

Minutes of a Meeting of Harwell PCC

held on Tuesday 15th November 2011 at 10:05pm in All Saints' Church, Chilton

Present

Gordon Gill	Nicholas Milrose	Sid Gale
Kate Evans	Liz Roberts	Roz Shipp
Georgina Greer	Jonathan Wood	
Tony Hughes (Chair)	Jane Woolley (Minutes)	

1. Opening

In Tim Roberts and Allan Macarthur's absence, Tony Hughes agreed to chair the meeting.

2. Apologies for absence

Apologies were received from Tim Roberts, Mel Gibson, Allan Macarthur, Sarah Milrose and Scott Cockburn.

The Rector, Jonathan Mobey, joined the meeting from item 4(e)

3. Minutes of the last meeting

The minutes of the last PCC meeting on 20th September 2011 were signed as a correct record after the following changes were made.

Section 6 Finance Report 4th paragraph-the wording of the item about the use of the £2 coins to fund the floodlighting should be amended to "we use the £2 coins donated via the wall collection box to pay...."

Action: Tony Hughes to ask Mel Gibson to amend the minutes and then Tony Hughes to sign the amended version.

4. Matters arising

- a) **Our street corner:** Jane Woolley reported that the special collection had raised £825.60 of the £1,000 that had been promised to the project and that the balance would be made up of church funds as previously agreed.
- b) **Directory:** Jane Woolley reported that the work described in the action points from the previous meeting had been done.
- c) **Christmas and carol services:** Allan Macarthur reported that everything was 'under control' regarding carol services – Georgina Greer had taken on the task of supplying Mulled wine (and it was noted that the Zimmerman family had offered to help.) The PCC were reminded of the tradition that each member of the PCC provides 12 mince pies (and were asked to leave them in the vestry at any time before the service.) All Churchwardens and deputies had all been asked to be on duty at some point during the day. Mike Pepper will take on responsibility for supplying the candles and he is looking after taking down the chandelier for cleaning while Roy Slatter is organising a team to help. (This will be next Saturday and all are welcome.) Allan Macarthur said that the services were to be described as a 'Family Carol Service' and a 'Carols by Candlelight'

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service so that it was clear that there would not be so many candles at the first service. However, this wording had missed the Broadsheet.

The Christingles had not yet been organised for the Christingle service in January 2011. Last year Debbie Davis had dealt with these and Allan Macarthur would ask whether she was happy to take this on again. The oranges had come from Savages in the past but Allan Macarthur was not sure whether Wendy Sinclair used to put in a special order, and will ask her what is the usual procedure. It was noted that the Children's Society collection had caused problems counting the money in the past, but Tim Roberts was sure that preparations had been made for this year.

5. Financial report

Jonathan Wood said that he did not have anything to add to Elizabeth Gill's financial report that had already been circulated with the agenda and it showed that there was expected to be a deficit at the end of the year.

Jonathan Wood said that the floodlighting fund was getting low. It was now costing £100 for the floodlighting as opposed to £75 a year. A collection was needed and it was agreed that an appeal for funds would go into the January Broadsheet. Jonathan Wood said he would send a note to Carolyn Vickers asking for this. The deadline was normally the middle of the preceding month, but it was anticipated that Carolyn Vickers might work to a slightly earlier timescale at this time of year. Jonathan Wood agreed to get the note to her in good time.

Action: *Jonathan Wood to draft an appeal notice for floodlighting funds for the Broadsheet and send it to Carolyn Vickers for inclusion in January.*

6. Buildings Committee Report

The report of the Buildings Committee was noted.

Tony Hughes drew the attention of the meeting to the timescale for redecoration (26th April to 24th June 2011) and that the platform area would have scaffolding during this period. Tony Hughes thought that the organ would be playable but was not sure about how easy it would be to get to it. He also said that it was technically possible to take out some of the front pews during this period, but was not yet sure whether it was worthwhile.

7. Harvest Beneficiary

The Secretary read a letter from Liz Roberts suggesting that there might be a more needy and more local recipient of the donations at the Harvest festival instead of The Porch/ Steppin' Stone. If we did not send a car into Oxford we would reduce the church's carbon footprint. She offered to research this. The PCC agreed that such a review was appropriate and would welcome her undertaking this.

8. Readers workshop

The secretary reported that the Readers' workshop had been well received and beneficial. He proposed that these be repeated around every six months and promoted, particularly for members of the Youth Fellowship in the expectation that more readers would come forward if supported in this way. The PCC were in favour of this.

9. Issues dealt with by the Standing Committee

No issues were dealt with by the Standing Committee since the last meeting.

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10. Any Other Business

- **CRB checking:** Georgina Greer reported that Church house will no longer be undertaking CRB checking as it had proved too expensive. However they recommended that churches used an organisation called CAS instead(The Churches'Agency for Safeguarding) which was a Christian organisation that was cheaper than Church house. Georgina Greer reported that there would be a changeover period during which forms would be sent to CAS via Church House and after that (if the PCC decided to use them) the forms would be sent to CAS direct.

However, Georgina Greer said that if forms sent to CAS were sent back because they were incorrect that there would be a penalty cost for this. (And Georgina Greer reported that it was easy to make mistakes, for example by not making sure that all previous addresses had leaving dates that matched exactly with the starting date of the next address.)

The PCC decided, as this was a service that was needed, and as the recommended organisation was a Christian one, that they would accept the recommendation of the Diocese and use CAS. This was adopted as a formal resolution after which the relevant forms were signed by the required officers of the PCC.

Resolution	That the PCC use CAS as for CRB checking and that officers of the PCC sign the relevant paperwork to this effect.				
Moved	Tony Hughes	Seconded	Kate Evans	Passed	Unanimously

It was also necessary when taking on CAS for the PCC to record in the minutes that they had adopted and had signed the Diocesan Child Protection Policy (as the PCC had done previously.) It was accepted that the policy should be signed again after the meeting.

- **Little Pippins use of the Church Hall:** Tony Hughes reported that the new Little Pippins building was now planned to be ready by January, but that there were concerns that it might not be ready until later. It was therefore agreed that (in line with the previous resolution) Little Pippins should be allowed to continue to use the Church hall until the half term (or end of term three in new naming convention). This would not affect Evergreens and the current arrangements would be able to continue for Fledglings.

11. Close

The meeting was closed in prayer by Steve Tunstall at 22:00.

12. Next Meeting

The next **Combined PCC Meeting** will be on Tuesday 25th January 2011 at 7.45pm in Harwell Church and a **Separate PCC meeting** on the same date and same venue at 9.00pm.

These minutes were signed as a true record by:

..... Chairman

..... Secretary

On (Date)