

Minutes of a Meeting of Harwell PCC
held on Tuesday 11th May 2010 at 7:45 pm in St Matthew's Church, Harwell

Present

James Scott Cockburn	Georgina Greer	Roz Shipp
Kate Evans	Martin Speed(Minutes)	Chris Stott (Chair)
Sid Gale	Tony Hughes	Steve Tunstall
Mel Gibson	Allan Macarthur	Jonathan Wood
Gordon Gill	Tim Roberts	Jane Woolley

1. Opening and prayer

Chris Stott welcomed the new members to the PCC.

Chris Stott read from John 17 verse 20 and talked about believers and times of uncertainty ahead. The vacancy for Rector, now that Chris Stott has given his leaving date is a time of uncertainty and we must pray for unity and that we all will go in the same direction. Chris Stott's last service will be on September 12th and Norman Russell will take charge of filling the vacancy. NOTE: It seems that formally Chris Stott does not leave the incumbency until October 31st – that is when the vacancy officially starts.

2. Apologies for absence

Apologies were received from Vicky Macarthur.

3. Minutes of the last meetings

The minutes of the PCC meeting on 9th March 2010 were signed as a correct record.

4. Matters arising

- a) **The Leaflet describing the various roles/ groups (Update):** ... It was suggested that Matt Webb should review the e-mail addresses. For example, the e-mail for the Rector would need to be changed to a general address via the Church office. One member had identified a remaining typo in the Evergreens section and would e-mail this to Matt Webb directly. Kate Evans will e-mail Matt Webb a high resolution copy of the church logo (in case the quality in the PDF is the result of the quality of the original being poor - though it was noted that Matt Webb had said that some images had come out badly in the PDF despite being high quality, and that this might be the explanation.)

Action: *Mel Gibson to ask Matt to obtain two separate sign-offs for each contact in the leaflet – one agreeing to their details going into the printed version, and another agreeing to the web version.*

The Chairman asked the PCC to confirm that, subject to the provisos discussed, that they were happy to proceed with distributing the leaflet. This agreement was formally recorded.

Resolution	That the leaflet describing roles and groups should be produced in line with the draft provided taking account of the comments made during the meeting.
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Moved	Sid Gale	Seconded	Allan Macarthur	Passed	Unanimously
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The number of copies needed was discussed. The proposal was for 1,600 (the number for the broadsheet plus 100 extra to be available at the back of the church or to answer enquiries. It was suggested that some should be available for distribution at the Feast, but it was noted that it would not be possible to have them ready in time for this. However, it was agreed that a print run of 2,000 would be the best figure to provide sufficient extra copies and would be unlikely to increase the cost greatly compared to 1,600. It was agreed that the standing committee would authorise the final expenditure once this was known. It was agreed that the leaflet should be printed and distributed as soon as possible and that the Church office should be the delivery address for the printers. Alternative printers were suggested, and Mel Gibson agreed to pass these suggestions to Matt Webb.

- b) **Results of discussions with age groups over 50 years:** Tim Roberts reported on the phone and face to face discussions he had undertaken with a selection of members of the congregation aged 50 to 80 (a written report of which had been circulated with the agenda). The interviewees were mostly female and ranged from those who were 'at the edge' of involvement in the church through to church 'stalwarts'. Tim Roberts said that some of the problems this group raised were 'mobility' related – for example wanting parking at the start of the path to the church and wanting handrails up the platform steps. Regarding extending the use of the church, this group suggested that the church hall could be used more rather than the church. In common with the 'families' group, this age group thought that the coffee table could be moved to ease congestion at the end of services. This group identified a video system as being beneficial to some of those with problems hearing because they would be able to see the speaker's lips. Tim said that this group reported that they thought the church was colder this year. Tim Roberts said that he had forgotten to ask about views on moving pews to give more space for buggies.

Regarding possible action, it was noted that the coffee area congestion was a concern shared with the 'families' age group and it was agreed that the table could be moved right back to the vestry curtains (or moved to the front of the South Aisle. The point was made that the meeting had to be careful not to take unnecessary action in an over-zealous desire to respond to a survey – when the issues may have been raised by a very limited number of people. However the meeting agreed that this issue had been raised by sufficient people for action to be taken and that the coffee table should be moved further back on an experimental basis. It was agreed that a Mel Gibson should inform Anita Pepper that the table was going to be moved.

Action: *Mel Gibson to inform Anita Pepper that the table was going to be moved for a trial period*

Tony Hughes reported that the Buildings Committee had discussed the other survey inspired idea of increasing the number of spaces for young families with buggies by removing one or more further pews on the North Aisle and agreed that it was possible and that there were volunteers to undertake this task. It was agreed that this should be tried as an experiment. There was a discussion about what permission from the diocese was required to do this – it was thought by some that an 'archdeacon's certificate' would be needed, but the chairman said that (given that the pews were not leaving the church during the experiment) there was no need for this. It was agreed that the experiment should take place and that the congregation would need to be informed that this was happening.

Resolution	That on an experimental basis for the next few months, additional pews in the North Aisle should be moved to allow additional large spaces for families.				
Moved	Steve Tunstall	Seconded	Kate Evans	Passed	Unanimously

Action: *Tony Hughes to put a note about the pew move in the notice sheet.*

The possibility of installing a visual display system of some kind was discussed. It was agreed that it would be good to push forward on this, but that the possibilities needed investigation in more detail. It was suggested that a small group should take this forward and return with some proposals. Steve Tunstall and Allan Macarthur agreed to take this on.

Action: *Steve Tunstall and Allan Macarthur to draft proposals on possible visual presentation systems.*

- c) **Pig Roast Arrangements (Harwell Feast):** Jane Woolley reported that five 'shift leaders' had been identified and that volunteers for their teams were now being assembled. She reported that there would be a notice posted this year to let people know that the Church was providing the volunteers for this. Chris Stott thanked Jane Woolley for organising this.
- d) **Report back on AGM:** it was agreed that it was good to see so many people at the meeting and that there was such a significant contribution from young people.

5. Election of officers

Resolution	That the people listed below are appointed to the posts specified				
Moved	Tony Hughes	Seconded	Allan Macarthur	Passed	Unanimously

- Secretary: Mel Gibson
- Vice-Chair: Tim Roberts
- Churchwardens' Deputies: Roz Shipp and Mel Gibson.
- Treasurer: Jonathan Wood
- Book keeper: Elizabeth Gill
- Electoral Roll Officer: Mike Pepper
- Gift Aid Secretary: Geoff Jenkinson
- Stewardship secretary: Ruth Slatter
- Joint PCC members: Sid Gale and Georgina Greer (in addition to 'standing members': Treasurer, Rector, and 2 Churchwardens)

6. Appointment of committees

Resolution	That the people listed below are appointed to the committee posts specified				
Moved	Georgina Greer	Seconded	Mel Gibson	Passed	Unanimously

- Missions: Sid Gale (chair), Kate Ullmer, Betty Pyke, Grace Mein, Georgina Greer.
- Social: It was noted that this is limited to organising the Harvest Lunch and mulled wine at the Carol service. Wendy Sinclair had co-ordinated this in the previous year, but it was not known whether she would be prepared to do this for another year.

Action: Chris Stott to find out whether Wendy Sinclair is still prepared to co-ordinate the two social functions.

Standing committee:	Rector, Churchwardens, Treasurer and Secretary
Finance and Budget:	Peter Barclay Watt (chair), Elizabeth Gill, the Rector, Allan Macarthur, Jonathan Wood and Sid Gale.
Buildings:	Tony Hughes (chair), Mel Gibson, Roz Shipp, David Pyke and Phil Roberts.
Worship:	It was noted that the worship group was currently not meeting. It was thought that it might be beneficial to re-form it while the post of Rector was vacant, but a decision on this will be taken at a later date.
Ministry leadership team:	Church wardens of Chilton and Harwell ; those who deliver ministry (the Rector, Kate Evans, Pam Rolls, Joan Impey, Alex Reich, Steve Ward, Bruce Keeble, Vicky Macarthur and Gordon Gill); the administrator (Carolyn Vickers); and Naomi Gibson.

The benefit of setting up a specific 'children and youth work' committee was discussed, but it was agreed that the current system was sufficient. This current arrangement is that the children and youth work co-ordinator (Vicky Macarthur) holds meetings of all those in the church who work with young people and reports back to the PCC.

7. Appointment of representatives to organisations

Resolution	That the people listed below are appointed to the organisations specified				
Moved	Kate Evans	Seconded	Mel Gibson	Passed	Unanimously

Christian Aid:	Vacancy.
Winterbrook Youth Club:	Tony Hughes
Churches Together in Didcot:	Kate Evans
The Village Hall Committee:	Vicky Macarthur

Chris Stott reported that previously the church wardens had been ex officio members of the board of the Harwell Charities Trust (which oversees the Alms houses), but that their constitution had been changed to allow a single representative of the church to taken on this role in place of the church wardens. No one volunteered for this role at the meeting and it was agreed that a volunteer should be sought from the church as a whole. Peter Berkley- Watts was a possible volunteer.

8. Financial report

Jonathan Wood said that there was little that needed to be added to the report from the bookkeeper which had been circulated with the agenda.

It was noted that the missions giving budget had been dealt with at the last meeting.

9. Buildings report

The report of the Buildings Committee was noted.

Tony Hughes drew the attention of the meeting to two points in the report and to one other issue:

Lightning conductor test: Tony Hughes reported that after making his report he had found that the contractor had not kept the appointment made for the test, and so the test had not actually taken place as he had originally believed. He said that the test would be completed very soon.

Legacy and decoration: Tony Hughes said that the budget for the year had included a sum for decorating the transepts and crossing. This had turned out to be inadequate for the task because the contractors quotations had been much higher than had been expected. It had therefore been decided that the work would be split and only the rendering would be done this year. The church had since received a legacy, and it had been suggested that this should be used for this redecoration work, enabling most that had been planned for the year to be completed. However, Tony Hughes said that the committee had agreed that it would be better to keep to the revised plan and do the re-rendering first and possibly then the redecoration of the north transept later this year. Tony Hughes suggested that if the legacy is put into a restricted fund it could be used next year on the next phase of the project. There was some discussion of this, with some members suggesting that the legacy would be better spent on visual display equipment. However, it was noted that a 'restricted' fund could be re-assigned at a later date (as opposed to a 'designated' fund which could only be used for the designated purpose.)

Drains: Tony Hughes said that the immediate problems regarding the soak-away had been addressed by himself and David Pyke, but that a builder was going to be required to put in a rodding access and to deal with rebuilding the separate sewer inspection point. Chris Stott thanked Tony Hughes and David Pyke for their hard work (and digging) fixing the soak-away.

Tony Hughes asked whether there were any questions or comments relating to buildings, and Chris Stott raised two issues. He reported that:

- Two members of the 'my street corner' group had cut the Church Hall hedge; and
- The last time the organ was tuned the company involved said that it was a long time since the organ had been cleaned and suggested providing a quote for this. This was provided and was for £21,000.

The meeting thanked Roz for organising the last working day.

10. Role and responsibilities of PCC Members

It was agreed that the same information on the duties and responsibilities of PCC members as had been provided to all members last year should be sent to the new members of the PCC.

Action: Mel to send out to new members the role and responsibility documents first circulated last year.

11. Issues dealt with by the Standing Committee

There were no decisions taken by the standing committee since the last PCC meeting.

12. Bank Mandate

A new bank mandate was resolved upon and the documentation signed to reflect the changes in church warden and treasurer. The initial draft resolution included deputy church wardens as signatories but the PCC decided that this would result in there being too many people included, and the resolution was re-drafted to exclude them.

Resolution	<p>It was resolved that a banking relationship will be maintained with National Westminster Bank Plc (the Bank) in accordance with this Mandate and that:</p> <ul style="list-style-type: none"> - the individuals identified as Authorised Signatories may, in accordance with the Signing Rules, sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker's draft and other payment on the Accounts even if it causes an Account to be overdrawn or exceed any limit - any Authorised Signatory may give other instructions or requests for information to the Bank in relation to the Accounts; opening accounts with the same Signing Rules and Authorised Signatories; closing accounts, or other banking services or products - the Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions - this Mandate will continue until the Customer gives the Bank a replacement mandate or the Customer passes a resolution changing the Signing Rules and/or adding or removing an Authorised Signatory by completing and returning the Change of Signing Authority form in which case this Mandate will continue as amended. - the Authorised Signatories will be any two of the following: <ul style="list-style-type: none"> - The Rector, the Treasurer, the Churchwardens, the Hon. Bookkeeper and Tim Roberts 				
Moved	Jane Woolley	Seconded	Jonathan Wood	Passed	Unanimously

13. Future dates

- 31st May Feast. (Church members helping with the pig roast.)
- 3rd July Pam Rolls ordination. This will be 'ticketed' but there will be a tea party in Chilton at 5 o'clock to celebrate, to which all would be invited.
- 6th July (Next PCC) Report from the Deanery Pastoral Committee.
- 23rd to 27th Aug Holiday club
- 12th September Chris's last Sunday before retirement.
- 3rd October Harvest thanksgiving

14. Other Business

- a. **Ministry leadership team meeting:** Kate Evans reported that the meeting had focussed on planning for September and through to February 2011. The toy service will be on 2nd December (though this is not the first Sunday in Advent as it normally is.) She reported that Chris Stott's last service on 12th September will be a Songs of Praise. Plans for this were not finalised, but it was intended that there should be a lunch or a tea on the same day.

The meeting had agreed that communication would be very important during the 'inter-regnum' and that the ministry team would concentrate on keeping everyone informed. One improvement to communication currently being made was to align all the rotas to the same time periods. Carolyn Vickers would continue to be the central point of contact for any rota changes and the web site version maintained up to date as the master copy.

- b. **New evening service:** Steve Tunstall reported that many of the young people involved were taking exams and this had meant that there had been little progress recently. It is expected that an update will be made to the next PCC, and the plans are for the first date to be in October. It was recognised that this would need to be agreed soon so that information could go out letting everyone know what was planned.

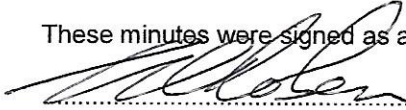
15. Close

The meeting closed with prayer at 21:40.

16. Next Meeting

The next **Harwell PCC meeting** will be on **Tuesday 6th July 2010** at 9:00pm in All Saints Chilton, following a **combined PCC meeting** which will start at 7:45 in the same venue.

These minutes were signed as a true record by:


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Chris Stott, chairman

Melby A Gibson
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Secretary

On 6-7-10 (Date)