

## Minutes of a Meeting of Harwell PCC

held on Tuesday 21<sup>st</sup> September 2010 at 7:45 pm in St Matthew's Church, Harwell

### Present

James Scott Cockburn	Allan Macarthur	Jane Woolley
Sid Gale	Vicky Macarthur	(Minutes were taken by Martin Speed)
Mel Gibson (Secretary)	Tim Roberts (Chair)	
Georgina Greer	Roz Shipp	
Tony Hughes	Jonathan Wood (Treasurer)	

### 1. Opening and prayer

Allan Macarthur opened the meeting with prayer.

### 2. Apologies for absence

Apologies were received from Gordon Gill, Steve Tunstall and Kate Evans.

### 3. Minutes of the last meetings

The minutes of the PCC meeting on 6<sup>th</sup> July 2010 were signed as a correct record following a change being made to one word in item 7.

### 4. Matters arising

- a) **Appointment of Harwell representatives:** The secretary reported that a ballot had been held among PCC members to select two representatives from the five people who wanted to be considered. Allan Macarthur and Tony Hughes had the most votes from the ballot. A resolution was put to the meeting to formally record the appointments.

<b>Resolution</b>	That Allan Macarthur and Tony Hughes be appointed representatives of Harwell parish in the appointment of a new rector.				
<b>Moved</b>	Georgina Greer	<b>Seconded</b>	Roz Shipp	<b>Passed</b>	Unanimously

- b) **Women incumbents measure (1993):** The secretary reminded the meeting that there was a provision in the process of appointing a new incumbent for PCCs to record that they did not want a woman to be appointed. This could be done by passing one of two resolutions in a specified format that were labelled A and B. Mel Gibson reported that he had circulated an E Mail asking whether anyone would like to propose resolutions A or B regarding women incumbents. and that no one had wanted this done. It was agreed therefore that there should be a resolution to record that the PCC did not wish to consider proposing resolutions A and B excluding female rectors.

<b>Resolution</b>	That the PCC did not need to debate or vote on 'resolutions A and B' regarding women incumbents (i.e. that it would take no action towards preventing a female rector being appointed.)				
<b>Moved</b>	Georgina Greer	<b>Seconded</b>	Roz Shipp	<b>Passed</b>	Unanimously

- c) **Requesting Donations for the *Our Street Corner* initiative:** Jane Woolley reminded the meeting that the PCC had agreed to give a £1,000 donation to the *Our Street Corner* Initiative. The money was to be raised by asking for donations from the congregation, but it had been agreed that the PCC would 'underwrite' the full amount, making this the minimum donation irrespective of what was raised from the congregation. It had previously been agreed that the process of asking for donations would be relatively low key – taking the form of a service sheet notice and drawing the attention of the congregation to this when the notices were given out before the service. Jane Woolley asked the PCC to agree (a) when would be the best time to make the appeal, and (b) who was going to take responsibility for the written notice (and presenting it a service.)

(a) Timescale: Jonathan Wood was asked whether there was any issue from an accounts perspective that should be taken into account in terms of timing, but he said that there was not. (The 'underwriting' had been agreed and so payment could be made before any money was collected, if required (though the balancing payment from a collection would be needed before the end of St Matthew's financial year at the end of December if the two were to be set against each other.) Jane Woolley reported that the initiative did not need the money urgently. The main influences on timing were therefore agreed to be a need to avoid the possible donation 'fatigue' following closely on recent requests for donations (the flood appeal and the collection for Chris and Eva) and a need to avoid the collection being lost among Christmas events and special services. Late October was agreed to be the best time.

Putting a notice in the broadsheet was considered but it was decided that this would look too much like asking the whole village community to contribute to a donation that the Church had committed to making. It was therefore agreed that only a notice sheet message would be used. It was reported that there was not going to be a notice sheet at the end of October. It was agreed therefore that the notice would be included for the 3 weeks in October, beginning with the Harvest festival week.

(b) Person to be responsible for notice and speaking to the congregation. It was agreed that the best person to write about the initiative and to speak on the subject would be someone associated with it. David Woolley was suggested as such a person, and Jane Woolley agreed to ask him to write the notice and speak about it in Church. Jane Woolley agreed that she would take the tasks on if David Woolley was not willing or able to do so.

**Actions:** *Jane Woolley to arrange a notice about the 'Our Street Corner' collection to appear in the notice sheet for the first three weeks of October and for someone to speak to the item in Church.*

- d) **Little Pippins use of the Church Hall:** Tony Hughes informed the meeting that satisfactory arrangements had been made for Fledglings and Evergreens and therefore (in line with the resolution passed in the last meeting) Little Pippins continued to use the Church Hall. The arrangements were that Fledglings were using the Church rather than the hall (and therefore there was no need for Little Pippins to journey to and from the British Legion hall in the winter) but that the Little Pippins would make alternative arrangements on the days that the Evergreens would normally meet so that the Evergreens could return to using the hall. It was noted that there was a possibility that these arrangements may need to continue after Christmas as progress on the new building was thought to be slow. It was noted that this would result in additional heating costs (in getting the church warm enough for Fledglings to meet in comfort).

## 5. Church Directory and Activities Booklet

Jane Woolley reported that the Church directory needed to be changed to account for Chris Stott's retirement and at least one other change. Jane Woolley and Tony Hughes had worked on this last time and Jane Woolley said that she was happy to make the changes, but if the

PCC agreed this would not be a complete check and would instead be updating what was 'obvious.' The PCC were asked to pass onto Jane Woolley any changes they knew about. Jane Woolley asked about the Christian Aid co-ordinator role (which was one of the responsibilities allocated to Chris Stott) and was told that Mary Hanley had taken this on. It was agreed that the changes could be published as soon as they were ready (and that it was not necessary to wait until Chris Stott's 'official' retirement date at the end of October).

**Action:** *All PCC members to pass on to Jane Woolley any changes that were required in the Church Directory and Jane Woolley to update the Church directory as necessary.*

Jane Woolley also reported that the activities leaflet had not been published to the web site because not all the permissions had been obtained. She said she had received some details and would obtain the permissions that were missing and then pass the files on for publishing.

**Action:** *Jane Woolley to obtain missing permissions for the Activities leaflet and then to pass it on for publication on the Church Web-site.*

## 6. Buildings report

The report of the Buildings Committee was noted.

Tony Hughes added two further points:

- He said that the report had omitted to mention the temporary fixing of the mosaic on the staircase to the office which had been done following the agreement of the PCC by e-mail. (He reported that as this was a temporary decoration it did not require a faculty.)
- He reported that the Quinquennial Inspection report had been received and that its summary and recommendations were presented to the PCC with the Buildings Committee Report for noting and comment. The recommendations will be considered at the next buildings committee meeting after which items would be added to the to-do list and go forward for inclusion in the budgeting process. There were no comments that the PCC wished to add to the actions proposed. Georgina Greer on behalf of the PCC congratulated Tony Hughes and the Buildings Committee for keeping the church in such good condition.

## 7. Financial report

Jonathan Wood asked the meeting to note Elizabeth Gill's financial report that had been circulated with the agenda. He observed that it showed that there was expected to be a deficit at the end of the year. A deficit had been budgeted for, as had been done in a number of previous years. However in contrast to previous years there had not been any donations this year that would cover the deficit anticipated by the budget. Jonathan Wood said that this would have to be taken into account when setting the budget for the next financial year.

Tony Hughes commented that the maintenance costs were only 65% of budget because of work on internal re-decoration that it was not possible to complete this year.

Jonathan Wood said that the best estimate at the moment was that there would be a shortfall of £11,000.

## 8. Issues dealt with by the Standing Committee

Two issues which had been dealt with by the Standing Committee were reported on:

- a. **Church activities leaflet:** Mel Gibson reported that the leaflet was done and distributed. As in the action already recorded the website version is not in place yet and Jane Woolley will take this task on.

It was agreed that Matt Webb had done an outstanding job in getting this work done. The final result looked good. It was also noted that Matt Webb had done really well to obtain funding for the leaflet. The PCC asked that the minutes record their gratitude and that the secretary pass their thanks on to Matt Webb.

- b. **Pakistan Flood Appeal:** Mel Gibson reported that because there were no funds available to make a donation to the appeal directly, the standing committee had decided to ask the congregation to donate to a special collection. Mel Gibson reported that this had collected £544.16 (including Gift Aid).

## 9. Timescale for the appointment of the new rector

(This item was included as 'appointment of Harwell Representatives' on the agenda, but this had already been added to the agenda under 'matters arising' and the appointment of representatives is recorded there. This item on the agenda was instead used to discuss wider issues related to the appointment and particularly the timetable.)

The chairman acknowledged that there was some disquiet about the timescale for the new appointment, and that the meeting could consider whether there were opportunities to have someone in post before September 2011 (the date that the Archdeacon had said was the most probable for the induction of a new rector.)

In summary the discussion centred around two opportunities to make the process swifter:

- a. To advertise in November with a view to interviews in January (rather than a January advert and interviews in March or April.) The following points were made:
- The principal limiting factor was the completion of the profile, because the process could not start until the profile was completed. However it was also recognised that it was important to get the profile right. It was noted that it was important to see where the drafting process had reached. (Tony Hughes reported that the Church Wardens had seen an early draft and made comments but had not seen the re-draft.) A timetable for the profile would need to be drawn up working back from whatever completion date was set.
  - Interviews in November would require the profile to be finalised by the end of October. This may be difficult in terms of: (1) actually completing all the work; (2) letting enough people, such as the Archdeacon, have time to comment on the work; and (3) putting in place the PCC meetings to ratify the final version.
  - It was the job of the patrons to advertise and so (1) they would have to be persuaded of the need to advertise sooner and (2) they would need to see and meet to discuss the profile earlier. It was noted that they were currently not expecting to discuss the profile with a view to drawing up the advertisement until November.
  - It was not known what the lead time on an advertisement would be. (It was possible that longer would be needed to actually put the advertisement in the papers than would be available.) It was agreed that the Archdeacon should be asked about this and Andrew Hayes would be asked to contact the Archdeacon.
  - There was a discussion of whether an advertisement in November would gain suitable applicants. The archdeacon at the meeting with the combined PCC had said that November was not a good month to advertise – it was agreed that it would be beneficial to learn more about his view.
  - It was noted that if a shortlist for interview was drawn up in November then the candidates would need to make their visits to the parish in late November or early December – which would be a difficult time for either the PCC or the candidates to make such arrangements.

- b. To speed up the process between the advertisement and someone being in post. The 'best case' scenario on this was considered with the following broad timings: the closing date could be around a month after the initial advertisement. The shortlist could be made very swiftly after the closing date and then there would still be around another month before the interviews so that the shortlisted candidates could visit the parishes during that time. Assuming the decision could be made very quickly after the interviews this meant that an appointment could potentially be made around two and a half months after the advertisement was published. In the discussion the following points were made:
- This 'best case' scenario would mean that an advertisement placed in the third week of January could result in an appointment at the start of April.
  - An appointment around Easter was the earliest that the Archdeacon could envisage when he first spoke to the church wardens – which is broadly in line with the PCCs 'best case' working from a January advertisement.
  - If a candidate needed to give notice this would normally be three months. This would mean the earliest that someone who had to give notice was actually in post (following a January advertisement) would be the start of July. It was noted that there may be candidates who would not need to give notice, but the PCC acknowledged that there was no way to avoid this delay if they did.
  - The PCC acknowledged that the Archdeacon had thought that the new appointee would not be inducted until September because (1) they were likely to have children at school and if so they would want their children to finish the school year before moving – delaying the process until the end of July, and (2) because an induction in August would be difficult because of the number of people involved taking their annual holidays in that month. There was some discussion about whether such delays could be avoided but no clear conclusions were reached.

Actions resulting from these discussions were changed following subsequent discussions on the topic of the profile, and so they are included after that agenda item.

## 10. Parish profile representatives

(This item was dealt with here rather than the order on the agenda because this item continued the theme raised in the previous item and benefited from being considered straight after it.)

### ***Current progress and the need for additional help***

It was noted that Hazel King and Steve Tunstall were currently working on transforming the portfolio document drawn up as part of Pam Rolls' ordination into the first sections of the profile for the new appointment. It had been agreed that two or three people were needed to assist them.

Tony Hughes reported that this process was largely complete (and that a draft taking into account comments from Church Wardens was expected shortly.) The vision and person profile sections had not yet been tackled and it was thought that there would be further work needed on the first two sections dealing with descriptions of the communities and the churches.

It was noted that no 'marketing' work to make the document more accessible had been done so far. The focus had been on the content.

There was an example of a profile which had come from the benefice that included Buckland which had been provided to Hazel King and Steve Tunstall to help them see what was required.

### ***Vision section***

It was noted that there were lots of documentation on a vision for Harwell church and there were two 'SWOT' analysis meetings that had taken place.

It was suggested that there were two potential schools of thought: (1) that we have already done enough, and (2) that most of the work done a few years ago would benefit from a revision.

It was also reported that the Archdeacon had mentioned that it was important to consider the vision in the context of a new person. Specific goals were needed as aspects of the existing vision were 'incremental' – a gradual building on what was established before was needed.

### ***Timetable and practical issues***

There was a discussion concerning what was known of the timetable for the profile that was currently being worked to and what timetable was needed. It was noted that Hazel King and Steve Tunstall had only 'signed up' to produce the first draft on the first two sections – which was now virtually complete. However it was thought that they were happy to continue working on the other parts of the profile until it was completed.

It was suggested that the group producing the document should not be too big. There was discussion as to whether the first feedback would be more efficiently dealt with if it went back to a smaller group – perhaps just the Church Wardens. However the Church Wardens put forward the view that because they were also the parish representatives it was not really appropriate for them to take too great a role in the production of the profile. The PCC should produce the profile and the representatives should then focus on ensuring that the appointment matched the profile.

The Archdeacon's recommendation that we ensure ownership of the profile was recalled and it was noted that everyone needed to be aware of what the profile said.

It was thought that although drafts could be circulated to some extent by e-mail there would be a benefit in having a meeting to discuss the draft profile. This would need to be before the PCC meeting (currently planned for 23rd November) at which time the profile would be formally adopted. The meeting would need to be a combined PCC meeting to share the views of both parishes. It was agreed that the profile should go to the Archdeacon for his comments when it was relatively close to completion – so probably after that meeting. (It was thought that the Archdeacon would want to check for anything that had been overlooked in a near to final draft.)

These discussions led to a suggested timetable of: a draft for PCCs to review being circulated at the end of October and a combined PCC meeting to review it taking place in the first week in November.

### ***Additional representative to the Profile working group***

Mel Gibson volunteered to take on the role of an additional representative on the profile working group, and this offer was accepted by the meeting.

There was a discussion of the options for the presentation and layout of the final document and various people were mentioned who may be able to contribute desk top publishing skills. However it was agreed that the content was the most important thing and needed to be dealt with first.

### ***Impact of the timetable on discussions about an 'early' advertisement***

It was noted that in discussing what was necessary to agree the profile – the timetable for a meeting to discuss followed by another meeting to ratify – it was clear that it would not be possible to produce the profile by the end of October and that there was no question of considering an 'early' advertisement further. The deadline for the profile seemed to be the end of November and this would need to take account of ensuring that the patrons had enough time to agree the advertisement, which would be submitted for publication in time for early January 2011.

**Action:** *Tony Hughes to ask Andrew Hayes (as the nominated point of contact with the Archdeacon) to ask the Archdeacon what the lead time was on the advertisements.*

**Action:** *Mel Gibson to work with the secretary of Chilton PCC to arrange a combined PCC meeting that could work on the profile prior to the ratification meetings. The 9<sup>th</sup> of November was agreed to be a suitable date for the Harwell PCC members.*

## 11. Collection for Chris and Eva

Tony Hughes reported that the collection had now raised around £6,000 (including the contribution from Chilton.) There was still money being collected and this meant that a further cheque would be passed to Chris and Eva on top of the one presented at the retirement event.

Tony Hughes reported that there was no budget for the retirement events and that they had cost around £500 in total. Tony Hughes proposed that the PCC should agree to meet this cost (shared in the normal two thirds to one third ratio with Chilton). (Tony Hughes took the view that it would not be right to take this cost from the collection – partly because it would mean that in effect Chris and Eva would have paid for their own send off, and partly because this was not what those contributing to the fund had expected it to be used for.) The comment was made that the PCC should have been made aware of these costs in advance, but it was pointed out that it would have been difficult to introduce such business into the PCC Meetings before Chris Stott's retirement because Chris Stott was chairing the PCC meetings.

<b>Resolution</b>	That the PCC cover the cost of the events marking Chris Stott's retirement.				
<b>Moved</b>	Georgina Greer	<b>Seconded</b>	Allan Macarthur	<b>Passed</b>	Unanimously

## 12. Up and coming special services

A brief discussion of future services took place considering any arrangements that the PCC needed to make.

### *Harvest thanksgiving*

- A list of what foods that were wanted by the Porch was needed for notice sheets. Tim Roberts undertook to e-mail Mike Pepper who was the contact for the Porch, get the list and pass it to Carolyn Vickers to be put in the newssheet.

**Action:** *Tim Roberts to arrange a list of foods wanted by the Porch to be in the notice sheet.*

- Wendy Sinclair was reported to have arrangements for the Harvest lunch in hand.
- The flower team were known to have to cope with a wedding the day before the Harvest service which meant that they would need to make special arrangements for putting in their displays – but this was reported to be in hand.

### *Remembrance Service*

- The question of whether liaison with the British Legion had been done was raised. Allan Macarthur undertook to check.

**Action:** *Allan Macarthur to check arrangements.*

### *Toy Service*

- Jane Woolley was asked whether the Women's refuge in Oxford would want toys again this year. She undertook to find out.

**Action:** *Jane Woolley to ask the Women's refuge if they want the toy service toy collection.*

#### **Christmas and Carol services**

- The question of whether there were sufficient candles for the Carol service was raised and Allan Macarthur undertook to check.

**Action:** *Allan Macarthur to check candle stocks.*

- Arrangements for cleaning the chandelier were discussed. Mike Pepper had arranged this last year and Allan Macarthur undertook to check with Mike Pepper that he was intending to do the same again this year.

**Action:** *Allan Macarthur to check arrangements for chandelier cleaning with Mike Pepper.*

- It was noted that the buildings committee would organise putting up the Christmas trees and lights as usual.
- Vicky Macarthur reported that a Children's activity afternoon was planned for November but that a date had not yet been finalised.

### **13. Other Business**

- Rectory phone:** Tony Hughes reported that the plan was to put a message on the rectory phone during the 'interregnum' which referred callers to other contact numbers but took no messages. However it had been found that Chris had arranged for BT to disconnect the phone. It was also noted that the PCC does pay the line rental on this so there would be no extra cost in keeping the line in place. Stuart Gibson (who had been working on the internet link for the office which came via the rectory phone) had suggested that the number could be kept as a "re-direct line" via BT into the office rather than physically keeping a phone in the rectory itself. Tony Hughes suggested that the PCC agree to pay the line rental during the interregnum and leave the technical details of whether it was an answer phone in the rectory or a re-direction to the office to Stuart Gibson to decide. All agreed to this.

- Berkshire record office:** a request had been received from the Berkshire record office for permission to make available old church records such as Baptisms as transcripts based on the records the record office already held. One member said that he thought the transcription work may be done by private companies who would then charge for access to the records and that he did not want anyone to have access to make a profit from public records. He therefore suggested that the PCC reply asking for full details of who would be involved in the process, who would have access to the records, and any financial arrangements involved. The alternative view was that permission should be given to the record office immediately. The issue was voted on and there were five in favour of giving permission now, and five who wanted further information before considering giving permission. As the votes were equal the Chairman gave the casting vote: this was in favour of giving permission immediately. The Church Wardens were therefore asked to sign the forms to give permission and return them to the record office.

**Action:** *Allan Macarthur and Tony Hughes to sign the permission forms and return them to the record office.*

- Response to the Deanery consultation document (on reducing the number of stipendiary clergy):** Tony Hughes asked whether any response to the consultation had been given. He observed that the previous meeting had said that the response was needed for the end of September. It was proposed that the secretary copy the response recorded in the combined PCC minutes into the required format, and then provide that to the Deanery Pastoral committee (via Naomi Gibson) as the response from Harwell and Chilton. It was agreed that provided the Chilton PCC secretary was happy this would be done.



**Action:** *Mel Gibson to check with the Chilton PCC secretary to see if she is happy to agree the wording in the combined PCC minutes as the response to the consultation.*

- d. **Chris Stott's retirement – Hazel King support:** The secretary reported that he had received a letter from Hazel King regarding an action arising from a combined PCC meeting. At the preliminary meeting at the start of the Combined PCC meeting on the 6<sup>th</sup> July the question of what support could be given to Chris Stott in his retirement was raised. Hazel King had expertise in this area and offered to offer Chris Stott a meeting at which she could go through some of the issues associated with retirement. Hazel King's letter reported that this meeting took place on the 25<sup>th</sup> of August and a number of issues (the exact nature of which are, of course, confidential) were discussed. She reported that Chris Stott has said that the meeting had been useful and that he was grateful for it and the concern for him by the PCCs that it demonstrated.
- e. **Giving for life:** booklets about the 'giving for life' scheme were distributed by the secretary prior to the scheme being included for discussion on the next combined PCC agenda in November.

#### 14. Close

The meeting was closed in prayer by Vicky Macarthur at 21:50hrs.

#### 15. Next Meeting

The next **Combined PCC meeting** will be on Tuesday 23rd November 2010 at 7.45pm in All Saints, Chilton followed by an **Individual PCC meeting** at 9.00pm at the same venue.

These minutes were signed as a true record by:

  
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Chairman

*Mel Gibson*  
.....

Secretary

On *23.11.10* (Date)