

Minutes of a Meeting of St Matthew’s, Harwell PCC
held at St Matthew’s on Tuesday 6 June 2023 at 7.30pm

Present:

Jeremy Parsons (Rector) (Chair for 1-4)	Tony Hughes (Chair for 5-end)	Phil Johnston
Rebecca Lewis	Allan Macarthur	Tim Roberts (Treasurer)
Liz Roberts	Eliza Wheaton	Jane Woolley
Elizabeth Clarke (Secretary)	Jan Radford (present for items 1-4)	Pam Rolls (present for items 1-4)
Sarah Barrett (Guest for items 1-4)		

St Matthew’s, Harwell and All Saints’, Chilton PCCs were present together for Items 1-4. For the other items, only St Matthew’s PCC members were present.

1&2 Opening and Prayer

The PCCs welcomed Jeremy as the new Rector to the Meeting. He responded that he was delighted to attend. The members of the PCCs then introduced themselves and Jeremy opened the meeting in prayer.

3. Children and Families Worker Recruitment

In the absence of Gordon Gill, Sarah Barrett was present and was asked her views on the options contained in Paper A. She felt that a 20hrs replacement would be more straightforward than a fulltime recruit, who would need to be experienced in both children and families work and youth work. Pam Rolls pointed out that while the worker would be paid by the Youth Trust, the monies for this are provided by Harwell and Chilton Churches, and recruitment should therefore be based on what best fitted our needs. Rebecca Lewis said this would ideally need to be someone who spans both primary age and youth, but others questioned if this was realistic as the roles required different skills. Discussion then followed on whether a part time or full time job would be more likely to attract candidates, and whether an element of flexibility could be included. Should we go ahead with the advertisement already drafted or rethink? Jeremy felt it was important to decide on whether the vacancy is full or part time. After further discussion, it was decided to proceed as follows:

Resolution	To proceed with the advertisement for a part time job share Children and Families Worker for Harwell and Chilton Churches while continuing dialogue with ECHO to find a suitable alternative scenario in case this was not successful				
Proposed	Chair	Seconded		Passed	Passed with 1 abstention

4. Paper B on **Echo Fundraising** was noted but not discussed.
5. **Apologies for Absence** were received from Sid Gale and Gordon Gill
6. **Decisions requested between meetings.**

Record of decisions between meetings

Date	Whole PCC or Standing Committee?	Subject	Result
22 March 2023	Standing Committee	To approve the terms of 'contract' for Vicky Johnston to provide temporary help to Sarah Barrett our children and families worker (CFW) during the busy period from now until Holiday Club as per the email from Allan Macarthur dated 21/3/23	Passed by a majority: 5/7 members responded and all who responded were in favour
29 March 2023	Standing Committee	To use the Parish Share rebate during the interregnum as follows: Spend up to £600 on a new laptop for use by the Rector (it will be the property of St Matthew's PCC) Give the remaining rebate to the Rector as a moving in gift (this is likely to be a further £600 and would be in addition to any gifts from the congregations and from All Saints' PCC)	Passed: unanimously
6 April 2023	Standing Committee	To approve the wording of the (revised) CFW job description	Passed by a majority: 4/7 members responded and all who responded were in favour
6 April 2023	Standing Committee	To approve Phase 1 of the AV Computer Upgrade, namely to allocate £1,200 from the AV/Sound budget for: <ul style="list-style-type: none"> • Purchasing a suitable AV Computer with a 27" monitor and necessarily peripherals. • Purchasing both a Secure Computer Holder and a Monitor Table Mount • Acquire a very Temporary Free Standing Desk Solution as cost effectively as possible - hopefully free. 	Passed: unanimously

The decisions were noted.

7. Minutes of the Meeting on 7th March 2023

These were approved and signed. There were no matters arising from them.

8. APCM Follow up.

Eliza Wheaton reported that four green cushioned armchairs and a few other green chairs had been placed in the nave for services, but few people were using them. It was decided to reduce the number to the 4 armchairs and place them during services in the middle of the seating. When not in use for services they could be stored towards the front of the north aisle or put with the other green chairs on the platform in the north transept.

The Wardens noted the need to try to encourage people to join the Electoral Roll and have added this to their list of outstanding tasks. The PCC agreed to this.

9. Reminder of duties of Charity Trustees.

The Secretary reminded PCC members of their duties and referred them to the handbook circulated as **Paper E**.

10. Annual Appointment of PCC Officers

Paper E2 refers. Tony Hughes passed the chair of the meeting to Allan Macarthur during the appointment of a Vice Chair. Tony Hughes was nominated for Vice Chair and Tim Roberts for Treasurer. There were no other nominations for Treasurer and Vice Chairman. Elizabeth Clarke was nominated as Secretary. The following resolution was passed.

Resolution	To appoint the following people to the following roles:				
		Vice Chair		Tony Hughes	
		Treasurer		Tim Roberts	
		Secretary		Elizabeth Clarke	
Proposed	Chair	Seconded		Passed	Unanimously

11. Annual appointment of PCC sub-committees

The following Resolution appointed the members of sub committees:

Resolution	To approve the appointment of the following people to the following committees:				
	Finance			Tim Roberts (Chair)	
				Nick Clarke	
				Jane Woolley (Church Warden)	
	Buildings			Tony Hughes (Chair)	
				David Pike	
				Phil Roberts	
				Eliza Wheaton (Church Warden)	

	(The Rector is automatically a member of all subcommittees)				
Proposed	Chair	Seconded		Passed	Unanimously

Becca Lewis and Allan Macarthur were both thanked by PCC for their work on the committees over many years. Tony Hughes said the Buildings Committee were looking for extra people, particularly anyone who can undertake or manage specific projects.

It was noted that the Standing Committee is made up as follows:

- Rector
- Churchwardens
- PCC Vice Chair
- PCC Treasurer
- PCC Secretary
- Other clergy licensed to the Benefice (Pam Rolls and Jan Radford)

12 . Annual Appointment of Role Holders

The following appointments were made:

Resolution	To approve the appointment of the following people to the following roles.				
	Church Warden deputies		Tim Roberts Tim Paget David Pyke Rebecca Lewis Allan Macarthur		
	Bookkeeper		Nick Clarke		
	Electoral Roll Officer		Mike Pepper		
	Deputy Electoral Role Officer		Jane Woolley		
	Stewardship Secretary		Eliza Wheaton		
	Concert/Event Managers		Liz Roberts Tim Roberts		
	Health and Safety Officer		vacant		
	Safeguarding Officer		Sue Greatbanks		
	Pastoral Lead		vacant		
Proposed	Chair	Seconded		Passed	Unanimously

Eliza Wheaton reported there were three people in the Stewardship scheme. Liz and Tim Roberts said the Concert/Events team needed more members and suggested perhaps widening the search beyond St Matthew's. It was agreed they would talk to Deborah Evans about re advertising. The Wardens will add the search to their list of tasks, as well as seeking candidates for the Health and Safety Officer and Pastoral Lead.

13 Annual Appointment of Sidespeople

The following were appointed:

Resolution	To approve the appointment of the following people as Sidespeople :				
	Peter Barclay-Watt Gill Gay David Pyke Jim Sinclair Wendy Sinclair Andy Lewis Mike Pepper Elaine Shrimpton Georgina Greer Debbie Davies Kevin Davies Matthew Davies Ryan Davies Anita Pepper Christine Iacopetti Roger Mawle Sarah Mawle Mark Johnston				
Proposed	Chair	Seconded		Passed	Unanimously

Tony Hughes noted it was Allan Macarthur's last PCC and thanked him for all his work, both on PCC and for St Matthew's in general. He had made an enormous contribution to the Church in many capacities. Tony also thanked Hazel Connelly for her work as Health and Safety Officer and for her many other contributions to the life of the church.

14 Income and Expenditure Report (Paper F1)

Tim Roberts reported that income was in line with the Budget. The planned increase in giving was currently in line with expectations. In the absence of a Rector, the parish had received a 10% rebate of the Parish Share amounting to £1,600.

On the expenditure side, the church and hall utilities costs may have been underestimated in the budget, as costs were higher than that budgeted for the end of April, but hopefully costs for the next quarter will be lower. Tony Hughes said he was horrified by the utilities cost of the church hall as heating had been set at a reasonable level, and asked whether the costs were estimated or actual. Tim Roberts said they were actual. It was decided to check the kilowatts used to compare with the same period last year, and possibly reconsider the heating settings for the autumn and winter, or make a heating surcharge to users. Becca Lewis asked about the hall's future, but discussion on this was delayed till later in the year following the discussion of the Working Group's paper at the March PCC. Minister's expenses were the purchase of a laptop. The CAP payment was agreed:

Resolution	The payment of £1,000 to the local CAP Debt Centre				
Proposed	Chair	Seconded		Passed	Unanimously

15. Fund Balances (Paper F2)

Tim Roberts reported that the church maintenance costs were currently well within budget. Tony Hughes reported that while quotes had not yet been obtained, it was likely that the £2,000 budgeted for the 5 years' electrical inspection may not be sufficient. In addition, the £2,000 did not include potential resulting remedial work.

The chancel roof work had received £5,000 from the Gill Legacy, and the Harwell Young Singers had donated £434 towards the organ costs when their bank account was closed. The Admin Fund was still receiving some monthly giving, but this may not be sufficient to cover costs. Some of the Parish rebate had been used for the laptop, and some for the Parish gift to the Rector.

There were no firm plans for use of the Mission Giving – Legacies Fund

16. Bank Mandate (Paper F3)

The Church's mandate with NatWest needs updating to reflect changes in signatories. Tim Roberts proposed that at the same time we make the following additional changes to it by passing the following Resolution:

Resolution	<p>In respect of our accounts held with NatWest 06-06-36, account no.73421197 and associated Reserve account:</p> <p>We resolve that:</p> <ul style="list-style-type: none"> • If we add or remove Authorised Signatories in the “Add or Remove Authorised signatories” section on the “About your request” page of this form, the Bank will update our mandate accordingly for the accounts we specify in this form’s “About your business section. • If we change the Signing Rules in the “Change the Signing Rules on the Mandate” section on the “About your request” section of this form, the Bank will update our mandate accordingly for the accounts we specify in this form’s “About your business” section.” • And the current mandate will continue as amended. 				
Proposed	Chair	Seconded		Passed	Unanimously

The PCC noted that the Authorised Signatories to be added are Mr Timothy Roberts and Mrs Jane Woolley and Rev Dr Jonathan Mobey is to be removed as an Authorised Signatory.

17. Building Committee Report (Paper G)

Tony Hughes reported that item 8, the swift boxes, would probably come to the September Meeting and would need Diocesan approval. He and the Tower Captain Phil Roberts will draft a paper and a formal resolution.

18. Manpower

Pam Rolls is working to find a new Pastoral Care Lead appointment.

19 Health and Safety

There are no regular H&S meetings at present. It was suggested that the Church Wardens had a meeting with Hazel Connolly if possible, before she leaves. The Church Wardens are looking into safety issues raised by large funeral numbers.

20. AOB

The new A/V computer was now installed, and there was some discussion on security. The Church needed to show it was taking reasonable care for insurance purposes.

The Meeting closed with the Grace at 9pm