g) Nominations for PCC and Church Wardens

The meeting discussed nominations for PCC and Church Wardens. It was noted that Frances Taylor and Vicky Luker would be standing down from the PCC, but that the other members

would serve another year if elected. It was noted that to be on the PCC a person is required to be a communicant. It was agreed that those being confirmed in May would be acceptable for election to the PCC.

(h) Other issues to raise at the annual meetings

Chris Stott asked whether there were any other issues the PCC thought ought to be raised at the AGM.

It was suggested that the meeting should be briefed on the changes to CRB that were soon to come into force and it was noted that it was good practice to include a Child Protection Report. [The Diocesan guidance document "Protecting Children in the Diocese of Oxford" recommends at the bottom of page 7 that the Parish Child Protection Representative should make a report at the Annual Parish General Meeting.]

No other issues were suggested.

10. Deanery Plan

Chris Stott reported that the Deanery Pastoral Committee chaired by Rural Dean Edward Carter with a representative from each Parish was meeting at the same time as the PCC meeting to draw up a staffing plan to take account of the requirement to cut stipendiary staff in the Deanery from eight to seven.

11. Deanery Synod Report

Georgina Greer and Steve Tunstall reported that the key issues recently discussed at the Deanery synod were encouraging people to stand for election to the General Synod and hearing a report on Edward Carter's sabbatical during which he had recorded how he was welcomed in Churches in a variety of locations. There had also been a discussion of mission and how to make churches in the Deanery friendlier.

12. Future dates

27 th April	Annual meetings
16 th May	Confirmation service
3 rd July	Pam Rolls' Ordination

It was noted that there were plans for a holiday club in August and that administrative support for the club was needed.

13. Any Other Business

- a. **Feast:** Jane Woolley asked whether the Church would be asked to staff the Barbeque at the feast again this year. Sid Gale (who is on the feast committee) said that the issue had not been raised, but that it was likely that a similar contribution to previous years would be welcomed. Jane Woolley offered to co-ordinate gathering helpers, but said that after last year it was decided that there ought to be additional supervisors prepared to stay for longer periods (two and a half hours) and that volunteers for this role would be particularly welcome. She offered to approach Mike Pepper who had been overall co-ordinator on the day and see whether he would be prepared to do this again.

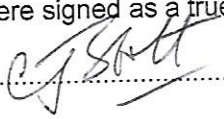
14. Close

The meeting closed at 21:25 with prayer led by Steve Tunstall.

15. Next Meeting

The next *Harwell PCC meeting* will be on **Tuesday 11th May at 7:45pm** in the church extension at St Matthew's Harwell.

These minutes were signed as a true record by:

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Chris Stott, chairman

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Secretary

On 11/5/2010..... (Date)