

Minutes of a Meeting of Harwell PCC held on Tuesday 3 October 2017 at 7.30pm in St Matthew's, Harwell

Present

Jonathan Mobey (Chair for items 1 and 2 and present for further items with "JM" after the heading)

Pam Rolls (present for items 1 and 2)

Jean Barton (Chair for item 3 onwards)

Tony Hughes

Jane Woolley (Secretary)

Hazel Connelly (absent for items 13, 14, 17, 10- fundraising, 12, 19)

Martin Gibson (absent for item 19)

Gordon Gill

Tim Paget (absent for item 19)

Christina Wood

Frances Taylor

Sid Gale

Lizi Bowerman (absent for items 1-8)

Becca Lewis

St Matthew's, Harwell and All Saints', Chilton PCCs were present together for Items 1 and 2. The PCCs then dispersed into separate meetings to cover item 3 onwards.

Agenda items are recorded here in agenda order but were in fact taken in the following order: 1-8, 16, 15, 18, 9, 10-permissions, 11, 13, 14, 17, 10-fundraising, 12, 19.

1. Opening & Prayer

Revd Dr Jonathan Mobey opened the meeting by reading Matthew chapter 22, from verse 15 onwards. Following Jesus' triumphal entry into Jerusalem, the Pharisees were intent on finding a way to trip him up using the law on taxation. Jesus turned the tables on them, using a Roman coin, with the exhortation to "render unto Caesar that which is Caesar's, and give to God that which is God's". As PCCs we have obligations to both God's kingdom and to the human world, for example observing safety practices while having work done.

Jonathan then led the meeting in prayer.

2. Items of joint business

2.1 Parish Share 2017

PCC secretaries had, as asked at the previous PCC meeting, produced a paper (Paper A) outlining the current situation regarding the Parish Share, with tables summarizing the relevant finances of each parish. The funds held by each parish were also tabulated, and described as "Restricted", "Designated" or "General".

"Restricted" - received for a specific purpose – only the donor can change this use.

"Designated" - set aside by PCC from General Funds for a particular purpose – only the PCC can "undesignate" or "redesignate" them.

"General" - freely available for general use.

Tony Hughes thanked the secretaries for the clarity of this paper.

(Carol Pigott was especially thankful to Jane Woolley, who had done most of the work on this.)

The paper showed that St Matthew's is over target by £369 to pay the Share, while All Saints' is under target, by £906.

In the ensuing discussion:

- Sid Gale asked about All Saints' Carterton House Fund. Pam Rolls explained the history of this fund. Parishioners of the benefice had donated to purchase a house for clergy use. Eventually the house at Carterton was bought to provide a retirement home for the then rector, and was finally

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sold some years later. The money from the sale was returned to the benefice, and split between the parishes. All Saints' had not used their share as yet, reasoning that it should be used for a concrete purpose, such that the original donors would have approved. (Liz Morris explained that All Saints' had planned to use it for the heating project, if this had come to fruition).

- Carol commented that using this type of fund for a regular commitment such as the Parish Share, would be akin to selling the family silver for living expenses.
- Tony Hughes stated that some of St Matthew's reserves had in effect been used to cover deficits in their on-going expenses for a number of years.
- Becca Lewis felt that on-going expenses should be covered by reserves if necessary, if there was money somewhere available.
- Carina Lobley pointed out that it was the decision of each PCC individually, as to which pots of money they should use.
- Christina Wood replied that we needed to decide where the money would come from, if the Benefice decided to pay in full.
- Gordon Gill explained about the rebate that the Deanery receives, if the Deanery Share is paid in full, and how that is used.
- Jean Barton asked if St Matthew's had ever made up All Saints' shortfall. Pam replied that this had not happened here, although it may have happened in other benefices.
- The Rector pointed out that we could re-visit the split of the Share, instead of having the 2/3 to 1/3 ratio.
- Hazel Benton reminded PCC that George Curtis (Deanery Treasurer) had informed the PCCs that the Diocesan view was that Parish Share should take precedence over Missions Giving. She did not want that to happen.
- Gordon had pointed out the benefits we received from the Diocese, which are funded by the Share, including clergy training. Pam replied that, although she and Jan Radford had benefitted from this, the Diocese benefits from their non-stipendiary roles, and also from the fees they receive from conducting services, etc.

Resolution	The Benefice pay the requested Parish Share of £72,413, with the amendment: To be split – St Matthew's £48,879, All Saints' £23,534.				
Proposed	Tony Hughes	Seconded	Carina Lobley	Passed	Unanimously (both proposal and amendment)

2.2 C&FW recruitment - update

Jonathan Mobey reported that progress was being made, with candidates to be interviewed on Sunday afternoon. (8th October).

The interview panel would consist of Jonathan, Christina Wood and Alex Reich.

Jean Barton will find children of junior school age to co-opt for the children's activity. Jane Woolley, Wendy Critchlow and Jean Barton will observe the children's activity.

Jonathan then led the meeting in prayer for our own church family, and for all the arrangements and decision at the weekend C&FW interviews.

PCCs then moved to their individual meetings, at 8.15 pm.

3. Apologies for absence

Apologies were received from Peter Barclay-Watt. Jan Radford was excused. Michelle Walker was absent.

4. Any decision required arising from item 2.1 above

None required.

5. Minutes of the previous meeting (July 2017)

The spelling of "Lizi" in "Lizi Bowerman" in the list of those present was corrected by hand. The minutes of the last meeting were then approved and signed as a correct record.

6. Matters arising not covered elsewhere

- Jane Woolley to ensure that the Rector is aware of the proviso in the resolution about the 1 October evening service re lifts to Chilton.

STATUS: Done.

7. Decisions requested of Standing Committee between meetings

The Standing Committee approved a letter to the Diocese sent by Tony Hughes dated 20 September 2017 about the seating Faculty petition – see Item 10-permissions.

8. C&FW employment – issues arising from September Combined PCC meeting

Resolution	As the legal employer of the C&FW, St Matthew's PCC delegates authority to the Appointment Committee (referred to at the September Combined PCC meeting) to make a job offer.				
Proposed	Tim Paget	Seconded	Hazel Connelly	Passed	Unanimously

Resolution	As the legal employer of the C&FW, St Matthew's PCC delegates authority to the Joint PCC to approve the necessary HR-related documents and procedures.				
Proposed	Martin Gibson	Seconded	Christina Wood	Passed	Unanimously

9. New Treasurer and Book-keeper

Jane Woolley informed PCC members that she had sent Jonathan Mobey a list of possible people to approach for these positions. The first person whom Jonathan had approached had thought about it and then declined. Jonathan will continue to work his way down the list of people.

Tony Hughes asked if something could be put in place to keep PCC members informed of progress well before the next PCC meeting in January. Jane Woolley volunteered to check on progress with Jonathan Mobey on a weekly basis.

Action: Jane Woolley to check weekly with Jonathan Mobey on progress with recruiting a new Treasurer and Book-keeper.

Gordon Gill mentioned that the new Diocesan Parish Giving Scheme might reduce some of the work of the Treasurer/Book-keeper. For example, Gift Aid is automatically processed by the scheme each month. See here for more details <https://www.oxford.anglican.org/support-services/parish-support/generous-giving/>

10. Improving church seating - update

Permissions

Paper C refers.

Tony Hughes thanked all those involved in keeping the seating project moving forward. He mentioned especially Christina Wood, Martin Gibson, Jane Woolley and Liz Roberts.

Tony Hughes reported that, since the last PCC meeting, he had received the long-awaited Notice of Advice from the DAC. He had then been able to submit the Faculty petition on 10 August, after which there was a 28 day public consultation period during which time objections could be raised. Tony explained that if there are any objectors to the scheme – either as a result of the public consultation period or during an earlier part of the process – the officials at the Diocesan Registry (meaning legal) office then inform us of this and ask us if we wish to continue with the Faculty petition. Tony did receive such a letter from the Registry, but it did not state who the objectors were. So Tony rang the Registry to find out. The answer was that the Victorian Society, Historic England and the Church Buildings Council have all expressed concerns about our proposals at one time or another – specifically about the plan to entirely carpet the nave and vestry. There had been no other objectors. Tony relayed to PCC members that none of these three bodies had in fact used the word “object” apart from the Victorian Society in one email. Rather, they have all expressed “concern”. Essentially, they feel that such a carpet would detract from the historic ambience of the building.

Tony Hughes reported that the Standing Committee agreed with his suggestion that he should send a letter back to the Diocese saying that we do wish to proceed with the Faculty petition. This should then trigger the Diocese to write to the bodies who have expressed concern to ask them if they wish to become a party opponent (meaning that they would become part of formal consistory court proceedings) or if they merely wish the Chancellor to take their comments into account when coming to a decision. In fact, the next thing that happened was that the Archdeacon's PA asked the Registry to delay sending this letter to these bodies until the Archdeacon had had a chance to talk to a St Matthew's representative to see if a confrontation could be avoided.

Tony Hughes reported that Jonathan Mobey then talked to the Archdeacon on 30 September and informed her of the situation. The Archdeacon told Jonathan that she would like to double-check with the Registry that we do have the option to withdraw or modify our Faculty petition if any of the three bodies say that they do wish to become a party opponent. Tony Hughes told PCC members that he and Martin Gibson had in fact already checked that this is the case.

Tony Hughes said that if we do get a party opponent coming forward, the costs of going to a consistory court would be large. So the PCC might have to make a decision about that in due course. As things stand at the moment, we are waiting for the Registry to write to the three bodies and we

have indicated that we wish to proceed with our Faculty application. Our hope is that these bodies will decide not to become a party opponent and will just leave it to the Chancellor to take their concerns into account in coming to a decision.

Gordon Gill said that when St Mary's in Cholsey went to a consistory court the proceedings cost them £20k and that was nearly 30 years ago. Tony Hughes said that PCC members would also have to ask themselves if court proceedings would really be the right way to settle things, and reminded PCC members of St. Paul's advice in his letter to the Corinthians.

Martin Gibson thanked Tony Hughes for all the time he has spent dealing with this matter. Jean Barton added her thanks and asked PCC members to pray for the whole situation.

Physical works

Tony Hughes reported that no physical works can be undertaken until we obtain a Faculty. The scaffolding that is up at the moment is to do with the separate matter of redecoration.

Disposal of pews

Tony Hughes reported that Liz Roberts has advertised the pews for sale in anticipation of our replacing them with chairs. This has resulted in every pew now being earmarked for sale. Interest has come from the wider village community as well as from the congregation.

It was noted that there had been some negative comment on the village Facebook page about the removal of pews. But it was also noted that no members of the public had voiced any concerns during the public exhibition run by the PCC or during the Faculty public consultation period. Also, the historical bodies mentioned earlier had voiced no objections to the removal of the pews, only to the carpeting aspect of the proposal.

Fundraising campaign (JM)

Jonathan Mobey reported that the fundraising campaign had been launched. In this, an appeal leaflet had been distributed at Sunday services on a couple of occasions, supported by an oral notice. There was also a notice in the Broadsheet.

Jonathan Mobey suggested that further distribution of the leaflet and oral notices would be appropriate once we are granted a Faculty.

Jonathan Mobey thanked Martin Gibson for preparing the appeal leaflet.

Jane Woolley said that Brenda Pyke had been taking in any appeal pledge forms.

<p>Action: Jane Woolley to ask Brenda Pyke and let PCC members know the number of pledges and the amount pledged for seating and heating received so far.</p>
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Jonathan Mobey said that the application for Section 106 funds is ready to go. Jonathan thinks we probably have to have any required buildings permissions in place before we can submit it (i.e. we need a Faculty). So he will submit the application once we have a Faculty.

11. Improving church heating - update

Tony Hughes reported that progress with the heating project has stalled whilst we await the information the DAC requires us to include in our proposal (e.g. the running costs of the Ecomiser heating system from other churches). It will be early 2018 before the data we require might be available.

12. Church Porch – Glass Doors project (JM)

Jonathan Mobey said that we need to make a decision about which architect to use.

Tony Hughes said that in the run up to this PCC meeting he had looked at such information as we have about a design and a cost. So far, we have had two quotes, only one of which is in writing. The written quote consists of a letter and a couple of rough sketches rather than proper designs. That quote suggests that the making and installation cost for two sets of double doors would be c.£10k, excluding any design costs. The telephone quote was for a similar cost.

Tony Hughes reported that he had also taken the opportunity to discuss the situation at a Buildings Committee meeting. There are quite a lot of issues to consider, such as the number and design of door(s) and the compatibility with the structural and historic aspects of the building. Tony reported that the firm view of the Committee is that the next step should be to prepare a written brief asking the church architect to prepare some detailed design options. The PCC (or a working group) would then select its preferred option and ask a number of firms to provide a quotation for making and installing to this design. We would then work up a full proposal to go to the DAC. Earlier consultations had established that such a proposal would require the church architect's input and endorsement in any case.

Tony Hughes reported that the church architect had quoted £2k about a year ago to prepare some detailed design options. The architect would produce proper drawings and Computer Aided Design simulations rather than just sketches. The architect would also indicate what the likely making and installation costs would be.

There was then some discussion about whether the church architect was the best person to ask to prepare the design options, or whether we should approach an architect known to be a specialist in church glass doors. The final conclusion was that it would be best to commission the church architect because his firm has experience in this sort of work, because no one has come up with any specific alternative architects, and because otherwise we would end up with some duplicate architect's costs due to the need to involve the church architect in the preparation for the proposal to the DAC.

Tony Hughes suggested that part of the brief to the church architect should ask him to show us some pictures of other church glass doors that his firm has designed.

Jonathan Mobey asked if the £2k quoted for design work by the church architect includes managing the whole process or just for producing the initial design options. Tony Hughes confirmed that it would cover producing the initial design options and discussing those with us. If the architect also project managed the work, that would cost extra – usually about 15% of the total project cost. Tony Hughes said that it would be necessary to ask the architect for an updated quotation for the cost of preparing some detailed design options. Either the Buildings Committee or a working group could take on the task of preparing a brief, commissioning the church architect, liaising with the church architect and consulting with the PCC.

Jonathan Mobey said that he knew of individuals not on the Buildings Committee who are interested in being involved. Tony Hughes said that a working group consisting of some Buildings Committee members and some other people could be preferable to involving the whole Buildings Committee.

Action: Jonathan Mobey to tell Tony Hughes who else is interested in being involved in the porch doors project with a view to forming a working group.

Resolution	For the Buildings Committee or a working group to:				
	<ul style="list-style-type: none"> - prepare a brief for the church architect to prepare some design options - ask the church architect for a revised quote to prepare some design options - commission the church architect to prepare some design options 				
Proposed	Chair	Seconded	-	Passed	Unanimously

Gordon Gill asked if the PCC had any firm views about what the design should be. Tony Hughes commented that there did not seem yet to be very firm views, but rather that all the relevant issues should be considered and some viable design options put forward. Christina Wood requested that requirements such as for good draught proofing should be in the brief.

13. Buildings Committee report

Paper D was noted.

14. Church Hall Management report

It was noted that there was nothing to report.

15. Finance Reports

Papers E and I were noted.

PCC members expressed that they were very happy with the inclusion of a year-end projection column on the Income & Expenditure report and the figures therein.

16. Ecclesiastical Insurance marketing campaign

Paper G refers.

Various PCC members expressed concern about displaying the marketing poster e.g. it might be perceived that the PCC/the church was recommending Ecclesiastical or that we had vetted their products (even though there is nothing that actually suggests this on the poster).

Resolution	Not to display the Ecclesiastical Insurance marketing campaign poster				
Proposed	Tim Paget	Seconded	Martin Gibson	Passed	Unanimously

17. Evening service on the second Sunday

No change for now. Review again at the next meeting.

18. Archdeacon's Inspection

Christina Wood explained that there are some items on the Inspection Checklist which require a PCC resolution.

Resolution	To appoint Hazel Connelly as: - St Matthew's Health & Safety Officer - St Matthew's "responsible person" to carry out a Fire Safety Risk Assessment				
Proposed	Martin Gibson	Seconded	Frances Taylor	Passed	Unanimously

Resolution	To approve the updated Health & Safety Policy, provided that the heading and content of the “responsibility of” column is amended to show job titles rather than individuals’ or committees’ names				
Proposed	Chair	Seconded	-	Passed	Unanimously

Action: Hazel Connelly to send the Health & Safety Policy to the Church Administrator and to ask the Administrator to:

- ask Jonathan Mobey to sign it
- display a copy of the signed Policy on the Church website and in the porch
- send a copy of the signed Policy to the Deanery Secretary

Martin Gibson expressed thanks to Hazel Connelly for all her work on Health & Safety.

19. Any other business (JM)

Sid Gale raised the issue of Holiday Club next year and whether we should buy a copy of the Scripture Union material when it is published in the next few weeks. Jonathan Mobey recommended delaying that decision until after the C&FW interviews have been held and we see if we can appoint someone to this role soon. If we do appoint someone soon then this would be something that they would look at.

Becca Lewis raised the issue of the eligibility criteria for getting a place at Holiday Club. Becca said that traditionally those living in Harwell and Chilton parishes and key volunteers’ children have priority, then those who are geographically closest. Becca pointed out that this means that children of families who regularly attend our churches but who do not meet these criteria potentially miss out. Becca said that she knew of one family in this category. In Becca’s view, those in the “church family” should have precedence. Sid Gale queried whether priority should be given to the already churched over the un-churched.

Jonathan Mobey said that it is important to have an explicit admissions policy for Holiday Club – including, for example, the issue of how much volunteering someone needs to do in order for their child to be guaranteed a place. Jonathan proposed that such a policy should be drafted in due course and be reviewed by the Combined PCC.

Jean Barton closed the meeting with The Grace at 9.45pm.

CHAIR

SECRETARY

DATE

DATE