

## **MINUTES OF THE ALL SAINTS' PCC MEETING**

### **held at All Saints' Chilton on Tuesday 17<sup>th</sup> March at 7.30 pm.**

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St Matthew's, Harwell and All Saints', Chilton PCCs were present together for Items 1-9. For the other items, only All Saints' members were present.

In light of the announcement made by Jane Haslam, Associate Archdeacon of Dorchester on Sunday 15<sup>th</sup> March that the Rector, Jeremy Parsons, has voluntarily decided to step back from ministry to care for his family at the present time, Tony Hughes (St Matthew's Vice Chair) chaired the meeting.

#### **1. Opening and Prayer**

Steve Manning opened the meeting by encouraging us that "Nothing is impossible with God" and read Deuteronomy 31 verse 8. "The Lord himself goes before you and will be with you; he will never leave you nor forsake you. Do not be afraid; do not be discouraged." To remind the PCCs that God is in control of our situation.

Following on from questions that Steve had faced since the announcement, he has produced a list of possible questions and answers to aid the PCC, leaders and preachers to field the queries. He went through them and will send a PDF copy to the PCC.

He reported that the leaders and preachers group would be meeting later this week to make sure all of Jeremy's service commitments would be covered. He had received support from a few willing to increase their commitment, including Kate Evans who had stepped down a few years ago from leading and preaching. He was grateful for these offers.

Sasha will be assisted by Jane Haslam with her curacy training as well as local parish support.

Deborah will also be supported by the Churchwardens. In addition Hazel Benton, as chair of the employment committee, has been in touch to check her wellbeing. The Churchwardens will ensure that she does not take on too many additional responsibilities.

#### **2. Annual Report sections 1-3**

Steve reported that the Harwell Standing Committee had reviewed the report and were content with it aside from a few minor typos. Steve highlighted the key aspects of the past year covered in the report such as Remembrance Sunday in Harwell, Pastoral Care work, Saturday Sanctuary, Chilton Village Hall service and Generation Gold. He noted the dedication of church volunteers to make all this happen.

Stuart raised concerns about the safeguarding section as he, as All Saints' tower captain, had not been contacted by the safeguarding officers about the mandatory online Basic Awareness courses for bell ringers, although he was aware of this requirement. He also questioned the inclusion of the DBS check charges for volunteers (£5.99). It was agreed to remove this and it was decided that the secretaries would create an edited version of the report removing these minor details.

Becca asked for her name to be removed from the report in respect of Fledgelings and the Christmas tree decorating as she was just one of many volunteers and did not wish to be singled out.

Sections 1 – 3 were approved in principle, for formal approval later in the meeting by the individual PCCs along with the other sections which were parish specific.

Hazel thanked Elizabeth and Naomi for their work on the report.

### **3. a) New Provider for DBS Checks**

Elizabeth reminded us of the data breach in late August 2025 at the DBS checking service, APCS which the Benefice used for DBS checks. A few individuals from St Matthew's were affected by this data breach. Since learning of the data breach at APCS the Diocese has prioritised supporting those affected and finding an alternative supplier to carry out the DBS checks. As a result of a rigorous procurement process Verifile has been identified as their recommended provider for DBS checks going forward. In order to continue doing DBS checks we need, as individual PCCs, to approve this new provider so training can be started. (We can choose an alternative, this is entirely a matter for the PCC). It was agreed in principle that both PCCs would choose the recommended provider.

### **3. b) Verifile Adoption Agreement**

Further to the decision in item 3 a, the agreement will be signed by the Churchwardens in the individual PCC meetings then returned to the Diocese for processing.

### **3. c) Safeguarding Policy 2026**

This policy was created by the Safeguarding Officers, Sue and Judy, using the Diocesan model policy introduced this year. It was agreed to adopt the policy.

Proposer: Pat Moseley, Seconder: Adrian Bollon

This was agreed unanimously. This will be signed by all 3 Churchwardens and then posted on the website and church noticeboards.

### **3. d) Safeguarding Report**

This was noted.

## **4. Proposal for Mission and Ministry Project**

The mission and ministry project is a significant part of Curacy training. Sasha was seeking permission to create a team of laity to develop a creative project. The project aims to allow people to engage with the church and initiate meaningful conversations. The deliverable is a letterbox-sized welcome box for church visitors or new residents. The contents of the box are important and will be grounded in faith. The box will serve as a means to an ongoing relationship with the church. Sasha hopes to create 50 boxes, starting in March/April, with a target for Pentecost, Harwell Feast, or the children's fun run. The current associated costs are around £200. Sasha was seeking approval to begin the process as part of her training. The project is initially aimed at the parishes and villages.

Liz Morris thought it sounded like an excellent project. Hazel Benton mentioned that Chilton had a welcome leaflet that she may want to look at.

The PCC supports the initiation of the project and asked to be kept posted of its progress. It was agreed to support Sasha's Mission and Ministry Project.

Proposer: Hazel Benton, Seconder: Elizabeth Clarke. Agreed unanimously.

## **5. Termination of the Microsoft Contract**

After much discussion Stuart Gibson reported that he had followed the instructions on the Microsoft letter and has purchased 25 Microsoft 365 Business Basic licences (Microsoft 365 online). He also agreed to talk to Deborah to ascertain whether she needed the online or desktop version of Office 365. If the latter this would cost £2.60 per month. The data may need to be removed from the current One Drive but this needs to be checked once the licences expires on April 10<sup>th</sup>.

## **6. Renewal of Naomi Gibson's three-year term as CAP Trustee**

Naomi's term as CAP Trustee representing the Benefice has come to an end. The PCCs unanimously agreed to reappointing her to this role. This needed to be agreed by the individual PCCs in their meeting.

## **7. Wallingford Deanery Synod Summary**

A summary for 2025 and the recent March meeting was circulated for information before the meeting. Adrian Bollan represents the laity of St Matthew's at the Deanery Synod and Tony encouraged others to join, since there was one position vacant for St Matthew's and no All Saints' lay representatives. Adrian pointed out that the Synod is an excellent forum for sharing ideas and the good initiatives undertaken by the churches in our Deanery. This year is of particular importance as membership of the General Synod for the next quinquennium being renewed this year and lay representatives of the Deaneries are those who vote for the candidates standing for election.

## **8. CFW Workshop**

Steve reported that the workshop last Saturday was a great success with 19 people from both parishes attending. The focus was the Benefice requirements for the appointment and there was consistency across the two groups which was encouraging. Jane Woolley and Hazel Benton facilitated the groups and are writing up the findings. These will be reported back at the next meeting.

Tony asked how much was in the CFW fund. There is £60K in a restricted fund from Harwell and £30K from Chilton.

Steve is uncertain if we can proceed with recruitment at the moment but will investigate.

## **9. Review of Christmas services**

The leaders and preachers meet monthly to review services. The lessons learned from last Christmas were to plan early. It was suggested to run an Advent bring and share lunch and also plan for an Alpha course to invite nonregular church goers to in the new year.

It was mentioned that carols in the pub in Chilton was very well attended.

The attendance figures suggested that having the family carol services before the schools break up for Christmas is preferable. Chilton possibly on the Saturday and Harwell on the Sunday of the last weekend of term.

## **10 AOB**

Naomi enquired about the progress of the plans for Songs of Praise on Sunday 24<sup>th</sup> May. Becca and Alex are meeting on Wednesday and will report back after this. It is unlikely there is going to be an orchestra as two key families are away that weekend.

## All Saints' PCC only

### Present:

Revd Pam Rolls

Judith Russell (Churchwarden)

Stuart Gibson (Treasurer)

Liz Morris

Alex Reich (Church warden)

Hazel Benton (Vice Chair)

Naomi Gibson (Secretary)

Pat Moseley

John Pigott

Revd Sasha Reeves

### 1. Apologies for absence

Apologies were received from Revd Jan Radford.

Hazel Benton chaired the meeting.

### 2. Standing Committee discussions between Meetings

None

### 3. Minutes of the meeting on 3 February 2026

Pam Rolls was thanked for writing the minutes in Naomi's absence. The minutes of the meeting on 3 February 2026 were unanimously accepted as a true record and signed.

### 4. Matters Arising –

The Verifile Agreement was agreed and signed by the Churchwardens.

### 5. Outreach event on Chilton Field on Saturday 13<sup>th</sup> June

Pat and Alex had produced a suggested programme for the Celebration of a Summer afternoon event. It was agreed to call it a fun run. Pat has contacted Chilton Primary School to check the date does not clash with other events

The following was mentioned: -

- Medals for the children who participate
- To advertise at the school as well as church community
- Community Room has been booked for toilets and water
- Plan for two fun runs: one short with activities for younger children, and a longer one for older children (up to 10 or 11).
- Risk assessments are needed and children participating should be accompanied by a parent/carer/guardian.
- Need named first aiders

Alex and Pat plan to meet to progress the planning.

### 6. Date of Annual Meeting 2026

After discussion, it was decided that despite the change in circumstances to keep the Annual Meeting to Sunday 26<sup>th</sup> April after the 9.30am service. In the absence of Hazel (Vice Chair), Pam agreed to chair the meeting. There will be a baptism in the morning service.

## **ANNUAL MEETING PREPARATION (Sunday 26<sup>th</sup> April 2026 at 10.30am after the morning service)**

### **7. 2025 Accounts**

Paper K was circulated before the meeting. Stuart reported that the accounts had been examined by our Independent Examiner, Jane Moreton and would need to be signed by Judith as Churchwarden once approved before the Annual Meeting. The joint expenses have been broken down into different categories.

### **8. 2024 Finance Reports**

Paper L (section 4) refers.

Stuart was thanked for all his hard work in producing the reports.

***The Accounts and Finance reports for 2025 were approved unanimously.***

### **9. 2025 Fabric Report**

Paper L (section 5) refers. Judith produced this report on behalf of the Fabric Committee. Hazel thanked the Fabric Committee for all their hard work and Judith for leading the group and producing the reports.

***The Fabric report for 2025 was approved unanimously.***

### **10. Presentation of the Logbook, Terrier & Inventory**

The Churchwarden confirmed that the Logbook was the Fabric Snapshot prepared for each PCC meeting and filed for reference. The Terrier was kept in the church safe and will be available at APCM, along with the Inventory which is updated annually.

### **11. 2025 Annual Report**

The Benefice part (sections 1-3) was approved in principle at the joint meeting.

Parish Specific sections 4-5 & appendices were approved unanimously.

The report will then be uploaded to the website and hard copies will be available in the church.

The chair thanked Naomi for producing the report.

### **12. Annual Meeting Agenda & Minutes of 2025 meeting**

***The agenda for 2026 and 2025 minutes were approved unanimously.***

Alex agreed to promote the fun run and Songs of Praise at item 7 and Pam will add Chairman's remarks.

PCC membership was discussed. John Pigott and Stuart Gibson have come to the end of their three year term and agreed to stand again. This will make the six members allowed. There are still vacancies for two members of the Deanery Synod. The PCC were encouraged to prayerfully consider who may like to stand for this role and to ask them. Judith and Alex are willing to stand another year as Churchwardens.

### **13. Finance report including 2025 budget**

Paper O refers.

It was agreed to approve the budget for 2026 with the additional items mentioned in the February meeting having been added in.

The budget was proposed by Stuart and seconded by Liz and unanimously agreed.

**14. Fabric Report**

Judith reported that the kitchen taps had been replaced and been paid for by a generous donation.

The plaster work was ongoing. The plasterer is coming to inspect again this week to see if it is dry enough to paint. He has not asked for any payment as yet.

**15. Future Dates**

These were noted.

**16. Any other business**

Nothing to report.

The meeting closed in prayer led by Pam at 9.30pm.

**Naomi Gibson**  
**PCC Secretary**

**Signed by**

**Date**