

**Minutes of a Meeting of the Combined PCCs
of St Matthew's Harwell with All Saints' Chilton
held on Tuesday 6 February 2018 at 7.30 pm
at All Saints' Chilton**

Present

(J) Denotes Joint PCC member. There were thus 10 voting members plus the Rector at this meeting - all resolutions refer to Joint PCC votes

Peter Barclay-Watt (J)
Jean Barton
Hazel Connelly
Phil Corbishley
Peter Cox (Secretary)
Sid Gale,
Martin Gibson
Gordon Gill

Steven Hale
Tony Hughes (J)
Andrew Keene
Rebecca Lewis
Liz Morris (J) *
Tim Paget (J)
Carol Pigott (J)
John Pigott

Alex Reich (J) **
Pam Rolls (J)
Yvonne Sanderson (J)
Frances Taylor
Christina Wood (J)
Michelle Walker
Jane Woolley (J)
The Rector (J, Chair)

By Invitation:

Vicky Johnston, Church Administrator

Sarah Barrett and Melanie Shields*, Children and Families Workers

* From item B 2.5.2.

** From middle of item B1.1.

A Preliminaries

A1 Opening & Prayer

The Rector read from Revelation 5 v 1-14

He said that the focus of this passage is worship. According to the Shorter Westminster Catechism the chief end of mankind is to worship God and enjoy him forever. The four beasts in the passage represent the totality of creation, all in Heaven and the whole Creation is singing together. We find our fulfilment in worshiping and glorifying God, and enabling others to do so. We are part of something enormous. This passage is only a snapshot of our mission of making worshippers of God.

The Rector then led the meeting in prayer.

A2 Apologies for absence

Apologies were received from Hazel Benton, Lizi Bowerman, Stuart Gibson (J), Heather House, Carina Lobley.

Excused: Helen Brook, Jan Radford

Absent: None.

A 3 Minutes of Previous Meetings

A 3.1 Minutes of the November 2017 meeting

There were no corrections. On approval they were signed by the Rector.

A4 Actions / Matters arising

CPC meeting November 2017 – Matters arising - status of actions not covered elsewhere UPDATED

B 2.6.1 Participation in Harwell Feast and Chilton Village and Harwell Campus Family Fun Day

Action: **Jane Woolley** to let the Feast Committee know that we would need the marquee for Songs of Praise on Sunday 27th May, and space for 3 gazebos at the Feast, for the activity.

Liz Morris to speak with Bob Girling about doing the same at the Fun Day.

Jonathan Mobey to approach the Children & Families Workers, and Carina Lobley of the Science & Faith Group about putting on the activity

Status: Harwell Feast Committee and Bob Girling contacted; Sarah Barrett will gather a group to consider the options for the Feast/Fete activity.

See also item B 2.6.4 this meeting.

C 1.2 General Data Protection Regulation (GDPR)

Action: **PCC Secretaries** to put the following resolution on the agenda for the January PCC meetings:

To delegate to the JPCC the PCC's data management/compliance responsibilities

Status: On agenda for both meetings and agreed at Harwell PCC and at Chilton PCC meetings.

See item C1.2 in these minutes.

C 2.2 Parish Giving Scheme

Action: **Peter Barclay-Watt** to try to find out how much the scheme would cost us if the Diocese stopped paying for it

Peter's response: *"I am told that the cost to the diocese is £20,000 which will be recovered through the parish share (approx. £25 per parish payable even if not participating). Furthermore I am advised that the Diocese is very unlikely to withdraw from the scheme."*

Status: Complete

B Mission Strands

B 2 Evangelism and Discipleship of Adults

B 2.1 Home Groups

Paper L refers: Current numbers of groups, current and future recommended bible studies.

There were no questions or comments. The Rector thanked Jean Barton for her report and for supporting the home groups.

B 2.2 Marriage Course

The Rector reported that there are no plans for a course at the moment. He continues to meet couples that need their banns read, some of whom are new here and the numbers are going up. Some attend a marriage course in their own parish. We are getting near the numbers required for a course to run. He asked for ideas of volunteers to lead the course; study material is available.

B 2.3 Alpha Course

The Rector said that he wants to do an Alpha course during Lent but there are no firm plans. The Children and Families Workers have some people interested in a daytime course, which could be arranged.

B 2.4 Science and Faith

The Rector reported that the Science and Faith group will restart soon. A group will be attending a talk at Ripon College, Cuddesdon later in the week.

Gordon Gill said that Science and Faith is running across the Diocese, including meetings organised by Science Missioner Jennifer Brown.

B 2.5 Responding to Financial Need

B 2.5.1 Christians Against Poverty (CAP) Money Courses

Sid Gale reported that the last three “courses” were run as one-to-ones in people’s homes or the church extension. The clients were all from out of the Benefice. There is clearly a need locally but no interest in the courses. There is an open-ended invitation on the CAP website for clients to sign up for a course. There are no major courses planned at the moment.

The Rector said that there are also some courses being run in Wallingford, and there has been limited uptake. The CAP Trustees are considering how best to publicise the courses. CAP centrally seems now to be steering new clients towards the Lifeskills course which could possibly be run across a wider area.

B 2.5.2 CAP Centre

The Rector reported and answered questions:

- The number of clients is picking up and 12 to 13 clients have gone debt free to date. This process can take a year or more. Some have been declared bankrupt which is more appropriate in some cases.
- The Rector did not know the split between Didcot and Wallingford of clients going debt free. There are about 40 clients at the moment. The clients going debt free will be mostly from the Wallingford area as the centre started there two to three years before being extended to Didcot.
- Articles on this are in the Notice Sheets.
- A second debt coach has started work so the number of referrals can now be increased.
- Recently the focus has been on consolidation – a debt coach left soon after starting so they had to recruit.
- The clients are mainly referred by other organisations rather than self-referrals.
- We need to consider publicising this now the number of referrals has increased from 3 to 6 a month.
- A PCC member asked if any clients have joined a church or made a profession of faith. The Rector said that the two aims of the debt centre are to get the clients debt free and promote the Christian faith. Engagement is at varying levels - some do not engage at all. Quite a few clients commit or recommit to Christ. This is difficult to measure though they try to record professions of faith. It is a very important part of CAP’s aims to come alongside people and invite them to client events. There are six client events across our area, each with a gospel presentation. The aim is to get 12 contacts during the first year of each client’s engagement with CAP.
- Sue Bright, CAP Centre Manager, will visit the churches soon.

Proposed Constitutional Changes to Didcot and Wallingford Area CAP Debt Centre

Paper K refers – Changes to the constitution of the governing body of the charity, which is made up of representatives of the constituent churches - Changes to the specification of which Minister (where more than one in a church) is the Ex-Officio trustee of each church and change from three Appointed Trustees to two Nominated Trustees from each church.

The Rector explained that this is a constitutional change which has to be approved by the governing bodies of the constituent Churches which in our case is the PCCs. It is linked to the extension of the area covered by the Centre to cover Didcot and Wallingford. It was stated that the only change that affects us is the change from three to two representatives. The Rector said that he is currently the only representative from our Benefice.

Resolution	That the Joint PCC agrees the changes to the CAP Money Centre constitution as described in Paper K				
Proposed	Rector(Chair)	Seconded	-	Passed by the JPCC	Unanimously (10 of the 11 JPCC members were present)

ACTION: Rector to confirm in writing to CAP Manager

B 2.5.3 Acts 435

The Rector said that this is a way of donating money. It gives grants to people in need for a particular expense that would otherwise be out of reach. Consideration of this item is in abeyance.

B 2.5.4 Didcot Emergency Foodbank

The Rector said that the Benefice continues to support the Foodbank which provides a valuable service. Demand on all foodbanks is rising.

B 2.6 Social and Community

B 2.6.1 Walking Group

Paper G refers: Report on schedule of walks and attendance.

Sid Gale said that attendance can be up to 30 depending on the weather and the type of walk. The next walk is on 11th February to White Horse Hill.

The Rector said that the walks are attended by a full cross section of people covering much of the “concentric circles” conceptual framework diagram, as for example, do the Science and Faith meetings and events. (See Minutes of Combined PCC Meeting 1st September 2015 item B 0.2, and Paper F for that meeting for the diagram).

B 2.6.2 Christmas Together and B 2.6.3 Harvest

Paper G refers: Report on 2017 Christmas Community Lunch and plans for 2018

The Rector said that 2017 was the second year the lunch was at the Chilton Village Hall and it has been booked for Harwell Village Hall this year.

Sid Gale said that the Harwell Village Hall Trustees have agreed to let us use the venue at no cost – the Chilton Village Hall was also provided at no cost for the last two years.

The Rector added that there have been other shared meals in the Benefice: Harvest at Harwell and a meal to welcome Melanie Shields and Sarah Barrett at Chilton. These have gone well. They were organised by Hazel Connelly and others.

Hazel Connelly said that it was great team effort. It would be good not to settle on the same group of people organising every meal – any lessons learned can be passed on to new people. A bigger team with more people experienced in organising shared meals would be better so the meals won’t stop if one person stops.

The Rector said that the shared meals are very valuable as a large range of people of all ages attend. People also took food from the Christmas meal to those who are not able to go, which was really appreciated.

Gordon Gill said that a shared meal had been held in Uffington recently which was attended by 120 people. The conversations that people had were great and it helps build community.

The Rector said that it is very biblical to eat together. Holy Communion was originally a full meal. Lots of gifts can be used including hospitality. It is good on many levels.

B 2.6.4 Participation in Harwell Feast and Chilton Village and Harwell Campus Family Fun Day

Paper A refers: See “Matters Arising” above.

Relevant Dates:

Songs of Praise: Sunday 27th May 4pm
Harwell Feast: Monday 28th May
Chilton Fun Day Saturday 9th June
D Day Service Saturday 9th June 5:30pm

The Rector said that Sarah Barrett is getting a small team together to consider what activity will be put on at both events. Sarah Barrett said that they will meet after February half term and will report back to the PCCs about space and requirements.

The Rector said that Tony Hughes will organise the Orchestra for the Songs of Praise, amongst other preparations.

B 1 Children, Youth and Families

B 1.1 Update and Plans

Papers F refers – Updates on Kids Church, Pathfinders, Youth Fellowship (YF), Fledgelings and future plans

Sarah Barrett said that she and Melanie Shields will carry on with the activities that work well, in the same pattern. She highlighted these points from the paper:

- More people are helping with YF.
- Their main vision is for all activities to be Practical, Relevant and Accessible.
- They have ideas for the groups helping to lead services

Discussion ensued on the following topics:

Proposed Saturday Morning Dad’s Fledgelings type Group:

- Rebecca Lewis said that there are mums who have gone back to work six months after the birth of their child that have missed attending Fledgelings and would like the opportunity to attend this group. Making this for dads only would not be a good idea – it should be non-gender-specific.
- Melanie Shields said that you don’t generally get dads at these groups and if you make it non-gender-specific it would just be the mums. If you make it male focussed then the dads will come.
- Neither solution is ideal.
- Sarah Barrett said that with more volunteers this could be developed and it won’t just be dads only groups in the longer term. There was some agreement to this.
- One of the biggest growth areas is “Who Let the Dads Out” groups for dads and children.
- It is quite common for dads and grandads to have the children on Saturday mornings and a lot of dads have access visits at the weekend. Options are either McDonalds or the park, so it would be good if the Church is offering something - it would be a great opportunity for outreach.
- The Rector said that there is in many areas of church life a tension between focusing on one group or taking a broader focus.
- Some men may find an all-male and children group less threatening than mixed group, though two or three men come to Fledgelings.

Fledgelings

- Melanie Shields said that older women come to both Fledgelings groups to serve tea and chat to the mums. They are an incredible blessing and asset to the groups.
- A lot of people are moving into Harwell now who don’t know anyone. It is difficult to have a conversation while looking after a young child so there could be an evening tea and cake group with no children. Being a mum or dad can be isolating and this would be a chance for a proper conversation.

Use of Reconfigured St. Matthews Church

- Sarah Barrett said that once the heating is upgraded it could host Fledgelings. This could get people through the door who never enter a Church. As a preliminary, the vestry could be used during services for an informal bible story or craft session. Parents can still hear the service.
- The Rector said that the Church is being used during the week, e.g. by the Harwell Scouts and Upton and Blewbury guides for sleepovers; some attending did not know that the church was there.
- Tony Hughes said that heating is not generally required for the summer months. Also, as use of the church increases, it is important that the calendar is kept up to date as he uses it to schedule maintenance work on the building. The Rector said that he would ensure that people who need to know can see all of the bookings. The church calendar has a subset of the bookings not visible to the general public so it is not cluttered.

Y Club

- Pam Rolls said that Y Club is an after-school club at Chilton School every Thursday and has run since 2005. 17 children attend each week with her and four other leaders. They are currently studying the early life of Jesus.
- It was suggested that we can advise those leaving Fledgelings that Y Club is the next step, after they have been at school for a term or two.
- A version of Y Club at Harwell School was investigated by Peter Shields but there was no take up at the time. It could be reviewed again. Michelle Walker is involved in the after school club.
- Melanie Shields said that she can include an update from Pam Rolls on Y Club in future CFW reports.

Holiday Club

- Sarah Barrett is in contact with Harwell School to set a date. She is hopeful that Holiday Club can be run at Harwell School in August.
- Tony Hughes said one of the elements of the case for the modifications to St Matthew's was the possibility of running Holiday Club there.
- The Rector said that serious consideration had been given to running Holiday Club at St. Matthew's if the school is not available, though there are only two toilets and it is smaller than the School.
- In answer to a question Tony Hughes said that the repair to the Church Tower may be completed before Holiday Club.

It was stated that Sarah and Melanie did brilliantly on Sunday (All Age Christingle service) – it was a very good service to a very high standard.

The Rector thanked the Children and Families Workers for their report. This is their first month in the roles though they are both very experienced in this work.

B 1.2 Holiday Club Admissions Policy

The Rector said that this is a work in progress. The policy needs to be formalised. He asked if it should be approved by the PCCs or dealt with by others.

Discussion ensued, with the following points being made:

- It was suggested that Harwell PCC members would like to know what the policy is, the reasoning behind it and contribute to it.
- Rebecca Lewis said that if the Holiday Club helpers are from outside the Benefice, then their children do not automatically get a place, so the helpers can have childcare issues. If the helpers that live outside the Benefice attend church regularly, then their children should be able to attend.
- PCC members should pass their views to the CFWs for them to decide, not the PCCs.
- The policy should be voted on by the PCCs
- Is priority primarily decided on geography or church attendance? The Rector said that priority has previously been given to those living in the Benefice.
- Should priority be given to helpers' children and at what level of volunteering? The Rector and a CFW said that the number of leaders and the capacity of the venue will determine the total capacity of the Club.
- Is the Holiday Club for Outreach or for the Congregation?
- The Rector said that one third of Great Western Park falls inside the Benefice where houses have been built over the last couple of years, so there is potentially a large number of children that could attend.
- Houses are also being built in Harwell and Chilton villages.
- The number of helpers available and the policy are interdependent.
- The issue of timing was raised - bookings usually open at Easter. The Rector said that the policy can be agreed in a brief combined section at the start of the March Individual PCC meetings

The Rector asked the PCC members to reflect on this matter and email their views to the Rector or CFWs. The CFWs would create a policy proposal taking these views into account.

Sarah Barrett said that the proposed policy would be circulated as soon as was possible.

The Rector asked if the meeting would agree to a mid-February deadline for the input of ideas, for a paper at the March meeting.

No Objections.

It was stated that the paper should only need minor adjustments at the March meeting and it was suggested that an email should be sent to the PCC members that were not present.

B 3 Pastoral Care

Paper H refers: Report on Volunteers, Leaders, Home Communion and Generation Gold Services

Pam Rolls highlighted the following points from the report:

- The Harwell visiting team needs more volunteers and a new leader.
- There has been growth in the numbers attending the Generation Gold services including some people who have not attended Church before, which is encouraging to see.
- The next service is 12th March at All Saints'. Pam encouraged people to come.

It was suggested that there should be a Holiday Club style course aimed at older people over the summer, as there should be other events for different age ranges as well as children and families. Pam Rolls said that she and Jan Radford had met people who lead something of this type at Christchurch, Abingdon. At the moment Pam and Jan are exploring the possibility of having a quiet half day with those that attend the Generation Gold services. This would not be such a leap for those not familiar with this kind of event.

B 4 World Mission

B 4.1 Update and Plans

The Rector reported that an annual schedule is under way, focussing monthly on the missions, agencies and individuals that we support. Each Mission Focus will be launched on the fourth Sunday of the month and continued for the following month with items in the Newsheets and Broadsheets. This schedule will be added to the Preachers and Leaders rota.

Peter Barclay-Watt said that two members of the World Mission Group have moved on so new members would be appreciated. The Rector said that this especially applies to people from Harwell to maintain the balance between the parishes.

B 5 Worship Services

B 5.1 Fresh Expression Service

The Rector reported that we are still considering a Fresh Expressions service, possibly on the second Sunday of the month in the late afternoon. The Children and Families Workers may pick this up in the future as it could be something to feed people to from Holiday Club and other events.

In response to a question Jean Barton said that the first Pebbles Family service will be this Sunday. It will be outreach-oriented and a type of Fresh Expressions. It will be family friendly and non-liturgical. It will be promoted to Fledgelings families via the service sheet.

C Facilitation and Partnership

C 1 Communications and Operations

C 1.1 Update and Plans

Paper I refers: Update on temporary reallocation of tasks due to the short term unavailability of the Church Administrator

The Rector said that he is doing more administration than usual. Christina Woods and Kate Evans are assisting and some tasks are being held over. The Facebook pages and the website are not being updated as often as usual.

C 1.2 General Data Protection Regulation

Paper A for November 2017 Meeting refers: Background on GDPR and required actions by PCCs.

The Rector said that the individual PCCs voted at their January 2018 meetings to delegate data management and compliance to the Joint PCC.

The Rector and Christina Wood said that following an initial meeting Andy Wells has volunteered to review and implement the requirements, and he hopes to do the Diocesan training course.

We may review how other organisations are implementing the requirements as it affects every organisation across the country.

A PCC member said that the Safeguarding paper states that the Church of England wants all Churches to be very compliant with requirements so nothing can go wrong due to not having the correct systems in place.

The Rector said that further reports would be given in due course.

C 2 Stewardship and Finances

Paper E refers: Update on Parish Share, Parish Giving Scheme and Funding of Children and Families Work

Peter Barclay-Watt highlighted these points from the report:

- There will be a presentation on the Parish Giving Scheme at next Sunday's Services.
- Currently funding has been identified for the Children and Families Workers by Chilton Parish for a year and Harwell Parish for three years.

C 3 Safeguarding

C 3.1 Update and Plans and C3.2 Finding a New Safeguarding Officer

Paper C refers: Including: DBS Checks completed, Benefice to sign up for Government DBS Update Service, Heather House standing down as Safeguarding Officer with Judy Gold (deputy) standing in.

The Rector said that the key issue is to find a new Safeguarding Officer. Judy Gold from Chilton is happy to continue as Deputy Safeguarding Officer. We need to recruit a Harwell church member to maintain the balance between the parishes.

As with GDPR, the Safeguarding regulations are becoming more stringent and it is very important that we are fully compliant

There are issues around portability of DBS checks for people between different organisations.

No Comments or Questions.

C 4 Staffing and Leadership

C 4.1 Update and Plans

Paper L refers: Update on Staffing including illness, changes in personnel, and current and upcoming vacancies.

The Rector said that there have been quite a number of challenges in recent months so the report sounds a bit negative, but he is optimistic for 2018. The work of all the leaders in all aspects of Church life is important and he appreciates all that they do including those present and all on the PCCs.

C 4.2 Complaints Procedure (Deferred from November 2017)

The Rector said that the Employment Group had suggested that we have a written complaints procedure instead of the informal procedure currently in use. No more work has been done on this and he suggested that this is held over again.

No Objections.

C 4.3 Increase in the Church Administrator’s Hours (to be held over).

The Rector said that this is being held over because an increase is not possible at the moment.

No Objections.

C 4.4 Approval of Jan Radford’s Working Agreement

Paper D refers: Ministerial Working Agreement Rev Janet Radford – Assistant Minister and Rev Dr Jonathan Mobey - Incumbent

The Rector gave a briefing on Janet Radford’s current working commitments.

The Rector said that Janet Radford has completed her curacy and she now wishes to come on to the Ministry team of Harwell and Chilton Benefice. The agreement is based on a standard template and Pam Roll’s Working Agreement. It is recommended that PCCs should approve these Agreements.

It was stated that there are not a lot of hours and quite a lot of things to do – is this realistic?

The Rector said that Jan is keen to continue organising the Generation Gold service which is her interest and passion. Outside of her 12 hours a month for the Benefice and included in her Chaplaincy work for the John Radcliffe she would be visiting parishioners – there is some overlap. She will be preaching at one service and leading one service roughly every two months.

Pam Rolls said that there would not be as much training as during her curacy. Training will continue but Jan can now choose what she does.

Resolution	That the Joint PCC approves Janet Radford’s Working Agreement				
Proposed	Rector(Chair)	Seconded	-	Passed by the JPCC	Unanimously (10 of the 11 JPCC members were present)

C 5 Wider Church

C 5.1 Parish Share and Deanery Synod

Common Vision Update Meeting

Gordon Gill said that a link to a blog from Bishop Steven had been circulated to Combined PCC members. The blog is on the Oxford Diocese website. It concerns their meeting on 20th January 2018 with Lay Chairs and Area Deans, Diocesan staff and Bishops Council to reflect on progress on the Common Vision.

This was an update on Bishop Steven’s three focus areas of being a Contemplative, Compassionate and Courageous Church and the working groups that have been set up for each of six priority areas previously identified. One further working group will be formed on Children and Families Work.

Deanery Synod

Gordon Gill said that the next Deanery Synod will be at Harwell Church on 22nd February 2018. It will be led by Yvonne Morris, Children’s Advisor for the Diocese of Oxford. It will have a Children and Families’ Work focus and all with an interest in this work can attend.

C 5.2 Great Western Park

The Rector reported:

The continued expansion of Great Western Park has implications for Holiday Club – see item B 1.1.

Mark Bodeker will be visiting a Staff Team Meeting to explore links with Children and Families work, Christening requests and Banns of Marriage. Banns can link back to other parishes and help establish relationships with those who don't attend church.

There is a change in ministers in Didcot. Three are leaving: Vanessa Rye (Associate Minister, Didcot Baptist Church), Karen Beck (Priest in Charge at All Saints' Didcot, retiring) and Katherine Pickering (Minister of Didcot Methodist Church, moving away).

The "Didcot Clergy Plus" group (including the Rector) is involved in discussion of options following Karen Beck's retirement.

C6 Any Other Business

C 6.1 Lone Worker Protection

Hazel Connolly raised this matter. She has passed documentation on this to Jane Woolley. Both PCCs need to consider this.

ACTION: Jane Woolley to arrange.

The Rector closed the meeting in prayer at 21:08.

Dates of next meetings:

Individual PCCs: Harwell 6th February 2018 (immediately after this meeting)

Chilton and Harwell 6th March 2018 at St Matthew's Harwell

Combined PCC: 5th June at St. Matthew's Harwell.

CHAIR

SECRETARY

DATE

DATE