

Minutes of a Meeting of the Combined PCCs of St Matthew's Harwell with All Saints' Chilton held remotely via Zoom on Tuesday 4th April 2023 at 7.30 pm

Present

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

Jean Barton	Steve Hale	Liz Roberts
Hazel Benton (J)	Phill Johnston*	Tim Roberts (J)
Hazel Connelly	Allan Macarthur (J)	Pam Rolls (J)
Peter Cox (Secretary)	Liz Morris	Judith Russell (J,)
Debra Dewhurst	Patrick Moseley	Eliza Wheaton (J Chair)
Sid Gale	Jan Radford	Jane Woolley (J)
Naomi Gibson (J)	Alex Reich	

* From Middle of Item B0.

By Invitation:

Judy Gold, Safeguarding Officer – for items A1-A6, and C3.

Sue Greatbanks, Safeguarding Officer - for items A1-A6, and C3.

The items are listed here in agenda order, but were taken in this order: A1-A6, C3, B0-B2.3, C5.1, B2.4-C 2, C 4, C5.2, C6.

A Preliminaries

A 1 Opening & Prayer

The Chair welcomed everyone to the meeting.

Running Order

The Chair explained the running order:

Item C3 Safeguarding would be taken after item A6 so that the Safeguarding Officers could leave once their item was completed and items B 2.3 CAP and C 5.1 Synod were taken consecutively as Sid Gale had submitted one paper covering both items.

Pam Rolls said that during Holy Week, we are tracing Jesus' last week on earth and all he suffered. During Lent Bishop Steven has been leading us through the Beatitudes in the "Come and See" course, with a daily reading and reflection. She read Matthew 5 V 1-12 (the Beatitudes) and the reflection for today:

Who is Jesus? Jesus is poor in spirit, mourning, hungry for justice, humble, ready to forgive, full of integrity and a peacemaker.

There is one other key quality in his life: the readiness to suffer for what is right is the cornerstone of his ministry. Jesus is willing to bear the cost of proclaiming the good news. Jesus is willing to die for the sins of the whole world to bring mercy and peace, wholeness and justice.

This is the only beatitude to be expanded in two verses of commentary which fill out its meaning (verses 11 and 12 – sometimes read as a ninth beatitude).

The gospels unfold for us the ways in which Jesus faced opposition and insult from the very beginning of his ministry, especially in the story of his passion which Christians remember each year in Holy Week. It is this willingness to suffer that reshapes the world.

Can you think of someone you admire who is willing to suffer for what they believe? Spend some time asking God for the strength to stand up for truth and goodness wherever they are threatened.

Think about the example of Jesus as a source of strength for you in this.

Pam Rolls led the meeting in prayer.

A 2 Apologies for Absence

Apologies were received from: Sarah Barrett, Deborah Evans, Stuart Gibson (J), John Pigott and Yvonne Sanderson (J).

Helen Brook, Gordon Gill, Tony Hughes (J) and Rebecca Lewis were absent.

A 3 Minutes of Previous Meetings

A 3.1 February 2023 Combined PCC Minutes

Paper K refers: February 2023 Combined PCC Meeting Minutes for approval.

It was clarified that for the vote in B 5.2, the person abstaining in the straw poll was not a JPCC member so did not participate in the JPCC resolution.

There were no corrections to the minutes as in paper K.

Straw poll carried. Passed by the JPCC by implication.

Resolution	That the February 2023 minutes in Paper K are approved.				
Proposed	Peter Cox	Seconded	-	Passed by the JPCC	Unanimous.

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

A4 Actions / Matters arising

Paper H refers. The matters arising are:

FROM THE JULY 2022 MEETING

ITEM C 1.3 Data Protection Policy

Action: Allan Macarthur to report at October 2022 Meeting

Status October 2022: No progress to date.

Status February 2023: The GDPR bit of work is going to be a big one. I have the current template of parish data protection document which we can complete but that doesn't really mean much as it is about putting procedures and training in place to ensure processes are followed and we can demonstrate we follow them. It's not that we are necessarily poor by default but we have got gaps. The Church of England is in the process of updating their site and advice on this. What we can say is that we are not compliant and do need someone to lead it in a practical and pragmatic way, though ensuring we comply.

Status February 2023: Allan Macarthur said that this area was passed to him when Rev. Mobey left and tasks and responsibilities were shared out. However, he does not have the time to take this any further.

An appeal for a volunteer for the GDPR work was made at February CPCC meeting.

Status April 2023: Update by Allan Macarthur: On the GDPR issue, there is a potential volunteer to take this forward. However, they are evaluating the amount of work required. This is being held up as the Church of England is in the middle of updating the information for parishes and requirements on them. They have removed the current information.

FROM THE FEBRUARY 2023 MEETING

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

Heading: Visibility of Contributions made on website

Action: Stuart Gibson, Tim Roberts, and Nick Clarke to talk to the website support people.

Status: Update by Allan Macarthur: On the Administrator access to elements of Finance on the Web Site, this will need a discussion with the Support Desk on what is possible. However, to be clear the Administrator **can not see the amounts that people donate**. They can see who has donated to what cause but **only those giving through the web site**, people do give in other ways so this is not a complete picture anyway. Obviously, the Administrator deals with various confidential information so there is a need to assess if this is really a major issue.

It is useful for the Administrator to be able to set up giving options on the web site. When this is done it needs to be tested so it kind of goes hand in hand with being able to see 'who gives' as part of that test. E.G So she puts through a zero gift to test and then check if it shows up. So, we need to be aware that if we change things then there may be other knock-on impacts on set-up of giving information on the web site which we may accept. The treasurers or bookkeepers would need to take on the maintenance of this.

Comment from Stuart Gibson: We need to sort out the ability to select where the funds are transferred if possible. At present everything goes into the Harwell account. A little refinement work is needed and possibly clarity for the users!

Allan Macarthur answered a couple of questions on Visibility of Contributions on Website and the transfer of funds to Chilton by reference to information in the Matters Arising report above.

A 5 Annual Schedule Items

The annual schedule items on the agenda are: B1 (allocation of World Missions budget), C1 (Data Protection Policy), C 2 (Benefice share) and C3 (Social Media Policy).

A6 Other Joint Issues

None.

B Mission Strands

B 0 Vacancy arrangements and new Rector Appointment Process

B 0.1 New Rector Induction Plan

The new Rector, Rev. Jeremy Parsons, has been appointed. The Licencing Service will be on the evening of Monday 22nd May at St Matthew's. He will be moving in to the Rectory on 3rd May

B 0.2 Rectory Décor Improvement Plan

Allan Macarthur said that he has talked to Rev. Parsons and he would like to get part of the work done professionally but local painters are booked up. One or two people offered help with some of the work. They are going to assess further this week.

A PCC member asked what was being done by the Diocese to make good the areas affected by the removal of the radiators. Allan Macarthur said that he, David Pyke, and Rev. Parsons had met the Diocesan representative to discuss what the diocese will do.

They had discussed together initially then the Diocesan representative and Rev. Parsons discussed more by themselves. We can only give a view.

The Diocese will do certain tasks, for example they will solve the problem of the drive sloping towards the Rectory door, and someone is tidying the garden and cutting the grass. Some of the bathroom fittings need replacement but the Diocese is not doing this.

B 1 Children, Youth and Families

B 1.1 Update and Plans

Paper F refers: CFW Report January- March 2023: Sunday Groups, Fledgelings, Schools, Youth Trust, and Holiday Club.

The Chair thanked Sarah Barrett for all her hard work.

B 1.2 CFW Recruitment

The Chair said that they are writing the Job Description for the Children and Families Worker so the post can be advertised soon.

B 1.3 Greater Didcot Youthwork Trust and Youth / Secondary Schools Work

Paper F includes a report on the youthwork trust.

No comments or questions.

B 2 Evangelism and Discipleship of Adults

B 2.1a Home Groups

Jean Barton, Home Group coordinator, said that Elaine Shrimpton is doing a great job. Numbers attending are not increasing. Slides advertising Home Groups are being put on the screens at the start of the services.

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

There are no courses taking place currently.

B 2.2 Baptisms, Weddings and Funerals

Paper J refers: Pastoral Care report – includes reports on this.

No comments or questions.

B 2.3 Responding to Financial Need

B 2.3.1 CAP Money Courses and B 2.3.2 CAP Centre

Paper I refers: CAP volunteer coaches, courses provided, upcoming courses and the new Money Course.

Sid Gale said that he had nothing to add. There were no comments or questions.

B 2.3.3 Didcot Emergency Foodbank

No report, comments, or questions.

B 2.4 Social and Community

Coronation Weekend.

It was reported that as there are large events in the village, the group were no longer planning to run anything.

B 3 Pastoral Care

B 3.1 Update Including appointing a Pastoral Lead for Harwell

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

Pam Rolls highlighted the following from the report:

- She asked for Prayer for someone to lead the Harwell team
- If you know anyone who would like Home Communion, let her know.
- Several people from Generation Gold have signed up to do a short course. Pam asked for prayer for the course.

The Chair thanked Pam Rolls and Jan Radford for their work on Pastoral Care and Generation Gold.

B 4 World Mission

B 4.1 Allocate World Missions budget for 2023 and B 4.2 Capital Project Update

The World Mission Group has not met due to illness. They are hoping to have some world mission content in services in the next few months.

B 5 Worship Services

B 5.1 Praise in the Park

Judith Russell said that the Senior Leadership team are proposing that a joint service is held on the morning of 28th May in the marquee that is being put up for the Feast the following day. The SLT apologised for the short notice. This will give the opportunity for everyone to worship together and introduce Rev. Jeremy Parsons. They have already made informal enquires and it looks possible. She is willing to get a team together to run it, some people have volunteered already.

Pam Rolls said that there is a baptism booked in St Matthew’s on the same morning. She could do a private baptism and the family could come back to another service for the welcome into church. She would come to Praise in the Park afterwards.

A vote is required by the JPCC to agree the change of location of the morning services.

Resolution	That the Morning Services on 28th May are held at the Feast Marquee on the recreation ground.				
Proposed	Allan Macarthur	Seconded	Pam Rolls	Passed by the JPCC	Unanimous.

B 5.2 Christmas Morning Services at St. Matthew’s

Liz Roberts and Tim Roberts reported that the All-Age Worship Service had been very short, and the Communion service was earlier than expected - eight people had arrived for the following Communion Service to find that it had already finished.

It was suggested that the Communion Service should be at a specific time if it is being advertised.

C 1 Communications and Operations

C 1.1 Update and Plans

Paper G refers: Communications and Operations report March 2023: Weekly and Other Services, Chilton Chronicle and Harwell News, Weekly News Bulletin, Occasional Offices, GDPR, Church Hall, and Other Activities.

There were no comments or questions.

The Chair thanked Deborah Evans for all her work

Agreed by all present.

C 1.2 General Data Protection Regulations and C 1.3 Data Protection Policy

See also A4 Matters Arising.

Allan Macarthur added that once the GDPR documentation is back up on the website, the possible volunteer will consider and decide whether they can take it on.

C 2 Stewardship and Finances

C 2.1 Update and Plans

Tim Roberts reported that the Stewardship group will meet before the July Combined PCC meeting.

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

What is the situation with the fundraising?

Tim Roberts said that he had asked the bookkeeper about the fundraising but had not heard back yet. Harwell will cover their contribution. He could not speak for Stuart Gibson and Chilton, but thought that they had a concern – they have funds to cover the first quarter of 2023 but after that Stuart will need to look for where else in the budget that he can find the money.

In answer to a question Allan Macarthur said that Rev. Parsons will take stock of his requirements once he starts.

Allan Macarthur has recently found an old paper for a meeting which said that the administrator's hours were originally 13 hours per week and had gone up by 7 hours to 20 hours per week. So, Jonathan Mobey was funding more than the one third increase in hours, in fact he contributed over half of the funds, which we are now having to cover.

Discussion ensued:

- Jonathan Mobey wanted someone to be a personal assistant as well as secretary so would need to pay more per hour.
- The previous Secretary may have been underpaid so the increase may have been to correct this, rather than an increase for the PA work.
- We are not paying a lot now; the administrator's salary is not a lot above the Living Wage.

Allan Macarthur said that there is a lot more going on in the Benefice and the administrator's job has grown a lot wider. It now includes Web office, the back office for the website and GDPR. There may be more work after the GDPR review. Also, we are not good at looking at where new roles add new administration tasks and costs – the Children and Families work requires more administration and a cost.

Tim Roberts said that we need to be clear on:

- 1) Activity we require for the administration role and where other roles overlap or create more administration.
- 2) Cost.

The starting point should be activity – what needs doing by the Administrator or others. This will be considered once Rev Parsons starts. Then we need to consider what is affordable and what is part of the administrator costs.

C 2.3 Benefice Parish Share

Tim Roberts confirmed that we will receive the 10% rebate on Parish Share from the Diocese for each full month of the interregnum. April will be the last month that we receive it.

C 3 Safeguarding

C 3.1 Update and Plans

Paper B refers: Safeguarding Report: DBS Renewals, Safeguarding Policy, Recent Progress with Safeguarding procedures, Safeguarding Dashboard, Safeguarding Training of PCC members, Recruitment of Ex Offenders Policy and Pastoral care

C 3.2 Safeguarding Training of PCC Members

Judy Gold said that the Safeguarding Officers are having difficulty knowing which PCC members have completed the training. A number have completed it prior to helping with Holiday Club, but they are not recorded on the DBS Spreadsheet. Discussion ensued:

- Some PCC members mentioned their training status.
- Judy Gold said that the training is available on the Diocesan Safeguarding Portal.
- Jane Woolley said that she could get a list of who had completed the training, and help identify those on the PCCs.
- Judy Gold said that they cannot update the Safeguarding Dashboard until they are certain all PCC members have completed the training.

C 3.3 Safeguarding Policy

Paper C refers: Parish Safeguarding Policy May 2023.

This is the same as last year’s policy. There were no comments or questions.

Straw Poll: Carried unanimously.

Resolution	That the Safeguarding Policy in Paper C is approved.				
Proposed	Liz Roberts	Seconded	Hazel Benton	Passed by the JPCC	Carried Unanimously

C 3.4 Social Media Policy

Paper D refers: Social media policy.

The named people for the policy will be Liz Roberts and Deborah Evans.

No Objections.

Have we considered providing mobile phones to the Staff Members?

Discussion ensued and Allan Macarthur said that the church provides laptops but not mobile phones. We could provide them if the employees wanted them. The Chair said that she will discuss this with Sarah Barrett and Deborah Evans.

ACTION: Eliza Wheaton to discuss provision of a work mobile phone with the Children and Families Worker and Church Administrator.

Straw Poll: Carried unanimously.

Resolution	That the Social Media Policy in Paper D is approved.				
Proposed	Judith Russell	Seconded	Pat Moseley	Passed by the JPCC	Carried Unanimously

C 3.5 Recruitment of Ex Offenders Policy

Paper E refers: Recruitment of Ex Offenders Policy.

This is another requirement for the Safeguarding Dashboard.

Judy Gold answered questions:

The last point states that no one with convictions or cautions for offences against children will be permitted to undertake regulated activity or have unsupervised access to children. Are we obliged to consider those convicted of other serious offences?

Judy Gold said that we are obliged to interview but not offer a position. The interview panel could decide against a candidate, a person with convictions may not be suitable. Pam Rolls said that a person may need to agree to certain supervision.

What is a protected conviction or caution as mentioned in point 2?

These are some old or minor convictions that you are not legally allowed to see. The government website says that for DBS certificates this includes youth convictions, warnings, and reprimands.

Is this a standard policy from the Church of England or Diocese – can we edit it?

The last paragraph is from the Diocesan Safeguarding Handbook and the rest is from the government website that the Diocesan website links to.

There is a Standard policy for DBS checks and a code of practice on the Diocesan website. There is also a slightly different one in the Diocesan Safeguarding handbook.

Are points 3 and 4 about something else?

The policy doubles as an equal opportunities policy so these points may apply more to that aspect.

What about people convicted of sexual offences against adults?

This is an important point and is not in this draft of the policy

What about other serious offences such as fraud? Maybe they are assumed to be obvious.

It was stated that point 4 includes those with criminal records. Judy Gold said that the policy only covers employees and the Benefice only employs a small number.

We also have a large number of volunteers

DBS checks on volunteers would show up any offence – hence it is so important for all volunteers to be DBS checked.

Is the policy just about employees?

It was stated that we have a legal responsibility for employees and we can choose volunteers. Judy Gold said that the policy is primarily about employees not volunteers.

The Chair suggested that the policy needs some redrafting and then it could be looked at again. The next CPCC meeting is in July but a new draft could be circulated and approved before then.

Judy Gold said that she and Sue Greatbanks would meet and consider redrafting the policy.

The Chair thanked Judy Gold and Sue Greatbanks for their report and all their work.

C 4 Staffing and Leadership

C 4.1 Update and Plans and C 4.2 Employment Committee

Paper A refers: The Committee has not met, but discussions have taken place about recruitment of a Children and Families Worker and temporary support for the Children and Families Work.

Hazel Benton, Employment Committee Chair, said that she had nothing to add to the report.

There were no questions or comments.

C 5 Wider Church

C 5.1 Deanery and Diocesan Synod

Paper I refers: Minutes of the March 2023 Diocesan Synod. Summary of the Deanery Synod and points discussed.

Sid Gale said that this was an amended version of the report correcting an error.

C 5.2 Great Western Park and Valley Park

No comments or questions.

C6 Any Other Business

None.

The Chair thanked all PCC members for all they had done, especially those who are stepping down at the Annual meetings. We are very grateful for your work.

The Chair thanked all present for their attendance. All present thanked Eliza Wheaton for chairing the meeting so well.

The Chair closed the meeting with the Grace at 20:38.

Dates of next meetings:

Individual PCCs: 6th June 2023, St. Matthew's Harwell

Combined PCC: 4th July 2023 online

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

CHAIR

SECRETARY