

Minutes of a Meeting of Harwell PCC
held on Tuesday 24th January 2012 at 9:30 pm in St Matthew's Church, Harwell

Present

Sarah Milrose	Liz Roberts	Jonathan Wood (Treasurer)
Kate Evans	Tony Hughes	Jane Woolley
Mel Gibson (Secretary)	Allan Macarthur	Sid Gale
Gordon Gill	Tim Roberts (Chair)	Jonathan Mobey
Georgina Greer	Roz Shipp	

1. Opening

Tim Roberts welcomed the members to the PCC to the meeting

2. Apologies for absence

Apologies were received from James Scott Cockburn and Nicholas Milrose.

3. Minutes of the last meetings

The minutes of the PCC meeting on 15th November 2011 were signed as a correct record.

4. Matters arising

- a) **Gift Aid Steward** Allan Macarthur reported that Peter Barclay- Watts had agreed to be Gift Aid Steward.
- b) **Church Hall** Tim Roberts reported on the first meeting of the working group which had been set up by Tony Hughes/ Peter Barclay-Watt after the last meeting. The Working Group comprises, Tim Roberts (Chairman), Roz Shipp, Wendy Sinclair, Jonathan Mobey and Anne Gill.

A report had been circulated to the PCC before the meeting. Tim Roberts went through the report and the main items were:

A formal fee structure will be will be introduced for use of the Hall, differentiated by type of user. The potential users would be divided into three groups:

- a) Church Groups
- b) Individuals running non-Church activities
- c) Groups affiliated to the church.

Suggestions for criteria needed to be applied for Hall hire.

- 1) No bookings where alcohol licence required
- 2) No bookings where the nature of the meeting was contrary to the Christian faith.
- 3) No bookings where noise could be a problem

- 4) No bookings for large commercial groups
- 5) No bookings where additional Health and Safety required
- 6) No bookings beyond certain time in the evening
- 7) No bookings contrary to original Deed of Gift of the land.

Overall management should be with the Buildings Committee and up and till now Wendy Sinclair has been Bookings Secretary but because of the new workload, Anne Gill will share responsibility with Wendy Sinclair for the next 6 months.

The next steps

- 1) Tighten criteria for use and finalise process for approving bookings
- 2) Inform church members- a sensitive use for some.
- 3) Ensure cleaning regime is satisfactory for increased usage
- 4) Advertise in free media eg website, broadsheet

Jonathan Mobey joined the meeting at 9.45pm.

Points discussed after the report were: The approved list was a grey area and the Rector and Churchwardens should make the decision; Sid Gale was not happy that we were charging for use by Church Organisations and it was explained that the existing users would still make a donation and only new users would be charged; Wendy Sinclair was away three months of the year and Anne Gill had had a lot of experience looking after Cholsey Church Hall bookings; would not be fair if we were taking bookings from the Village Hall; reaction from the neighbours. On the last point, Tony Gibson and John Brown had been approached and were only concerned that care was taken with parking for large parties and that bookings did not involve a lot of late night noise.

5. Finance Report

Jonathan Wood presented the Financial Report that had already been circulated before the meeting.

Jonathan Wood said that due to a generous donation we had a small surplus in the general fund for the last financial year which was good news. The general fund reserves rose from £22000 to £26000 which is still rather small compared to our annual turnover of nearly £90000. The overall reserves are down by about £4,500.

The proposed budget for 2012 has been prepared with a focus on costs and a cautious approach to income. For example there was no budgeted income from the letting of the Church Hall, although some is expected which will offset the projected budget deficit.

Mission Giving and Local Giving lines have been merged to a new External Giving category for 2012. For clarity it was requested that these items be noted separately in the budget.

Similarly we have taken a cautious approach to the costs of the Broadsheet (line 18), maintaining the current budget rather than benefitting from lower costs of printing the Broadsheet in house on a new photocopier.

There was a question asked on (line 24), why the services line reduced from £1191 to £500. Jonathan Wood said that the £500 maintained the budget at 2011 budget levels. It is anticipated that some service costs will be offset by a funeral income this year.

Tony Hughes asked for clarification about whether the Church Maintenance and Repairs (line 23) figure (£5,350) partially duplicated the Church Hall Maintenance proposed by the Buildings Committee and included in (line26).Jonathan Wood said that he would look into this. Subsequently investigation shows that there is no duplication but (line23) does include other costs in addition to the Buildings Committee Budget. These items are Bells, Extinguishers and Electrical Testing.

Jonathan Mobey left the meeting after item 5 to attend Chilton’s Meeting.

There were no more questions and therefore it was proposed to accept the Draft Budget for 2012.

Proposed	The PCC accepts the Draft Budget for 2012				
Moved	Tony Hughes	Seconded	Liz Roberts	Passed	Unanimously

6. Buildings Committee Report

The report was presented to the PCC by Tony Hughes and noted.

7. Harwell Feast

The Harwell Feast will take place again this year on the 26th May 2012 and it was decided that St. Matthew’s would once again help with the Pig Roast and the Barbeque. The Co-ordinator will once again be Mike Pepper and Jane Woolley volunteered to get helpers together as she did two years ago. It has also been suggested that we have a Songs of Praise at the Harwell Feast but the format needs to be decided.

8. Annual Report

The secretary reported that the Annual Report had to be prepared before the next PCC Meeting on the 6th March for approval before the Annual General Meeting in April. Tony Hughes agreed to write the Fabric Report. Reports would also be required from YF and also the Holiday Club.

At the next PCC Meeting, we would also need to decide three organisations to give their reports at the AGM. Last year there were reports from, Fledglings, Bell ringers and The Evergreens.

One idea for this year was reports from SubCommittees.

9. Items dealt with by the Standing Committee

Both the issues of Lankelly Chase and the photocopier had been dealt with at the Combined Meeting.

The Wallingford Deanery Mission and Pastoral Committee item was also dealt with at the Combined Meeting.

10. Audio Visual Arrangements

Tony Hughes had circulated a note summarising adverse comments received about the use of visual presentations in the services, in which he suggested that a working group look at how we might improve our facilities. He also reported that he had had an e-mail from a sides person on duty last Sunday saying that the visual arrangements were not satisfactory. For example the screens could not be seen from the back there were not enough printed sheets and some people did not like having the prayers on the screen. On Sunday there were two screens required and it caused difficulty for the congregation to see when standing up. During discussion it was pointed out that there were really two separate issues (1)how to make use of our existing facilities in the most appropriate way, so that the benefits are not outweighed by creating difficulties for some people; and (2) how we could improve the facilities to minimise such difficulties. It was agreed that the Ministry Leadership Team should consider (1) and that the Church wardens would set up a working group to look at possible improvements to address (2).

11. Any other Business

a) Liz Roberts has issued an e-mail outlining an idea that she has of the PCC supporting an outreach activity of a pilot jumble sale in the church hall which she would organise. Charity shops in Didcot are not necessary meeting all the needs of the community and Harwell residents have to travel into Didcot to take advantage of them. If the Church offered a clothing sale , say twice yearly, at minimal prices where money raised simply paid for the heat and light in the hall and refreshments , we could provide a valuable service .

If given the go ahead , Liz Roberts would work up a proposal to include safeguards against being taken for a ride and being used as a textile dumping ground.

Kate Evans thought that the Church Hall was not allowed to hold sales under the old regime (pre-bookings). Tony Hughes said that he would look into this.

The PCC had no further objections.

b) Harwell Harvest Lunch Money. Georgina Greer had spoken to Elizabeth Gill about the distribution of the money raised by the Harvest Lunch and the Harvest Service food donations and Elizabeth Gill had assumed it would be a 50/50 split between Didcot Food Bank and the Tear Fund. It was agreed that next year the PCC make the intensions clearer.

12. Close

The meeting closed at 10.40pm.

13. Next Meeting

The next Harwell PCC meeting will be held on Tuesday 6th March 2012 at 7.45pm in St. Matthew’s Church, Harwell.

SignedChairman Date.....

Signed.....Secretary Date.....