

Minutes of a Meeting of St Matthew's PCC
held at St Matthew's Harwell on Tuesday 7th November 2023 at 7.30pm

Present:

St Matthew's, Harwell and All Saints', Chilton PCCs were **present together for Items 1-4**. For the other items, only St Matthew's PCC members were **present**.

Present: Rev Jeremy Parsons (Chairman; present for items 1 – 4 and 15)
Elizabeth Clarke (Secretary)
Sid Gale (Deanery Synod representative)
Tony Hughes (Vice Chairman; Chair for items 5 – 18)
Tim Roberts (Treasurer)
Liz Roberts
Jane Woolley (Churchwarden)
Rev Pam Rolls: (items 1-4)

1 Opening and Prayer

The Rector, Rev Jeremy Parsons welcomed the PCCs to the joint part of the meeting and opened the meeting in prayer.

Jeremy said that the work planning the outreach for the Valley Park Development was increasing, and he anticipated needing to spend two days a week on it in the New Year.

2 Children and Families Worker Recruitment

Sarah Barratt has now finished her contract and it is likely to be September or October before a permanent replacement can be found, judging by other parishes' experiences. A "Thank you" to Sarah is being arranged.

In the meantime, Sarah Mawle is running Fledglings in Harwell on a voluntary basis, and Lucy Ryan is being paid to run Chilton's Fledglings. Jeremy is in conversation with ECHO about the role, and the advertisement will be revised and re run. In answer to a question he said ECHO were not able to offer us any support as they were also facing a similar struggle.

3 Deanery Synod Vacancy

Jeremy said this position also gave the individual ex officio membership of Harwell PCC. He asked PCCs to think about possible candidates and reminded the meeting that Chilton had no Synod representative. The post would be advertised shortly.

4 Schedule of PCC Meetings (A)

Jeremy said the schedule was a temporary compromise. The next scheduled PCC meeting is next March, but the proposed budgets were not yet finalised, and these would need PCC approval, which would necessitate an extra meeting, either in person or on line.

St Matthew's PCC Meeting

5 Apologies for Absence were received from Eliza Wheaton, Pam Rolls, Becca Lewis, and Phil Johnson.

6 There were no decisions taken between meetings

7 Minutes of the Meeting on 5th September 2023 (B)

The Minutes were agreed unanimously and signed

8 Matters arising from Minutes not covered elsewhere

Pam Rolls was following up the person considering the role of Pastoral Lead.

9 Income and Expenditure Report (C)

Tim drew the PCC's attention to the £3,000 per annum net costs of the Church Hall which needed to be addressed. This figure does not include an offsetting payment by the Scouts for recent use of the Hall that is in the process of being claimed. The Report also excludes payment for insurance due at year end and an anticipated £2,000 electrical inspection bill. £9,900 was also transferred in from Restricted Funds. PCC needs to bear in mind that the parish is running a deficit budget.

10 Fund Balance Report (D)

Tim raised the CFW fund which continues to receive funds from individuals despite Sarah's departure. He asked if contributors should not be advised of the situation and asked if they would like to switch payments to the general fund, stop payments or continue.

Tony proposed the following action:

Action: Tim to speak to Nick Clarke and Jeremy about communicating with contributors to the Fund on this issue.

11 2024 Draft Budget

Tim reported that the earliest the Finance Committee could meet is 29th November. They would discuss a draft budget and re ordering of the Funds. Major projects are £5,000 for the Church Hall Project Group, and the fund for future work on the Chancel Roof. The Draft Budget would need PCC agreement.

12 Buildings Committee Report (F)

Tony reported that the Church Hall heating system settings had needed to be altered again after a complaint, and he was experimenting on settings that would save on electricity use over the winter. Only three people came to the hall work morning in September which was disappointing. Jane said Eliza was considering organising a volunteer fair which might include non-church member help. Elizabeth suggested a job noticeboard.

13 Church Hall Charges (H)

The following changes to hire charges were proposed:

Resolution		Current charge	2024 proposed charge	2025 proposed charge*
Increase in Church Hall rental charge	Regular external user	£8 per hour	£11 per hour	£14 per hour
	Ad hoc external user	£10 per hour with a min of 4 hours i.e. £40	£12.50 per hour with a minimum of 4 hours i.e. £50	£15 per hour with a minimum of 4 hours i.e. £60 *or in line with village hall rates if they increase further
Proposed Tim Roberts		Seconded	Liz Roberts	Passed 5 in favour and 1 abstention

The recommendation in paper H to delegate to the Rector and the churchwardens the handling of the Scouts 2024 “contribution” to Hall costs was agreed. PCC members though felt that some proportion of the hourly charge to external users might be appropriate, and it was suggested the Scouts pay quarterly rather than annually in arrears.

14 Church Heating (I)

The paper indicates that there is a need to raise awareness of the heating costs. The new electricity contract is 12% higher than the current one. The gardening club’s contribution is reasonable but the events charging is confused and we need to decide whether the church charges by meter reading or hours. The paper recommends charging by meter reading. It also identifies the need to raise the awareness of costs and the use of the zoning system with deputy wardens, events managers, Verger, Rector and other users.

Resolution	To adopt the recommendations contained in Paper I on church heating charges and raising awareness of costs				
Proposed	Sid Gale	Seconded	Tim Roberts	Passed	unanimously

15. Church Hall Project Group (G)

The paper contained the proposed brief to be given to the Project Group.

Resolution	PCC to <ol style="list-style-type: none"> 1. approve the Brief for the Project Group 2. Approve the membership so far. 3. Agree that if one or two further members can be found their participation can be approved by the Rector 				
Proposed	Rector	Seconded	Tim Roberts	Passed	Unanimously

16. **Health and Safety Update (J)** was noted.

17. **Evening Service Alterations Nov/Dec (K)** was noted.

18. World Mission Budget Allocation (L)

Resolution	To approve the World Mission Allocation 2023 as proposed in Paper L				
Proposed	Jane Woolley	Seconded	Elizabeth Roberts	Passed	Unanimously

Action: Treasurer to send off payment

19. Future Meeting Dates:

Standing Committee: Tuesday 14th November on line.

Individual PCC Meeting: Tuesday 5th March All Saints Chilton.

PCC 2024 Budget Meeting: to be agreed.

As there was no other business the meeting closed with the Grace at 9.35pm

Signed.....

Date.....