

Minutes of a Meeting of the Combined PCCs of St Matthew's Harwell with All Saints' Chilton held remotely via Zoom on Tuesday 4th June 2024 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

Adrian Bollon	Steven Manning	Liz Roberts
Hazel Benton (J)	Liz Morris	Tim Roberts (J)
Elizabeth Clarke (J)	Patrick Moseley	Pam Rolls (J)
Peter Cox (Secretary)	John Pigott	Eliza Wheaton (J)
Tony Hughes (J)	Jan Radford (J)	The Rector (Chair, J)
Phill Johnston *	Adrian Rance-McGregor	
Rebecca Lewis **	Alex Reich	

* From item B1. ** Until end of item C 5.1.

By Invitation:

Sue Greatbanks Safeguarding Officer – until end of item C3.

The items were taken in the following order: A1-A6, C3, B1-5, C1-C2, C4-C6.

A Preliminaries

A 1 Opening & Prayer

The Rector asked the new PCC members elected since the last meeting to introduce themselves. He welcomed them and everyone else to the meeting

The Rector opened the meeting with a reading: Luke 12 v 13-21.

The Rector said that the bible often explores what we think of what we have by God's grace. People can have a scarcity mindset, or an abundance mindset about what is put into our hands. The scarcity mindset can lead to hoarding, the abundance mindset can lead to generosity.

Our teams must navigate with care. We can view ourselves as being abundant in buildings, people and finances. We can weather some rainy days or use our resources up on a lot of projects.

This group has a responsibility to encourage generosity across the generations, with people, children and families, and be generous ourselves.

The Rector led the meeting in prayer.

A 2 Apologies for Absence

Apologies were received from: Jean Barton, Debra Dewhurst, Naomi Gibson (J) Stuart Gibson (J) Judy Gold, Sasha Reeves, Judith Russell (J), Jane Woolley (J)

Helen Brook and Deborah Evans were absent.

A 3 Minutes of Previous Meetings

A 3.1 October 2023 Combined PCC Minutes

Paper G refers: October 2023 Combined PCC Meeting Minutes for approval.

There were no corrections to the minutes.

Straw poll carried. New PCC members abstained from the Straw poll.

Passed by the JPCC by implication.

Resolution	That the October 2023 minutes in Paper G are approved.				
Proposed	Peter Cox	Seconded	-	Passed by the JPCC	No objections or abstentions.

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

A4 Actions / Matters arising

Paper J refers. There were the following updates:

Kate Evans Authorisation to Preach and Lead

Peter Cox said that he assumed that the letter confirming the authorisation had been sent to the Diocese.

Friendly Buildings and Online Broadcast Software for meetings were discussed later in this meeting.

There was no update on Data Protection Policy.

A 5 Annual Schedule Items

The annual schedule items on the agenda are: C1 (Data Protection Policy Review), C 3 (Safeguarding Policy and Social Media Policy) and C4 (Staffing Review).

A6 Other Joint Issues

A 6.1 Governance Review

The Rector said that Geoff Maughan is helping us with a governance review. The next stage is for Geoff Maughan to attend one or two PCC or Senior Leadership Team meetings.

The Rector answered questions including:

When will the review be completed?

The Rector said that there is no deadline, it is a consultation project, and recommendations will be made as it goes along. Six billable months have been agreed, but not all months will be billable, so the project will be longer.

In the interim, there is nothing fundamental in the committee structure that stops things from happening, but it is evident from people's comments that decision making is slow and it is not clear who is responsible for what.

A new PCC member said that he agreed with the points the Rector made at the October 2023 meeting. He described the structure of Rector, SLT and PCC, and said that the PCCs should support, advise, encourage and enable strategy for tasks to be completed in a set timeframe. Unless there is a strategy in place, e.g. to double use of the church or CFW uptake, governance can't monitor any progress (though the church is not keen on just numbers). How do we achieve the target, what resources are needed?

The Rector said that this was exactly the point. There is a lack of clarity about which group oversees what. The committees are not perfect, but there is not a fundamental or structural problem. The main issue is with how we work through the bodies we have. The recommendations will be actionable as we go.

How will this impact the dates of meetings (the 2025 schedule is due soon)?

The Rector said that there will be no impact as we are not re-engineering, we will address issues as we come across them. There is nothing obvious at the moment. If something is found that needs clarifying, he could consult on the change, but how and who do we consult?

He added that the PCC is fundamental, both in English Law and in church rules. The other legal structure is the Joint PCC. A few items are delegated from the PCCs. All other groups have no statutory role. A lot of matters are discussed in a lot of places without clarity who is supposed to be responsible for what. We need to take decisions.

The Harwell PCC Treasurer, Tim Roberts said that from a financial point of view, he had not received an invoice from Geoff Maughan yet. Whilst he understands that there is nothing fundamental to change, as he is being paid, it is good practice that we understand what is recommended and briefly why.

The Rector said that Geoff Maughan has carried out this work for many years for the Diocese, but this is his first paid job. He will ask him for an invoice.

The Rector added that, as a general point, not all groups need changes, there are some groups that are self-contained, for example the Preachers and Leaders group. He does not need to consult widely on their activities, but does anyway.

At the initial meeting with Geoff in November, it was suggested that a small group of people would be formed that Geoff will use as a focus group. Has this group met?

The Rector said that there have been two or three meetings so far, and other communications directly to or from other people. These go through the Church Administrator.

B Mission Strands

B 1 Children, Youth and Families

B 1.1 Update and Plans, B 1.2 CFW Recruitment, and B 1.3 Greater Didcot Youthwork Trust and Youth / Secondary Schools Work

The Rector reported:

We are continuing to advertise for a part-time or full-time Children and Families Worker. Demand is greater than supply both nationally and locally. The vacancy has been open for an extended period of time. The previous advert had only one viable candidate.

When we dropped from two part-time children and families workers to one (Sarah Barrett) the amount of work carried out contracted. Now Sarah has stopped, the work has contracted again to only a very limited amount.

So, the Rector has brought in Lucy Ryan as a contractor on 15 hours per week, to run Fledgelings and to recruit more volunteers.

The Rector has agreed new terms and conditions for the next Children and Families worker with the ECHO trustees. This may give a better response to our advert as ECHO has a strong image and scope so gives a stronger offer for the vacancy.

However, the financial position of ECHO is not strong and their work is paused until July. There has been an anonymous donation and volunteer fundraising which will help.

There has been changes to the board of trustees of ECHO, and the Rector asked for prayer for the board.

It has been suggested that ECHO has one half-time employee rather than three half time employees. The person would work half time for ECHO and half time for the partner church.

In future, the partner churches could be asked to fund ECHO in the same way as CAP. They will work towards financial sustainability.

The Rector is working on a proposal about recruitment: A collaborative neighbourhood ministry proposal to bid for national church funds, with the aim of attracting and employing young people and families workers to deploy from 2025 onwards in the Diocese.

The proposal includes forming a cluster with centralised recruitment and training. This would give a stronger appeal to candidates than each village church recruiting on its own.

Valley Park Schools

Three schools will open in Valley Park in the next 10 years. The first two schools are getting the required approvals now. The age profile of Valley Park will be similar to Great Western Park. We need to move Children and Families Work from the edge of church life to the centre, similar to the Diocesan vision.

Harwell and Chilton Schools

Until now, the Rector has not got involved with schools' work, to allow the new children and families workers to build a relationship. However, we have not had any suitable candidates recently, so the Rector has started to engage with the schools.

The Rector is being supported by Emily Greg-Jenkin, a former teacher, working as a consultant.

Tim Roberts, Harwell Treasurer, asked if the Benefice is paying for Emily Greg-Jenkin's work?

The Rector said that this is a paid role. It is a small project so far, with the potential to be a retained arrangement. If so, the Rector will bring this to the PCC Treasurers or Senior Leadership team for consideration.

When will this decision be made?

The Rector said that there are two possibilities: a short-term contract and an additional longer-term one, he will know about the first in the next couple of days. He needs support with engaging with the schools from someone who knows the work.

A longer-term arrangement will depend on how much we value schools work, but there is currently no framework to establish this. A new children's work group is needed to take a view. Otherwise, he will take a view. This should happen before the next school year.

Will the consultant be working across both parishes?

The Rector said that he would, on schools work only. We have had different relationships with each school over time. We should pick this up again with both schools as early as we can.

A PCC member suggested that former and current teachers, and teaching assistants, in the PCCs and congregations could give advice instead of employing a paid consultant.

The Rector said that this is a good point, the PCCs are there to help bridge the gap, we need volunteers to help during term-time when teachers are working. If we have people with these skills that are available, we should ask them, but be mindful that they do not become overwhelmed.

The Rector asked all present to take the message out to raise the number of volunteers alongside our paid staff and consultants. We were blessed in our children's work team as some are trained teachers but they are far less available now.

Are we looking to employ a full-time worker with volunteer support?

The Rector said that he was, if we could find a credible candidate locally, or who can relocate. There are very good jobs in the local area, but very few or no applicants. Only one vacancy has been filled from the congregation by changing the skills required.

The Church of England nationally is going to open a pipeline aiming to provide 30,000 workers. The Diocese of Oxford is not involved with this scheme so far.

A PCC member, who is a teacher, said that while teachers have valuable skills, working teachers, even those working part-time, work a lot of extra hours so are unlikely to have the time to provide consultancy.

The Rector said that his wife teaches so he understands this very well. If there is a teacher not working in term time, they may be able to help. This is high level engagement to see if we can map across the programs we can offer to benefit the schools. He would highly value anyone who can provide term-time support, it is rare that any full or part time teacher can do this.

B 2 Evangelism and Discipleship of Adults

B 2.1a Home Groups

No report or comments.

B 2.1b Central Courses e.g. Lent and Advent

The Rector said that there had been modest take up with the Advent course. He decided not to run a central Lent course, but distributed the Diocesan material instead.

B 2.1c Alpha and Christianity Explored

The Rector reported that the Alpha course was good. People attending made commitments or made deeper commitments, including the leaders. A follow-on course is planned once enough people are confirmed. This may be a new home group.

Confidence in running Alpha courses has been rebuilt. There could be an Alpha course in September aimed at Chilton (the last one was aimed generally across both parishes).

B 2.2 Baptisms, Weddings and Funerals

The Rector said that there are a steady number of funerals. There is only a low number of weddings and enquiries. Baptisms are seeing strong growth, even with no promotion. We are likely to hit capacity (at the moment these are focussed on a few of the morning services).

We will promote baptisms from later this year, and promote weddings next year. We should expect further growth. These services bring us closer to the local community and is in line with mission strategy.

B 2.3 Responding to Financial Need

B 2.3.1 CAP Money Courses - See also Any Other Business item C 6.2.

Paper C refers: CAP Money Coaching Report: Course leaders have been trained on the updated courses and new materials have been provided. Also, reports on the courses that have been run, possible future courses, publicity, and a request for prayers.

Liz Roberts reported that a new roll-up promotional banner has been obtained, as the previous one was becoming over-familiar. It will be kept at St. Matthews where there is more space.

There will be launches soon at St Matthew's by Liz Roberts and at All Saints' by Naomi Gibson to raise awareness of CAP courses etc, and to proselytise for more coaches.

A PCC member asked if the launch could also be at the 9:30am Chilton service as well as Pebbles and the Interactive services as the 9:30am congregation don't all attend the other services.

Liz Roberts said that they had considered that the Pebbles and Interactive services may have most people interested in CAP, but they will cover all of the services for awareness.

Eliza Wheaton thanked Liz and Naomi for all their work, agreed by all present.

Liz thanked the meeting for this, and said that it is a privilege to do the work, even if sometimes they book a hall and refreshments for a course and no one turns up.

B 2.3.2 CAP Centre

Paper B refers: CAP Debt Centre Report: 79 clients are debt-free including 3 this year. Also: events for clients, Annual Conference, Sue Bright is stepping down as centre manager after 10 years, recruitment for a replacement is under way.

No comments.

B 2.3.3 Didcot Emergency Foodbank

No report or comments.

B 2.4 Social and Community

Peter Cox, CPCC secretary read out the following on behalf of Yvonne Sanderson:

“The PCCs may wish to discuss what they want to do about Social and Community events going forward, as the group has dwindled and not met for quite a while. I would be happy to support a new initiative for this, but there needs to be fresh impetus, energy and leadership.”

A PCC member asked if this was a call for volunteers. Peter Cox agreed that it was.

B 3 Pastoral Care

B 3.1 Update Including appointing a Pastoral Lead for Harwell

Paper B refers: Pastoral Care Report: The paper conveyed thanks to all who carry out Pastoral Care, and covered recruitment of a new leader and team members for Harwell. Also, Communion at Alma Barn, Home Communions, Baptisms Weddings and Funerals, Generation Gold, and the monthly cafes in each church.

Pam Rolls reported:

The Pastoral Care team in Chilton is working well and meeting regularly. The Pastoral care work in Harwell is expanding with visiting taking place. Joan Impey, Jan Radford and Pam Rolls are visiting people in both parishes, but other team members are becoming frail and not visiting so much.

A member of the Harwell congregation has shown interest in leading the Harwell team and has made some tentative enquiries with people who might do some visiting. They have also suggested praying through the electoral register, as was done in their previous church.

Pam encouraged all present to pray for more people to join the Harwell team.

Valley Park

At the moment, links with Valley Park are via Sasha Reeves and the Rector giving Communion at Alma Barn. There is Jan Radford, the Rector and some of the Great Western Park team. We need to consider how we undertake Pastoral Care in Valley Park. Either we set up a team for Valley Park, or hugely expand the Harwell team. In her view, we should concentrate on Harwell, then work out how to expand the work.

A PCC member asked who volunteers should talk to.

Pam Rolls said that they should talk to her or Elaine Shrimpton, who would pass the names on to the new leader.

B 4 World Mission

B 4.1 Update and B 4.2 Capital Project Update

Peter Cox said that he had contacted Helen Brook, World Mission Group Leader, and said that there is an opportunity to report at this meeting, but there will be a focus on World Mission at the next meeting.

B 5 Worship Services

5.1 Review of Service Times

A PCC member asked if there were plans to review service times and content?

The Rector said that this had been discussed, but he was not intending to explore this in his first year. He was considering changing away from having a rota of changing preachers across both churches, to one team of preachers for each church. We have a strong enough team of preachers and leaders in theory, but some have time restrictions.

This could be a limiting factor preventing each parish develop a team and strategy consistent with its operation. He will raise this with the individual PCCs and Senior Leadership Team.

He may also experiment with minor changes over the summer and consider this more seriously in the next academic year.

C 1 Communications and Operations

C 1.1 Update and Plans, C 1.2 General Data Protection Regulations and C 1.3 Data Protection Policy

No report or comments

C 1.4 Friendly Buildings

Paper F refers: Hard of Hearing Project Group Report of Desk Research: Progress to date, advice to preachers, other possible improvements, and circulation of hard copies of sermons.

Liz Roberts reported:

She had sent the report to the Rector in February as a conduit to the Preachers and Leaders.

The original remit from one year ago was Friendly Buildings in all aspects, including to make the buildings a bit more welcoming and autism friendly. However, Gordon Gill, who has autism expertise, had stepped down. So, they concentrated on the original impetus which was helping members of the congregation that are hard of hearing.

They had wanted to talk again to the people who had mentioned that they could not hear parts of the church services to ask for more information. Then, with the preachers and leaders using the suggestions advised by the RNID, talking to the people again, for benchmarking against the original situation. However, this could not take place. So, there is no metric if the changes are better or not. Anecdotally, the people feel that they have more of a voice now, and have some assistance from the way the services are now done.

The work completed to February is in the paper. More volunteers would be needed to carry out further work on Friendly Buildings. They could visit other churches and see what characteristics are there. The group has done the first part, and the second part is in abeyance.

Are there hearing loops available in both churches?

Liz Roberts said that there are, but it is not established if the All Saints' hearing loop is working. Unfortunately, the operator had not been available at the time they wanted to do the testing. Ideally there would be a post-service testing session in both churches so people who are hard of hearing can try different locations in each church.

Tony Hughes said that St. Matthew's hearing loop is checked frequently, mainly because one or more people use it every week and give feedback, especially if it is not working. Occasionally the loop is tested by going round the church in a controlled way and checking levels.

Transcripts of Sermons

Liz Roberts asked if preachers and leaders are getting approaches for printed copies of sermons.

- Eliza Wheaton said that transcripts used to be on the website. They had not had any approaches recently. The Preachers and Leaders team could meet to discuss this.
- Liz Roberts said that there needs to be a mechanism of offering this discretely– possibly by the Pastoral Care teams who could also deliver the printouts once a month when they visit. Some people would not mind asking for this, others would never dream of asking.
- Pre-pandemic, sermons were recorded as they were delivered at St. Matthew's, then uploaded to the website for everyone, could we do this again?
- Liz Roberts said that some of the people who need this do not do internet.
- The system we used to use needs an overhaul. We will need people to be trained to make the recordings and upload them to the website, (not necessarily the churchwardens).
- Tony Hughes agreed and said that some of the components this were outdated and others had been on loan and now returned, and the old system was difficult to operate. New components are required which are easier to use.

The Rector said that there are people in the community who can't attend church, and we need to give a better experience for those that do attend. We need to raise our game on the former. But he is not convinced that transcripts are the best solution. It is rare that his words are the same as his script. We could also look at online transcription of audio, some systems are better than others, it could be worth identifying a system. We can discuss this further another time. We can ask the Diocesan disability support advisors too.

C 2 Stewardship and Finances

C 2.1 Update and Plans

Tim Roberts, Harwell Treasurer, reported:

Stewardship Group Meeting

The Stewardship Group will meet this month as part of their normal series of financial reviews. The accounts are discussed in detail at the Individual PCC meetings.

Funding the Administrator Role (See also Staffing and Leadership item C4).

Referring back to the previous discussions around funding the Administrator role, in both Harwell and Chilton this is now funded entirely out of regular giving, rather than a restricted fund with voluntary contributions.

In Harwell this formed a significant part of the funding. Now we are funding by regular giving, it is the second largest regular outgoing (the largest is the Parish share).

He asked if there been any recommendation from Geoff Maughan for the Administrator's hours to be changed?

The Rector said that one of Geoff's suggestions is to form a "Kitchen cabinet" as in other churches. The Church administrator would be very much part of this. There is no viable route to reducing her hours as her contribution to his work is very important.

C 3 Safeguarding

C 3.1 Update and Plans

Sue Greatbanks, Safeguarding Officer, reported:

Risk Assessments

There should be risk assessments for Children and Families Work activities, but she only has an assessment for Fledgelings so far.

Eliza Wheaton said that Elaine Shrimpton has completed all the risk assessments, apart from Fledgelings which was written by Lucy Ryan. Sue Greatbanks said that she needs the dates of the risk assessments.

Safeguarding Training of PCC Members

The new PCC members need to complete safeguarding training.

C 3.2 Safeguarding Policy Review

Paper D refers: Safeguarding Policy June 2024

A PCC member said that point 3 states that "...we will have a clear reporting procedure in place." If there is an incident, there should be something that states what happens next.

Discussion ensued including:

- The procedure is to report to either of the parish Safeguarding officers, or the Rector, or the Diocesan Safeguarding Advisors.
- This is covered in Safeguarding training, which the PCC members and others should all complete.

The Rector said that the policy is as on the Diocesan website. Action is always to refer to the Safeguarding Officers or him. Diocesan Safeguarding policy applies in any case. The names and pictures of the Safeguarding Officers and Rector are on display in both porches, the website and all literature. He is always

a contact. The Diocese will accept any approach, so following any route to report will be accepted. There is no need or value for a full procedure.

The Rector has recently looked at two historical safeguarding issues. We have a weakness in that we have no method to report low-level issues. He has talked to people at Diocese and others about this, and another procedure to cover concerns that do not meet the safeguarding threshold is needed.

These concerns do not usually occur at low-level churches. However, we do high-level activities, hence the discussions that have taken place and a procedure will be created.

ACTION: Rector to produce procedure for concerns that do not meet the Safeguarding threshold.

The Rector proposed that we approve the policy as it stands. Then for the next meeting, we look at a sentence to cover reporting that is compliant with the Diocesan guidance.

ACTION: Safeguarding officers to consider a sentence to add to the Safeguarding Policy point 3.

Straw poll carried unanimously. Passed by the JPCC by implication.

Resolution	That the Safeguarding Policy in Paper D is approved.				
Proposed	Sue Greatbanks	Seconded	-	Passed by the JPCC	No objections or abstentions.

C 3.3 Social Media Policy Review

Paper E refers: Social Media Policy.

Liz Roberts, the named person on the policy, raised the following points:

- The policy has no signature and needs to be dated June 2024.
- “Twitter” should be changed to “X”.
- There have been no incidents reference the Social Media policy in the last year.
- She cannot access the Church Twitter account following the change in Rector. Access will be denied completely soon.
- The Rector said that he had recovered control of most historic email accounts so attempts could be made to recover the account. If not, it could be restarted.

Straw poll carried unanimously. Passed by the JPCC by implication.

Resolution	That the Social Media Policy in Paper E is approved.				
Proposed	Sue Greatbanks	Seconded	-	Passed by the JPCC	No objections or abstentions.

C 4 Staffing and Leadership

C 4.1 Update and Plans

The Rector said that churches of our size is greatly blessed in our leadership team.

The Senior Leadership team are starting two support teams, one project team and one general working team.

Deborah Evans is a constant support in finances as well as a personal assistant to the Rector, reducing his workload and enabling his work outside of the two churches, including the work at Valley Park.

He will be putting forward his first working agreement after the summer. This will trigger a review of all other working agreements, which follow on from his.

Sasha Reeves is a new staff member, and is now undertaking her Curacy with us. She will be going on maternity leave from this August until September next year, and is on lighter duties now. She is grateful for the messages of support that she has received.

The Rector has applied to the Diocese for an extension to her curacy, and received verbal confirmation. We are completing all preparations for a possible stipendiary role with us, length to be confirmed.

Unfortunately, Sasha is unwell at the moment, and will miss the upcoming Taize service. This forms part of her thesis, so please support it.

C 4.2 Employment Committee

Paper H refers: Employment Committee Report

Hazel Benton, Employment Committee Chair, said that she had met Sasha Reeves to check how things are going. There have been no requests for support from the staff members. The committee has not met, they check for updates by email. The Rector has already given an update on the situation with the Children and Families Worker and ECHO (item B1).

A PCC member asked who was on the Employment Committee and what is the remit?

Hazel Benton said that Eliza Wheaton, Phil Corbishly, Roger Mawle and her form the Committee, one person from Chilton and three from Harwell.

The committee was started a few years ago, when it was suggested that people employed by the Benefice should have a way of raising issues or concerns, or be able to have a general chat with someone outside their line management. Over the years there have been times when they have needed to be in close contact with an employee, but most of the time they just check in with the staff. They are there as a safety net,

They also offered help over the job description and person specification for the new children and families' workers. Things have become less clear with the involvement with the ECHO Youthwork Trust, as the trust is the employer not the Benefice.

They are an informal committee who help when required.

C 4.3 Staffing Review

See items B 1 and C 4.1.

C 5 Wider Church

C 5.1 Deanery and Diocesan Synod

The Rector said that more Deanery Synod representatives are needed. It would be good to have one more.

The Diocesan Synod elections are coming up soon.

C 5.2 Great Western Park and Valley Park

The Rector said that the Persimmon marketing office is open now, and the Taylor Wimpey office is opening this weekend. The developments are taking shape. The Rector has done a prayer walk around the site.

There is a target of 15 houses occupied by Christmas but this could be accelerated. The rate of occupancy will accelerate next year. He is looking for a group to engage with the community and development at every level.

The Curacy has been established in Valley Park. The cost of Sasha's employment has been met by a private donor, and a house has been provided by a private donor and will become a Diocesan asset. Part of what we are inheriting is significant ongoing support.

From a parish point of view, 4000 dwellings will be built over the next 10-12 years, relatively quickly, in the parish of Harwell. The majority of opportunity will be in the first few years. Towards the end of the build, the

population of Valley Park will be bigger than the population of the whole of the rest of the benefice. It will be the primary focus of the Harwell awayday in a few weeks' time.

C6 Any Other Business

C 6.1 Meeting Software

Paper I refers: Meeting Software

Hazel Benton presented the report:

The first page is the key part. At the end of the last meeting, a few people said that they were not happy using the "Whereby" meeting software as they could not see everyone at the meeting on screen. Hence the suggestion that we look at the different meeting software programs available.

Hazel Benton volunteered to investigate, though this is not her area of expertise. Page 2 onwards of the report are a summary of her research.

Hazel sent this to Rev Parsons, who has a broader experience of these packages. He gave a detailed reply with his views on the different programs. His conclusions included suggesting that we eliminate Zoom from use because its free service is not very good (time limited meetings), so we would need the paid version. We should use Microsoft Teams, who already provide us with a better free service. The CPCCs should discuss this.

Hazel emphasised that she is not an expert so will not argue for one program over another.

The Rector said that we have up to 10 licences for Microsoft Office including Teams. A licenced user with a business account can invite people who effectively join for free. We have one or two spare licences and can reuse accounts that become available. If someone has a premium account with Zoom, and makes it available then Zoom and Teams are similar. If we decide to use Google Meet then all PCC members would need Google accounts to use it, and people's experience is less favourable towards this software.

A number of PCC members said that they use Teams regularly to meet, for collaborative working, breakout rooms, and teach. They all recommended it.

Next Steps

The Rector suggested that a group is formed to investigate this further. Hazel Benton said that she was not an expert so could not lead a group. There were offers of help, but no volunteers to lead a group.

Hazel Benton proposed that we try Teams for the next meeting and decide if we continue with it then. The Rector agreed.

No Objections.

The Rector thanked Hazel for her report. It is a good helpful and systematic piece of work and we have arrived at a decision.

C 6.2 Thanks to CAP Volunteers and Staff

Tony Hughes said that we should give a vote of thanks to all involved in CAP. It is several years since we started contributing volunteers and financially. This includes providing people to run the courses week to week. It is not easy, with a lot of work and some disappointments. It provides a valuable social contribution and hopefully is a visible part of our mission as well.

The Rector said that we should also acknowledge the contribution of Sue Bright who is stepping down.

PROPOSED: Vote of thanks to all involved in Christians Against Poverty.

PROPOSED BY: Tony Hughes

AGREED UNANIMOUSLY.

The meeting closed with the Grace at 21:41.

Dates of next meetings:

Individual PCCs: 2nd July 2024, St. Matthew's Harwell

Combined PCC: 3rd September 2024 online

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

CHAIR

SECRETARY