

**Minutes of a Meeting of St Matthew's, Harwell PCC**  
held at St Matthew's, Harwell on Tuesday 2<sup>nd</sup> July 2024 at 7.30pm

---

St Matthew's Harwell and All Saints' Chilton were only **present together for items 1 – 5**. For all other items, only St Matthew's PCC members were present.

**Present:** Revd Jeremy Parsons (Chairman)  
Tony Hughes (Vice Chairman)  
Jane Woolley (Church Warden) – via video link  
Tim Roberts (Treasurer)  
Liz Roberts  
Adrian Bollon  
Adrian Rance- McGregor  
Stephen Manning  
Elizabeth Clarke (Secretary)

**1. Opening and Prayer**

The Rector, Revd Jeremy Parsons welcomed the PCCs to the meeting and opened the meeting in prayer.

**2. ECHO Update**

Jeremy said that ECHO was experiencing a period of change. There will be a trustees' meeting in two weeks when the finances, organisation, and future will be discussed. The events are well attended and the work is thriving, but the charity needs to work on structure and relationships. St Matthew's role in this will then hopefully become clearer.

Tony Hughes asked about the Benefice representation among the trustees. The representation from partner churches was set out in Echo's constitution and under this we should have one ex officio and one nominee, but at present there was only Jeremy. Jeremy said he was unclear about the role of a partner church and this needed clarification. However, at present no church had more than one representative and ours was for the whole Benefice. In the future, there might be an opportunity for a lay representative and anyone interested in this should contact him.

**3. Children and Families Worker update**

The original plan of a shared worker with ECHO may now not be possible. While this is clarified, Jeremy is anxious to make sure that our Children and Families work progresses particularly contact with schools. He is looking to get help from two qualified part time teachers and will be discussing this with Standing Committees and Treasurers once his plans are firmer.

#### 4. Update on Committee structure and Decision making consultation

Jeremy said the next step was for Geoff Maughan to attend one or two meetings where there were significant items to discuss. When asked when this might be, he said that this would be after the summer holidays.

#### 5. Any other business

Jeremy was asked whether he still intended to review the pattern and timing of services. He replied that he wanted to do this shortly, but it should start with each PCC deciding what pattern of services it would like to suggest. However, he would like it to be the exception rather than the norm for a minister and preacher to take services at both churches on the same day. He suggested this should be further discussed at the next PCC meeting.

#### St Matthew's PCC Meeting

Tony Hughes took the chair at Jeremy's request and welcomed the three recently elected new members, Arian Bollon, Adrian Rance- McGregor and Stephen Manning to the meeting.

#### 6. Apologies for Absence

Apologies had been received from Pam Rolls, Jan Radford, Sasha Reeves and Eliza Wheaton. No further apologies had been received, but Becca Lewis and Phill Johnston were absent.

#### 7. Decisions requested between meetings

| Date                       | Whole PCC or Standing Committee | Subject   | Result                    |
|----------------------------|---------------------------------|---|---------------------------|
| 11 <sup>th</sup> June 2024 | Standing Committee              | <b>Church Hall</b><br>Following endorsement from the PCC at its meeting on 5th March 2024, the Project Group has progressed towards making the Hall used more widely. Some members of the Group and three others have now agreed to form a new Church Hall Management Committee to take things forward.<br>The Church Hall Management Committee has been in abeyance since 2016, but is formally a sub-committee of the PCC and | <b>Unanimous Approval</b> |

|  |  |   |  |
|--|--|---|--|
|  |  | <p>accountable to the PCC (see for example Paper D to the PCC in May 2019).</p> <p>The new Committee therefore needs approval from the PCC for its renewal and membership. As the next PCC meeting is not until 2nd July I am seeking approval from the Standing Committee.</p> <p>The members of the new Church Hall Management Committee are:</p> <p>Debbie Greenfield (Chair)<br/> Dafydd Charles<br/> Adrian Bollon<br/> David Pryor<br/> Deborah Evans</p> |  |
|--|--|---|--|

This was noted.

**8. Minutes of the PCC Meeting on 2024-03-05** were approved and signed.

**9. Matters arising from the Minutes not covered elsewhere**

Tony Hughes had sent a paper concerning the original Church Hall planning approval and the various conditions of use to Debbie Greenfield, Tim Roberts, Jane Woolley, Becca Lewis and David Pike. This followed questions raised at the last PCC meeting, particularly about consumption of alcohol in the Hall and opening of windows.

Current Conditions of Use allow consumption of alcohol, but only if it is free (and not included in any ticket price). Otherwise a licence would be needed and this is not permitted.

The Planning approval had said windows should only be opened for cleaning, but in practice they had been opened occasionally and there had been no known complaints about noise.

Tony said that there had been no comments on the paper and that it was available on request. The new Hall Management Committee is working on updated hire terms and conditions for the Hall. Merger of bookings with the Village Hall system is still under discussion.

New signs have been put and plans are in hand to use the agreed £2,000 improvement budget.

Stephen Manning asked why the church did not use the Hall more, as it had done in the past. There was some discussion on the reasons for this and the current church usage of the Hall. It was agreed that ideally the Hall should have more use for church

activities, but this depends on demand, set against the availability of other options, including use of the church itself.

#### **10. Governance arising from the APCM**

The Secretary gave the new members a copy of the Church of England's guidelines for Trusteeship.

#### **11. Annual Appointment of PCC Officers**

Paper C refers. Tony Hughes passed the chair of the meeting to Tim Roberts 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 Passed Unanimously

#### **12. 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)<br>Nick Clarke (Bookkeeper)<br>Jane Woolley (Church Warden)             |
| Buildings | Tony Hughes (Chair)<br>David Pike<br>Phil Roberts<br>Adrian Rance-McGregor<br>Eliza Wheaton |

|             |                           |
|-------------|---------------------------|
| Church Hall | Debbie Greenfield (Chair) |
|-------------|---------------------------|

|            |   |
|------------|---|
| Management | Dafydd Charles<br>Adrian Bollon<br>David Pryor<br>Deborah Evans |
|------------|---|

(The Rector is automatically a member of all subcommittees)

Proposed Chair Passed Unanimously

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, Jan Radford and Sasha Reeves))

### **13. 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  
Eliza Wheaton  
Phil Corbishley

**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  
Jim Sinclair  
Wendy Sinclair  
David Pyke  
Adrian Rance-McGregor

**Health and Safety Officer** Elaine Shrimpton  
**Safeguarding Officer** Sue Greatbanks  
**Pastoral Lead** Marilyn Thomas (see Item 17)

Proposed Chair Passed Unanimously

### **14. Annual Appointment of Sidespeople**

The following were appointed , with Liz Roberts added to the list in paper C.

Resolution To approve the appointment of the following as Sidespeople :

Peter Barclay-Watt Gill Gay David Pyke  
Jim Sinclair Wendy Sinclair Andy Lewis  
Mike Pepper Anita Pepper Elaine Shrimpton  
Georgina Greer Debbie Davies James Brown  
Kevin Davies Matthew Davies Ryan Davies  
Christine Iacopetti Liz Roberts  
Roger Mawle Sarah Mawle (All Age)

Proposed Chair Passed Unanimously

## 15. Finance

Papers D1 and D2 were noted and Tim Roberts said Income and Expenditure generally on budget at the end of May. Restricted Funds were cleaned earlier in the year as the restrictions on some funds no longer applied. The Finance Committee are discussing reserves policy as we currently operate with six months held but some charities operate with four months. A change to this could have an impact on other areas of the church. Jane questioned where the money saved through cheaper insurance which PCC had agreed to put into a fund against future lead loss was shown in the accounts. Tim said he would check into this, and report back to Jane. **(Action: Tim)**

Tim explained the restricted and designated funds for the benefit of new members, and about general items in the church income and that the main expenditure is the Parish Share.

Liz Roberts asked about making the card machine more prominent, but obviously, this would also make it more vulnerable. It was suggested that perhaps it could be cemented into the church structure. Tim said he would consider the possibilities. **(Action: Tim)**

## 16. Building Committee

The Building Committee's report was noted. Tony drew the attention of the meeting to item 6 – the Church porch redecoration. This is now being undertaken by volunteers for which David Pyke should be thanked and is scheduled to take place from the 12<sup>th</sup> to 15<sup>th</sup> August.

## 17. Pastoral Lead

As noted in appointments Marilyn Thomas has agreed to be Pastoral Care Lead and has been recruiting a team who will meet towards the end of July to discuss their remit.

## 18. Services and Seasonal

Harvest Festival will be celebrated on 29<sup>th</sup> September and the Communion service scheduled for that morning will be moved to the evening. Jeremy confirmed the 22<sup>nd</sup> September will also be intergenerational. **After the Meeting the date for Harvest Festival was changed to 22<sup>nd</sup> September, and the 29<sup>th</sup> returned to previous schedule.**

## 19. Other

PCC Away Day on 13<sup>th</sup> July will start at 9.30 with refreshments and the meeting will start at 10am and finish by lunchtime.

The PCC noted the excellent Report, written by Community First Oxford, about the Warm Spaces Project, based at the Harwellian, which was supported by church members. PCC passed a vote of thanks to Elaine Shrimpton and her team for all their work.

Liz Roberts raised the question of the church cleaner recruitment. The current cleaner leaves at the end of July and plans are probably already in place to replace her but in

future could the concept of recruiting a cleaner/caretaker be considered as it is getting harder to find people able to move chairs etc especially for big funerals and functions. It was agreed that this was worth exploring but the role would need to be tightly defined and times of work laid down. Tim said the new cleaner rate of pay was £10 ph and the cost of the proposed new post would have to be considered.

Elizabeth read out a message of thanks from Eliza for the gifts, flowers and token she had received in recognition of her work as PCC member and Warden.

Tony Hughes proposed a formal vote of thanks to Eliza for all her work and to wish her all success in her new training. This was unanimously agreed. Elizabeth was asked to write a letter on behalf of the PCC to this effect.

**20. Future Dates**

The next PCC Meeting is a Combined on- line Meeting on 3<sup>rd</sup> September at 7.30pm and the next individual PCC Meeting is 1<sup>st</sup> October.

The Meeting closed with the Grace at 9.20pm.

Signed.....

Date.....