

Minutes of a Meeting of the Combined PCCs of St Matthew's Harwell with All Saints' Chilton held remotely via Zoom on Tuesday 5th July 2022 at 7.30 pm

Present

(J) Denotes Joint PCC member. There were thus between 6 and 8 voting members at this meeting - all resolutions refer to Joint PCC votes

Hazel Benton (J)	Phill Johnston (J)*	Alex Reich***
Hazel Connelly	Rebecca Lewis	Liz Roberts
Peter Cox (Secretary)	Allan Macarthur (J)	Judith Russell (J, Chair)
Debra Dewhurst	Liz Morris	Yvonne Sanderson (J) **
Gordon Gill	Patrick Moseley	Jane Woolley (J)
Steve Hale	John Pigott	
Tony Hughes (J)	Jan Radford (J)	

* From Start of item B 2.4.1

** From middle of item C 1.3.

*** Until middle of item C 2.2.

By Invitation:

Brendan Bailey, Children and Families Worker.

Sarah Barrett, Children and Families Worker.

Jean Barton, Home Groups Coordinator.

Deborah Evans, Church Administrator - until item C2.2.

Judy Gold, Deputy Safeguarding Officer – for items A0-A6, B0 and C3.

The items are listed here in agenda order, but were taken in this order: A1-A6, B0, C3, B1, B2.1 - B2.3, B3, B5, C1, B 2.4, B4, C2.1, C4, C5, C2.2, C6.

A Preliminaries

A 1 Opening & Prayer

The Chair welcomed everyone to the meeting.

Jean Barton read one of today's lectionary readings: Romans chapter 12 verses 1 to 21.

She said that there is so much in the reading. To love and serve the body of Christ is love in action. It will be crucial in the days, months and years ahead to love each other and live life in community using all of our different talents and gifts. We belong to each other in Christ's one body, though we have different gifts. It is so important that we should work together and serve God in community, and serve one another.

Jean. Barton led the meeting in prayer.

A 1.1 Agenda Items and Order

The Chair explained the order of items during the meeting:

- Item C3 Safeguarding was taken early so Judy Gold could leave,
- Items B2.4, B4 and C2.1 were held to later in the meeting as Yvonne Sanderson and Phill Johnston had other commitments and were delayed.
- Item C2.2 Fundraising for Church Administrator post was left until last so Deborah Evans could be present for all other items, then leave before this was discussed.

No objections.

A 2 Apologies for Absence

Apologies were received from: Sid Gale, Naomi Gibson (J), Stuart Gibson (J), Pam Rolls (J) and Eliza Wheaton (J).

Helen Brook had also been invited as leader of the World Mission Group, but was absent. Sue Greatbanks, Safeguarding Officer, had been invited but was absent.

A 3 Minutes of Previous Meetings

A 3.1 October 2021 Combined PCC Minutes

Paper H refers: October 2021 Combined PCC Meeting Minutes for approval.

There were no further corrections. **The minutes were approved.**

A 3.2 April 2022 Combined PCC Minutes

Paper J refers: April 2022 Combined PCC Meeting Minutes for approval.

There were no further corrections. **The minutes were approved.**

A 3.3 3rd May Extraordinary PCC Minutes

The Secretary said that the draft minutes for this meeting was only distributed two days ago. It will be submitted for approval at the next meeting.

A 3.4 11th May Extraordinary PCC Minutes

Paper H refers: 3rd May 2022 Extraordinary PCC Meeting Minutes for approval.

There were no further corrections. **The minutes were approved.**

As this meeting was held online, the minutes will be signed by the Secretary and Chair in due course.

A4 Actions / Matters arising

Paper K refers. The matters arising are:

FROM APRIL 2019 MEETING:

ITEM B 2.4.3 Didcot Emergency Foodbank

Heading 2: Response to Emergency Appeals.

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

Status: In hand.

Status October 2021 – see World Mission Group Item

FROM THE JULY 2019 MEETING:

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: In hand.

Status October 2021 – see World Mission Group Item

FROM THE APRIL 2022 MEETING

ITEM C 3.3 Safeguarding Policy

Action: Churchwardens to sign Safeguarding Policy

Status June 2022: The Policy has been signed by the churchwardens and a copy has been sent to the Diocese. It will be put on display in both churches before the July CPCC meeting.

Update July 2022: Safeguarding Officer understands from the Diocese that because we have progressed with our Safeguarding Dashboard, we no longer need to send in annually a copy of our Parish Safeguarding Policy signed by the Churchwardens

There were no updates at the meeting.

A 5 Annual Schedule Items

The annual schedule items on the agenda are: B1 Allocation of World Missions budget, C1 Data Protection Policy, C3 Social Media Policy and C4 Staffing Review.

A6 Other Joint Issues

None.

B Mission Strands

B 0 2020 Vision

B 0.1 Vacancy arrangements and new Rector Appointment Process

Paper A refers: Parish Profile Timetable draft 5

Judith Russell reported:

Parish Profile

Judith Russell thanked all who made comments on the previous draft. They are on track with the timetable, and draft 3 will be available for review by the PCCs and Patrons by week commencing 11th July.

Section 11 Meeting

This meeting will be held on 23rd August online. The Parish Profile will be signed off and the election of the Parish Representatives will be ratified at this meeting.

Section 12 Meeting

This meeting will be held on 30th August in person, including the PCCs, Assistant Area Dean David Tyler, Area Dean Andy Lord and the Patrons.

Allan Macarthur thanked Judith Russell and the Parish Profile group for their progress.

B 1 Children, Youth and Families

B 1.1 Update and Plans

Paper F refers: CFW Report April to June 2022: Activities including: Sunday Services, Fledgelings, Schools, Holiday Club, Easter Trail, Youth Trust and Actions.

No comments or questions.

The Chair thanked Brendan Bailey and Sarah Barrett for all that they do. Activities such as Prayer Spaces went well with good feedback. She asked PCC members to pray for Holiday Club.

B 1.2 Greater Didcot Youthwork Trust and Youth / Secondary Schools Work

Gordon Gill reported: There was a meeting last week. Youth Café has increased from one to two sessions per week. The first session has 18 to 25 attending and 35 young people attend the second. 25 attend Sports Club.

Finances are very tight. Fortunately, the trust has received a grant / loan from a couple of churches, a legacy of £3,000 from a local person who passed away recently, and a church collection of £400. A fundraising campaign is being started.

Sarah Barrett and Brendan Bailey, Children and Families Workers, are both doing a lot as volunteers. 90 were present at the recent Sunday Service. Sarah Barrett said that it was exciting and a real pleasure to be involved.

Upcoming events include a barbeque at St. Matthews on 24th July and special evening for Girls Brigade. Gordon Gill said that they are trying to spread the events around the partner churches.

The Chair thanked all who volunteered and made it a success.

B 2 Evangelism and Discipleship of Adults

B 2.1a Home Groups

Paper G refers: Home Group Report.

Jean Barton, Home Groups leader, reported: The groups and attendance are getting back to normal. Over 50 are actively involved and on the fringe. She encouraged more PCC members to join.

A PCC member asked if there was a home group in Cherry Tree Court

Jean Barton said that Rev. Impey used to run one, but group members had moved on, and this age group is vulnerable to Covid, so they had decided to stop. There was a short discussion and it was reported that Home Communion have restarted there. Jean Barton said that she will make enquiries.

The Chair thanked Jean for her work, it was good to see the Home Groups are restarting, they are very important.

B 2.1b Central Courses e.g. Bible, Lent Advent and Living in Love and Faith and B 2.1c Alpha and Christianity Explored

No report. The Chair said that there might be an Advent Central course.

B 2.2 Baptisms, Weddings and Funerals

Paper D was noted: The Pastoral Care report included the number of weddings and funerals since April. No comments.

B 2.3 Responding to Financial Need

B 2.3.1 CAP Money Courses and B 2.3.2 CAP Centre

Liz Roberts gave the following report:

No CAP Money courses have taken place due to waiting for a relaunch in our two churches, which we now know will happen on 2 October with 2 x Debt Coaches and the Debt Centre manager taking the preaching slot in both Chilton and Harwell. The intention is to follow that, while the congregation is still on the premises at St Matthew's, with a taster session so that they can see what is entailed in the three-session course – whether for their own households or to be able to endorse it to others. Further, we have the St Matthew's lounge booked for 8, 15 and 29 October to run a Saturday brunch course (which used to be popular pre-pandemic) in order to capitalise immediately on any enthusiasm arising from the taster.

Most of the Harwell and Chilton CAP Money team have offered to pilot the regenerated CAP Money course. We are keen to do this as we see it as a way into those in the church family who might find it more dignified to help us try out and get feedback on a new course rather than to apply to join a scheduled one. We don't yet know if our offer will be accepted.

A barbeque was held at St Matthew's for clients of the Debt Centre, some of whom are befriended by Harwell and Chilton congregants. I believe (anecdotally, since only one person has the overview of who the families are) that 25 adults and 21 children clients attended. Naomi has said that, from the perspective of the DAWACDC it was "a worthwhile event which clients really enjoyed, particularly a single dad who said he appreciated having food provided and transport to get him and his boys somewhere where the children could play with others." There were, we think, two or three responses to the invitation to make a commitment to Jesus.

Liz Roberts has attended her first meeting as trustee of the Didcot and Wallingford CAP Debt Centre. The Centre is seeing increased need for small hardship gifts – not physical items, but cash to pay a utility bill, for example, despite the best budget management – and so needs our two churches to pay their contribution (if we haven't already) promptly. It would be glad of donations were anyone to be looking for a fundraising project!

The Chair thanked Liz Roberts and her team here and elsewhere. The need is rising with more people needing CAP's services. The taster course sounds interesting.

B 2.3.3 Didcot Emergency Foodbank

Liz Roberts reported: She understands that we are fortunate locally that the food bank is doing well for donations and can have a generous attitude with referrals. It is getting harder to get over three referrals in other parts of the Country.

Deborah Evans, Church Administrator, reported that she empties the donations box in St. Matthew's at least once per week and it is filled again quickly.

The Chair thanked Liz Roberts and Deborah Evans for their work. This is also becoming increasingly important.

B 2.4 Social and Community

Yvonne Sanderson said that there was nothing to add.

B 2.4.1 Pilgrim Path Walk

Paper C refers: Proposed route, insurance cover and leaders submitted by Sid Gale.

This walk is one of a series organised in the Wallingford Deanery. It will be a circular route from Chilton to Upton then Harwell and back to Chilton, to take place on 4th September. Sid and Alison Gale will be the Walk Leaders.

The Church insurance Company, Ecclesiastical, is prepared to cover the Walk Leaders provided certain criteria are met regarding safeguarding training, planning, briefing the participants, equipment e.g. first aid kit and medical conditions.

The PCC also needs to pass a resolution adopting the walk – agreeing that it will take place in its name and endorsing the organisers to carry out the walk on its behalf. The paper asks that the resolution is passed for this and any subsequent walks.

Discussion ensued:

- Judith Russell said that she and other volunteers will provide refreshments at Chilton.
- Gordon Gill said that other parishes are leading walks that pass through their parishes. Bishop Gavin has taken part in one. Some parishes are organising an Evensong to coincide with the walk.

Jane Woolley said that the Benefice does not have insurance cover - insurance is held by the individual parishes. Sid and Alison attend Harwell Church so Harwell's insurance will apply, and Harwell PCC should vote on the resolution. She will organise a vote by correspondence.

No Objections.

ACTION: Jane Woolley to organise vote on the resolution in Paper C by Harwell PCC
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B 3 Pastoral Care

B 3.1 Update Including appointing a Pastoral Lead for Harwell

Paper D was noted: The paper conveyed thanks to all who carry out Pastoral Care, and covered recruitment of a new leader for Harwell and of more team members. Also, Home Communion, Baptisms Weddings and Funerals, Generation Gold for Spring, and the monthly Oasis and Community cafes in each church.

Pam Rolls is away from work for a few weeks. No comments.

B 4 World Mission

B 4.1 Allocate World Missions budget for coming year

The Chair suggested that this is discussed at the next CPCC meeting.

Yvonne Sanderson agreed - the World Mission Group will meet on 14th July to compile the budget.

B 4.2 St Matthew's PCC has c.£12k set aside for World Missions capital expenditure or project. Would the World Missions group like to propose how this might be used?

Yvonne Sanderson said that this would also be discussed at the WMG meeting on 14th July.

B 5 Worship Services

B /5.1 Review of New Service Pattern

The Chair said that it had been agreed to have a review in July. The Senior Leadership team will consider the Service Pattern at their next meeting on 19th July. They would like everyone to think about what is working well or not so well and any changes, and pass these back to the SLT. People must bear in mind that we are short of resources as we have no Rector and the Assistant Minister is away from work for a few weeks.

B 5.2 Change in Communion Services for 31st July.

The Chair said that due to the Youth Trust event on 24th July there will be a change to the normal service pattern on 24th and 31st July.

Sarah Barrett said that the evening service on the 24th is cancelled and there will be a Holy Communion service at 11am in Harwell and the evening service on 31st July will be a Holy Communion Service.

The Chair said that this will be publicised.

C 1 Communications and Operations

C 1.1 Update and Plans and C 1.2 General Data Protection Regulations

Paper E refers: Communications and Operations report June 2022: Weekly and Other services, Ridgeway Broadsheet, Weekly News Bulletin, Occasional Offices, GDPR, Church Hall and Other activities.

A PCC member said that Deborah Evans does a lot of work with great speed and efficiency, and with good humour. She should know how much we value her and her work.

Agreed by all Present

The Chair thanked Deborah Evans, Church Administrator for her work, which she carries out very well and is very much appreciated.

C 1.3 Data Protection Policy - Deferred.

Allan Macarthur said that he could look into this, it could not be left in abeyance. The Chair said that we need to ensure something is in hand for the October PCC meeting.

ACTION: Allan Macarthur to report at October Meeting.
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C 1.4 Request at St Matthew's Annual Meeting for there to be some form of church communication other than the internet where people can hear about news items, prayer requests, etc.

This matter was raised by Tony Hughes following a question at the St Matthew's Annual Meeting

The Church Administrator said that she now produces and prints a shortened version of the weekly church bulletin which is available in both churches.

Tony Hughes said that this broadly addresses the question and he has seen what happens at St Matthew's. He asked what happens at All Saints'.

Discussion ensued:

- A Chilton Churchwarden said that copies are on the shelf and given out by sides people.
- Verbal communication is key – especially what is said in services. Some people left the old newsheet in Church rather than keep it for reference.
- The Church Administrator said that the bulletin is printed on coloured paper to draw attention.
- Preachers and leaders could remind congregations about the bulletin, or a reminder could be put on the video screens in church before the service.
- The bulletin could have a message about where to get more information on each subject. The Church Administrator said that she could include a message to ask the sides people or Church Office. Space in the bulletin is limited so she has to make the wording short to fit and as relevant as possible.
- The video screens in church could have details from the bulletin. The Church Administrator said that this could be done.
- The Church Bulletin could be published more frequently again.

Allan Macarthur said that there is a trade-off between increasing communication and the extra effort required. This should be discussed further outside the meeting.

The Chair suggested that this is considered at the next SLT meeting.

ACTION: “Non-Internet Communication” to be put on the agenda of the July SLT Meeting.
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C 2 Stewardship and Finances

C 2.1 Update and Plans and Benefice Share

Phill Johnston said that there was nothing to report. There were no comments.

C 2.2 Plans for raising money to cover the Administrator's salary

Allan Macarthur introduced this item.

We have agreed at previous meetings¹ to continue to fund the Church Administrator role as it is, and the Individual PCCs have agreed to underwrite the funding until the end of March 2023 and raise funds.

The fundraising campaign has not started yet in order to give some time since the last campaign at the start of the year.

We also need to consider what will happen after March 2023, as Deborah needs to know what is happening long-term.

So, we need to decide what will happen for the next financial year – to March 2024 - at the Combined PCC meeting on 4th October to give Deborah some certainty. Allan said that he has talked to her about this, and this timing would suit her.

We also should bear in mind that a new Rector could start work at Easter next year. The Administrator role was expanded a number of years ago to include PA to the Rector and the new Rector may have views on this. So, the fundraising appeal could run for the interregnum, then we revisit this once the new Rector has started.

Allan reiterated how essential the Administrator's work is.

Allan proposed that he writes a fundraising letter, and agree the wording with the Standing Committees and talk to the Treasurers.

¹ The Church Treasurers said (in paper K to the February 2022 CPCC meeting) that their aim and expectation was to safeguard all current provisions. The Individual PCCs agreed at their March 2022 meetings to underwrite the costs and fundraise.

Questions and discussion ensued:

- There was agreement that the Administrator did a lot of work, almost entirely Administration rather than PA work and it is essential to what the church is doing.
- *Deborah Evans does a superb job, is she willing to carry on?*
Allan Macarthur said that she will stay if she can.
- *How much is the shortfall?*
Allan Macarthur said that the PCCs are jointly underwriting £11,000. Rev. Mobey's donations were less than this as they had gift aid added. Any funds raised could also have gift aid.
- We also need to fundraise for the Children and Families Work.
- *The amount of PA work is limited and though we should involve the new Rector we should consider the role as is now which is purely Administration.*
Allan Macarthur agreed that this is the current situation though "PA" is in the job title. We cannot be sure what the new Rector may want.
- We can return to this October, but we must find some way of continuing to fund the work and give confidence to Deborah for this year at least, though the role may change.
- The Individual PCCs are both "borrowing" funding from reserves, then paying it back as funds are raised.
- *Will each Parish fundraise separately or will there be a co-ordinated/combined effort?*
Allan Macarthur said that this has not been decided yet. He will discuss all this with the Chilton and Harwell PCC Treasurers. It is possible that the two parishes will have separate approaches to raising funds.

The Chair asked if everyone was content for Allan Macarthur and the Standing Committees to draft a fundraising letter.

Agreed by All Present.

C 3 Safeguarding

C 3.1 Update and Plans

Paper B refers: Parish Safeguarding Officer, DBS Applications, Social Media policy, the Safeguarding dashboard and vulnerable adults.

Jane Woolley thanked Judy Gold, she has a large workload and has taken sole responsibility for some time (since we have not had a Harwell Safeguarding officer).

Safeguarding Training

Jane Woolley said that Safeguarding Training must be completed as well as DBS checks. We are in arrears with this. The Holiday Club volunteers will have all completed their training. All PCC members must also be DBS checked and complete the training and it is also required for some other roles. She will let Judy know who the new PCC members are. There is an extra administrative workload associated with this.

It was stated that PCC members must complete two courses, Basic Awareness, and Foundation which are both usually delivered online.

Jane Woolley said that the Safeguarding Officers need to monitor, chase for certificates and keep a record of the necessary safeguarding training by individuals as they do for DBS checks i.e. this needs to also be recorded on the safeguarding spreadsheet.

Sarah Barrett said that a face-to-face Foundation course has been arranged for Holiday Club volunteers on 7th July at 7:15 at St. Matthew's. There are some spare spaces – please book with her.

Judy Gold said that her understanding is that the training is not transportable from other organisations, but will check.

The Chair suggested that PCC members should complete the appropriate training and let Judy Gold know they had done so.

C 3.2 Appointment of a New Safeguarding Officer

The Chair said that the new Safeguarding Officer is Sue Greatbanks from Harwell.

Judy Gold said that, as suggested in Paper B, they should be known as the Harwell Safeguarding Officer and Chilton Safeguarding Officer with neither as Deputy but equals. They will both work across the Benefice, **No Objections.**

C 3.3 Safeguarding Policy – Has it been signed

The Policy has been signed - see Matters Arising.

C 3.4 Social Media Policy

In progress - see update in Paper B.

The Chair thanked Judy Gold for her work, and carrying on the role alone for such a long time.

C 4 Staffing and Leadership

C 4.1 Update and Plans

The Chair said that there was no update.

C 4.2 Employment Committee

Hazel Benton, Employment Committee Chair, said that they had not met for some time as there had not been any significant issues. She and Hazel Connelly had met once a few months ago. Hazel Benton has spoken to Deborah Evans and Sarah Barrett about a couple of matters.

Should anything significant arise, the Employment Committee will correspond by email and meet if necessary.

C 4.3 Staffing Review

No report or comments.

C 5 Wider Church

C 5.1 Deanery and Diocesan Synod

Gordon Gill reported:

Deanery

- Bishop Gavin and/or the Archdeacon has completed visitations and all Churchwardens are now licenced.
- A third interregnum in the Deanery will start shortly, the diocese has raised a similar issue with their vicarage as with the rectory in Harwell; however initial findings suggest the most probable outcome with this third interregnum will be the sale of the vicarage.
- There will potentially be a fourth retirement next year. As this parish does not meet its share, the Deanery Standing Committee is considering the future for this parish with the Diocese, one potential outcome is to combine parishes with an adjacent parish, the outcome could eventually lead to one incumbent running a parish of up to 30,000 people.

Diocesan Synod

- The Diocese Synod has passed a new parish share formula for individual parishes. There will be no increase for the Deanery, but individual parish shares may change up or down across benefices.
- Business as usual otherwise.

In answer to a question, Gordon said that the Diocese has looked at its 800 plus parishes and consulted widely to make the share fairer, the formula previously was based in part on the IMD (Indices of Multiple

Deprivation) formula of the parish not church members, church members are not necessarily representative of the wealth of the local Community.

If applied locally by Deaneries, it will balance - those parishes (such as ours) that pay more than the cost of their ministry – their share will reduce and parishes that are supported by others will see an increase. The Deanery Synod will consider how to apply it across the Deanery.

C 5.2 Great Western Park and Valley Park

Gordon Gill reported that he has seen a draft proposal that proposes that the informal teams currently working will continue. There will be a meeting with the Archdeacon and Bishop Gavin to discuss this in the longer term, together with options for financing ministry outreach.

C 5.2 Great Western Park and Valley Park

Gordon Gill reported that he has seen a draft proposal that the informal teams currently working will continue. There will be a meeting with the Archdeacon and Bishop Gavin to discuss this.

C6 Any Other Business

C 6.1 Letter of Thanks for D Day from the Royal British Legion (Harwell Branch)

Paper L refers: A letter of thanks from the Branch Officers and Committee written by the Branch Ceremonial Officer and Secretary.

The Secretary, (who is also the RBL Branch Secretary) said that the Branch very much appreciated the Church’s support of the service, in particular Pam Rolls for liaising with the Ceremonial Officer beforehand and leading the service itself, and Tony Hughes for sounding the Last Post and Reveille.

The Chair said that the letter had links to photographs of the service and was very well written.

The Chair thanked all present for their attendance and contributions. All present thanked the Chair for leading the meeting.

The Chair closed the meeting with the Grace at 20:59 pm.

Dates of next meetings:

Individual PCCs: 6th September 2022, All Saints’ Chilton

Combined PCC: 4th October 2022 online

These minutes were approved at the CPCC meeting on: _____ Date

CHAIR

SECRETARY

DATE

DATE