

## Minutes of a Meeting of St Matthew's, Harwell PCC held on Tuesday 6 November 2018 at 7.30pm in All Saints', Chilton

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### Present

Rev Jonathan Mobey  
(Chair for items 1- 2 & 12-21;  
otherwise absent)

Rev Pam Rolls  
(present for items 1-2)

Tony Hughes (Chair when  
Jonathan Mobey was absent)

Andrew Keene

Christina Wood

Becca Lewis

Martin Gibson (present until  
part way through item 16)

Sid Gale

Eliza Wheaton

Gordon Gill

Jane Woolley (Secretary)

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.

### 1. Opening & Prayer

Jonathan Mobey read from Colossians 2 v 6-10 (*...Keep your roots deep in him, build your lives on him, and become stronger in your faith...*). The Bible often uses this image of roots. Roots hold you secure. They provide you with moisture so you can produce fruit. We need to be rooted in Christ, not in worldly matters.

Jonathan then led the meeting in prayer

### 2. Items of joint business with All Saints' PCC

#### a) Distribution of 2018 World Missions Giving budgets

The proposed distribution was given in Paper A.

Jonathan Mobey asked for any comments, queries or concerns. Sid Gale asked why it was proposed that St Matthew's hold over £1,000 to the 2019 World Missions Giving budget. No one present knew the rationale for this. Further discussion of this point was reserved for St Matthew's PCC agenda item 13.

Gordon Gill pointed out that CPAS is one of our Patrons, meaning that they have a shared role in appointing the Rector to a vacancy.

Hazel Benton (All Saints' PCC) stated that All Saint's has a budget deficit in 2018 and so it might have to reduce how much it spends on World Missions Giving in order to meet the Parish Share.

#### b) 2019 Annual budgets – matters of joint interest

Paper B refers.

##### (i) Meeting the Parish Share

It was noted that the All Saints' 1/3<sup>rd</sup> portion of the proposed Benefice Parish Share for 2019 quoted in Paper B should read £25,249.

Gordon Gill reminded PCC members that it is Diocesan policy that Parish Share takes priority over Missions Giving, and that not paying it in full and on time risks the Deanery losing a £13,500 parish share rebate, which is factored into the Deanery's calculations.

Jane Woolley pointed out that Parish Share is a Benefice obligation and so underpayment by one of our PCCs could impact the other PCC i.e. the PCC's finances are intertwined in this respect.

**(ii) Staff pay review**

Jonathan Mobey summarised that the additional annual cost of the proposed pay increases would be roughly £1,000 across our two churches.

Becca Lewis reminded PCC members that we agreed at the Combined PCC meeting in October to pay an increase of CPI in January each year, provided it could be afforded, and provided employee performance is satisfactory.

It was noted that the Children & Families Worker post is fully funded by restricted giving and that this fund already has sufficient funds in it to be able to cover the pay rise. However, the Administrator post is partly funded by restricted giving and partly by general funds.

Some PCC members felt that it would not be fair to agree an increase for one post and not for another simply due to any difference in buoyancy of their respective original funding sources. Jonathan Mobey pointed out that the donor or donors to the restricted fund for the Administrator post might be willing to increase their donations in order to contribute to the cost of the proposed pay rise.

**(iii) Increasing our CAP Centre contribution**

Jonathan Mobey explained that 3 churches in Wallingford set up a CAP Centre to cover the Wallingford postcode. This Centre was then expanded to cover the Didcot postcode, with the (smaller) expansion costs covered by 4 Didcot-area churches.

The eventual hope is that the total cost could be shared equally among the 7 churches (our Benefice counts as 1 church for this purpose). That would be roughly £5,000 pa compared to roughly £3,500 pa now for the Benefice. There is no requirement or pressure for equitable distribution of costs to occur. However, it would be good if we were able to pay more of our fair share. Jonathan emphasised that this position could be worked towards gradually i.e. over several years and that any gesture in this direction would be well received by our Wallingford counterparts.

Jonathan Mobey said that he did not have the figures to hand as to how many of the CAP Centre clients in the last year came from Didcot vs. from Wallingford.

Tony Hughes pointed out that Didcot has a larger population than Wallingford, and so in the longer term it might be fairer for Didcot churches to bear a larger proportion of the costs than the Wallingford churches, but that to this end it would also be desirable for more churches in Didcot to support the Centre.

**(iv) Subsidy for Youth Fellowship weekend**

This matter was raised after publication of Paper B and the meeting agenda.

Becca Lewis outlined a plan to take 12 YF members plus 4 adult supervisors to a Christian adventure farm centre for a weekend in March 2019 (Friday evening to Sunday afternoon). The accommodation would be in tents erected indoors. The cost of accommodation plus meals would be £50 per head. There would also be some additional cost for activities put on by the Centre. The total estimated cost is £1,280.

Becca explained that YF leaders would like cost not to be a barrier to attendance – for example for families with multiple children in YF. The adult supervisors are giving up their time and so it might be appropriate if they did not have to bear all of their own costs.

Becca Lewis asked the PCCs to consider allocating some of their 2019 budget towards the cost of this trip.

**c) 2019 PCC Meeting Schedule**

Paper C refers.

The meeting agreed with the recommendation in the paper that a brief individual PCC meeting be held at the start of the Combined PCC meeting in April in order to appoint the PCC Officers following the Annual Meeting. This is so that any voting required by the Joint PCC during the Combined PCC meeting can properly take place.

Stuart Gibson commented on the fact that the new meeting schedule does not have individual PCC meeting in January and that this makes it more difficult to agree a budget promptly. Stuart also commented that it is more difficult to propose a draft budget for 2019 before final end of year figures for 2018 are available.

It was decided that individual PCCs would agree in their separate meetings the mechanism that they would use to formally agree a budget in January. If this required an additional individual PCC meeting, Jane Woolley could be asked to add this to the 2019 Meetings Schedule.

#### **d) Encouraging the Rector to take up Continuing Ministerial Development opportunities**

Paper D refers.

Jonathan Mobey explained that Pam Rolls, Jan Radford and Peter Barton also have access to a £250 development grant each. The cost of any day courses is generally around £10 so £250 would cover the cost of numerous non-residential courses.

Jonathan Mobey explained that the Bishop's office already encourages ministers to take up development opportunities. The Diocese is probably hoping that additional encouragement from PCCs will increase take up.

Becca Lewis asked Jonathan Mobey if the PCCs should set aside budget to pay for a retreat. Jonathan said no, current funds suffice. Gordon Gill commented that Diocesan Glebe funds could be applied for to cover the cost of residential courses.

### **3. Apologies for absence**

Apologies were received from Rev Jan Radford, Rev Jean Barton, Michelle Walker and Tim Paget.

### **4. Minutes of the previous meeting**

The minutes of the PCC meeting on 4 September 2018 were approved and signed as a correct record.

### **5. Matters arising not covered elsewhere**

Item 14 from September's minutes: Reinstating the evening service on the second Sunday of the month. Enquiries are continuing but this is now wrapped into a Combined PCC item called "Review of current and previous services and Fresh Expression". It can therefore be removed from St Matthew's PCC agenda.

### **6. Decisions taken by Standing Committee between meetings**

Paper F refers.

The Standing Committee approved a minor modification to the previously agreed Statement of Needs for the Chancel priest's desk and armchair.

### **7. Annual Meetings preparation**

Paper G refers.

The formation of a small group to agree and implement improvement ideas for running the Annual Meeting was discussed.

**Action: Martin Gibson and Eliza Wheaton** to bring proposals for improving the Annual Meeting to the next PCC meeting in February 2019.

## 8. Heating project - update

Tony Hughes reported that the contract to replace 12 of the oldest radiant heaters with modern ones has been awarded to electrician Mick Richards. Mick Richards has undertaken portable appliance testing at St Matthew's for the last few years.

Mick Richards is currently ordering the heaters. Tony Hughes is hoping that they will be fitted during November, subject to Mick's availability and the availability of a clear week in the church calendar.

Tony Hughes will also be asking Mick Richards to rectify 3 other heaters which have been malfunctioning. There are 24 heaters in total. Tony will also be discussing the timing system with Mick. We will continue to use the existing programmable timer for the moment.

## 9. Porch glass doors project – update

Paper H refers.

It was agreed that the most logical next step is for the Working Group to construct a proposal for the PCC to consider. It will be in a position to do this once it has received answers from the church architect to some further questions.

Once the PCC has endorsed a specific proposal, it would then be published more widely for comment by members of the congregation and others with an interest in the church building e.g. the local community. In other words, consultation would take place before submission to the DAC.

It was agreed that the consultation would need to explain clearly the accessibility benefits of the project, and the bequest aspect.

## 10. Buildings Committee report

Paper I was noted.

### Church tower

Tony Hughes reported that the work on the church tower will unfortunately take longer and cost more than expected because inspection has revealed issues in addition to the loose rendering. For example, some stonework needs repointing. It is as yet unclear how much the additional cost will be, but probably a few thousand pounds more than the current estimate of £14,500.

As a result of the tower problems, bell ringing has been curtailed for the moment due to concerns that the vibrations might dislodge some of the stonework. This means that the bells cannot be rung on Remembrance Sunday. However, the bells will still be rung for the national evening peal at All Saints', Chilton. The tower should be safe for the erection of the Christmas tree on 1 December.

Tony Hughes will arrange for some communication with the community about the tower and the bells.

### Candles for carol services

Becca Lewis reported that she has looked at the candle holders at All Saints', Chilton and they are similar to the ones at St Matthew's, but taller. So they are unsuitable. We can still use the St Matthew's candle holders in the chancel. Becca reported that the cast iron holders mentioned in Paper I are about £85 each and would hold one large church candle.

It was agreed to consider whether to purchase new candle holders once we see how successful the candle arrangements are at this year's carol services. The option of using LED candles was considered but not much favoured for several reasons.

## 11. St Matthew's toilets

Paper J refers.

Tony Hughes explained that the Buildings Committee will look at the buildings improvement aspects, and come back to PCC with specific proposals.

Tony invited Becca Lewis to speak particularly about the cleaning side of things. Becca said that we are very grateful to the cleaning team – a week-in-week-out laborious task. However, they are a small team and very stretched. They do not have the capacity to clean the toilets more often than once a week. However, the toilets need cleaning more frequently than this now, due to the usage they get from staff working in the building, from attendees at special services and from passers-by generally.

It was agreed that the first step is to appeal to church members for more volunteers and to explain that the alternative is to find at least an extra £1,000 pa to pay someone to do the additional cleaning that the current cleaning team lacks the capacity for. In the meantime we will put a provisional £1,000 in the 2019 budget for additional cleaning.

Becca Lewis relayed an email from Tim Paget, who was absent, to say that he supported the need for additional paid-for cleaning.

**Action: Becca Lewis** to liaise with Jonathan Mobey in order to do the following by mid-December:

- (i) Communicate with church members about the need for additional volunteers for the cleaning team (in particular for more frequent cleaning of the toilets) and to inform everyone that otherwise the church community will need to find at least an extra £1,000 pa to pay for this more frequent cleaning.
- (ii) Let the current cleaning team know in advance about the plan to communicate the above situation - in particular the individual who currently cleans the toilets – to encourage them to remain part of the cleaning team.

## 12. Church Hall management - update

Paper K was noted.

Sid Gale reported on behalf of Alison Gale that Vicky Johnston and Alison Gale are working on improving the invoicing system for hall users.

Tony Hughes pointed out the need to trim the hedge along Wellshead – but avoiding the fence wiring cable.

**Action: Jonathan Mobey** to ask Tom or David Lay if they would be able to trim the hedge along Wellshead with a farm hedge cutter.

## 13. Distribution of 2018 Missions Giving budget

Paper A refers.

**2018-11-06 St Matthew's PCC – approved minutes**

There was discussion about the unallocated £1,000. Sid Gale suggested that an additional £200 be allocated to each of MAF, Scripture Union, The Leprosy Mission, Christian Solidarity Worldwide and Arocha, thus increasing the payment to them from £919 to £1,119 each. Gordon Gill suggested that CPAS be a beneficiary. Becca Lewis pointed out that the 5 organisations mentioned by Sid represent the 5 Marks of Mission we have chosen as a Benefice to support and so should be the priority.

The alternative of taking the question back to the Missions Giving Group was considered but regarded as not necessary, since it is up to the PCC to agree the distribution taking into account advice from the Group.

<b>Resolution</b>	To approve the distribution of the Missions Giving Budget as set out in Paper A with the following amendment:  Instead of adding £1,000 to next year's Missions Giving Budget donate an extra £200 from this year's budget to each of MAF, Scripture Union, The Leprosy Mission, Christian Solidarity Worldwide and Arocha				
<b>Proposed</b>	Sid Gale	<b>Seconded</b>	Martin Gibson	<b>Passed</b>	9 in favour 1 abstention

**14. Recruitment of a new Treasurer**

Jonathan Mobey reported that he has approached a possible candidate who is considering the matter and discussing the role with a previous Treasurer.

**15. Finance reports**

Papers L and M were noted. It was noted that the Youth and Children's work budget had been exceeded and that this is currently called upon on a "first come first served" basis.

There were no questions or queries on the finance reports.

**16. Draft budget for 2019**

In the absence of a Treasurer and a Finance Committee meeting to produce and work through the detail of a draft budget, the book-keeper, Nick Clarke, had kindly produced an initial draft budget for PCC members to review.

PCC members reviewed the draft 2019 budget in considerable detail – looking for any errors; checking assumptions; deciding what figures to put in for staff pay increases, CAP Centre, church tower repairs, church hall re-decoration, YF weekend, additional cleaning of church building toilets; agreeing the need to draw on general reserves to balance the budget.

<b>Resolution</b>	To pay a 2.4% pay increase to the Administrator and Children & Families Worker in January 2019, subject to satisfactory performance				
<b>Proposed</b>	Tony Hughes	<b>Seconded</b>	Becca Lewis	<b>Passed</b>	Unanimously

The Secretary kept track of these decisions on an electronic copy of the budget spreadsheet so that PCC members could see the impact on the bottom line.

These decisions and associated amendments are highlighted in red text and yellow shading on a copy of the budget spreadsheet Appendix 1. The Secretary will communicate this information back to the book-keeper ready for production of an updated version of the draft budget in January once the actual 2018 end of year figures are available.

During the course of discussions it was agreed that we should run appeals in due course for contributions to specific expenditure e.g. for building work to improve the toilets.

**Action: Jane Woolley** to ask Nick Clarke to amend “CAP” to “CAP Money Course” on the list of restricted funds

There was some discussion about the YF weekend, what to say to parents about likely costs and the payment of a deposit to the Centre. Becca Lewis agreed to relay to parents what the maximum cost per place will be if there is no subsidy, and to ask parents to pay a deposit on this basis before making a booking with the centre.

Jonathan Mobey suggested that perhaps it would be appropriate for the PCCs to aim to subsidise 50% of the cost of the YF weekend i.e. to contribute £640 between our two churches. Becca Lewis commented that such a sum could be used to subsidise 100% of the leaders' costs and the remainder to subsidise the children's costs.

## 17. Process and timing for approving 2019 budget

It was agreed to delegate authority to the Standing Committee to approve the 2019 budget in January, once actual end of year figures are known, provided there are no major deviations from the draft budget and amendments discussed (as recorded in Appendix 1).

It was agreed that it will not be feasible to approve the distribution of the Missions Giving Budget at the January Combined PCC meeting each year (as was proposed in the list of annual agenda items in the draft 2019 Meetings Schedule). This is because the available budget is based on the previous year's giving and this sum is not known until early January. The Missions Giving Group then need time to draw up the proposed distribution. The April Combined PCC meeting is therefore the more logical timing for this discussion.

## 18. Purchasing envelopes for the envelope giving scheme

It was agreed that the envelope giving scheme should continue and that we should avoid the expense of purchasing the official envelopes. Ruth Slatter has offered to provide the small number of users of this scheme with much cheaper plain or “dinner money” small envelopes. PCC members accepted Ruth's offer with grateful thanks.

## 19. Health & Safety

The following action is outstanding and is carried over to the next meeting:

**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

Jane Woolley reported that Hazel Connelly met with the Churchwardens and Brian Zimmerman (Church Hall Manager) on 19 October to discuss church and church hall Health & Safety issues.

**20. Future dates**

Sunday 11 November – Remembrance Sunday

Sunday 2 December – Toy service

Sunday 16 December – St Matthew's carol services

Thursday 3 January – Combined PCC meeting

**21. Any other business**

There was none.

**Jonathan Mobey closed the meeting with the Lord's Prayer at 10.50pm.**

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**CHAIR**

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**SECRETARY**

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**DATE**

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**DATE**



Appendix 1

St Matthew's Church Harwell		Draft 2019 Budget						
		2017	2018	2018	2018	2019		
		Actual	Budget	to end Sept	Forecast Outturn	Budget	Comments for 2019	Notes for Nick Clarke
		£	£	£		£		
<b>Income</b>								
1	Envelopes/Planned Giving G/A	60,783	64,200	45,820	62,000	64,200	Decided to "step out in faith" and assume some increase	
2	Envelopes/Planned Giving non G/A	2,459	2,500	1,984	2,500	2,500	No increase planned	
3	Tax Recovered - Gift Aid	16,840	18,300	13,129	16,500	17,425	£15,500 planned, £1,000 gasds, £375 donation	
4	VAT reclaimed (LPW Grant)			1,559	1,559	2,917	VAT on the tower wall repairs - see line 40	Increased because Line 40 has increased
5	Loose Alms/GASDS	6,505	6,000	2,836	4,000	4,000		
6	Donations/ Legacies and other	1,202	4,000	406	450	1,500		
7	Fees	2,199	2,500	2,338	2,500	2,600		
8	Church Hall income	3,493	3,000	3,451	4,500	4,500		
9	Holiday club donations	93	100	30	30	50		
10	Transfer from Restricted Funds	14,379	26,200	21,839	28,000	27,600	£1800 from outreach re Hol Club; £17,121 from CFW; £7,700 from Admin fund; £1,000 from CAP Centre fund	
11	Transfer from Designated funds	22,000	1,500	0	0	0		
12	Transfer from General/unrestricted funds					16,000	To balance the budget	PCC may consider replenishing the General fund in due course by de-designating some designated funds
13	Interest	154	50	254	360	360		
<b>Total Income</b>		<b>130,107</b>	<b>128,350</b>	<b>93,646</b>	<b>122,399</b>	<b>143,652</b>		
<b>Expenditure</b>								
<b>Parish Share and Mission Giving</b>								
14	Parish Share (Harwell)	46,530	50,267	37,372	50,267	50,499	2/3 of benefice cost.	
15	Mission Giving - Overseas and Home	7,380	8,795	0	8,795	8,545	10% of lines 1, 2, 3, 5 and 6 above for 2018	Should be based on Col F/previous years income not 2019's
16	Mission Giving - provision from Mission Fund		1,500	0	1,500	0		
<b>Total Fixed Expenditure for Harwell</b>		<b>53,910</b>	<b>60,562</b>	<b>37,372</b>	<b>59,062</b>	<b>59,044</b>		
<b>Harwell share of Joint PCC Expenditure</b>								
17	Minister's Expenses	467	700	0	400	400		JM always claims at end of year
18	Curate's/Assistant Minister's Expenses (Jan Radford)	206	0	0	0	0	Assistant Minister chooses not to claim for travel expenses unless it's long distance	
19	Associate Ministers' Expenses (Pam Rolls)	593	700	141	200	500		
20	Visiting Speakers	60	100	50	50	100		
21	Administrators' Remuneration and Expenses	10,816	11,200	8,070	10,760	11,018	Includes provision for 2.4% salary increase	increase agreed in principle
22	Stationery etc.	426	400	279	400	400		
23	Website	905	1,200	1,013	1,375	1,450		
24	Office Costs	1,836	1,350	1,496	2,000	1,500	10% increase to reflect increased charges and ongoing personal alarm costs, 2018 includes furniture renewal/replacement and redecoration.	
25	Gifts, Subscriptions, Courses	1,088	1,200	224	600	600		
26	Outsourced Printing	816	1,300	818	1,100	1,100	Broadsheet and cards	
27	CFW	17,440	16,500	12,525	16,705	17,121	Share of salaries and 2.4% pay increase	increase agreed in principle
28	CFW Expenses	157	600	0	200	100		
29	Youth and Children Work	697	700	954	1,200	1,700	£500 contribution for YF weekend	
30	Cap Debt Centre		2,400	1,167	2,334	3,333	Request to increase to say £5k/church which would mean £1,667 Chilton and £3,333 Harwell	Agreed £3,333
31	Home Groups		200	0	0	100		
32	Outreach- other	415	0	207	210	300		
33	Holiday Club	1,588	2,000	1,569	1,569	1,800	Funding by Outreach Fund	
<b>Total Joint PCC Expenditure</b>		<b>37,510</b>	<b>40,550</b>	<b>28,513</b>	<b>39,103</b>	<b>41,522</b>		
<b>Harwell PCC Expenditure</b>								
35	Administration		40	30	30	50		
36	Bank Charges	200	210	150	200	200		
37	Church Utilities-Electricity & Water	2,759	3,780	3,150	4,152	4,400	Existing contract expires Oct 19. Small increase expected then.	
38	Church Insurance	4,519	4,750	0	4,750	5,000	Small increase anticipated.	
39	Church Maintenance - General Repairs	4,277	7,630	5,506	5,600	4,755	£3200 general, £650 organ, fire ext £150, clock £575, bells £180.	
40	Church Maintenance - Extraordinary repairs/projects	14,403	7,810	1,130	3,150	19,300	Other general roof, electrical work and asbestos, £800, £17,500 tower wall repairs and £1,000 toilet improvements.	Tower wall repairs will be more expensive than the £14,500 originally expected.
40b	Church cleaning					1,000	Mainly to cover more frequent cleaning of toilets. Provisional - appeal for volunteers first.	
41	Church Hall maintenance and cleaning	2,944	4,000	1,950	2,500	3,000	Cleaning + £500 redecoration	
42	Church Hall utilities	2,805	3,000	1,787	2,900	3,000		
43	Church Hall Insurance	712	780	0	780	800		
44	Gift aid envelopes	46	60	0	0	0		
45	Organist's Remuneration and expenses	561	650	330	660	660		
46	Services & sound equipment	945	700	381	550	600		
48	Christmas Trees	164	200	0	200	200		
49	Miscellaneous		100		100	100		
<b>Total Harwell Expenditure</b>		<b>34,335</b>	<b>33,710</b>	<b>14,414</b>	<b>25,572</b>	<b>43,065</b>		
<b>Total Expenditure</b>		<b>125,755</b>	<b>134,822</b>	<b>80,299</b>	<b>123,737</b>	<b>143,631</b>		
<b>Net Surplus/ (-)Deficit</b>		<b>4,352</b>	<b>-6,472</b>	<b>13,347</b>	<b>-1,338</b>	<b>21</b>		
<b>Notes:</b>								
Planned Giving - a reduction in budget is proposed from £64k in 2018 to £62k in 2019 which is the same as our forecast 2018 outturn. Total planned giving has not								
provision for a 2.4% pay increase. A large proportion of the the salary is met by a transfer from the Administrator								
CFW Costs - the budget includes provision for a 2.4% pay increase. All CFW costs are currently met by a transfer from the CFW Extension Restricted Fund. In								
CAP Debt Centre - we have been asked to consider increasing our joint contribution from £3,500 to £5,000 of which Harwell's share would be £3,333. This has been included in the budget.								
Overall - the overall net deficit is largely due to the need to repair the rendering on the West wall. This single item contributing a net cost of £12,085 to the overall deficit.								