

Minutes of a Meeting of Harwell PCC
held on Tuesday 4 September 2018 at 7.30pm in St Matthew's, Harwell

Present

Jonathan Mobey (Chair for items 1 & 2 and present for items 3-6 & 12-14)

Pam Rolls (present for items 1-2)

Jean Barton (Chair for item 3 onwards)

Tony Hughes

Hazel Connelly (present as a guest for items 1-13)

Jane Woolley (Secretary)

Michelle Walker

Tim Paget (present for items 1-6, 12-14 & 7-11)

Christina Wood

Becca Lewis

Eliza Wheaton

Sid Gale

Lizi Bowerman (Treasurer)

Gordon Gill

Andrew Keene

St Matthew's, Harwell and All Saints', Chilton PCCs were present together for Items 1 & 2. For the other items, only St Matthew's PCC members were present.

Agenda items are recorded here in agenda order but were in fact taken in the following order: 1-6, 12-14, 7-11, 15-16.

1. Opening & Prayer

Jonathan read Philippians 1:27-30. Although we may have diversity in details, in the large picture there is more that unites us than divides us. Sometimes it is necessary to step back to see the bigger picture that unites us.

2. Items of joint business with All Saints' PCC

a) Proposal for new member to join the clergy team

There has been no progress on this.

b) Participation in research project

This is scheduled for 14th October in Harwell and 28th October in Chilton

3. Apologies for absence

Apologies were received from Jan Radford. Martin Gibson was absent.

4. Minutes of the previous meeting

The minutes of the PCC meeting on 3 July 2018 were approved and signed as a correct record, as was the Confidential Minute of part of that meeting.

5. Matters arising not covered elsewhere

Jane Woolley has circulated confirmation of the revised list of PCC meeting dates and locations to members of St Matthew's PCC and to members of All Saints' PCC.

6. Decisions taken by Standing Committee between meetings

The Standing Committee has now approved the Instructions for Counting of Collections

7. Heating project - update

Tony Hughes reported that since the decision at July's PCC meeting to install 12 replacement radiant heaters he has been in the process of obtaining updated quotes from three contractors for the work. So far, Tony has received a response from two out of the three contractors. The cost would appear to be similar to that previously estimated.

Tony Hughes relayed that he has been looking into whether we could have a rather more flexible timing system for the heaters. It looks as though this is feasible but would probably need to be undertaken as part of the installation of the replacement heaters as some re-wiring would be necessary. Tony reported that he had also managed to locate the key to unlock the existing timer. This means that we could use that automatic seven day timer again. However, this is not as flexible a timing system as we would like.

Tony Hughes said that he was waiting for a response from the churchwardens about whether what we plan to do comes under List A or List B of the Faculty Jurisdiction Rules. Until he gets an answer on this, he could not apply to the DAC for permission to do the work if the conclusion is List B. Tony reported that the DAC is struggling with workload at the moment so applications are being dealt with more slowly than usual. This makes it even more important that we get the application in to the DAC sooner rather than later, should we need to do so.

Action: Becca Lewis and Tim Paget to let Tony Hughes know whether in their opinion the heating work comes under List A or List B.

8. Porch glass doors project – update

Tony Hughes reported that since the July PCC meeting, Michelle Walker has joined the working group, and that various group members have visited other churches to look at their glass doors. Members of the working group are also exploring what might be done with the old wooden door.

Tony Hughes said that various aspects of the design are still under investigation and so the working group is not yet in a position to make a recommendation to the PCC. One of the aspects still under consideration is whether the doors should be automated on accessibility grounds. This then raises the question of whether the porch floor should be altered to make it a step free surface. If so, this has several ramifications, including where the glass doors should be positioned. Tony explained that even if we decide not to make the porch floor step free in the short term, it might be sensible to ensure that the glass doors are positioned such that the floor could be made step free in the future.

Tony Hughes explained that one option is not to position the glass doors where the old wooden door currently is but rather to put it on the inner side of the thick wall there. In that location, the doors would be well away from the inner shallow step, meaning that the floor could be tapered there in due course. In this position, the glass doors could either be swing doors or sliding doors. Tony has talked with the church architect about this idea and he had no objection. The church architect also suggested an alternative position by the inner step.

Working group member, Christina Wood reported that she has approached companies for quotes for sliding glass doors but has not yet had any responses.

Gordon Gill commented that he would ideally like any changes to St Matthew's building to improve its accessibility.

Jean Barton thanked the working group for their work.

9. Buildings Committee report

Paper C was noted.

Tony Hughes reported that Item 1 was carried out on 4 September 2018 - replacing broken tiles at the edge of the north part of the chancel roof and repairs to the extension roof.

10. Church Hall management - update

Paper D was noted. Sid Gale supplemented the information in this paper with news from his wife, Alison Gale, who manages the Church Hall bookings, that one of the long term bookings has been cancelled but that another has been expanded.

Jean Barton expressed the PCC's thanks to Alison Gale for managing the bookings, Juan Bowerman for maintenance and cleaning and Brian Zimmerman for overseeing the Hall.

11. Finance reports

Papers E&F were noted. Lizi Bowerman, Treasurer, pointed out that some items of expenditure come once a year only and others are incurred more evenly throughout the year. Some large items of expenditure we know will be incurred have not yet been debited this year.

Sid Gale queried whether the missions giving budget should have been spent by now.

Action: Jane Woolley to check in past PCC minutes whether the PCC has already made a decision about the allocation of the 2018 missions giving budget.

12. Annual review of Health & Safety Policy and its implementation

PCC members reviewed the current Health & Safety Policy (Paper G).

Hazel Connelly, the PCC's Health & Safety Advisor, explained that the Policy is unlikely to need to change much from year to year.

PCC members requested that the wording of a few items be tightened up (these are listed in the action below).

Hazel Connelly reported that she last met with the Churchwardens and Brian Zimmerman (Church Hall Manager) in October 2017. Hazel said that she will arrange for another meeting with them to discuss Health & Safety issues before the end of 2018.

Action: Hazel Connelly to revise the Health & Safety Policy as listed below, and to ensure that Jonathan Mobey signs the new version and that the Church Administrator puts a copy in the church porch, on the church website, and sends a copy to the Deanery Secretary.

Revisions required:

- Amend "PAT Testing" to "Portable Appliance Testing"
- Amend "Rev Dr J Mobey (Employer)" to "Rev Dr J Mobey (on behalf of the Employer)"
- Check if "All individuals are encouraged to report" should be amended to "All individuals are obliged to report" and amend if necessary

13. Risk assessments

Hazel Connelly explained that St Matthew's has undertaken the following 5 risk assessments:

1. Church – general use
2. Church – concerts/events
3. Church – fire risk assessment
4. Church Hall – general use
5. Church Hall – fire risk assessment

Hazel Connelly relayed that these risk assessments were prepared originally in the summer of 2016. At that point there were 19 actions arising from the Church – general use risk assessment. Of these, just 3 still remain to be actioned.

Hazel Connelly explained that risk assessments are normally reviewed every 3 years.

Hazel Connelly reported that she has now updated the Church – general use risk assessment in view of the replacement of pews with chairs i.e. she has completed the action carried forward to the July 2018 PCC minutes. This has resulted in a further 3 actions arising, making a total of 6 actions arising from that risk assessment which are yet to be completed.

Hazel Connelly has reviewed with the Church Administrator, Vicky Johnston, how the lone worker alarm is being used. Hazel recommends that as the primary user of the alarm, Vicky should keep the alarm with her when she checks and locks the church building at the end of her working day in case anything happens during that time. Vicky would therefore need to take the alarm home with her as she exits the building. Secondary users would then need to contact Vicky at home on the rare occasions that they needed to obtain the alarm for ad hoc use. PCC members were content with this recommendation.

14. Reinstating the evening service on the second Sunday of the month

Paper H refers.

PCC members engaged in a long and lively debate about how to move forward on the issue of whether to reinstate the evening service on the second Sunday of the month. The discussion touched upon the following issues:

- What form such a service should take. Should it be used for another traditional-style evening service? Or should it be used for a more contemporary style of service? In the latter case, the service would not necessarily be in the evening, and not necessarily be on a Sunday.
- Whether current evening service attendees should be asked if they would welcome an additional evening service on the second Sunday of the month.
- Whether past “Hands Free” service attendees should be asked if they would welcome the return of something similar on the second Sunday of the month.
- Whether we have the clergy or lay resources to put on another service at the moment.
- Whether Church “grafting” is a solution to the resources issue. This is where one of the big evangelical churches in Oxford with attendees from Harwell would encourage those attendees to organise a contemporary service at St Matthew's instead.
- Whether any additional service is best aimed at the existing faithful or at the rest of the community.
- An additional service, called Pebbles Family Service, aimed at families with small children, is already being trialled on the second Sunday of the month in Chilton Village Hall, running at the same time as the All Saints' main morning service.
- The quarterly Generation Gold services are another addition to the services now offered.

- Whether this is in fact a Benefice issue as opposed to simply a St Matthew's issue.
- What action to take next to ensure that the matter is properly considered rather than just kicked into the long grass.
- The forum in which further consideration of the matter is best conducted: at a PCC meeting, at a PCC awayday or by the Senior Leadership Team.

After some consideration, the following actions were agreed:

Action: Jonathan Mobey to prepare a paper for the November Combined PCC meeting highlighting the issue of the St Matthew's evening service on the second Sunday of the month. This paper should seek a decision from the Combined PCC about the best forum in which to discuss the matter further: at a Combined PCC meeting, at a Combined PCC awayday or at a Senior Leadership Team meeting.

Action: Jonathan Mobey to ask current St Matthew's evening service attendees to let him know if they would welcome the return of an evening service on the second Sunday of the month at St Matthew's. This is to be done without raising expectations that such a service will be reinstated if enough of them are in favour i.e. to emphasise that this is a more complex Benefice service pattern and resourcing issue, and that their views will feed into a more strategic review of services in the Benefice. Jonathan to use oral announcements at evening services, an item in the church notice sheet and conversations with individuals where necessary.

15. Future dates

Thursday 27 September – Deanery Synod Meeting – will include looking at different styles of services (ref Item 14 above) – at East Hagbourne Church. Contact Gordon Gill for more information.

Tuesday 2 October - Combined PCC meeting - at St Matthew's, Harwell

Sunday 7 October – Harvest Thanksgiving

Tuesday 6 November – Individual PCC meeting - at All Saints', Chilton

Sunday 11 November – Remembrance Sunday

16. Any other business

There was none.

Jean Barton closed the meeting with a period of quiet and then led the meeting in prayer and a recitation of The Grace at 9.05pm.

CHAIR

SECRETARY

DATE

DATE