

**Minutes of a Meeting of the Combined PCCs
of St Matthew's Harwell with All Saints' Chilton
held on Tuesday 2nd July 2019 at 7.30 pm
at All Saints' Chilton**

Present

(J) Denotes Joint PCC member. There were thus 9 voting members including the Rector at this meeting - all resolutions refer to Joint PCC votes

Hazel Benton	Allan MacArthur (J) ***	Yvonne Sanderson (J)
Peter Cox (Secretary)	Christopher Pollard	Jane Woolley (J)
Tony Hughes (J)	Alex Reich (J)	The Rector (J, Chair)
Phill Johnston (J)*	Pam Rolls (J)	
Rebecca Lewis (J) **	Judith Russell	

By Invitation:

Sarah Barrett Children and Families Worker ****

* From item A2.

** From the start of item B 4.2

*** From the middle of item B 2.2.1

**** To the end of item B 2.2.1

A Preliminaries

A1 Opening & Prayer

The Rector read Luke chapter 17 v 11-19.

He said that this was an example of Luke showing that a Gentile could demonstrate great faith and be a good example of how to live. A Samaritan man was healed and recognised this as a gift from God. This is not the only similar example - Luke had a particular eye for how non-Jewish people received God's grace and how they responded.

Acts and much of Luke's Gospel shows the Gospel going to the Gentile world, Luke had an eye to the universal gospel going outward. Namaan was told to do something – bathe in the pool which upset him as he had wanted to be healed by a word rather than doing something; similarly the lepers who visited Jesus were told to go and were healed as they did. They had to do something to receive God's grace, showing faith and obedience – the obedience of faith that Paul speaks of.

This should encourage us to ask, as the Samaritan leper did and saw the good of God in all things, the rest took it for granted. We should be thankful outwardly as well as inwardly. An example is Christine Perkins who composed a list of 60 blessings on her 60th birthday. We should have a culture of thankfulness.

The Rector then led the meeting in prayer.

A2 Apologies for Absence

Apologies were received from: Helen Brook, Phil Corbishley (J), Sid Gale, Stuart Gibson (J), Gordon Gill, Andrew Keene, Patrick Moseley, John Pigott, Jan Radford (J), Melanie Shields, Eliza Wheaton. Michelle Walker was absent. Vicky Johnston was invited but was unable to attend.

A 3 Minutes of Previous Meetings

A 3.1 Minutes of the July 2019 meeting

Paper O is the Minutes Subject to Formal Approval.

There were the following corrections.

Item B4 World Mission Group Report:

Item B4.1: Update and Plans

Spellings of Endri, Dyshi, Tabacu and Shkoze corrected.

Proposal: 5th Bullet point deleted and new paragraph added:

After also considering options to support missionaries in Uganda and though Latin Link in Latin America, the World Mission Group have suggested supporting Endri and Dyshi Tabaku who lead 'Light of the World' church in Shkoze, a suburb of Tirana in Albania. Endri and Dyshi have been supported by BMS World Mission in the past (not currently) and are known to Helen and Tim Brook, who worked with them in Albania.

Background

Paragraph 4 changed from: "based in a town called Schloss" to: "based in a suburb of Tirana called Shkoze"

Opportunity

Paragraph 3 deleted

Fourth CPCC member's question changed from:

"The World Mission Group has only brought one proposal to the CPCC, what about **the Sharlands' work in Uganda?** Helen Brook and other WMG members said that they had considered supporting **the Sharlands' work**, but the Albania work seemed a better choice. "

To

"The World Mission Group has only brought one proposal to the CPCC, what about **the work in Uganda which Yvonne Sanderson has connections with?** Helen Brook and other WMG members said that they had considered supporting **this work**, but the Albania work seemed a better choice."

Items C5.1 Deanery and Diocesan Synod and C 5.2 Common Vision Conference

The second uncorrected copies of these items have been deleted.

On approval the minutes were signed by the Rector.

A4 Actions / Matters arising

Paper P refers, reproduced here with updates:

FROM OCTOBER 2018 MEETING:

ITEM B 5 Worship Services

Action: Combined PCC Secretary to add "Review of Worship Services" to October 2019 Agenda

Status: In Hand

FROM APRIL 2019 MEETING:

ITEM B 2.4.2 CAP Centre

Action: Combined PCC Secretary to add CAP Centre Annual Report to July Agenda

Status: Complete

ITEM B 2.4.3 Didcot Emergency Foodbank

Heading 2: Response to Emergency Appeals heading

Action: World Mission Group to consider giving to disaster appeals and restricted giving to World Mission

Status: Deferred to October 2019 Meeting.

ITEM B 2.5 Social and Community Including Walking Group, Harvest and Christmas activities

For Information: The Social Committee is being coordinated by Yvonne Sanderson, and other members are Jeremy Sanderson, Phil Garner, Vicky Johnston, Steve Hale, Suzi Daines and Jonathan Mobey

ITEM B 4: World Mission B 4.1 Update and Plans

Action: World Mission Group to submit a paper on the proposal to support the Mission in Shkoze to the July Combined PCC meeting.

Status: Deferred to October 2019 Meeting.

Action: World Mission Group to bring proposed allocation of annual funds to the July Combined PCC meeting.

Status: Deferred to October 2019 Meeting.

ITEM C 1.3: Annual Re Adoption of Data Protection Policy

Action: Rector and Data Protection Officer to adapt policy.

Combined PCC Secretary to circulate policy and add to July CPCC meeting agenda.

Status: Deferred to October 2019 Meeting

ITEM: C3.2 Annual Re-Adoption of Safeguarding and Social Media Policies

Action: Safeguarding Officer to check wording and confirm version of Social Media Policy

Status: Deferred to October 2019 Meeting.

Action: Rector to sign policy, arrange for all Church Wardens to sign policy and return policy to Diocesan Safeguarding Advisor

Status: The Rector confirmed that the safeguarding policy has been signed and forwarded to the Diocese.

A5 Other Joint Issues

The Rector said that there were no other joint issues.

B Mission Strands

B 1 Children, Youth and Families

B 1.1 Update and Plans

Papers D refers –

- Update on Sunday Groups, including Kids Church, Crèche, Pebbles, Updates on Youth Fellowship, Pebbles Family Service, Fledgelings and Holiday Club.
- Updates on Schools including Y Club and Reflective spaces.
- Reports on specific services including Christening and Thanksgiving Services and other events
- Reports on events including Parenting Course, STEAM and Harwell Feast and Alpha Away day
- Key dates
- Actions.

Children and Families Worker Sarah Barrett highlighted the following from the report:

Change of Venue for Harwell Fledgelings

Sarah explained that they had not held two weeks of Fledgelings at Harwell Church Hall due to the presence of ants and the ant powder being used to control them. Fledgelings had been held in St. Matthew's church instead, with the seating arranged around an open space.

There has been some positive feedback, a few people had not been in the church before. The acoustics are better and the carpet is great. The Coffee servers are in church rather than in the kitchen.

The Children and Families Workers were considering this change in venue before the problem with the ants. They will now discuss a permanent move with the Harwell Church Wardens

Youth Fellowship

Over the summer and in the new term they will recruit new volunteers to enable the group to expand.

Church Stalls at Chilton Steam Festival and Harwell Feast

Jane Woolley said that she agreed with the point raised in the report that the STEAM festival and Harwell Feast were difficult environments to meaningfully engage people and wonders if they are a good use of Children and Families Workers' time

Discussion ensued including comments grouped up under these broad headings:

Reach

- It would be a shame not to have a presence at the Feast as it is a high-profile event.
- A lot of people attend both events from outside the local area, It is good to be reaching out beyond the parishes.
- Sarah Barrett agreed and said that we need to be clear what we are doing and similar stands could be run by volunteers without the CFWs.

Branding

- Sarah Barrett said that it was really busy, but a significant number of people would not have known it was run by the churches. If we continue to have stands at these events, it should be made clear that it is a church stand by giving away a prayer or having a craft make with the church mentioned.
- A PCC member had helped with another busy stand at the STEAM Festival, which had a competition activity with branded prizes, otherwise they would have had the same problem with people not knowing who the stand was being run by.
- The Rector said that the stands could be to raise awareness of the Churches in the community. They should also have some element of our message, say, of reconciliation and peace, but not a full "Soap Box" preach.
- Sarah Barrett said that there could be e.g. a Lord's Prayer colouring in.

Volunteers

- Sarah Barrett said that the Children and Families Workers prepare and attend in their paid time.
- Jane Woolley also organises people to help with refreshments at the Feast. She could ask more non-church people to help to free up volunteers.
- Sarah Barrett said that she had asked other people to help, but the CFW volunteers help with a lot of things already, it is the same people helping each time
- We have had a stand at the STEAM festival for the last two years.
- We could concentrate on one of these so we don't spread the resources too thinly. The Feast has become a lot busier in recent years attracting more people from outside the parishes. There are so many stands and activities that people do not spend long on any one stand.
- Sarah Barret said that the STEAM Festival is a better fit than the Feast.
- The Rector suggested that we could just do one.
- To be sustainable we would need to have more volunteers
- The Rector said that currently the activity around these two events takes the equivalent of week of both CFWs time (40 hours).

The Rector thanked the Children and Families Workers for their report, there is a lot going on and a lot of potential. Youth is a big area of development. Young People and Mental Health of Young People is a Diocesan and National Church priority. Holiday Club 2020 planning will start soon.

B 2.2 Baptisms, Weddings and Funerals

This item was taken at this point so that Sarah Barrett could comment.

These papers refer:

Paper E: Weddings Protocol June 2019

Paper F: Funerals Protocol June 2019

Paper G: Baptism and Thanksgiving Protocol June 2019

The Rector said that the three papers are working documents for the people involved in these services and tie in with General Data Protection Requirements (GDPR) - they are written to be as GDPR compliant as possible. They are drafts and subject to review and revision. Any input is welcome.

B 2.2.1 Baptism Protocol

Baptism Anniversary Cards

Jane Woolley said that for Harwell only she keeps a list of baptism anniversaries and delivers cards up to the 4th anniversary. The protocol is satisfactory but one aspect proposes changes to this – adding a leaflet etc. She asked if she should carry on with sending the cards as some are due. Sarah Barrett said that she should, this is one of a number of items to discuss with the Rector. The Rector said that the protocol is not complete yet.

The Rector said that we have a lot of baptisms and thanksgivings and we should make as much as possible of the opportunities they bring.

Sarah Barrett agreed with this and said that we do not see the families again unless they are church families. The Children and Families workers invited all of the baptism and thanksgiving children and families from the last two and a half years to a thanksgiving service but only received replies from a few. For some there has been no contact for two and half years.

Comments included:

- Because of the current low level of response, there is lot of potential for increased connection and spreading of the gospel message. People that have stopped attending Sunday services sometimes restart after funerals, but the opportunity is bigger with baptisms because of the numbers involved. A small change could make a big difference.
- The Parenting of Children courses are rare so may be a good draw.
- The Rector said that there are a few possibilities and opportunities to engage including the STEAM Festival, the Harwell Feast, regular emails and the Parenting course.
- The relative success with Fledgelings mums shows the benefits of keeping in touch with the families. Personal contact is very important in sustaining relationships. Sarah Barrett said that it is part of the process that a Children and Families worker accompanies Pam Rolls or the Rector when they visit the families to talk about the service, to start a relationship with the family so the child and parents attend Fledgelings etc. in due course.
- In most cases the friends and families leave straight after the baptism service and do not stop for coffee afterwards. It was suggested that coffee after the service was mentioned at the baptism preparation meeting. This was discussed and it was suggested that coffee could be served *before* the services in church instead, or at the Chilton Village Hall.
- Sarah Barrett confirmed that the churches will supply the candles to take home at the baptism and thanksgiving services. The candle is to be lit on each anniversary and can be brought back to the annual Baptism and Thanksgiving Celebration service.

B 2.2.2 Weddings and Funerals Protocols

The Rector said that the weddings procedure covered what we currently do; there is not a great deal of follow-up. Anniversary cards could be sent once or several times

There were no comments on the Funerals Protocol.

The Rector invited further comments.

B 2 Evangelism and Discipleship of Adults

B 2.1 Home Groups

Lent Central

The Rector reported that the Lent Central series of meetings has taken place. About 30 people attended, a quarter of whom were not in a Home Group. There was encouraging feedback and those who attended said that it was worth repeating, either at Lent or another time of year. There are no firm plans for this as yet though.

The Home Groups continue to meet with about 70 people involved.

B 2.2 Baptisms Weddings and Funerals

This item was taken earlier in the meeting.

B 2.3 Alpha and Christianity Explored

The Rector reported that the daytime Alpha course has just finished and the attendees will continue with a Christianity Explored course. It is run by Jean Barton and others.

Another evening Alpha course is being planned. The Rector is starting to contact potential team members.

B 2.4 Responding to Financial Need

B 2.4.1 Christians Against Poverty (CAP) Money Courses

The Rector reported that the courses continue on Saturday mornings. A few other courses have been run including on a one to one basis.

B 2.4.2 CAP Centre

Paper H refers: CAP Annual Report 2018 for the Didcot and Wallingford Area CAP Debt Centre

Annual Report and Accounts 2018

A PCC member said that the main heading of the paper is “Report and Accounts 2018”, but there are no accounts. Is the centre financially viable?

The Rector said that there was a small surplus last year. He will circulate the accounts.

ACTION: Rector to circulate CAP Centre Accounts
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A PCC member said that it was good that there are other sources of financial support as well as the contributions from the member churches. It sounds very healthy.

The Rector said that our local CAP Centre pays a regular fee to national CAP which gives the advice and makes the debt management arrangements with creditors. National CAP also fundraises and has regular givers. Centre staff wages are also a significant expenditure. The partner churches and some individuals fundraise for the Centre.

A PCC member highlighted the fresh food collections from supermarkets mentioned in the report. She suggested that the CAP Centre could also link up with SOFEA Oxford which provides food, and training in the logistics industry for jobs to help the clients go debt-free.

The Rector said that he would discuss this with Liz Roberts and Sue Bright the CAP Centre manager.

ACTION: Rector to discuss SOFEA Oxford with Liz Roberts and Sue Bright

Celebration Service

The Rector said that the Didcot CAP churches are proposing having a service to celebrate and promote the work of CAP at the Civic Hall on 24th November. They have had a similar celebration service when the Centre expanded to include our Didcot area.

The Rector said that he hoped that Combined PCC members are encouraged that CAP is effective at what they are seeking to do. It is complicated and hard work. They have helped a number of people from our parishes. It is a good national witness too, being endorsed by Money Saving Expert Martin Lewis.

B 2.4.3 Didcot Emergency Foodbank

The Rector said that we continue to collect for the food bank at both churches.

B 2.5 Social and Community

The Rector asked Yvonne Sanderson to report, and apologised that he had not asked her before the meeting.

Yvonne Sanderson reported on recent and upcoming social events:

Recent Events

- **Walk:** The walk around Chilton was led by Steve Hale. 20 people of all ages participated, church people and their friends and relatives, they mixed and talked and it was an enjoyable event.
- **Car Treasure Hunt:** 11 cars participated, driving around the Oxfordshire Countryside following clues to find 'treasure', at least two non-church families attended, some people brought friends. Some people attended because it was Fathers' Day but it was stated that some had to miss it due to the clash.
- **Hospitality Sunday:** Guests and Hosts eating lunch together. There were about six host families and some people delivered meals to those that could not get out

Upcoming Events

- **Summer Events:** a walk, a trip to Gaydon Motor Museum, Seaside Beach trip and a Curry Night.
- **Autumn Events:** Quiz night 5th October, Barn Dance and Céilidh.

The Beach trip has been done before and was enjoyable.

The Rector added that we will join in on the Diocesan Pilgrimage from Dorchester to Oxford in October.

He said that the Social Program is going quite well, people are engaged and enquirers attend. The events bring people together so we get to know one another and reach out people who don't usually attend church. Some of the events have been done before; they draw an interesting range of people including those on the fringes of church life.

The Rector thanked Yvonne Sanderson for the update and the leadership she gives to the Social group. Yvonne said that she had a good team.

B 3 Pastoral Care

Paper Q refers: Report on Visiting Team Volunteers, Leaders, Advertising, Easter Home Communions, Generation Gold Services including Harvest Service and lunch and thanks to all who help. Appeals for help with the visiting and Generation Gold refreshments.

Pam Rolls highlighted the following points from the report:

Visiting

There is more and more of a need in the parish for this ministry as there is a lonely and ageing population. The visiting teams are finding that they are busy and she asked for prayer for discernment of more people who can join the visiting teams especially in Harwell and for leadership of the Harwell team. The team members are getting older too!

Service

There will be a pastoral care focus in a service at the end of September, including Evergreens and Generation Gold and older people in particular.

Home Communions

There are a growing number of Home Communions as people are ageing and not getting out.

Generation Gold

The Generation Gold Services have been held for the last four years and they are growing, over 60 people attended each of the last two services. New people attend each time, including non-church people. It is a lovely atmosphere. A number of people provide food and music. The next service is in September in Chilton Church with a Harvest Lunch.

A lot is also going in the congregations with people visiting their neighbours, but it would be good to have people who are particularly gifted on the pastoral teams.

B 4 World Mission

B 4.1 Update and Plans

B 4.2 Proposed Albania Partnership

Paper R Refers.

The Rector said that the paper was summary of the presentation that Helen Brook gave at the July Meeting. He explained the background and proposal: There is a church in Albania that Helen and Tim Brook supported for a number of years when they were missionaries there. The World Mission Group is proposing that the Benefice develops a relationship with this church with regular contact, prayer and potentially visits. There is nothing specific yet proposed for financial support. It could be that we develop a relationship and consider financial support separately at a later date.

There are two funding streams available for World Mission support:

Project funding: 10% of some recent Harwell legacies has been put aside for a single World Mission Project run by a mission group that we have or could develop a relationship with (rather than give small amounts to a lot of different projects). In this case it may be that the Albanian Church needs a new building.

Long-Term Funding: Both churches budget a proportion of their regular income to support Mission Partners on a regular basis. Christine Perkins, a missionary that the Benefice has supported long term has recently retired, freeing up some long-term World Mission funding.

The Rector asked if we needed more information to give a formal go ahead.

Comments included:

- This is a great idea and they supported the proposal in principle but needed to see initial and ongoing costs to see what funds are needed. There was some agreement to this
- We do not want to over-promise then let the Albanian church down later – we must avoid getting hopes up. Another PCC member agreed and added that we could agree a long-term relationship in principle but subject to having details of the finances required and we cannot go further until we have these from the World Missions Group.
- We could say that we can help in some way but not confirm financial support. There was a lot of agreement to this.
- The Rector said that we could agree partnership in principle and discuss practical terms or particular finances.
- Is there a ball park figure available?
- Chilton may not be able to contribute much financial support. The Rector said that we would decide this as a Benefice and still provide financial support.
- A WMG member said that there are only two members on the WMG at the moment as the other member is away.
- Even if we decided that the proposal was not something we were happy with, we would provide feedback on why.
- We need a proposal to understand the financial requirements and because it is a long-term commitment. We very much want to see the proposal and go ahead if we can.
- The Rector said that if we put in the World Mission budget that one part is the Albanian project then the project could be specified later.
- The Rector said that there could be trips to Albania.

The Rector summed up by saying that we are happy that the World Mission Group include Albania in the World Mission Budget and open discussions about what the long-term project could be and start to get to know them and communicate prayer needs.

There was a general sense of agreement to this.

ACTION: World Mission Group to submit a paper on the proposal to support the Mission in Shkoze to the October Combined PCC meeting.
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ACTION: World Mission Group to bring proposed allocation of annual funds to the October Combined PCC meeting.
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B 5 Worship Services

B 5.1 Update including Fresh Expressions

The Rector said that there is nothing to report. The current 'Fresh Expressions' services in the Benefice are Generation Gold and Pebbles Family Services.

C 1 Communications and Operations

C 1.1 Update and Plans

Paper C refers: A list of the Church Administrator's regular tasks and recent activities in the following areas: Weekly Services, Ridgeway Broadsheet, Social Events, GDPR, Church Administrator Network, Fliers/Leaflets/Posters, Church Hall and Other activities.

It was stated that the cleaner was a contractor and not an employee of the Benefice and the Church Administrator was supervising this contractor. The list will be amended as appropriate.

Hazel Benton said that she and the Employment Group are available for any training and development needs that the Church Administrator has.

The Rector said that Vicky Johnston is working very hard and had a long list of work. He will pass his thanks to her.

C 1.2 General Data Protection Regulation

Paper I refers: A report on a meeting between the Rector, Church Administrator and Chris Pollard on GDPR requirements. Chris Pollard is a barrister with experience of GDPR.

The Rector reported that this had been a very helpful meeting.

Chris Pollard said that he was providing advice as a PCC member, not as a legal advisor. He highlighted the following points:

One required action is that the Joint PCC is the data controller for the two churches, similar to the delegated safeguarding role. A data controller can be a company or an existing entity such as the Joint PCC.

The meeting with the Rector has decided on the required roles. We also need to determine how long to hold personal data for following up of baptisms, weddings and funerals.

The Information Commissioner's Office has given standard guidance on retaining and using data for legitimate interest, what falls outside this has not yet been determined. We need to take a practical decision as we cannot contact people after these events according to the strict letter of the law, but this has not been tested in court, so we should carefully consider then clearly record our decisions.

Centralising data is better for security. Also policies should say that that after a specific amount of time, data should be deleted.

We need to formalise processes e.g. for baptism, that contact afterwards is a legitimate interest under GDPR, and detail why - we think that it is a church duty to support and follow-up, or this is an expected practice by a higher authority e.g. the Bishop. Then hopefully working with the Rector and Church Administrator a Data Protection and Privacy Policy will be composed, compliant and containing responsible practice for what we do, for sign off in October. Any thoughts or suggestions should be given to him.

The Rector thanked Chris Pollard for his work.

Resolution	That the Joint PCC is Data Controller for the Benefice as described in Paper I				
Proposed	Rector (Chair)	Seconded	-	Passed by the JPCC	Unanimously (9 JPCC members were present)

C 1.3 Annual Re Adoption of Data Protection Policy

The Rector said that some customisation of the generic policy template provided by the Diocese was required so this had been deferred.

ACTION: Rector and Church Administrator to adapt policy in discussion with Chris Pollard. Combined PCC Secretary to add to October CPCC meeting agenda.

C 2 Stewardship and Finances

Paper J refers: A summary of the recent Stewardship Committee Meeting, covering 2019 Income Projection, Parish Giving Scheme, Electronic Giving, Donation Websites, Children and Families Worker Funding and items for the next meeting in November.

The Rector explained that the Stewardship Committee is focussed on income and fundraising. It is made up of the Chilton and Harwell Treasurers, the Harwell Book-Keeper, the Rector and Pam Rolls. It may be good to also have the churchwardens on the committee.

In answer to a question, the Rector said that a former Harwell Treasurer had been unable due to personal circumstances to continue as Treasurer, but wanted to continue helping, so the bookkeeper role was split off from the Treasurer role, and having both Treasurer and bookkeeper roles has worked well since.

The Rector highlighted the following points from the report:

C 2.1 2019 Income Projection

Income and fundraising are both projected to be slightly down on previous years.

C 2.2 Electronic Giving

There are two proposals from the Stewardship Committee covering this in paper J which are described below. The paper includes a graph showing the fall in cash transactions and corresponding rise in electronic transactions, last year cash transactions dropped 16%. The Rector said that we are not going to stop accepting cash, but it would be a missed opportunity if we did not take advantage of the different ways that people are now willing to give.

Paper J Proposal 1: To Promote Amazon Smile use among congregations.

A PCC member said that the proposal should be that if you use Amazon, you should use Amazon Smile, accepting that some people prefer not to use Amazon. If you sign up for this, you are redirected to Amazon Smile if you buy something from Amazon.

The Rector explained that when you buy something through Amazon Smile a small percentage will go to your designated charity. Currently Harwell PCC - being a registered charity - can be designated but not Chilton.

Jane Woolley said that she signed up to donate to St Matthew's via Amazon Smile and could check that if it is possible to sign up to donate to All Saints', Chilton. The Rector stated that registration with Amazon Smile requires that the church is registered with the Charity Commission. Currently St. Matthew's is registered and All Saints' is not, though both churches are charities by definition. Registration with the Charity Commission requires submission of reports and a small amount of extra work. The Rector said that registration with the Charity Commission may have other advantages.

There was some further discussion over who could register All Saints’ as a beneficiary on Amazon Smile.

Resolution	That the use of Amazon Smile is promoted among the congregations				
Proposed	Rector (Chair)	Seconded	-	Passed by the JPCC	8 in favour, one abstention. (9 JPCC members were present)

ACTION: Rector to talk to PCC Treasurers

Paper J Proposal 2: To start to use the SumUp card reader terminal, available through Parish Buying (£19 up-front charge + 1.1-1.3% transaction fee, but no monthly rental cost nor minimum charge, and so estimated to be cost effective for donations of up to £40,000 per year)

Paper L refers (In addition to Paper J): Comparison of costs, transaction fees and features of two card readers, one each from suppliers SumUp and iZettle, made available through Parish Buying via the Church of England National Stewardship Team.

Card readers enable donation by credit or debit card or smart phone app e.g. Apple Pay. The reader needs a Wi-Fi or 3G mobile phone connection and sits alongside a tablet or smartphone on which the user selects an amount to pay and enters a PIN (if over £30). It can be used for donations or paying church fees.

The Rector also said that we need to decide the way in which the card reader is used.

Discussion ensued and the Rector answered questions including:

- There was some agreement that there was a need for a card reader.
- Several PCC members had seen these used in other churches and other locations at various events.
- Gift Aid can be used with donations made this way. Under the small donations scheme for donations under £40 you do not need a Gift Aid declaration and we claim Gift Aid for all these donations. For donations over £40 you need a Gift Aid declaration. Details will appear on the statements provided by the reader.
- It would only be suitable for retiring collections, it could not be passed around at weddings and funerals. The Rector said that he agreed but we could pick up donations from some regular attendees who are not on the Parish Giving scheme yet.
- The Rector said that there could be a cost for a tablet. A smartphone could also be used
- Quite a few people who attend occasionally don't have cash on them.
- Having a card reader at weddings and funerals could come across as rather mercenary. The Rector said that he was sensitive to this, hence the announcement before collections at regular services to pass the collecting bag along, and he would continue in the same tone.
- The Rector said that we could set up card reader plus one tablet or phone initially and obtain more if required logistically. We could get one to start with and experiment.
- The Rector said that you can use it to pay over the phone, the reader sends a text to the person's phone and they then pay, e.g. for wedding fees to the Church Administrator.
- It could be trialled for donations to Holiday Club or Fledgelings. The Rector said that we are open to donations for Fledgelings and other events but there is no charge, the policy is not changed. This will just be available should someone want to donate.
- The Rector said that there is no minimum donation. The mobile subscription fee is included.

The Rector proposed that we obtain the SumUp card reader. One difference is the payment over the phone by text message option, which is more flexible than paying by email.

Resolution	To start to use the SumUp card reader terminal, available through Parish Buying				
Proposed	Rector (Chair)	Seconded	-	Passed by the JPCC	8 in favour, one abstention. (9 JPCC members were present)

The Rector concluded by saying that this is new territory for us, we need to decide how and where to use it, all thoughts to him.

C 2.3 Donation Websites

Paper J Proposal 3: to use Church Insight Giving for each church (1% +15p charge per transaction) until Wonderful becomes available

Harwell Treasurer Phill Johnston explained that the charity donation website “MyDonate” from BT that we use to accept donations from the Church Website, ended at the end of June. We now need to consider which to use instead. The Stewardship Committee decided to use Wonderful, which has no fees and all the donation goes to the Benefice. No other service does this and it is totally oversubscribed.

The Stewardship Committee has applied for Wonderful, but have not heard back. They are due to respond in 28 days and the application was submitted last week, so next time we meet the application may well have been accepted.

We need to use something else in the meantime. The Stewardship Committee recommend the giving function from Church Insight (who provide the Benefice’s website).

The Rector said that we have used Church Insight giving on the website before with a link for Holiday Club donations.

Resolution	To use Church Insight Giving for each church until Wonderful becomes available.				
Proposed	Rector (Chair)	Seconded	-	Passed by the JPCC	Unanimously. (9 JPCC members were present)

C 2.4 Children and Families Worker (CFW) Funding

Paper J Proposal 4: To aim for a 5-year extension of the CFW post (beyond December, with fund raising from Spring 2020, and a decision about re-advertising (if necessary) in summer 2020

The Rector said that there is three years funding in place. Beyond that, the Chilton Treasurer states that the Chilton Church Hall Fund is available. The Harwell restricted fund for the CFWs has enough for 18 months more (this fund must be used for this purpose or the donations returned to the donors). As it is the Children and Families Worker’s contract is due to finish at the end of 2020.

He confirmed that the five-year extension would be until December 2025 and fundraising would be required for this. We would only re-advertise if the current CFWs did not want to continue. This is quite a substantial decision so we could defer it, but not for too long, as we need to give the current CFWs Sarah Barrett and Melanie Shields job security or the opportunity to apply for other jobs if we are not extending their contracts.

There was some discussion of the timing of the fundraising campaign and when we would need to decide. It was stated that we should bear in mind that, for example, planning for the next year's Holiday Club starts as soon as the previous one has finished.

The Rector said that it was a big decision about Children and Families work over the long term. They also do some youth work. The Diocesan Common Vision Development Fund is making funding available over the next three years for churches like ours to apply for. There are other projects that we could get funding for as well, as part of an overall strategy for the next few years. It may be that we so committed to Children and Families Work that we carry on and agree to the proposal, irrespective of any decision around the Development Fund. We could consider this at the Away Day.

Discussion ensued including:

- There was some agreement that we apply for the Development funding for the CFWs. The Rector said that if we apply for funding for this, we can't then apply for funding for another project.
- We need to consider what we are going to do over the next five years, as opposed to what we are doing now, due to the change in age of the children in the Benefice and what we want to achieve. This is not to say that we don't want CFWs but the emphasis may shift e.g. more to youth work. If we are happy with what they are doing now then we can go ahead, but if we want to change it, we need to consider this further. There was some agreement to this.
- The CFWs do a lot of work both with Church children and families and those who do not attend church - through Holiday Club and Fledgelings. Christians are called to be the Light of the World and they are doing just that so we should continue to back them.
- We could modify the proposal to say that we are aiming for a five-year extension and we will consider this in the context of the Common Vision funding, with the aim of fundraising in Spring 2020.
- There was agreement to the principle of extending for 5 years, subject to final details.
- If we consider funding something else, then the total of six years funding raised will stand us in good stead for anything else we apply for.

The Rector said that there will be a presentation on the Common Vision by the Bishop of Oxford in November and he will give more information about the Development Fund. The Away Day is proposed for the early part of next year. We could then make decisions about what to apply to the Common Vision fund for and what to fund in-house.

There was a short further discussion including the points already listed above.

The Rector summed up by saying that he sensed the Combined PCC wants to extend the post with funding either from the Common Vision Development Fund or in-house. There will be more information about the Common Vision in the Autumn from the Bishop's presentation. We can make decisions at the January 2020 Combined PCC meeting and consider this up to then. It would be helpful for Sarah Barrett and Melanie Shields to know this.

ACTION: Rector to inform Children and Families' Workers of CPCC decision and schedule vision and funding discussions between now and early 2020

The Rector concluded by saying that we will formalise this in the early part of next year and decide on funding. He does not want the funding sequence to run on too long.

C 2.5 Next Stewardship Committee Meeting

A PCC member said that "Friends Scheme Options" is listed. The Rector said that this is run for St. Matthews' via a facebook page. Chilton does not have a scheme as yet. It has raised some money. Liz Roberts who administers the page should be asked to comment.

C 3 Safeguarding

C 3.1 Update and Plans

Paper B refers: Safeguarding Report July 2019, submitted by Mel Gibson and reproduced here:

Judith Gold and myself are carrying out DBS checks for helpers of the Holiday Club who have not had a DBS check or it has run out. Most people are OK because the DBS certificate lasts 5 years.

There has been an e-mail from Oxford Safeguarding Team asking if we can put information on our Church Website so that other churches know who to contact. I am looking at this and any implications to Harwell and Chilton Churches and will report at the next meeting after discussions with Jonathan.

Mel Gibson.
(Safeguarding Officer)

The Rector added that he had put the information on the website.

C 4 Staffing and Leadership

C 4.1 Update and Plans

The Rector reported that Eliza Wheaton is exploring her vocation and met with the Deanery Vocational Advisor who had suggested preaching practice. She has preached three times and the Rector is planning to schedule her to preach again.

C 4.2 Lead Academy

Paper K refers: Description of Lead Academy course and meetings so far:

Lead Academy works with the Oxford Diocese to provide leadership training to leaders in local churches. They provide a two-year program linking leadership coaches with a group of similar local churches. There are four two-day courses during the two years and visits from a leadership coach in between. Between four and six people from each church participate. The program costs £1,400, half is paid by the Diocese leaving £700 to be paid by the Benefice, split between the parishes, Harwell paying £233 and Chilton paying £117 per year for two years. The Staff Team have attended a presentation on this by the Diocese. The program is due to start in October.

The Rector said that he recommended that we engage with this program. We would like to send seven delegates rather than six, to engage with a wider group in church. These will be: The Rector, Associate Minister, Church Administrator, one of the Children and Families' Workers, and at least one Chilton and one Harwell Churchwarden. There was some discussion and explanation of this selection.

The Rector said that the Staff team are enthusiastic and the Senior Leadership Team have discussed this and agreed so this is being proposed for agreement by the Combined PCC.

Discussion ensued:

- This sounds like a good scheme, but it has a significant time commitment when we are also considering the Common Vision fund amongst other activities. The Rector said that he hoped that the commitments would fit together but acknowledged that it was more time to be spent.
- People spend a lot of time doing tasks and activities, but time can be wasted through a lack of "joined up thinking". This program would help us focus and make our efforts more effective. It would provide strategic benefits from the time spent.
- Hazel Benton has been a leadership coach for a number of years and said that the key attraction of the scheme is seeing the leadership coach between sessions. They can help us consider how we use the things learned and how we improve and build on what we are doing. They may ask about a specific task, "what are you not doing instead?", as you cannot keep adding more and more tasks. They may also suggest that we stop doing less-effective activities. The Rector said that he accepted that this may be one outcome. The biggest commitment is the two days every six months.
- The program sounds good and very good value for money. We need to consider the time commitment for the delegates.

There was discussion about who could authorise the spending of funds. Jane Woolley said that the Standing Committee of each PCC can authorise urgent spends. It was stated that the Standing Committees would hopefully take note of the Combined PCC's decision.

Resolution	For Harwell and Chilton Churches to join the Lead Academy learning community for two years from October 2019 at a total cost of £700.				
Proposed	Rector (Chair)	Seconded	-	Passed by the JPCC	Unanimously. (9 JPCC members were present)

The Rector said that he was keen that all of the PCCs are engaged in the program too, so the delegates will be giving a debrief after each course to PCC members and provide an opportunity to input during the two day sessions.

C 4.3 Permission to Assist at Communion

The Rector said that this item is deferred pending preparation of required discussions and documentation.

C 4.3 Employment Committee – New Chair

The Rector reported that Jean Barton had stood down from Chair of this committee, and stood down from the PCC. He thanked Jean Barton for her work in establishing the Committee and leading it through the first stages.

He had asked Hazel Benton to take over and suggested that she would make an excellent Chair. Jane Woolley confirmed that staffing issues are delegated to the Joint PCC and so a resolution here was in order.

Resolution	Hazel Benton to be Chair of the Employment Committee				
Proposed	Rector (Chair)	Seconded	-	Passed by the JPCC	Unanimously. (9 JPCC members were present)

The Rector thanked Hazel Benton for agreeing to do this.

C 4.4 PCC and SLT Away Day

See earlier discussion in item C 2.4.

ACTION: Rector to conduct Doodle poll of PCC members for availability and select the best date.
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C 4.6 Staffing Review

The Rector said that we had touched on this in the discussion on Children and Families Work (item C 2.4) and it is part of a bigger vision.

C 5 Wider Church

C 5.1 Deanery and Diocesan Synod

The Rector said that the Deanery Synod was meeting tonight and our representatives are attending. We also have two representatives on the Diocesan Synod which is unusual for one benefice.

C 5.2 Synod Reports 2018

Paper A refers: Annual reports of the Diocese: Forward by the Bishop of Oxford, summary of the work undertaken across the Diocese during 2018, financial reports and committee activities and membership.

C 5.3 Common Vision Conference and C 5.4 Development Fund

Paper N refers: Report on Conference: Background and progress so far, description of the next stages, parish planning process, Common Vision Development fund and upcoming presentations by the Bishop.

Paper M refers: Description of the Development fund and Parish Planning tool.

The Rector said that the Common Vision programme and Development Fund are exciting, more information to come. He asked all present to consider and pray about the areas and key priorities identified over the last couple of years.

(See also item C 2.4).

C 5.5 Great Western Park

The Rector said that there was nothing to report. He is planning to meet Mark Bodeker soon. The current direction is that Great Western Park (GWP) will be a Conventional District (CD), which is a step to becoming a parish. A third of GWP is currently in Harwell Parish. CD to parish is the same process that Ladygrove went through.

C6 Any Other Business

None. The Rector thanked all present for their attention and contributions, there was a lot of business at the meeting.

The Rector closed the meeting in prayer at 10:07pm.

Dates of next meetings:

Individual PCCs: Harwell PCC immediately after this meeting

Chilton and Harwell 3rd September 2019 at St. Matthew's Harwell

Combined PCC: 8th October 2019 (Rescheduled from 1st October) at St. Matthew's Harwell

CHAIR

SECRETARY

DATE

DATE