

Minutes of a Meeting of St Matthew's, Harwell PCC held on Tuesday 5 February 2019 at 7.30pm in All Saints', Chilton

Present

Rev Jonathan Mobey (Present for items 1, 2, 17 & 19)	Becca Lewis	Eliza Wheaton
Rev Pam Rolls (present for items 1-2)	Martin Gibson	Jane Woolley (Secretary)
Jean Barton (Chair)	Phill Johnston (Treasurer)	Tony Hughes
Andrew Keene	Michelle Walker	
	Sid Gale	

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.

Minutes are presented in agenda order but in fact were taken in the following order: 1-7, 9-16, 18; 20-29, 17, 19.

1. Opening & Prayer

Jonathan Mobey read from Luke 6 37-42 (*Do not judge...*). This is about doing what is taught. These teachings are like a mirror held up to each of us. We do need good judgement as PCC members but we do not judge one another – we leave that sort of judgement to God.

Jonathan then led the meeting in prayer.

2. Items of joint business with All Saints' PCC

a) Thanks for Christmas gifts

Jane Woolley reported that she had received letters from Rev Jean Barton and Peter Barton and from Rev Joan Impey thanking the PCCs for the cheques they had received as Christmas gifts¹.

b) Annual reports

Paper A – sections 1-4 of the Annual reports. Jonathan Mobey explained that these sections are almost identical for both parishes. Jonathan asked if members of either PCC wanted any corrections made in order for each parish to be able to approve the Annual report in the individual PCC meetings. One correction was agreed as follows:

Section 2: "...two retired clergy, one retired Licensed Lay Minister and two authorised preachers."

Amend to: "...two clergy and one Licensed Lay Minister with Permission to officiate, and two authorised preachers."

3. Resignations

Jane Woolley reported that she had received a letter of resignation from Christina Wood in December because of her move to Australia.

¹ Letters of thanks received from Rev Jan Radford and Rev Pam Rolls were reported at the Combined PCC meeting in January 2019

4. Decisions requested of the Standing Committee between meetings

Phill Johnston was co-opted to the PCC and appointed as Treasurer on 3 January 2019.

Jean Barton expressed concern about the eligibility of Phill Johnston to vote on the PCC, as he is not yet on the electoral roll.

(Research done after the meeting on the Church representation rules show that Members **elected at the AGM** must have been on the electoral roll for at least 6 months. However the PCC can decide to co-opt "*a number not exceeding one-fifth of the laity elected And being either clerks in Holy Orders or actual lay communicants of 16 years of age or upwards. The term of office of a co-opted member shall be until the conclusion of the next annual meeting; but without prejudice to this being co-opted on subsequent occasions for a similar term...*".

This would in fact appear to give Phill the right to vote.)

The 2019 final budget was approved (see item 12 for more about the budget).

5. Phill Johnston – conflict of interest

For the record, Jane Woolley stated that Phill Johnston's wife is Vicky Johnston, the Church Administrator and an employee of the PCC. Phill has a conflict of interest in matters pertaining to the post of Church Administrator or to Vicky as an employee. Phill confirmed that he will absent himself during discussion of any such matters.

6. Apologies for absence

Apologies were received from Rev Jan Radford, Tim Paget and Gordon Gill.

7. Minutes of the previous meeting

The minutes of the PCC meeting on 6 November 2018 were approved and signed as a correct record.

8. Matters arising not covered elsewhere

There were none.

9. Increasing engagement in the Annual Meeting

Paper C refers. Jean Barton thanked Eliza Wheaton and Martin Gibson for their work on this.

It was agreed that the Annual Meeting should start at 11.55 to give 15 minutes rather than only 10 minutes for coffee between the end of the service and the start of the Meeting.

The following specific actions were agreed.

Action: Martin Gibson and Eliza Wheaton to:

1. Produce a questionnaire to identify barriers to attending the Annual Meeting and to solicit issues of interest to cover at the Meeting. Distribute the questionnaire via hard copy flyers at services and electronically via Facebook and email. Publicise the questionnaire orally in services.
2. Discuss issues of interest raised in responses to the questionnaire with the Rector and the PCC Secretary to help finalise the Meeting agenda.
3. In addition to the usual notice in the notice sheet at services, raise awareness of the Meeting via (i) a poster on the church noticeboard and on pillars around the village and (ii) an electronic calendar invitation via email to church members.

Action: Jane Woolley to:

1. Let Eliza Wheaton and Martin Gibson know the deadline for finalising the Meeting agenda
2. Let the coffee volunteers on 24 March know that coffee needs to be served at 11.40am.
3. Remind the Rector to ensure that the service on 24 March finishes promptly by 11.40am and that the Meeting starts promptly at 11.55am.
4. Publish a short summary of the Meeting in the service notice sheet on 31 March

10. Draft agenda for the Annual Meeting

Paper D refers. It was agreed that in view of item 9, the agenda would need to be finalised by the Rector and the Secretary in due course, once input from the questionnaire had been considered.

11. 2018 Accounts

Papers E & F refer. The Treasurer talked through various pages of the Financial Statements for the year ended 31 December 2018 and offered to answer any questions.

Jane Woolley queried whether it was correct to return the £1,977 excess receipts from the seating project to the General fund if donations were given specifically for that purpose. Tony Hughes expressed surprise that there was any surplus anyway. It was agreed that the surplus was likely to be from non-restricted sources e.g. the sale of the pews and that no investigation is required.

The PCC expressed its thanks to Nick Clarke for preparing the Accounts, and to Phill Johnston for getting up to speed quickly with financial matters.

Resolution	To approve the 2018 Accounts				
Proposed	Tony Hughes	Seconded	Sid Gale	Passed	Unanimously

12. 2019 final budget

See also item 4.

Tony Hughes reported that since the Standing Committee approved the 2019 final budget, the PCC has received a grant of £2,000 from the Feast Committee for repairs to the tower rendering. Phill Johnston reported that the C&FW Restricted fund is in surplus and there is a donor who is happy to have their donation diverted to help pay for the tower rendering work. These sums will hopefully reduce the amount we need to transfer from the General fund to balance the budget.

13. Annual Report

Paper A and Paper H refer.

The following minor corrections were agreed:

Section 5:

- “..of the Church is a key responsibility of the PCC.” **to** “..of the Church are key responsibilities of the PCC”
- “The overall actual outturn was a deficit of £2,761 of income over expenditure for the year.” **to** “The overall actual outturn was a deficit of £2,761.”
- “However excluding transfers from Restricted funds and interest was a...” **to** “However, excluding transfers from Restricted funds and interest, there was a...”
- “...and so off-setting each...” **to** “and so off setting each...”

Section 6:

- “..who liaises with the Rector and Church Administrator, and with Alison Gale, who...” **to** “..who liaises with the Rector and Church Administrator, and by Alison Gale, who...”
- “There are also a number of other regular users e.g. dance classes, in addition to ad hoc party bookings, plus regular use by Fledgelings and YF.” **to** “There are also a number of other regular users e.g. dance classes, Fledgelings and YF.”

Resolution	To approve sections 1-4 of the 2018 Annual Report, with the correction detailed at agenda item 2 b)				
Proposed	Tony Hughes	Seconded	Sid Gale	Passed	Unanimously

Resolution	To approve sections 5 & 6 of the 2018 Annual Report, with the corrections detailed above				
Proposed	Tony Hughes	Seconded	Sid Gale	Passed	Unanimously

Jane Woolley stated that the Fabric Report will be a separate document this year and is not yet ready for PCC approval. The PCC delegated approval of the Fabric Report to the Rector.

14. Presentations in run up to the Annual Meeting

10 February – Buildings – Tony Hughes

Action: Phill Johnston to confirm with Jonathan Mobey the date for the Treasurer’s presentation on finances in the run up to the Annual Meeting.

15. Finding nominees for churchwarden, Deanery Synod and PCC vacancies

Jane Woolley reported that Tim Paget is standing down as churchwarden. Becca Lewis said that she is willing to stand again as churchwarden. Jean Barton reported that Jonathan Mobey has approached someone to replace Tim Paget as churchwarden, who is considering the matter.

Jane Woolley reported that we will have 8 vacancies for elected PCC members at the Annual Meeting because of 2 resignations during the year, 2 people (Martin Gibson and Michelle Walker) coming to the end of their 3 year term and 4 unfilled vacancies at last year's Annual Meeting.

Jane Woolley handed out nomination forms for PCC member elections and encouraged PCC members to approach possible nominees.

Michelle Walker indicated that she is willing to stand again for election to the PCC. Martin Gibson said that he is not proposing to stand again.

16. Heating project - update

Tony Hughes reported that the new radiant heaters are up and running. Tony advised the PCC that heating costs might rise compared with recent years. This is partly due to greater usage of the church and partly to putting the heating on for longer before Sunday morning services, using the re-commissioned programmer. Tony reminded PCC members that the new heaters are collectively more powerful than before, but also more efficient.

In order to economise where possible, it is feasible to switch on the heating only in certain zones of the church. For example, if a small service was taking place in just the Chancel, we could put the heating on only in the Chancel, unless the weather is exceptionally cold. Tony Hughes offered to write a short manual for how to do this. The PCC accepted Tony's offer with thanks.

Tony Hughes reported that he will keep the heating working group going to deal with some ongoing matters.

17. Porch glass doors project

Paper I and Paper J refers.

Tony Hughes summarised that there are two issues on which the working group would like direction from the PCC

1. Whether our proposal should be that we sell the old inner door to a heritage buyer. This is the working group's recommendation but the DAC might want us to keep the old door somehow.
2. Whether our proposal should be that the glass doors open manually or are automatic. The DAC might want us to fit doors which open automatically for accessibility reasons, although the Church Architect feels that this is not necessary. A list of advantages and disadvantages of automatic doors is in Paper I..

Tony Hughes explained that if the PCC would prefer the glass doors to open automatically that would require looking into in more detail before we could make a proposal to a wider audience..

Martin Gibson asked how hard it would be to open the doors manually. Tony Hughes answered that it should be quite easy, plus they would also stay open if opened wide.

Phill Johnston commented that automatic doors might open unnecessarily and make it very cold to sit near them. Phill said that Hanney church has installed manual glass doors.

Sid Gale expressed the opinion that the disadvantages of automating the doors far outweigh the advantages.

Resolution	To state in the proposal for the porch glass doors that the doors would open manually and that we would aim to sell the old wooden inner door				
Proposed	Jane Woolley	Seconded	Martin Gibson	Passed	Unanimously

Tony Hughes confirmed that the next step is to turn the draft proposal into a consultation document, initially for church members and then potentially for the wider community. The matter could be on the agenda for the Annual Meeting. The PCC might then be in a position to review a draft proposal for the DAC at the May PCC meeting.

18. Buildings Committee report

Paper K was noted. Martin Gibson commented that the report serves to highlight how much effort it takes to keep an ancient building in good order.

Tony Hughes drew the PCC's attention to the 5 year electrical inspection which has now given rise to a few mandatory actions and a large number of optional actions. The mandatory ones have been allowed for in the 2019 budget.

19. Extra cleaning of the church toilets

Becca Lewis reported that a notice went into the notice sheet but no new volunteers have come forward to clean the toilets more frequently. Becca also reported that Jonathan Mobey has spoken to the person who currently cleans the toilets and they are happy to redirect their labour to other church cleaning if someone is employed to clean the toilets.

Jean Barton queried whether we had really done enough to communicate to church members the need for new volunteers before resorting to employing someone. Tony Hughes relayed that a church member has commented to him that it is a very bad state of affairs that the church can't muster a volunteer to do this cleaning.

Becca Lewis reminded PCC members of the discussion at the November PCC meeting about how times have changed and there are no longer the volunteers that there once were, for various reasons. Becca also pointed out that she and Jonathan have taken the action agreed at the November PCC meeting and that to now ask for further calls for volunteers to be made would incur further delay before something is done about the cleanliness of the toilets.

Jean Barton asked which days it is being suggested that the toilets are cleaned. Becca Lewis said the suggestion is Mondays and Fridays.

Resolution	To employ someone to clean the toilets and associated areas twice a week for 1 hour				
Proposed	Becca Lewis	Seconded	Jane Woolley	Passed	For: 9 Against: 1

20. Chancel furniture

Becca Lewis reported that we received the Faculty (permission) for this shortly after Christmas and that the order has been placed with the supplier for the priest's desk and chair. The cost has been funded by benefactors. We are expecting delivery in May. The supplier will be sending through fabric and wood samples to match with the existing chairs in the Chancel.

21. Church Hall management - update

Paper L was noted.

The action from the last meeting to trim the hedge along Wellshead has been completed. An interim cut was made in the autumn and a further cut is planned for when the weather improves.

22. Signatories to bank mandate

The following resolution was passed in order to remove Lizi Bowerman and to add Phill Johnston as signatories to the bank mandate. The authorised signatories will then be: Jonathan Mobey, Becca Lewis, Tim Paget, Mel Gibson, Phill Johnston and Nick Clarke.

None of these signatories participated in the vote on the resolution.

Resolution	It was resolved that: the Authorised Signatories in the current Mandate, for the accounts detailed in section 1.3, be changed in accordance with section Authorised Signatories and the current Mandate will continue as amended.				
Proposed	Tony Hughes	Seconded	Martin Gibson	Passed	Unanimously (excluding signatories present)

23. Action to amend “CAP” to “CAP Money Course” on list of restricted funds

Jane Woolley confirmed that this action from the last meeting has been done.

24. Friends of St Matthew's Harwell

Papers M refers.

PCC members agreed with Liz Roberts' suggestion of a formal letter of greeting to accompany the updated Friends brochure. It was agreed that this letter should be signed by the Rector and the Treasurer.

<p>Action: Jane Woolley to ask Liz Roberts to:</p> <ul style="list-style-type: none"> • draft the letter • ask the Rector and the Treasurer to sign it

Further finance items not on the agenda

The Chair gave permission for the Treasurer to raise 3 additional finance-related items at this point:

BT MyDonate service

The church website currently has a link to BT's MyDonate to facilitate electronic donations. BT is withdrawing this service in June. Phill Johnston has done some research into possible alternative providers. One of these is a small new provider purporting to offer a free service.

PCC members pointed out that we need to have an electronic donation arrangement in place in time for Holiday Club, if possible.

Action: Phill Johnston to undertake due diligence on the small new provider which is offering a free electronic donation service, and to make a recommendation accordingly for the most suitable replacement electronic donation service at the May PCC meeting. However, if Phill discovers that a decision needs to be made sooner than that, then the PCC agreed to delegate the decision to the Standing Committee.

Amazon Smile

Phill Johnston explained that Jonathan Mobey has discovered that Amazon customers can opt to purchase via Amazon Smile and for their chosen charity to receive a 0.5% donation of the sum spent.

Phill suggested that it would be a good idea for the PCC to highlight this to church members and to suggest that they might like to use this arrangement to increase donations received by St Matthew's. When asked, no PCC members expressed any qualms about this proposed course of action.

Action: Jane Woolley to ask Jonathan Mobey to publicise the opportunity for church members to increase donations received by St Matthew's via use of Amazon Smile, including instructions for how to set this up.

Ecclesiastical Insurance

Phill Johnston showed the PCC a marketing poster publicising that the Insurance company will make a donation to the PCC for any policy taken out with it by a church member. PCC members informed Phill that this arrangement had been raised before and that the PCC had decided that it is inappropriate for it to encourage people to take out a policy on this basis.

25. Health & Safety

Jane Woolley reported that Hazel Connelly has now completed the action from the September 2018 meeting to revise the Health & Safety Policy 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.

26. PCC records

Paper N was noted. The PCC expressed its thanks to the Secretary for her enormous amount of work in archiving such a large backlog of old PCC records.

27. Harwell Feast

PCC members confirmed that they are happy for labour for pavilion teas to be recruited in the church's name by Jane Woolley, as its contribution to the Feast.

Jane Woolley relayed that the Children & Families workers had agreed to run a church stall with a free activity for children on a Christian theme again at both Chilton Fun Day and Harwell Feast 2019. Jane Woolley will liaise with the Feast Committee to agree the location of the stall at the Feast.

28. Future dates

Sunday 24 March – Church Annual Meeting

Sunday 31 March – Mothering Sunday

Tuesday 2 April – Combined PCC meeting, preceded by election of PCC officers

Saturday 20 – Sunday 21 April – YF Easter Event

Sunday 21 April – Easter Sunday

29. Any other business

There was none.

Jean Barton closed the meeting in prayer at 10.00pm.

CHAIR

SECRETARY

DATE

DATE