

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

Present

Jonathan Mobey (Chair)	Phill Johnston (Treasurer)	Gordon Gill
Tony Hughes	Michelle Walker	Allan Macarthur
Jane Woolley (Secretary)	Pam Rolls (items 1-2 only)	
Becca Lewis		

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

The Rector (Jonathan Mobey) read Colossians 3 v12-17. In this passage Paul advises the early Christians how they should behave towards one another and what their attitude should be (“...*Be tolerant with one another...*”)

Jonathan then led the meeting in prayer.

2. Items of joint business with All Saints', Chilton

2.1 What is going well

PCC members spent about an hour undertaking one of a series of exercises which the Diocese is encouraging churches to do to help us come to a considered and prayerful decision about what development activity we want to undertake.

PCC members discussed the following three questions in pairs:

- I. What do you most value about your church and want to thank God for?
- II. In your experience, what does your church do really well?
- III. Tell a story when you have seen your church being most alive and Christ-like for the sake of God's world

PCC members fed back their thoughts and Jonathan Mobey noted them down. These notes will be used at the PCC Awayday on 1 February 2020.

Jonathan Mobey commented that it was very encouraging to hear a good number of positive attributes about our churches. Jonathan said a prayer of thanks to God for these blessings.

2.2 Parish Share 2020

Jonathan Mobey confirmed that he had taken the action from the September meeting to email the Deanery Treasurer to confirm that our intent is to pay the amount requested for the Parish Share for our Benefice.

2.3 Communicating key points from PCC meetings to church members

Jane Woolley confirmed that she had taken the action from the September meeting to write a brief summary of key points from the October Combined PCC meeting, and has emailed the new All Saints' PCC Secretary about each PCC Secretary doing so for the individual PCC meetings from November onwards.

3. Apologies for absence

Apologies were received from Jan Radford, Andrew Keene, Sid Gale and Eliza Wheaton.

4. Minutes of previous meetings

The minutes of the PCC meeting on 3 September 2019 were signed as a correct record.

5. Matters arising not covered elsewhere

There were none.

6. Decisions between meetings by Standing Committee

There were none.

7. Finances – World Mission budget 2019 distribution

In line with the agreement in principle at the October Combined PCC meeting:

Resolution	To approve the distribution of the World Mission budget for 2019 (which equates to 10% of unrestricted income in 2018) as follows:	
	David & Heather Sharland	£2,250
	Endri & Dyshi Tabacu	£1,902
	Christine Perkins	£300
	MAF	£770
	Scripture Union	£770
	The Leprosy Mission	£770
	Christian Solidarity Worldwide	£770
	Arocha	£770
	CPAS	£100
	TOTAL	£8,402
	Proposed – by the Chair Passed - unanimously	

8. Finances - Appointment of members of the Finance & Budget Committee

In line with the action from the May PCC meeting:

Resolution	To approve the appointment of the following people to the Finance & Budget Committee: Phill Johnston, Nick Clarke, Allan Macarthur (the Rector is automatically a member)				
Moved	Chair	Seconded	-	Passed	Unanimously

9. Finances – labelling 10% of unrestricted legacies as being set aside for World Missions in the Fund Balances report

Phill Johnston reported on the action from the May meeting to amend the Fund Balances report to clearly label the 10% of each unrestricted legacy which is set aside for World Missions projects. Phill said that he had not yet done this.

Jane Woolley clarified that the rationale for needing this is otherwise we cannot tell at a glance whether we have set aside 10% of each legacy or not.

There was some discussion about which were the legacies involved and how best to confirm in the Fund Balances report that 10% of an unrestricted legacy has been allocated to line 5 – “Mission Giving – legacies”.

There was also some discussion about whether the Stringer legacy was unrestricted or restricted. If it is unrestricted then 10% of it should be allocated to the “Mission Giving – legacies” fund.

Jonathan Mobey said that the Stringer legacy itself was unrestricted but that the executor had asked for the money to be used for a specific purpose (the Porch Glass Doors project). In that sense, Jonathan had counted it as restricted. Gordon Gill said that in his experience such a legacy should in fact be classified as unrestricted (and then designated) rather than restricted.

<p>Action: Phill Johnston to:</p> <ul style="list-style-type: none"> Identify which legacies the £8,399 currently in the “Mission Giving – legacies” fund has come from Ensure that 10% of each of the relevant legacies (thought to be the Talbot and Staples* legacies so far) has been put in the “Mission Giving – legacies” fund, and the balance of those legacies reduced accordingly Add a footnote to the “Mission Giving – legacies” fund to confirm which legacies have had 10% moved to this fund <p>* the Ullmer legacy was identified after the meeting as also being in this category i.e. it is an unrestricted legacy</p>
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<p>Action: Gordon Gill to:</p> <ul style="list-style-type: none"> Check with a Diocesan probate lawyer whether an executor can legally restrict a legacy that was not restricted in the will
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10. Finances – Generation Gold donation

Phill Johnston reported on the action from the September PCC meeting to transfer All Saints' share of the Generation Gold donation to All Saints'. Phill said that he had talked to the Bookkeeper, Nick Clarke, about this. Nick informed Phill that it had been agreed with the All Saints' Treasurer that the Generation Gold restricted fund would be held by St Matthew's on behalf of both churches, for simplicity. So the proposed action is no longer relevant.

11. Finances – status of 2019 donation/legacy income

Action outstanding from September meeting:

Action: Phill Johnston to find out the status of the donations/legacies received this year i.e. whether restricted or unrestricted (see line 6 of Income & Expenditure report – which is showing £1,487 at the moment)

12. Finances – service provider for donations via website

Phill Johnston reported on the action from the September meeting to investigate how much money is being donated electronically via the church website and to discuss with the Rector whether it is worth the time and trouble to switch from Church Insight to Wonderful as the electronic donations service provider.

Phill reported that since the BT Donate service was withdrawn we have had £385.05 donated via the website. This comprises approximately £261 from Holiday Club users, £98 for baptismal bibles and a £25 donation. The Rector pointed out that some Holiday Club users made donations in person via an electronic terminal and so £261 is a subset of Holiday Club donations received.

Church Insight web donation service charges 1%, so their charges amount to £3.85 so far. Wonderful charges nothing but we have to set up specific pots for donors to select to donate into. PCC members agreed that this aspect of Wonderful is not ideal. Therefore it was agreed to stick with the Church Insight web donation service now that it is set up.

13. Finances – Income & Expenditure report and Fund Balances report

Papers C and D refer. These reports were noted. The Chair expressed the PCC's thanks to the Treasurer and the Bookkeeper for them and for all their work.

Tony Hughes confirmed that the heating project is now completed. Tony said that one of the follow up actions has not been carried out by those who said they would do it, and it is unlikely anyway that it would lead to an approvable facility. So it is fair to assume that it will not need the designated funds. If there were to be a completely new heating system at some stage it would require a vastly greater sum.

Action: Phill Johnston to move the remaining £6,433 in the "Improved Heating" fund into the "Phase 2 Building Fund" and to then remove the "Improved Heating" fund from the Fund Balances report.

14. Finances – Draft Budget 2020

Paper C refers.

Tony Hughes relayed that he had emailed the Treasurer recently to explain that the 2020 budget lines 39 and 40 for maintenance of the main church building need amending and how. This is because of a misunderstanding about some figures that Tony had supplied to the Treasurer, and also because the cost of repairing the roof has not been included (see agenda item 20).

Jane Woolley asked where the £18k to be transferred from general funds is going to come from if we only have c.£13k in general reserves. Phill Johnston said that the alternative is to produce a deficit budget, which isn't generally a good idea. Allan Macarthur commented that the PCC has lived with a deficit budget quite often in the past.

The Treasurer said that he would be arranging a Finance Committee meeting soon and that the Committee would review the draft budget in more detail. A revised draft budget would then be presented to the February PCC meeting for approval.

Action: Phill Johnston to convene a meeting of the Finance Committee and to submit a revised draft budget for approval at the February PCC meeting.

15. Buildings – Rope handrail for the tower staircase

Paper F refers.

The cost is being met by the bell ringers. The installation will be organised by the bell ringers, overseen by the Buildings Committee.

Resolution	To provide a rope handrail for the tower staircase to improve access and safety up to the ringing chamber				
Moved	Chair	Seconded	-	Passed	Unanimously

16. Health & Safety – Approval of minor change to the 2019 H&S Policy

Paper G refers. This was held over to the next meeting while the following action is undertaken:

Action: Jonathan Mobey to investigate whether volunteers are legally counted as employees and therefore it would be more practical to continue to display an H&S law poster to cover everyone rather than just give each paid employee a H&S leaflet instead.

17. Matters arising from APCM – Church electoral roll

Paper H refers

Discussion was held over until the next meeting.

Action: Jane Woolley to put this on to the agenda for the February PCC meeting.

18. Buildings – Christmas Tree and Lights co-ordinator

Tony Hughes reported that Scott Cockburn has volunteered to replace Tony as Christmas Tree and Lights Co-ordinator. Tony will be training him for this role during the tree installations in December.

19. Buildings – Buildings Committee Report

Paper I was noted. Jonathan Mobey thanked Tony Hughes and the Buildings Committee for all their work.

20. Buildings – North aisle roof

Tony Hughes explained that he had received the results of the tender exercise by the church architect just a few days ago, on 1 November. It had not been possible to compile a summary and to circulate it to PCC members before this meeting. Tony Hughes handed out a copy of this summary to PCC members at the meeting. This note compares the cost of replacing the north aisle roof with lead (c.£24k) versus with coated steel (c.£18k) and the additional cost of replacing the extension roof with coated steel at the same time (c.£7.5k).

Tony Hughes explained that if we decided on lead we would probably also need to install a roof alarm, at a capital cost of c.£4-£5k plus an annual cost of £600-£800.

Tony Hughes explained that the approvals process would be relatively straightforward for lead. If we opt for steel, we would have to apply for a faculty and planning permission from the district council.

Tony Hughes said that the Buildings Committee and the church architect think that there is a good case for opting for steel. Gordon Gill commented that the DAC would appear to be more receptive to the idea of steel nowadays. Gordon also commented that it is very hard to observe the difference.

Jonathan Mobey asked Tony Hughes if he had any concerns about steel – for example any impact on the installation of Christmas lights, or rain making a louder noise on it. Tony said that the practice is to put a layer of insulation under the steel to dampen the noise of rain. Overall there should be no issues that would militate against having steel roofs.

Becca Lewis asked what would be done with the two lead panels that had not been stolen. Tony Hughes said that they would be removed and sold and that this is assumed in the costings.

Jonathan Mobey suggested voting first on whether to replace the north aisle roof with lead or steel and then to consider whether or not to replace the extension roof.

Resolution	To replace the north aisle roof with steel rather than lead				
Moved	Chair	Seconded	-	Passed	Unanimously

There then followed a discussion about whether to replace the extension roof in steel at the same time as the north aisle roof is replaced in steel.

Tony Hughes confirmed that the extension roof is covered with felt at the moment. Tony explained that the original intention was to cover it in lead because felt is less durable and less aesthetically pleasing. In the last three quinquennial reports the church architect has recommended that the ageing felt be replaced with 'a metal finish such as lead'. However, the Buildings Committee is not confident that the extension roof structure would be capable of supporting lead and in any case there is the risk of theft.

The options have been discussed with the church architect and he would now be satisfied with steel. The alternative to steel would be a higher quality felt. However, investigations over the last few years suggest that the cost of that would be about the same as the cost for steel.

Tony Hughes reported that David Pyke had undertaken a survey of the extension roof wood that is visible. David concluded that the barge boards and the soffit boards are in very poor condition. These would need to be repaired as well, which is included in the cost.

Becca Lewis commented that perhaps the money in the draft Buildings budget for painting the downpipes could be redirected towards replacing the extension roof instead.

Jonathan Mobey commented that if we eventually decided to extend the extension then this would be a very large project and would inevitably not happen for some time. So he could see that delaying replacing the extension roof until then would not really be justified.

Jonathan Mobey asked if a decision about replacing the extension roof needs to be taken now. Tony Hughes said that it does if we want to apply for permission for it under the same faculty as for the north aisle roof. Tony Hughes commented that one of the next steps is to consult Historic England before submitting the faculty application.

Phill Johnston asked whether it would be a good idea to do some fundraising to help cover the cost of these roof repairs. Tony Hughes agreed that this would be a good idea and that this worked quite well to help cover some of the cost of re-rendering the tower recently. Tony Hughes suggested that the stewardship committee (which is due to meet shortly) should discuss some kind of fundraising campaign.

Resolution	To replace the extension roof with steel when the north aisle roof is replaced with steel				
Moved	Chair	Seconded	-	Passed	Unanimously

21. Porch glass doors - update

Tony Hughes reported that the various issues raised by a visit by members of the DAC in June are all being pursued, but are not yet concluded.

Tony Hughes reported that he has asked three companies to quote for providing and installing the options of manual and automated doors, in order to compare costs and other factors.

22. Church Hall management - update

Paper J was noted.

23. Health & Safety – actions from September PCC meeting and other items

Paper K refers. Jane Woolley reported that she had completed the actions from the September PCC meeting. Becca Lewis reported that Hazel Connelly had been in touch to set up an H&S meeting.

24. Services & seasonal

Action from the September PCC meeting for Becca Lewis to ask the next Senior Leadership Team meeting to come to a decision about what to do with perishable goods donated at Harvest had been carried out.

25. Future dates

- Saturday 9 November – Dorchester Area Common Vision Day
- Sunday 10 November – Remembrance Sunday
- Saturday 16 November – Church barn dance
- Sunday 1 December – Toy Service and start of Advent
- Sunday 15 December – All Saints' carol services
- Sunday 22 December – St Matthew's carol services
- Tuesday 7 January – Combined PCC meeting
- Saturday 1 February – PCC awayday
- Tuesday 4 February – Individual PCC meetings

26. Any other business

Becca Lewis and Allan Macarthur (churchwardens) raised the issue of some actions related to the carol services and whether these could be made the responsibility of the PCC rather than the churchwardens. Jane Woolley explained that such matters had been removed as a standing item from the PCC agenda in the run up to Christmas as they were deemed operational and ideally would not be discussed at PCC.

Action: Becca Lewis to approach a couple of individuals who might be willing to organise the mulled wine for the evening carol service. Failing that, to advertise for a volunteer e.g. in the noticesheet and/or in oral notices in Sunday services.

Action: Jane Woolley to email PCC members as usual to ask them to donate a dozen minced pies for the evening carol service.

Gordon Gill mentioned that Sid and Alison Gale had taken part in the St Frideswide's Pilgrimage walk to Dorchester Abbey.

The meeting closed at 10.30pm with the Lord's Prayer.

CHAIR

SECRETARY

DATE

DATE