

**Minutes of a meeting of Harwell PCC  
held on Tuesday 14 September 2004 in Harwell Church Extension**

**Present**

Jean Barton	Tony Hughes	Ruth Slatter (as secretary)
Sid Gale	Allan Macarthur	Wendy Sinclair
Kate Evans	Nancy Preston	Chris Stott (chair)
Georgina Greer	Tim Roberts	Rob Thomas
Clive House	Clive Silver	Jean Twigger

**1. Opening**

Chris opened the meeting with a reading from Exodus 17 and prayer.

**2. Apologies for absence**

Jim Sinclair and Steve Tunstall sent their apologies.

**3. Minutes of the last meeting**

The minutes of the meeting on 13 July 2004 were signed as a correct record, after amendment of the final paragraph about Kitchen/Toilets under item 7 to read as follows:

"At present, there is no clear way forward with regard to the fire safety issue, without either incurring significant extra costs or sacrificing improvements to the kitchen by reverting to the existing exit. The size of the new toilet is constrained by the existing walls. We could build a toilet that was not officially designated as for the disabled, but this would be likely to make grant applications impossible to pursue. Alternatively, we might be able to satisfy the new regulation by interchanging the intended positions of the toilet and kitchen. These options will be pursued with the architect."

**4. Matters arising**

- a) Pew disposal: No further development.
- b) Sound system: A third radio microphone and an additional cable microphone have now been acquired and put into operation. The PCC wished to record thanks to Jim, Tony ~~and Sid~~ and David Pyke for their hard work with the sound system.
- c) Health & Safety Audit: An audit for the church and the hall has now been carried out by Jane Vickers and Allan Macarthur. Jane is willing to come and report at the next PCC meeting. Allan strongly recommended that we adopt good practice for risk assessment to cover ourselves in case of accident. Electrical appliances should be checked annually.

For the Hall, the matters of concern were: locking of the electrics cupboard (it should be open during use); stacking of equipment in the upstairs balcony; storage of chemicals (cleaners etc) together under the sink.

Thanks were recorded to Jane for this work. ~~It remains to decide who should be responsible for which area of safety.~~ Following Jane's report the PCC should decide responsibilities for areas of action.

- d) Lapsed standing orders: Elizabeth and Clive H will ~~offer to set up new standing orders for those who have given by this means, but whose orders have expired.~~ *encourage removal of SOs by*
- e) Hall hedge cutting: Malcolm Birkinshaw has volunteered to continue to be responsible for cutting the grass and hedge for this 'season' as a church volunteer, and to use Michael Hogan to help him on an ad hoc basis. He is willing to give Michael some personal reward, as before, for lending him a hand. The work will only take place when Malcolm is there and is in charge. The PCC recorded its thanks to Malcolm.
- f) GB equipment in Hall: this has now been cleared out.
- g) GB tree in churchyard: no action; Jim to pursue.
- h) Toy Service gifts: After discussion of a number of possible recipients identified by ~~Chilton~~, *The Mission Group*, it was agreed to direct gifts this year to South and Vale Carers Centre, who could take all that we can collect.

## 5. Hall Cleaning

The new Hall cleaner is Claire Stevens and at present she is being paid £4.60 per hour for 2 hours' work each Sunday. PCC agreed to increase her pay in line with the minimum wage.

## 6. Financial report

Clive H distributed a written report as usual.

Further mission giving amount were approved as follows: £1000 to East Africa Mission; £400 each to both Sarah and Andrew Thomas. From the Emergency Fund, £100 would be sent to the Sudan Appeal for the crisis in Darfur.

## 7. Vision Group report

### Reports on specific activities:

- a) Tim looked back to the church's running of the Pig Roast at the Harwell Feast. He felt that it was good for church to be involved in the Feast. People were not particularly aware that we were a church group, but Church publicity on this occasion was a delicate issue. Especially, we want to make clear that all proceeds go to the Feast Committee, not to the church. Tim is willing to head up this stall again if needed. This was agreed.
- b) Sid reported on the 'Y God' event. This was held over 4 days and 25 children enrolled. About half the children attended ~~each day~~. *very session* Not all came from church families. One or two children are coming to discoverers as a result of this event. Sid and Alison led the activities.
- c) Alpha course in Chilton coming up: please pray for this.

### General considerations:

The Vision committee feel that now is a good time to review ~~the~~ how ~~the~~ church is fulfilling its vision, and on whether the group should continue in its present form. Achievements in a number of areas are evident – in worship, prayer involvement, youth work, evangelism, community involvement, and the drawing in of more lay people to help with planning worship

and other activities. Nevertheless, the group would like to review whether the present system of co-ordinating areas of special concern will continue to be useful, and to bring back thoughts to the PCC and to the annual meeting in 2005.

## 8. Buildings Committee report

- a) The bell frame has been painted.
- b) ~~Some repairs have been made~~ Ray Hinchliffe has now made repairs to the churchyard wall on behalf of the Parish Council.
- c) No further news on the kitchen/toilet refurbishment project. Tony hopes to have an on-site meeting to agree any necessary changes to address planning and fire-exit issues. A letter is to be sent to people who have made pledges of money for this scheme explaining the delay. The work is now unlikely to take place before next summer.

## 9. Report on Rector's Sabbatical

A written report by Chris had been circulated. Chris again expressed his thanks to all who made it possible for him to take his sabbatical and said how richly blessed he had been by the whole experience.

## 10. Possible Church Weekend

A report on the proposal had been distributed. It was agreed to pursue the possibility. It was thought that September 2005 might be the better of the two possible dates proposed, if there were vacancies. The proposal is to use the Windmill Farm conference centre at Clanfield, near Bampton. The cost would be £88 per adult with reductions for children. Camping facilities are available.

## 11. Future Dates

Harvest-time school assembly	Friday 1 October
Visit of Gill Poole, CMS	Sunday 31 October
Toy Service	Sunday 5 December
Carols by Candlelight	Sunday 19 December
Steventon Choral Society concert	Easter 2005

Services for Sunday 26 December were discussed. It was agreed that only the 8 am service of Holy Communion at Chilton would be held.

## 12. Other Business

- a) **Need for Church Hall caretaker:** Peter and Betty McNiven need to relinquish this post. Thanks were expressed to them for their work in the past. The position will be advertised in the weekly news sheet. Chris and Tony will consider preparing look to see if there is an existing a-job description.
- b) **Scouts' requests:** (i) to use the Hall on Thursdays – this was agreed, but with a proviso to review regularly, since needs may arise to hold other events from time to time.  
 (ii) for more cupboard space, i.e. the GB cupboard – Tony will consult with the McNivens on this, as there had been some thought of using the cupboard for storing the TV/video

unit.

(iii) to install a volley ball net – this would be 7ft high strung across the room by using permanently positioned hooks. Chris to follow up, and suggest that David Pyke meet Brian Zimmerman to discuss.

- c) **Digital projector:** A paper on this subject had been distributed. Some discussion took place about the need, and about whether screen-projected visual material could be seen adequately throughout the church. It was suggested that the group who tackled the sound system could be asked to do detailed investigations. Chris agreed to consult further with people. Clive H was asked provisionally to set aside money in the 2005 budget.
- d) **Thankyou card:** Ruth read out a card received from Naomi, who had been given flowers for her work during Chris' sabbatical and while Jean was ill.

**13. Close**

The meeting closed with prayer at 10.20.

**14. Next Meeting**

Tuesday 9 November 2004 at 7.45 pm in the Church Extension.

Agenda requests:

- a) Clive S would like to talk about missions support;
- b) Jane Vickers to come to talk about Health and Safety issues.

..... Chris Stott, chairman

..... Jim Sinclair, secretary