

**Minutes of a Meeting of St Matthew's, Harwell PCC To be approved**  
held at St Matthew's Harwell on Wednesday 14<sup>th</sup> January 2026 at 7.30pm

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

Revd Jeremy Parsons welcomed everyone and opened the meeting in prayer, and read Psalm 96.

1. Apologies for Absence were received from Revd Jan Radford.
2. **Minutes of December Budget Meeting** (Paper A)  
The acceptance of the minutes of this meeting was proposed by Tony Hughes and seconded by Adrian Rance-McGregor. The Meeting approved them unanimously, and they were then signed by the Chairman.
3. **Decisions between Meetings** (Paper B)

Date	Whole PCC or Standing Committee?	Subject	Result
2026-01-06	Standing Committee	Work on the Church Hall Boundaries at a cost of £3,683 excluding planting of shrubs/trees and regular maintenance	unanimous

The Church Hall sub-committee were thanked for their work on this.

4. **Rector's Report** (Paper C)

The Meeting thanked the Rector for his Report. They were encouraged by the numbers attending the various Christmas Services. They welcomed the new Sermon Series, and, in particular, that it had been published, which gave the congregation the opportunity to look at the various linked readings in advance. They also noted that several Home Groups had decided to discuss the topic at their meetings. PCC thanked Roger Clarke for working with Jeremy on this Series.

5. **Governance Review Update** (Paper D)  
Stephen Manning reported on the progress in implementing the recommendations of the Governance Review as shown in the updated paper. All Saints' Standing Committee had now also accepted the recommendations and Hazel Benton was monitoring their implementation. Nick Clarke reported he had begun work on developing a Benefice Legacy Policy, and would be circulating information available on the Church of England website about such a policy. He commented that it would be possible for the two churches to develop different policies if this seemed the best option. Elizabeth reported she would be working on point 22 (Church Policies) on her return from holiday.

**Action: Nick Clarke/Elizabeth Clarke**

6. **Finance** (Papers E/F/G)

Nick Clarke said Paper G contained the draft 2025 Accounts but he preferred to delay any discussion on them until they had been audited. Overall, following the transfer of £22,134 from Designated Funds we had broken even. He had just received the gift aid for 2025.

The revised 2026 Budget reflected the transfer of £3,000 to the newly renamed Roof Repair Fund. He anticipated that the Mission Fund could increase to £8,450 but could not confirm this until March/April.

<b>Resolution</b>	To accept the revised 2026 Budget as contained in Paper F				
<b>Proposed</b>	Stephen Manning	<b>Seconded</b>	Pam Rolls	<b>Passed</b>	Unanimously

## 7. **Buildings Committee Report** (Paper K)

PCC noted this Report. Tony Hughes reported the Defibrillator was installed in November and Geoff Shrimpton had offered to be responsible for its maintenance assisted by Elaine. PCC thanks Geoff for taking on this role. Stephen raised the question of maintenance on the church projector and Tony said he was in discussion with a possible person to undertake this to determine timescale and cost. The support data in the projector suggests it is ok, but the filter could need attention and the bulb is about halfway through its life. If more problems are found, new equipment, not necessarily a new projector, could be needed.

Stephen said there had been complaints about the quality of the screen content and that he was proposing that he, Deborah, and Elizabeth would look at this.

**Action: Stephen/ Elizabeth/Deborah**

## 8. **PCC Newsletter** (Paper H)

Elizabeth reported this was now on the Church website under "News" and a limited number of hard copies would be available in church on Sunday.

## 9. **Any other Business:**

### A) Defibrillator Training

Elizabeth said she had been asked about training for this. Tony Hughes said that Geoff was looking at this, but it could probably be obtained for free on line. The necessary instructions are contained within the machine's casing.

### B) Recorded Sermons

Elizabeth said a question had been raised as to whether this was still possible. There are some on the website but they predate Covid. Tony said there was still some equipment which might be capable of doing this, but it would involve extra work for the audio/visual operator and questions whether there would, in practice, be much interest. Hard copies of most sermons were available.

### C) Phil Sutton

Jeremy advised the Meeting that the Revd Phil Sutton, who had recently retired from Steventon, had agreed to assist him with projects around Valley Park. Tony added that Phil was also now on the AV rota. Phil has experience of assisting people who are hard of hearing. Stephen suggested SC could follow up on this at their next Meeting.

**Action: Stephen**

Rebecca Lewis joined the Meeting at this point

### D) Microsoft licences

David Evans has advised that the existing free licence runs out on 10<sup>th</sup> April. New licences will have to be bought. The Church currently has 7 licences. It was agreed that we need to decide how many licences are needed, possibly only one for the Church office, and explore whether there are other options available.

**Action: David Evans, Jeremy and Deborah.**

### E) Update on Harwell Feast Service preparations.

Rebecca Lewis reported that she and Alex had been discussing the service. They think it should be at 4pm, and she asked whether this would have implications for the other services on that Sunday, particularly a communion service. She proposed that there should be no evening service that day. This was agreed in principle but left to Standing Committee to decide. Rebecca was asked about a budget figure for the event, but this had not yet been discussed. She said they would need considerable volunteer help, and would be making an appeal for this.

**Action: Standing Committee**

- F) Elizabeth reported that several members of the clergy had thanked PCC for their Christmas gifts.

The Meeting closed at 8.45pm with the Grace.