

**Minutes of a Meeting of the Combined PCCs
of St Matthew's Harwell with All Saints' Chilton
held on Tuesday 2nd October 2019 at 7.30 pm
at St. Matthew's Harwell**

Present

(J) Denotes Joint PCC member. There were thus 9 voting members including the Rector at this meeting - all resolutions refer to Joint PCC votes

Hazel Benton	Tony Hughes (J)	Yvonne Sanderson (J)
Helen Brook*	Andrew Keene	Michelle Walker
Phil Corbishley (J)	Rebecca Lewis (J)	Eliza Wheaton
Peter Cox (Secretary)	Allan MacArthur (J)	Jane Woolley (J)
Sid Gale	John Pigott	The Rector (J, Chair)
Phill Johnston (J)	Alex Reich (J)	

By Invitation:

Sarah Barrett and Melanie Shields Children and Families Workers **

* For item B 4.1

** To the end of item B 4.2

The items are listed here in the order that they were taken, which differs from the agenda order.

A Preliminaries

A1 Opening & Prayer

The Rector said that the PCCs and SLT had been following the "Dwelling in the Word" cards that form part of the Diocesan Parish Planning tool to help us to think through for them what it means to become more Christ-like. Each card has a passage of scripture, those present should note where their attention lingers.

The Rector and Yvonne Sanderson read Matthew chapter 5 v 11-19.

All present shared their thoughts in groups which then shared back to the whole group. The Rector said that we would come back to the same passages regularly.

Silence was kept, the Rector then led the meeting in prayer.

A2 Apologies for Absence

Apologies were received from: Jean Barton, Stuart Gibson (J), Gordon Gill, Patrick Moseley, Christopher Pollard, Jan Radford (J), Pam Rolls (J) and Judith Russell.

Vicky Johnston was invited but was unable to attend.

A 3 Minutes of Previous Meetings

A 3.1 Minutes of the July 2019 meeting

Paper I is the Draft Minutes. The Rector and Secretary apologised for their late circulation. The Rector suggested that approval could be deferred to let PCC members have more time to look at them.

There were the following corrections.

B4 World Mission

B 4.2 Proposed Albania Partnership

First Action box “Schloss” changed to “Shkoze”.

The Minutes were approved. On approval the minutes were signed by the Rector.

A4 Actions / Matters arising

Paper J refers, reproduced here with updates:

FROM OCTOBER 2018 MEETING:

ITEM B 5 Worship Services

Action: Combined PCC Secretary to add “Review of Worship Services” to October 2019 Agenda

Status: In Hand. The Rector said that it was important that we look at this, though time constraints mean it is deferred to the next meeting.

FROM APRIL 2019 MEETING:

ITEM B 2.4.3 Didcot Emergency Foodbank

Heading 2: Response to Emergency Appeals heading

Action: World Mission Group to consider giving to disaster appeals and restricted giving to World Mission

Status: Deferred to October 2019 Meeting. **October 2019 Meeting Update:** Deferred to January 2020 Meeting

FROM THE JULY 2019 MEETING

ITEM B 2.4.2. CAP Centre

Action: Rector to circulate CAP Centre Accounts

Status: Not yet done

Action: Rector to discuss SOFEA Oxford with Liz Roberts and Sue Bright

Status: Not yet done

ITEM B 4.2 Proposed Albania Partnership

Action: World Mission Group to submit a paper on the proposal to support the Mission in Shkoze to the October Combined PCC meeting.

Status: Included in WMG paper for October 2019 CPCC meeting.

Action: World Mission Group to bring proposed allocation of annual funds to the October Combined PCC meeting.

Status: Paper Submitted to October 2019 CPCC meeting

ITEM C 1.3 Annual Re-Adoption of Data Protection Policy

Action: Rector and Church Administrator to adapt policy in discussion with Chris Pollard.

Status: Ongoing

Action: Combined PCC Secretary to add to October CPCC meeting agenda.

Status: Held over to January 2020 meeting.

ITEM C 2.2 Electronic Giving

Paper J Proposal 1: To Promote Amazon Smile use among congregations.

Action: Rector to talk to PCC Treasurers

Status: **October 2019 meeting Update:** Jane Woolley said that this has been mentioned in the Notice Sheets.

ITEM C 2.4 Children and Families Worker (CFW) Funding

Action: Rector to inform Children and Families' Workers of CPCC decision and schedule vision and funding discussions between now and early 2020

Status: In Hand

ITEM C 4.4 PCC and SLT Away Day

Action: Rector to conduct Doodle poll of PCC members for availability and select the best date.

Status: Doodle poll in progress.

October 2019 meeting Update: The Rector said that the poll is now complete, but the date is to be decided.

A5 Meeting Dates and A6 Annual Agenda Setting

These two items were taken together.

Paper H refers: PCC and Annual meeting dates for 2020 with agenda items.

Jane Woolley proposed that we continue the pattern of meetings as in 2019. We also need to set suitable dates for the Annual Parochial Church Meetings, which have to take place before the end of April and are affected by the date of Easter.

Last year there were 4 Individual PCC meetings for each church and 4 Combined PCC meetings. Individual meetings alternating with Combined meetings each month, and no meeting in March, June, August and December.

She asked if the allocation of Annual agenda items to meetings was satisfactory, e.g. Budget in November and Approval at the Individual meetings in February and Accounts approved in February.

Sid Gale asked if it was guaranteed that the Parish Share information would be ready by the October meeting next year as it was only finalised at the Deanery Synod a couple of days ago. The Rector said that the Treasurers had been in touch before the meeting and it was discussed at the Joint section at the start of the last Individual PCC meetings. It is a big part of the parishes' annual budget.

Jane Woolley mentioned that the proposed date of the All Saints' APCM clashes with a Holy Communion Service, which is a longer service and could be rescheduled. Discussion ensued and the Rector proposed that this decision is left to the All Saints' PCC to decide.

As there are a number of agenda items to cover at Combined PCCs which can mean long meetings, it was suggested that another Combined PCC meeting could be scheduled. Discussion ensued:

- An extra meeting may mean we have 5 long meetings.
- The Rector said that there is a lot to cover at Combined PCC meetings - review of all ministries, Staffing, Data Protection, Safeguarding, Vision in 4 meetings of 2 hours each.
- There was some discussion about whether the meetings should be longer.
- We could have an extra meeting in June specifically to discuss strategic items which tend to be squeezed out of the scheduled meetings such as Vision 2020 and any issues on this from the Away Day.
- The Rector said that we should keep the issue under review and keep a June meeting in mind as an option.

The Rector proposed that we accept the PCC meeting dates and agenda items as described in Paper H and allow All Saints' PCC to decide if the Holy Communion Service should be moved.

No Objections.

A7 Other Joint Issues

The Rector said that he was not aware of any other joint issues.

B Mission Strands

B 1 Children, Youth and Families

B 1.1 Update and Plans

Papers B refers:

- Update on Sunday Groups, including Kids Church,
- Updates on Youth Fellowship, Pebbles Family Service, Fledgelings and Holiday Club.
- Updates on Schools including Y Club.
- Professional Development (Training)
- Priorities – (see below)
- Thanks to all who help with the Children and Families Work.

The Children and Families Workers highlighted the following from the report:

Harwell Fledglings

They are particularly pleased with the Harwell Fledgelings. There has been a positive response to the move to St. Matthew's Church and the CFWs are considering a permanent move. Some families have not been in church before so this is a barrier removed.

Youth Fellowship

More young people have joined Youth Fellowship recently. The youth leaders have met the Diocesan Youth advisor and discussed how developing the team can further improve the evenings for youth.

Priorities

Both Children and Families workers are consistently working for more than their contracted hours, frequently working 5 hours or more longer per week.

Some of their time is not well used, such as the time spent on the Harwell Feast and Chilton Family Fun Day, which was 40 hours - a working week. They do not feel that this is time well spent, or where their main focus should be, or that they did anything that someone else could not have done. They and the CFW volunteers were also very busy with the lead up to Holiday Club and Reflective Spaces at both Schools.

They did ask people to lead and volunteer, but it is the same core people and they had to be there both days. The Church volunteers also serve teas at the Feast and it was half term. There are possibly other ways that volunteers can help with children's work, e.g. with Advent Doors and administration.

The Employment Group leader reminded the CFWs that the group is available to help on this and other matters. A CFW said that they expected to work longer for Holiday Club but not consistently week in, week out.

Youth Work

Sarah Barrett is also doing Youth Work, which she enjoys, but is also extra hours.

The Rector said that youth work was in a good place with a good core group and momentum, but in need of resource.

Harwell Scouts

Melanie Shields said that the two Harwell Cub packs had met with the CFWs to do their Faith badge, 20 on Monday and 14 on Wednesday. The Rector added that all sections of the Scout group also parade at Harwell for Harvest and attend the Remembrance Sunday services.

Afternoon Fledgelings

The Wednesday afternoon Fledgelings session will almost certainly stop as only a few families are attending, some also attend the morning session and it is expensive to run. They did reconnect with some families who

attend Nursery in the morning, but these children have moved on to full-time school, so the session has fulfilled its purpose.

The Rector said that at their earlier meeting today it was stated that with children and families there is quite a lot of change quite quickly and the Children and Families work has to be responsive. The CFW activity cannot be set in stone, we should plan groups and activities to an extent, possibly for two years but not necessarily three. We must have a flexible approach, picking up on opportunities and stopping things that are not working.

A PCC member said that it was good to see that the CFWs are prioritising as they can't do everything and this will prevent burnout.

PCC members raised the following items:

Christmas Tree Weekend

Tony Hughes, the St. Matthew's Christmas Tree and Lights Co-ordinator asked if there was a children's Christmas tree decorating event at St. Matthew's on the same morning that they were putting up the tree. Melanie Shield said that this would be at All Saints' in the morning and St. Matthew's in the afternoon to avoid a clash. It was stated that there is a Christians Against Poverty course on the Saturday morning as well. Arrangements were discussed.

Possible Pebbles Family Service in Harwell

A PCC member asked about this. Sarah Barrett said that it would not be on Sunday, but possibly a weekday after school, with a bit more "Messy Church" in style but with the same content. If it was at Harwell on Sunday as well as at Chilton it would split the congregation not grow it.

Melanie Shields said that some families from Fledgelings have gone and we could find a way to reconnect, e.g. after school.

C 4.2 Lead Academy

This item was taken at this point so that the CFWs could comment.

Paper K refers: Report on the first weekend of Lead Academy. For background see item C 4.2 of the July Minutes and leadacademy.net.

The first weekend was attended by both Children and Families Workers, the Church Administrator, a Harwell Churchwarden and the Rector. Rev Pam Rolls and the Chilton Churchwardens were unavailable so there were more Harwell than Chilton delegates at this weekend. There had been a debrief meeting in the middle evening to which PCC members were invited.

The Rector and other delegates reported:

The weekend had included exercises designed to get the delegates to think about why the churches are there, the situation and culture that the churches have now, and what the delegates would like them to be like in the future:

Why

- The reasons that the congregation, the local community, the church leaders and God think the church is here.

Situation

- What is going well
- Where we are stuck – opportunities such as encouraging people to move from the 'crowd' to the 'congregation'.

Culture

- The delegates thought that there is a respectful and welcoming culture in both churches. There are only a few small negative points to consider.

Growth Curve

- Organisations can grow quickly, reach a plateau of numbers and activity, then fade away again. Successful organisations are aware when they reach a plateau and take suitable steps to grow again.

Future

- What would happen if nothing changed?

- A “Merlin” exercise where you imagine the church as you would like it to be in 5 years (the steps needed to get there considered later). This was done individually and the conclusions have not yet been shared. The Rector suggested that PCC members could also do this exercise, then compare the ideas with the delegates’ ideas. He wanted everyone to be of a similar mind and agree rather than dictate. We should have a strategy and destination in mind, though God may direct us elsewhere.

The delegates had found the weekend hard work but are excited about the thoughts and ideas that the exercises had provided. We need to consider how to communicate these to the PCC and wider church.

B 4 World Mission

B 4.1 Update and Plans – Proposed Albania Partnership and World Mission Allocation 2019

Paper F refers: World Mission Allocation for St. Matthew’s and All Saints’ PCCs:

- List of amounts per organisation or individual from each church.
- A summary of the work of each organisation and their connections with the parishes, including Endri and Dyshi Tabacu who work for the Light of the World Church in Shkoze, Albania.

Helen Brook, World Mission Group leader, summarised progress to date on the proposed Albania partnership:

She had given a presentation to the April 2019 CPCC meeting about a possible partnership with Albania and submitted a paper to the July CPCC describing the work that they do (See the minutes of these meetings for more details).

The World Mission Group is proposing that Endri and Dyshi Tabacu become Mission Partners and receive the funding that was allocated to Christine Perkins. Christine has now retired from working with Pioneers, but does some volunteering for them so the allocation includes a small sum to cover expenses.

Helen Brook added that she did not realise that a paper on the support for Edri and Dyshi Tabacu was required for this meeting.

The Rector said that the organisations are the same ones we have supported for the last few years, as decided at a review in June - July 2017.

Helen Brook answered questions:

Albania Partnership

A PCC member asked if a significant contribution to a project was still being considered – taken from the 10% allocation to World Mission from recent significant legacies left to the Parishes, and would there be a proposal at some point?

Helen Brook replied that the World Mission Group had discussed giving a lump sum for building work (mentioned in their prayer letter) at some time in the future. They have not yet talked to Endri and Dyshi Tabacu about this possibility and don’t know how definite it is. There are a number of reasons to support them from the World Mission Budget – they are in Europe, and we do not support anyone in Europe at the moment, and close to the UK so visits to and from them are feasible. There is nothing definite at the moment. If we decide that we want them as Mission Partners and establish a good relationship, then we could see if the legacy funding could be spent on something they need.

A PCC member said that a proposal would be needed to donate a significant sum of money.

Helen Brook said that there is no concrete proposal yet and agreed that a proposal would be needed. The World Mission Group would need to sit down with the Tabacus and ask what their needs and plans are, then see if there is a connection between the two.

A PCC member asked if the annual contribution would drop if we also donated to a project.

Helen Brook said that the annual requirement for the Tabacus and their church is £600 per month. Their annual funding requirement would go up with a new building. The amount allocated from the parishes would

be reviewed by the WMG as are all allocations. When the WMG contacted the Tabacus, the funding from the Baptist Missionary Society World Mission for them and the Church had just dropped off totally, so they need extra funding.

Review of Supported Organisations in Allocation

A PCC member asked when the next review would be:

Helen Brook said that the last review was two years ago, when the organisations we support were aligned with the Anglican Church's 5 marks of mission (see June 2019 CPCC minutes). The PCCs have not asked for a schedule of reviews, for example we could review every 3 years as many organisations do. The organisations are likely to say that they still need funding.

The organisations we support have some connection with the parishes – for example there was a Mission Aviation Fellowship pilot from Harwell and there is a strong historical connection with Chilton.

The Rector said that he wanted the number of supported organisations reduced in the 2017 review as he was struggling to understand who they all were and to feel engaged with them all, and the congregations may have felt the same. We are more likely to be engaged with fewer organisations. If we change the organisations regularly, we are less likely to feel engaged. We focus on one organisation or individual a month, so each one is only promoted once a year. If there are more organisations and they are promoted even less often, we will struggle to understand what the organisations are about. We can give money but want more – to engage hearts as well as wallets.

A Chilton PCC member said that Chilton may struggle to make its contribution this year and asked what the priorities are.

Helen Brook said that the individuals should be the priority as the organisations will have reserves (as indicated in the paper).

The Rector mentioned that he has been in contact with David and Heather Sharland but contact from John Abu Bakker seem be less frequent recently. This was discussed briefly and it was stated that people in Chilton may be in touch with him. Helen Brook said that this could be discussed at the Individual PCCs.

The Rector said that the next stage is for the Allocation to be approved by the Individual PCCs. There is currently no Benefice World Mission Budget, though having one would give some protection to the giving side. This was discussed a couple of years ago and we decided to leave arrangements as they are. Standing Committees can also approve the allocation.

The Rector said that he thought that the Combined PCC is minded to accept the allocations as detailed in paper F.

There was a general sense of agreement to this.

B 2 Evangelism and Discipleship of Adults

B 2.1 Home Groups

Paper C refers: Annual Report 2018-19 from Jean Barton, Home Groups Co-Ordinator

- Lent Central report.
- Mothers and Children's group.
- Topics being studied.
- Number and meeting times of the groups, numbers of attendees.
- Home group leaders meeting report including a need for increased publicity and sharing of material.
- Thanks to the group leaders and members.

A PCC member said that it was helpful and important to have a Home Groups Co-Ordinator as they can provide support to the groups that need it occasionally, and is a sign that we take Home Groups seriously. The Rector said that the Co-Ordinator also feeds new people in to the most appropriate group.

A PCC member said that Home Groups could be publicised from the front on Sunday or fliers could be given out. The Rector said that there would be a focus on Home Groups on Bible Sunday and a push at Lent and Advent.

The Rector said that he had reported on Lent Central at the last meeting. There could be an Advent Central series for 3 or 4 weeks, and material has been identified. Home groups may stop for Advent.

It was suggested that a home group could meet in St Matthew's Church, which people are used to visiting and it would be less of a barrier to attendance. It could replace an existing group. The Rector said that home groups may expand with extra members joining for Lent or contract if the group members joined Lent Central

The Secretary said that his daytime home group meets in St. Matthew's.

B 2.2 Baptisms, Weddings and Funerals

The Rector said that these continue.

B 2.3 Alpha and Christianity Explored

Phil Corbishley reported that there was a daytime Alpha Course running at the moment.

B 2.4 Responding to Financial Need

B 2.4.1 Christians Against Poverty (CAP) Money Courses

The Rector reported that a couple of courses have been run since the October meeting, including a youth course. A course may be run at Didcot Baptist Church.

Delegates don't tend to be from the Benefice, but are fairly widespread amongst the local towns and villages. There is concern that this is not publicised much on the church website.

Sid Gale said that the local organisers would not know if people from these parishes attended courses run elsewhere. It was stated that courses are run in Wallingford and Newbury.

The Rector thanked the CAP Money coaches for the work they do.

B 2.4.2 CAP Centre

The Rector said that the CAP Centre accounts will be distributed. There was nothing else to report.

B 2.4.3 Didcot Emergency Foodbank

The Rector said that we continue to collect for the Food Bank at both churches.

There was discussion of the collection of fresh and preserved produce for the Harvest Festival services and its transport to the Food Bank.

B 2.5 Social and Community

Yvonne Sanderson reported:

Recent Events

Hospitality Sunday had taken place with people invited to lunch. It was a good thing to encourage and it will be run again. It encourages a culture where it is acceptable to invite people to your home which is a positive thing to do.

The Rector added that there have also been walks and a trip to Bournemouth which was a pleasant day, though numbers were down on last year.

Unfortunately, the trip to Oxford and the Quiz had been cancelled. It was suggested that the number of events could be cut down so that fewer were cancelled.

Yvonne Sanderson said that the Social Group team started with great enthusiasm and lots of ideas, but has now dropped to just her taking an active role. She will carry on with organising events and hope that people support them. These events are important for fellowship and to invite people to – for example the Treasure Hunt was attended by people who do not attend church.

The Rector said that it was important to have social spaces as well as coffee after church, to engage people who would otherwise not be involved.

Barn Dance

This is on 16th November. Posters are up, tickets are £10 for adults and children free, any surplus funds will be donated to Tearfund. Nibbles and soft drinks will be provided.

Help is required with: setting up and decorating the hall, a person to do the calling and be there on the day. (Yvonne Sanderson is unavailable that day).

It was stated that though numbers may be low now, people may get tickets nearer the event.

B 3 Pastoral Care

Paper E refers: Reports on:

- Visiting Team volunteers, leaders and advertising, and an appeal for more volunteers.
- Home Communion.
- Generation Gold services including a Harvest Service and lunch,
- Plans for the All Souls' service.
- Thanks to all who help.

The Rector said that the Pastoral Care work is continuing and highlighted that Generation Gold is well supported. We are particularly looking for Pastoral Care visitors in Harwell.

B 4 World Mission

This item was taken earlier in the meeting.

B 5 Worship Services

B 5.1 Update including Fresh Expressions

The Rector said that there is nothing to report. Reference was made earlier in item B1.1 to the current Pebbles Family Service and a possible weekday Pebbles Family Service.

C 1 Communications and Operations

C 1.1 Update and Plans

Paper A refers: A list of the Church Administrator's recent activities including:

- Advertising and co-ordinating a trip to Bournemouth on 7th September
- Hosting a UK National Church Administrator Training Day
- Holiday Club Bibles
- All Age worship leaflet updated and printed
- Setting up a new payment page on the website
- Advertising the Charity Barn dance
- Broadsheets
- Advertising Alpha and co-ordinating a rota for Alpha puddings

Alongside the regular work of emails, notice sheets, service sheets, fees and wedding returns

The Rector highlighted the Church Administrator Day, and added that the Administrator will be going on maternity leave in the New Year – the Employment Group will consider and advise on this.

C 1.2 General Data Protection Regulation

The Rector said that this is mentioned in Matters Arising, and is a work in progress. Chris Pollard will help fine-tune the documents and databases. GDPR has implications for processes for the Occasional Offices. The church database is a big piece of work.

C 1.3 Data Protection Procedure

See Matters Arising – Item held over to January 2020 meeting.

C 2 Stewardship and Finances

C 2.1 Update and Plans Including Benefice Share

See also Matters Arising.

The Rector said that the Stewardship Group had not met since the last CPCC meeting. Benefice Share had been covered at the September Individual PCC meetings.

C 3 Safeguarding

C 3.1 Update and Plans

Paper D refers: Safeguarding Report September 2019, submitted by Mel Gibson:

- All DBS checks were carried out for the helpers of Holiday Club. Next year it should be easier as the DBS checks last for 5 years and most of the helpers for next year will probably have helped this year.
- We have received a letter from Rebecca Norris-Bulpitt, Safeguarding Assistant and Training Officer at Church House concerning Safeguarding Training and Safeguarding needs for 2020 so that we can continue to work towards creating a church which is safer for everyone.
- The training modules are now:
 - Basic Awareness (Formerly CO)
 - Foundation (Formerly C1)
 - Leadership (Formerly C2)
 - Safer Recruitment (Formerly S1)
 - Responding to Domestic Abuse (Formerly S3)
- Your Safeguarding Officer attended the Course Responding to Domestic Abuse S3 this month at Church House.
- The Rector said that the updated list of DBS-checked people will be put on the church database rather than the website as stated in the report.

The Rector said that there is a responsibility of the CPCC to oversee safeguarding but much of the work is delegated to the Safeguarding Officer and the staff team. He added the following information:

There was a flurry of activity before Holiday Club as we were not up to date on checks and this was expedited. The people involved underestimated the work required but they did carry it out and only one volunteer had to wait until half way through the week before they could help. Jane Woolley helped considerably with this. We will be in a much stronger position going forward. We are setting high standards, working to the book and being very diligent. A lot of people are involved in Holiday Club.

PCC members DBS Checks

Jane Woolley said that according to Church of England Rules, all PCC members are supposed to be DBS checked as they have oversight of Children and Families Work. It was stated that other organisations have similar rules for people with oversight of children's work though they may not do any of the work themselves.

ACTION: Jane Woolley to check all PCC members have up to date DBS Checks

C 4 Staffing and Leadership

C 4.1 Update and Plans

The Rector said that we had talked about Children and Families Worker funding at the last CPCC meeting (Item C 2.4 in the July 2019 Minutes).

C 4.2 Lead Academy

This item was taken earlier in the meeting.

C 4.3 Permission to Assist at Communion

The Rector said that this item is deferred to the next meeting. The list of people is being reviewed.

C 4.4 Employment Committee

Paper G refers: Proposal for Independent review of Staff Performance Appraisals

Hazel Benton, Chair of the Employment Committee, explained the proposal:

Two independent reviewers are required as part of the procedure for the salaried staff's annual review. Currently the salaried staff are the Children and Families Workers and the Church Administrator. The reviewers are to:

- a) Check that the Performance Appraisal has been carried out.
- b) Be an unbiased point of contact if the reviewee wished to discuss any points or raise issues about the outcome.
- c) For an independent person/s to have knowledge should there be any issues of performance not being to the required standard.

The proposal is for one church warden from each church to be given the documentation of the performance review once it has been carried out.

Action is only required if:

- a) No documentation is presented within two months of the agreed review date.
- b) The reviewee wished to speak to them about anything in their review.
- c) They felt that the Employment Committee needed to be aware of any issues and potentially take action.

The two Churchwardens of each church decide amongst themselves who will undertake this role. The Churchwardens change and have different background knowledge. No knowledge of employment law is required though.

Discussion ensued and Hazel Benton answered questions:

- The Employment Committee has not yet approached the Churchwardens
- If no documentation has been received, the reviewer reminds the Rector or tells the Employment Group who reminds the Rector.
- Discussion ensued about the situation if neither Churchwarden wanted the role. It was stated that this could be addressed if it occurred rather than adding more wording to the procedure.
- The reviewers just look at the documents and can ask the Employment Group if there is anything that they don't understand. They return the documents to the Rector once read.
- The reviews may be rescheduled as circumstances dictate.
- It was stated that similar arrangements are in place at other churches, where the Churchwardens represent the PCCs as the employer.
- The Rector said that this would be a local variant of the Churchwarden's job description as not all churches have employees.

Resolution	The CPCC agree that the Performance Review paperwork for salaried staff (currently 3) should be sent to one Churchwarden from each of the two churches to carry out the reviews as described in Paper G				
Proposed	Rector (Chair)	Seconded	-	Passed by the JPCC	Unanimously. (9 JPCC members were present)

C 4.5 PCC and SLT Away Day

See also Matters Arising.

The Rector reported that two or three dates are quite close in popularity from the Doodle poll. He suggested that the venue is the Centre for Reflection in Aston Tirrold.

No Objections.

ACTION: Rector to check availability of Venue.

C 5 Wider Church

C 5.1 Deanery and Diocesan Synod, C 5.2 Synod Reports 2018, C 5.3 Common Vision Conference and C 5.4 Development Fund

These items were taken together.

Deanery Mission Action Plan and Walk

Sid Gale, Deanery representative, reported:

The Deanery is compiling a Mission Action Plan.

A trial walk as part of the Wallingford Deanery Pilgrim Path Walks, based on a scheme devised by Chipping Norton Deanery, intending to foster contact between the various parishes of the Deanery, was planned for mid-August, but the weather was too hot and it has been scheduled for mid-November. It will be a circular walk from St. Mary's Church Wallingford to St. Mary's Church Cholsey and back. It will be advertised in the notice sheets. It is the first time the walk has been more widely publicized.

There should be a Pilgrim Path Champion in each Benefice, to promote the walks. Unfortunately, no one has volunteered in our Benefice.

Common Vision Conference and Development Fund, Bishop's Area Presentation Day

The Rector said that the conference was a few months ago. Sid Gale said that the Common Vision was presented and the Parish Planning Tool (cards) explained. There will be more information at the Bishop's Dorchester Archdeaconry Common Vision Conference on 9th November.

Discussion ensued:

A PCC member asked what the purpose of the Diocesan Vision was in the context of the different Mission Action Plans and Visions of each church.

Sid Gale said that these should be what each church wants them to be, they should include the Common Vision principles of becoming a Compassionate, Contemplative and Courageous church.

The Rector said that there are also the 7 priority strands. Funding will be released when church plans and the strands align. They are:

- making a bigger difference in the world
- sharing our faith and growing the local church
- growing new congregations
- serving every school in our communities
- setting the discipleship of all at the heart of our common life
- celebrating and blessing the city of Milton Keynes
- engaging in new ways with young people, families and children

Sid Gale said that the Deanery Mission Action Plan is not finalised yet.

A PCC member said that we are considering our strategy for our Benefice “Vision 2020” at the Away Day. It would be helpful for PCC members to be aware of any wider strategies or frameworks before we compose our own.

Sid Gale replied that the Deanery Mission Action Plan is focussing on the Great Western Park and Valley Park - Valley Park in particular will have an impact on our own parish. It is not yet available. The priorities which inform the Deanery Mission Action Plan came from the local churches. The strands will be prioritised at the next Deanery meeting.

The Diocese has a number of strands which our local vision should align with. The framework has been set out, papers have been brought to recent Combined PCC meetings, and there is information on the Diocesan Website on this and the Development fund (oxford.anglican.org/commonvision)

We should bear in mind what the Common Vision is looking for, or else any application to the Development Fund will not be accepted (unless there are exceptional reasons).

A PCC member said that vision was discussed at the first Lead Academy weekend and will be discussed with the PCCs, how do we make sure the visions and timing fit together and we are thinking along the same lines (as the Rector stated in his recent email).

The Rector said that Papers M and N at the last Combined PCC include links to the Diocesan website and the cards in the Parish Planning tool. It is a challenge as the deadlines for applying for funding is the end of January and the end of May. The number of applications for funding may well increase as time goes on.

Other church and Deanery applications will be made, and we cannot cut across them. For example, we could do a joint application for funding for Great Western Park and Valley Park in Harwell Parish in cooperation with the other parishes or non-Anglican churches - especially with youth work. A lot of people who replied to the 2020 Vision email mentioned youth work – we would need to cooperate with other parishes as the young people go to school across the area.

Sid Gale said we should decide these things then see if they align. This is bottom-up strategy which is better than top-down strategy which has been tried before and not worked.

The Rector agreed and added that this is complicated and the time factor adds another level of difficulty as this is a busy period for the churches.

A PCC member asked if we don't prove our plans comply with the Common Vision we will not get funding.

Sid Gale said that more information will be provided at the Diocesan Day in November and the Archdeaconry Conference. The intention is to provide information but it is not ready yet. The Rector said that we need to allow ourselves enough time to carefully consider what is important and get unity but do this in quite an efficient way so we don't miss the deadline for funding.

Sid Gale said that this lasts 3-4 years with £1m available per year.

Rebecca Lewis and the Rector will attend the Diocesan day.

C 5.5 Great Western Park

The Rector said that he is planning to meet Mark Bodeker soon. Great Western Park (GWP) is moving to be a Conventional District (CD), and a parish in due course. Oversight of the work of GWP Church is by a group led by the Bishop.

A PCC member said that the Baptist Church is trying to establish a church on GWP. In clarification, the Rector said that Hanney Baptist Church has established a small house church on GWP.

C6 Any Other Business

None.

The Rector closed the meeting in prayer at 10:00pm.

Dates of next meetings:

Individual PCCs: Chilton and Harwell 5th November 2019 at All Saints' Chilton

Combined PCC: 7th January 2020 at St. Matthew's Harwell

CHAIR

SECRETARY

DATE

DATE