

**Minutes of a Meeting of Harwell PCC**  
**held on Tuesday 3 March 2015 at 7.45 pm in St Matthew's, Harwell**

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**Present**

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| Jonathan Mobey (for the items indicated) | Tony Hughes (Chair) | Jean Barton |
| Jane Woolley (Secretary)                 | Lizi Bowerman       | Roz Shipp   |
| Peter Barclay-Watt (Treasurer)           | Monika Buxton       | Liz Roberts |
|  | Mel Gibson          |             |

Items 1-3 were covered jointly with All Saints', Chilton PCC.

The following items were taken out of order, and were covered at the end of the meeting, once Jonathan Mobey had joined the attendees:

6 II (second listed action therein); 6V; 6 VIII; 6 IX; 14; 15 (Market Study part); 19.

**1. Opening & Prayer**

Rev Dr Jonathan Mobey opened the meeting with prayer and then the "Dwelling in the Word" exercise, as suggested by the Diocese. This involved those present reading Luke 10, v 1-12, then sharing in pairs the points which they were inspired by, and those which they wished to investigate further. On this occasion, it seemed the main points of note were to do with the labourer being worthy of their wages, and the question of food. What type of food might be provided, and how would they react to it?

**2. Archdeaconry Mission Action Plan**

Papers A and B refer.

The Archdeaconry Mission Action Plan had been circulated prior to the meeting, and comments had been received via the website. Further comments were raised at the meeting. These ranged from the desirability of more training being provided in the near future, such as the Churchwarden's training morning, which had been very good, to the negative effect it was felt that such a plan could have when presented to small, struggling churches. Although designed to provide help, they could find it to be daunting. It was also disappointing that there was no mention of Christians Against Poverty (CAP) in section 6.

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| <b>Action: PCC Secretaries</b> to collate a resume of feedback to send to the Archdeaconry |
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**3. Children & Families Worker update**

Paper C refers.

Peter Shields, Children's and Families Worker, had circulated a report on children's work, at Chilton PCC's request, and he expanded on this and answered questions. He explained that in Chilton, the Children's ministry might well need to be focussed

outside Sunday mornings i.e. to centre on Y-Club, and areas where the work is progressing. The new Fledgelings group had just started in the Community Room on Chilton Field. Offers of transport had been made to older children, to join in with Youth Fellowship in Harwell, but there had been no take-up on this. As with all groups, there are external pressures involved, such as other commitments, timing, and energy levels.

#### 4. Apologies for absence

Apologies were received from Allan Macarthur, Gordon Gill and Pam Rolls.

#### 5. Minutes of the previous meeting

The minutes of the PCC meeting on 20 January 2015 were signed as a correct record.

#### 6. Matters arising from previous meetings

##### I. Stewardship

**Action:** Tony Hughes and Liz Roberts to use Jan Jenkins's comments to finalise the Friends leaflet.

Done

**Action:** Tony Hughes to convene a working group to decide how best to engage the American Harwells with the Friends of St Matthew's, and who will action this work. Suggested invitees: Tony Hughes, Liz Roberts, Jonathan Mobey, Vicky Johnston, and anyone else we can think of who could usefully get involved.

Tony Hughes reported that a working group had not been set up. Instead he and Liz Roberts had had an informal discussion and Tony Hughes had then emailed Jonathan Mobey to ask if it would be alright for Liz Roberts and Vicky Johnston to work together on setting up a Facebook (FB) page as suggested by Jan Jenkins. Liz Roberts reported that Vicky has indicated that she can meet with Liz once Tony Hughes has supplied a portfolio of photos for the FB page.

Further actions agreed:

**Action:** Liz Roberts to forward the email she received from Vicky Johnston to Tony Hughes

**Action:** Tony Hughes to liaise with Vicky Johnston about what sort of photos are needed and how many

**Action:** Liz Roberts to work with Vicky Johnston to set up a FB page

**Action: Jonathan Mobey and Peter Barclay-Watt** to organise an appeal to increase general giving and giving for the C&FW fund.

Done. Peter Barclay-Watt has arranged for a leaflet about the financial position to be distributed and will give a short presentation at the St Matthew's service on 8 March. There will be no formal appeal launched, but a general encouragement of increasing giving, in particular to cover the full ongoing cost of the Children & Families Worker. There was further discussion about this at item 8.

## II. Charities Commission registration

**Action: Peter Barclay-Watt** to get the number put on St Matthew's cheques

Done. Peter Barclay-Watt reported that he has arranged for new cheque books to quote the charity registration number once existing cheque books had been used up.

**Action: Jonathan Mobey** to liaise with Vicky Johnston to get the number put on all official church communications (checklist below)

Done

## III. Church Hall advertising

**Action: Jane Woolley** to ask Roz Shipp to review the Bob's TV ad for the Hall and to get an updated one put up when possible to help to encourage bookings for the remaining weekday daytime slots and for parties at the weekends. To incorporate any increase in hire charges after Easter, if appropriate.

Done. Roz Shipp reported that the Church Hall Management Committee had decided against using Bob's TV advertising for the time being. This is because of (i) a possible rental increase in September, of which the Committee wishes to give existing users three months' notice and (ii) recently agreed repeat bookings by two new groups.

## IV. Concerts and alcohol

**Action: Tony Hughes** to include selling alcohol/Temporary Event Notice in the concerts checklist, when it is added to the churchwarden's handbook.

Done. Tony Hughes reported that he has updated the churchwarden's handbook in this respect as far as he can for now.

## V. Contacting Church Administrator

**Action: Jonathan Mobey** to check if Vicky could be telephoned direct on a Wednesday if necessary

Done. The answer is no. It was thought to be sufficient to be able to email or else leave a message on the office answerphone, both of which Vicky would check during the day from home. Any urgent pastoral matters could usually be dealt with by the Associate Minister.

## VI. Remembrance Day

**Action: Jane Woolley** to contact Peter Cox to ask RBL whether they would support first names rather than initials being read out to accompany surnames, and if they know all the first names.

Jane Woolley reported that Peter Cox had agreed to put the item on the agenda for the RBL meeting on 24 February, but that he would not be present at that meeting. Jane is awaiting news of the outcome.

## VII. Songs of Praise

**Action: Jane Woolley** to ask Peter Cox to put Songs of Praise on the CPCC agenda for 3 February

Done.

## VIII. Coffee distribution at 11am Sunday services

**Action: Monika Buxton** to talk to Anita Pepper about the possibility of (i) coffee servers walking round to distribute refreshments on trays, and (ii) using disposable cups. These innovations could be made at every service with immediate effect i.e. irrespective of the mooted trial/whether the coffee is before or after the service.

Done.

Distribution via trays - From her discussion with Anita Pepper, Monika Buxton reported that members of the coffee team are not keen on the idea of distributing the refreshments on trays. This is mainly because quite often in practice there is only one person doing the coffee, not two. Anita feels that it would need a second person to take the tray around whilst the other person mans the usual coffee making and distribution point.

Further discussion amongst PCC members concluded that any of us should feel free to become this second person on an ad hoc basis i.e. just offer to take a tray round if you see the opportunity and have the inclination. NB This would require a second milk jug and sugar bowl.

Disposable cups – Monika Buxton reported that Anita Pepper is not keen on the coffee team using disposable cups. Monika and Anita have looked into the possible causes of the reported musty smell of the mugs and have concluded that the problem

is that the mugs are not completely dry when they are put away in the cupboard after being washed up. Roz Shipp suggested leaving the cupboard doors open to allow the mugs to dry out better. Monika Buxton assured the meeting that she and Anita are addressing the matter.

**Action:** If the coffee servers are happy to use disposable cups in future, **Liz Roberts** to arrange a stock of disposable cups, possibly from Kingdom Coffee, and to put a notice in the service sheet to explain the change to the congregation.

No longer relevant.

#### IX. Trial of coffee before 11am Sunday service on first Sunday of the month

**Action:** **Liz Roberts** to work with Mel Gibson to talk to the sides people, and **Monika Buxton** to work with Anita Pepper to talk to the coffee servers about the trial of serving coffee before the service, e.g. to explain the rationale, to make the necessary re-arrangements to the time they turn up, and to discuss with them how they can best contribute to a good welcome when coffee is served before the service.

Jonathan Mobey explained that Monika Buxton had spoken with Anita Pepper about the trial. This had raised various concerns for Anita, about which she then contacted Jonathan Mobey. Jonathan then met with Anita to discuss the issues further.

Jonathan Mobey relayed that Anita Pepper felt that she would like to have been approached at an earlier stage about these proposals. Jonathan Mobey said that he feels that it was reasonable for these ideas to be looked at in principle by the PCC first. Jonathan said that he clarified with Anita that the trial of coffee before the service was just an idea to be explored with the coffee team, not a directive from the PCC.

Jonathan Mobey relayed that Anita Pepper had explained that the key barrier to the trial of coffee before the service is resource. Existing volunteers are unable to arrive any earlier. So it would be necessary to expand the team with new volunteers to allow such a trial to go ahead. However, Jonathan understood from Anita that Anita would be willing to volunteer herself to arrange coffee before a service on a single occasion at the All Age service in July.

Further arising action:

**Action:** **Monika Buxton** to double check with Anita Pepper about the possibility of Anita serving coffee before a service in July

[Post meeting note: Monika Buxton spoke with Anita on 9 March. Anita clarified that she was not in fact willing to serve coffee before a service in July, or at any other time.]

**Action:** If the trial goes ahead, **Liz Roberts** to arrange publicity to explain the trial to the congregation, and to ensure that as many likely attendees of the first of the month service as possible are aware that coffee will be served before rather than after the service.

Awaiting a decision on whether the trial will go ahead. The PCC will be updated on the situation at its meeting in May.

## 7. Decisions taken between PCC meetings by the Standing Committee

The Secretary reported that the Standing Committee had agreed with the request for a new children's karate group to hire the Church Hall. Roz Shipp noted this outcome and will now let the group know.

## 8. Finances

Paper F refers.

### Independent Examiner

Due to the unforeseen unavailability of Jane Moreton, who was last year's Independent Examiner, the following resolution was passed.

| <b><i>Resolution</i></b> | To approve the appointment of Jonathan Wood as Independent Examiner of the 2014 accounts |                        |           |                      |             |
|--------------------------|--|------------------------|-----------|----------------------|-------------|
| <b><i>Proposed</i></b>   | Liz Roberts  | <b><i>Seconded</i></b> | Roz Shipp | <b><i>Passed</i></b> | Unanimously |

### Funding of C&FW post

Following on from the last part of item 6i, there was a discussion about the funding of the Children & Families Worker (C&FW) post. Tony Hughes said that he thought that the Talbot Legacy should be used to ensure the first three years' funding rather than now seeking more contributions from individuals. Tony's reasoning is that, people have already given generously, they know about the legacy, and funding the C&FW post is our highest immediate priority when set against other future financial requirements such as saving all the legacy for church building improvement work. .

Mel Gibson disagreed and said that further donations should be sought to cover the cost of the C&FW. Monika Buxton and Roz Shipp agreed with Tony's suggestion.

Peter Barclay-Watt commented that the original appeal for C&FW donations was prior to recruitment of Peter Shields, and there might be some in the congregation who were now willing to give or to give more for this purpose.

Liz Roberts asked if it might be possible to apply for external funding for the C&FW. (either secular funding or from the Diocese).

Jane Woolley commented that the advantage of asking for further regular giving to cover all the C&FW cost was sustainability i.e. that income for this would cover the cost beyond the initial three year appointment.

In conclusion, the meeting agreed with Tony Hughes' suggestion from the chair that we wait and see what happens in response to Peter Barclay-Watt's finances presentation on 8 March and return to the subject in due course.

### **Funding of training of debt coaches**

Lizi Bowerman pointed out that the "debt counsellors" referred to in Paper F should read "debt coaches".

Jean Barton asked if St Matthew's is now financially supporting CAP from its existing budget/income. Peter Barclay-Watt explained that the intention is simply to create a new restricted fund into which any new donations from individuals who wish to financially support the training of debt coaches can be received. Tony Hughes pointed out that there was though an implication from the Combined PCC discussion that the PCC would fund training of debt coaches if necessary, so we should make a resolution to this effect.

Following on from the decision in principle at the Combined PCC meeting in February, the following resolution was passed:

|                          |   |                        |             |                      |             |
|--------------------------|---|------------------------|-------------|----------------------|-------------|
| <b><i>Resolution</i></b> | To fund up to three people at £45 per head to train as CAP debt coaches |                        |             |                      |             |
| <b><i>Proposed</i></b>   | Lizi Bowerman   | <b><i>Seconded</i></b> | Liz Roberts | <b><i>Passed</i></b> | Unanimously |

### **Independent Examination of Accounts to 31 Dec 2014**

Peter Barclay-Watt reported that the Independent Examination of the Accounts had been undertaken and that all points had been resolved satisfactorily.

## **9. Approval of year-end financial statements**

Paper G refers.

|                   |   |                 |             |               |             |
|-------------------|---|-----------------|-------------|---------------|-------------|
| <b>Resolution</b> | To approve the financial statements for the year ended 31 December 2014 |                 |             |               |             |
| <b>Proposed</b>   | Mel Gibson  | <b>Seconded</b> | Liz Roberts | <b>Passed</b> | Unanimously |

**Action:** Jane Woolley to provide Peter Barclay-Watt with two hard copies of the year-end financial statements signed by Jonathan Mobey and Peter Barclay-Watt

## 10. Approval of Annual Report

Paper H refers.

Jean Barton pointed out that “marriage preparation course” should read “marriage course”. Jane Woolley agreed to make this change.

|                   |  |                 |               |               |             |
|-------------------|--|-----------------|---------------|---------------|-------------|
| <b>Resolution</b> | To agree the annual report for the year ended 31 December 2014 subject to any final amendments the Rector may wish to make in the light of any further comments. |                 |               |               |             |
| <b>Proposed</b>   | Roz Shipp  | <b>Seconded</b> | Monika Buxton | <b>Passed</b> | Unanimously |

## 11. Preparation for elections

The Secretary stated that Roz Shipp and Monika Buxton were elected in 2013 for three years. Jean Barton was co-opted and so her term expires at the Annual Meeting. Our size of electoral roll means we can have up to 12 elected PCC members (i.e. not including ex-officio PCC members). This means that we will have up to ten vacancies for elected members at the Annual Meeting.

Tony Hughes encouraged PCC members to individually approach members of the congregation to suggest that they stand for election.

Jane Woolley and Peter Barclay-Watt indicated that they are willing to stand for election for another term. Liz Roberts is not intending to stand again.

[Post meeting note: Allan Macarthur has confirmed that he is not intending to stand again].

Mel Gibson indicated that he is willing to stand for churchwarden again. Tony Hughes has served five years and is not standing again as churchwarden but indicated that he is willing to stand for election to PCC and remain as Chair of the Buildings Committee.



Jean Barton stated that as she is ordained, she cannot be elected to the PCC. However, her exact designation means that she is not eligible to be an ex-officio PCC member either.

**Action: Jane Woolley** to look into whether Jean Barton can only be on the PCC as a co-opted member as opposed to an elected member.

## 12. Revision of the electoral roll

The Secretary confirmed that Mike Pepper has this in hand.

## 13. Format and agenda of Annual Meeting

Paper I refers, and was noted. The ensuing discussions are covered under item 14.

## 14. Practical arrangements at Annual Meeting

Various issues were raised about the refreshments arrangements. Lizi Bowerman wondered if it might be a good opportunity to share lunch together. The practicalities of this were discussed. The conclusion reached was not to complicate the arrangements by incorporating lunch this time. Jonathan Mobey said he had it in mind to possibly schedule lunch in a special service in July (the one which we would ideally trial having coffee before). Roz Shipp and Monika Buxton offered to arrange a more substantial snack accompaniment to tea and coffee before the Annual Meeting. This offer was gratefully accepted.

**Action: Roz Shipp and Monika Buxton** to arrange a more substantial snack to accompany tea and coffee before the Annual Meeting.

**Action: Jane Woolley** to arrange legal notices, hard copies of agenda, reports, etc to be available before and at the meeting.

## 15. Improvements to St Matthew's building

### Heating & Seating

Tony Hughes reported that both the Heating and Seating projects are moving on as best they can whilst the working groups await the future building usage assessment. Some further visits to look at other churches' heating systems are in the pipeline.

### Chancel re-ordering proposal

Paper K refers.

|                   |   |                 |            |               |             |
|-------------------|---|-----------------|------------|---------------|-------------|
| <b>Resolution</b> | To agree in principle to go ahead with re-ordering the Chancel along the lines of option 2 or 3 in Paper K. |                 |            |               |             |
| <b>Proposed</b>   | Peter Barclay-Watt  | <b>Seconded</b> | Mel Gibson | <b>Passed</b> | Unanimously |

Mel Gibson said that he feels it is important to consult the DAC about the re-ordering of the Chancel as early as possible so that we don't waste time investigating some potential alterations which the DAC will simply not allow. Tony Hughes said that the 'consultations' referred to in Paper K were intended to include the Church Architect and the DAC.

### Market Study

Paper J refers. Due to a shortage of time, the meeting agreed to postpone discussion about this to another meeting.

## 16. Buildings Committee report

Paper L refers.

The PCC noted the report. Jean Barton proposed a vote of thanks to David Pyke for all his maintenance work e.g. recent cleaning of the guttering and downpipes. All were in agreement.

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| <b>Action:</b> Tony Hughes to relay the PCC's thanks to David Pyke |
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Tony Hughes also reported that he will be meeting with the Church Architect, Philip Waddy, in the near future to look informally at a few matters e.g. the possible re-ordering of the Chancel area (see item 15 above) and the state of the external masonry. This is in addition to the Quinquennial Inspection in June.

Roz Shipp proposed a vote of thanks to the Buildings Committee for all their work. This was agreed unanimously.

## 17. Church Hall Management Committee report

Paper M refers.

Roz Shipp explained the amount of work involved for her in overseeing the Hall day to day e.g. letting ad hoc users in, checking the state of the Hall after use, sorting out any cleaning issues arising which can't wait until the next time the Hall is due to be cleaned by the paid cleaner, etc. This work grows as the use of the Hall grows.

Tony Hughes proposed that the PCC encourages the Hall Management Committee to think about how any of this extra work could be carried out by a paid person e.g. if

additional regular cleaning hours would help ease the burden on Roz. This proposal was agreed unanimously.

Tony Hughes proposed a vote of thanks to the members of the Management Committee, and to Roz Shipp and Anne Gill in particular. This was agreed unanimously.

## 18. Future dates

Mothering Sunday – 15 March

Easter Sunday – 5 April

Church Annual Meeting – Sunday 26 April

Songs of Praise – Sunday 24 May

## 19. AOB

Jean Barton raised the issue of PCC meetings going on too late, a sentiment with which some other PCC members indicated that they concurred. Jean commented that the joint part of the meeting with All Saints' PCC before splitting into individual PCC meetings doesn't help, as it makes the start time of the individual PCC meetings that much later.

In the ensuing discussion, other comments made on this subject were:

- The Dwelling in the Word exercise eats up a lot of time
- There is anecdotal evidence that the length of meetings is putting off potential PCC members e.g. past PCC members have not stood again, or resigned before their term was up, due to the length and/or relative high frequency of meetings
- If we reduce the length of meetings, we might need to meet more often in order to get through the necessary business
- Having Jonathan Mobey present for only some of the meeting disrupts the flow and slows the meeting down. This is because we can only partially complete some topics in Jonathan's absence. We then return to finish them when Jonathan arrives, which takes longer than if we did a topic all in one go. There is also sometimes a pause whilst we wait for Jonathan to be available to join the meeting. This could be avoided if Harwell and Chilton PCCs were not on the same evening, although it would mean more PCC evenings for Jonathan.
- Maybe it is time to delegate more decision-making power to the Joint PCC, and thus reduce the volume of topics to be discussed by the individual PCCs.

Jonathan Mobey closed the meeting in prayer at 10.45pm

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**CHAIR**

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**SECRETARY**

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**DATE**

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**DATE**