

**Minutes of a Meeting of St Matthew's, Harwell PCC**  
held at All Saints Chilton on Tuesday 1<sup>st</sup> July 2025 at 7.30pm

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**Present:** Revd Jeremy Parsons (Chairman)  
Tony Hughes (Vice Chairman)  
Stephen Manning (Warden)  
Adrian Bollon  
Adrian Rance-McGregor  
Phil Johnston  
Nick Clarke (Treasurer)  
Elizabeth Clarke (Secretary)

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

**1. Opening Prayer**

Jeremy read 1 Timothy Chapter 1 verses 12-17. He commented our willingness to remember that while we are all sinners, God give us grace to fulfil his works.

**St Matthew's PCC Meeting**

**2. Apologies for Absence**

Apologies were received from Pam Rolls and Jan Radford. Rebecca Lewis was absent.

**3. Decisions requested between meetings.**

Date	Whole PCC or Standing Committee?	Subject	Result
2025-06-5	PCC by email	Decision to install a Defibrillator for St Matthew's paid for by a donation	unanimous

The decision was noted.

**4. Minutes of the Meeting on 4<sup>th</sup> March 2025(A)**

The Minutes were agreed and signed.

**5. Matters /actions arising from the previous meeting not covered elsewhere:**

- a) Tony has put in a List B application for the proposed Defibrillator to the DAC.
- b) Children, Young People and Families representative. Elizabeth said she understood Rebecca Lewes was willing to be St Matthew's representative on CYP&F but would check this is correct. (Rebecca is willing to take this on)
- c) IT Infrastructure Issue (Jeremy joined the Meeting for this).

It was agreed to put together a team to work on the Church's website and Hubb office hardware and software issues. Following Jeremy's request last Sunday for help with this work, two people

have volunteered, Martyn Lancaster and Arran Huish. It was agreed that Standing Committee would prepare a list of the areas needing review and which should be given priority. Stephen will do some preparatory work on this before the next SC meeting next Tuesday. Jeremy would ask Chilton PCC if they were able to identify people from Chilton who might have the expertise and willingness to help. Elizabeth commented that GWP appeared to have a well -designed website and asked if Jeremy knew who was their webmaster. Jeremy said he was called Andy but would find out more details. Adrian Rance -McGregor commented that the website would need a good story board. Elizabeth said she envisaged the IT team would start work in September. David Evans and Deborah Evans would obviously also need to be involved. PCC noted that the team would need a project leader.

**Action: Jeremy** (Chilton and identifying GWP Webmaster)  
**Stephen** (List of needs)

#### 6. Games of Chance (B)

The meeting discussed the Games of Chance Policy paper presented by Tony Hughes, Jane Wooley and Elizabeth Clarke. It had not been feasible to obtain St Matthew's total congregation's views on this matter, but the Paper took into consideration feedback that had been received from Home Groups and other discussions, and its recommendations had been reviewed at two Standing Committee meetings. Individual PCC members felt that Games of Chance were acceptable, but it was apparent that while opinions were split roughly 50/50, there were concerns from those who are against allowing them. After discussion, it was decided to vote on the paper on the understanding that the policy would be reviewed in 12 months' time.

<b>Resolution</b>	<p>The PCC of St. Matthew's Harwell does not allow games of chance to be used for fundraising purposes in the church or the churchyard, whether by the PCC itself, an organisation or group supported by the PCC, or by an organisation or group using the church or churchyard for an event. An organisation or group using the church or churchyard for an event will not be allowed to hold the outcome of a game of chance at the event, even if the entries have been made elsewhere. The PCC will also not use games of chance for fundraising in any situations, and will not accept grants or donations from sources whose funds clearly come from games of chance such as the National Lottery. There is no prohibition on the use of games of chance by non-church organisations or groups hiring the church hall, provided that by so doing they are not directly raising funds for the church itself, and provided they do not conduct any promotion or fundraising in the church or churchyard.</p>				
<b>Proposed</b>	Tony Hughes	<b>Seconded</b>	Stephen Manning	<b>Passed</b>	5 in favour 2 against 1 abstention

#### 7. Deanery Synod Representative

No representative was elected at the Annual Meeting but subsequently Adrian Bollon has offered to be Harwell Deanery Synod Representative. This offer was accepted with thanks and Elizabeth Clarke will liaise with the Deanery about the procedure to be followed in these circumstances.

#### 8. Annual Appointments (C)

Tony Hughes passed the Chair to the Rector and the following resolution were passed:

Resolution To appoint the following people to the following roles:

Vice Chair Tony Hughes  
Treasurer Nick Clarke  
Secretary Elizabeth Clarke  
Proposed by Chair Passed Unanimously.

Tony Hughes then resumed the Chair.

**Annual appointment of PCC sub-committees**

The following Resolution appointed the members of sub committees:  
Resolution To approve the appointment of the following people to the following committees:

**Finance** Nick Clarke (Chair)  
Stephen Manning (Church Warden)

**Buildings**

Tony Hughes (Chair)  
David Pike  
Phil Roberts  
Adrian Rance-McGregor  
Eliza Wheaton  
Adrian Bollon

**Church Hall Management**

Debbie Greenfield (Chair)  
Dafydd Charles  
Adrian Bollon  
David Pryor  
Deborah Evans

(The Rector is automatically a member of all subcommittees)

Proposed from the Chair and passed unanimously.

It was noted that **the Standing Committee** is made up as follows:

Rector  
Churchwardens  
PCC Vice Chair  
PCC Treasurer  
PCC Secretary  
Other clergy licensed to the Benefice (Pam Rolls, Jan Radford and Sasha Reeves))

**Annual Appointment of Role Holders**

Resolution To approve the appointment of the following people to the following roles.

**Church Warden deputies**

Tim Roberts  
Tim Paget  
David Pyke  
Rebecca Lewis  
Eliza Wheaton  
Phil Corbishley  
Jane Woolley

**Electoral Roll Officer** Mike Pepper  
Deputy Electoral Role Officer Jane Woolley

**Stewardship Secretary** Eliza Wheaton

**Concert/Event Managers**

Jim Sinclair  
Wendy Sinclair  
David Pyke  
Adrian Rance-McGregor

The Secretary reported that Tim and Liz Roberts were standing down as Events Managers.

**Health and Safety Officer** Elaine Shrimpton  
**Safeguarding Officer** Sue Greatbanks  
**Pastoral Lead** Marilyn Thomas

#### **Annual Appointment of Sidespeople**

Resolution To approve the appointment of the following as Sidespeople:

Peter Barclay-Watt Gill Gay David Pyke  
Jim Sinclair Wendy Sinclair Andy Lewis  
Mike Pepper Anita Pepper Elaine Shrimpton  
Debbie Davies James Brown  
Kevin Davies Matthew Davies Ryan Davies  
Christine Iacopetti Liz Roberts  
Roger Mawle Sarah Mawle (All Age)

#### **Lay people to help distribute Holy Communion**

Resolution to approve the appointment of the following lay people:

Alex Reich, Stephen Luney, Peter Barclay-Watt, Ruth Parsons,  
Kate Evans, Frances Taylor, Stephen Manning, Jane Woolley  
Eliza Wheaton, Rebecca Lewis, Tim Paget, Phil Corbishley

<b>Resolution</b>	To endorse all the above resolutions				
<b>Proposed</b>	Adrian Rance-McGregor	<b>Seconded</b>	Adrian Bollon	<b>Passed</b>	Unanimously

Tim and Liz Roberts were to be thanked for their services as Events Managers. Elizabeth to follow up.

#### **9. Events Policy and Church rental charges (D)**

Jane Woolley was thanked for her work on the paper. The recommendations contained it were accepted as were the changes to the Events Policy which were attached to her paper.

<b>Resolution</b>	<ol style="list-style-type: none"><li>1. That we change the Events policy to charge a hire fee of <b>£15 per hour or part hour</b> with a minimum hire length of 2 hours for each calendar date booked. A full hour would be charged for part hours – for example, 2.5 hours would be charged at 3 hours.</li><li>2. That the hire fee is reviewed annually</li><li>3. That we continue to charge for electricity by metered consumption at the end of the booking</li><li>4. That the charge per unit of electricity specified in the booking form is reviewed annually to check that it's up to date</li></ol>
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	5. That we continue to allow Gardener's Club to use the church for its monthly meetings on an annual donation basis. However, we should write to the Chair to ask them to bear in mind the state of church finances and the introduction of an hourly hire charge when next reviewing their annual donation.				
<b>Proposed</b>	Elizabeth Clarke	<b>Seconded</b>	Phil Johnston	<b>Passed</b>	unanimously

**10. Receipts and Payments v Budget Report (E)**

This report was noted. In answer to a question on the letting of the Church Hall to the Nursery Nick said the hire charge had increased gradually from £835 - £1050 and now £1250 but the nursery did not expect to be at full capacity until the end of 2025. He was anticipating reviewing their hire charge in Sept/Oct and would bring his conclusions to SC after that. However, he felt that energy costs were best demonstrated in the colder months so he might wait to make a firm recommendation until the end of the calendar year. Nick noted that the Administrator Remuneration is due to be discussed at the Combined Meeting in September and will be raising this item at Standing Committee. Overall the financial situation is currently better than anticipated in the Budget.

**11. Fund Balances (F)**

This paper was noted. Nick commented that the Church Hall Project funds have now been spent.

**Fundraising Committee Report (G)**

12. This was noted. The Meeting felt that, while some large donations had been made and there had been other smaller increases in monthly giving, it would be prudent to envisage another fundraising appeal next year.

Tony Hughes reminded the Meeting that it had been agreed that the financial situation would be reviewed in June. The re rendering of the North Transept had been put on hold pending this review. The Buildings end of year out-turn was now likely to be significantly under the budget figure. The PCC agreed that in the light of the current financial position which was better than expected, the Building Committee could now proceed with this work.

**13. Bank Mandate (H)**

Nick Clarke said he had looked into the possibility of having two signatures on the Church's bank account, but this is not possible within the terms of our present NatWest account. The Church is too small to have a community account so this is the only account, as a charity, we can have. We could look at another Bank but it may not offer anything better. PCC decided that the Recommendation that the Churchwarden used on-line banking access to carry out periodic reviews of the payments made and the list of payees, would provide sufficient assurance about the running of the account.

Nick will organise the removal of Jane Woolley from the NatWest and CCLA church accounts and the addition of Stephen Manning as the new Church Warden.

**Action: Nick Clarke - bank signatures**

**14. Legacy Leaflet (J)**

PCC were in favour of having a legacy leaflet but felt there was further work to be done on the proposed layout and content. They referred it back to the next Standing Committee for more discussion and hoped it could then come back to PCC in the Autumn.

**Action: Standing Committee**

**15. Building Committee Report (K)**

The Report was noted

**16. Church Hall Committee Report (L)**

The Report was noted.

**17. Pastoral Care Update**

Elizabeth reported the Pastoral Team was working well and next Sunday was having a joint tea with Chilton Team kindly hosted by Marilyn Thomas.

**18. Services and Seasonal**

It was agreed that there should be a Toy collection at a suitable Sunday morning service. Elizabeth reported that Yvonne was again willing to organise a shoe box Christmas gifts for the Ukraine and this was agreed by PCC.

**19. Synod Decision on Safeguarding (M)**

The meeting thanked Liz Roberts for her work on this and her paper. After some discussion, it was felt that this was a topic which the Church, as a whole, should decide on. It was suggested that Dr King might be asked if she would come to St Matthew's and talk about the background and the decision. Elizabeth said she would discuss this suggestion with Liz.

**Action: Elizabeth**

The Meeting closed with the Grace at 9.30pm

Signed.....

Date