For Approval

Minutes of a Meeting of St Matthew's, Harwell PCC
held at St Matthew's Harwell on 2nd June 2026 at 7.30pm

Present:

Tony Hughes (Vice Chairman)
Stephen Manning (Church Warden)
Adrian Bollon
Rebecca Lewis
Roger Mawle
Jane Woolley
Sarah Barrett
Nick Clarke (Treasurer)
Elizabeth Clarke (Secretary)

St Matthew's, Harwell and All Saints', Chilton PCCs were **present together for Items 1-7**. For the other items, only St Matthew's PCC members were present.

In the absence of the Rector, Tony Hughes took the Chair and opened the Meeting in prayer.

1. **Matters arising between meetings**.
   Stephen Manning reminded the Meeting that unanimous approval had been given by the PCC to the re-appointment of Alex Reich as Leader and Preacher, and the appointment of Dr Stephen Luney as Leader and Preacher. PCC had also formally approved Kate Evans to lead, preach and take funerals.

2. **Church Wardens update and IWG Report.**
   Stephen Manning thanked everyone for their support and said the purpose of the Report and update was to keep everyone up to date. The Preachers and Leaders team meet regularly, and with the additional help of Phillip Sutton and Kate Evans, are able to continue with all the services between June and September.
   As the PCC was aware the Church Wardens had set up an Interim Working Group whose membership comprised:
   - Stephen Manning – St Matthew's Churchwarden
   - Judith Russell – All Saints' Churchwarden
   - Alex Reich – All Saints' Churchwarden

- Revd Pam Rolls – Associate Minister
- Revd Jan Radford – Associate Minister
- Marilyn Thomas – Licensed Lay Minister
- Revd Rob Thomas
- Elizabeth Clarke – St Matthews PCC Secretary
- Deborah Evans – Church Administrator

The Meeting noted the Terms of Reference for the IWG.

Sasha Reeves has a new incumbent training manager (Sarah Nesbitt), and we are supporting her with a few outstanding requirements before she completes the course at the end of June. Her training contract runs till the end of the year and, after completion, she will be assisting generally, while seeking a suitable vacancy.

Stephen said he did not have any further information on the Rector, but that the Church needed to continue to move forward and plan for the next 12/24 months. The wardens were looking to organise a Benefice PCC Away Day to discuss the Benefice focus and plan the year ahead.

The Church Wardens have received permission to proceed with the recruitment of a Children and Families worker from Andy Lord, our Area Dean. The Diocese had also decided that the new Associate Minister for Great Western Park would be licensed to All Saints Church, Didcot for the time being. Andy Lord is also raising the governorship of Chilton School with the necessary authorities.
Action: Benefice Away Day to be organised and date set.

3. **Children and Families Worker.**

Stephen reported that the Workshop had been well attended and that he and Hazel Benton had put together the report (C) and attached papers. Now we could proceed with recruitment, it was proposed to reactivate the Children and Families Sub- Committee to consider the job description and salary level together with Hazel and come back with recommendations. Tony Hughes commented that it needed to be clear who would form the sub- committee and what their remit from PCC would be. Stephen said that, in addition, it was planned that one Home Group would take responsibility for prayer and support for this sub-committee. (Other Home Groups would provide the same for other areas of church activity.)
Action: re-formation of the CFW sub Committee

4. **Safeguarding Feedback**

Stephen Manning said that following a review of our current safeguarding position, the following actions have been taken or planned:

a) Following the Diocese guidelines as the training needed for specific roles, emails have and are being sent to those role holders advising them which Safeguarding courses they need to complete. The individuals concerned have responded positively and several have already completed the courses.
b) Safeguarding will be a mandatory item on every PCC Agenda.
c) Workshops will be set up to help those who would benefit from a group training course if required.

In addition, both PCCs need to note the following:

d) There needs to be a recognition that PCCs are ultimately responsible for Safeguarding.
e) Safeguarding Officers need to work closely with the PCC's and be supported by them.
f) The Safeguarding Officer's job is crucial, and the wardens and PCCs need to ensure it is well done.

Action: follow up at next PCC.

5. **Praise in the Park.**

Alex Reich thanked everyone who had helped and felt it had gone well. PCCs thanked him and Rebecca for all their work and organisation. Rebecca reported that 101 people had come. Alex pointed out that there had been misgivings about undertaking such an event but it was doable and the Benefice should carry on with the events. Nick Clarke said that realistically maybe every two years, next year's opportunity had already been booked by another organisation. Alex and Rebecca were asked to produce some learning points for future use and report back to the next PCC.

Action: Alex/Rebecca learning points.

6. **Mission and Ministry Project.**

Liz Morris reported that the team had had two meetings so far and another planned for the end of June. They had focussed on the box's content which could include service information, a gospel, village information. Roger Mawle asked that they should consider the process around the box i.e. who should receive it and when.

7. **AOB.** Judith asked for thoughts on the content of the next PCC Newsletter to be sent to her or Elizabeth.

St Matthew's PCC Meeting

Tony Hughes welcomed Jane Wooley back onto PCC and Roger Mawle and Sarah Barrett as new members.

8. **Apologies were received from** Revd Pam Rolls, Revd Jan Radford, Revd Sasha Reeves and Adrian Rance- McGregor.

9. **Minutes of the March PCC Meeting** were agreed with one abstention and signed.

10. **Matters/Actions arising from the previous meeting not covered elsewhere**:

1.Legacy Policy still waiting for a generic email address for the Treasurer.

2. Projector Appeal stands at £2,500 with gift aid. Another updated appeal notice to go on the blue board. PCC agreed that Tony should go ahead with obtaining quotes and hopefully the remainder of the £3,000 will be received. **Action Tony Hughes**

3. Roger Mawle asked about plans for Alpha and Advent Services. It was proposed that an Alpha course would be run in January 2027. **Action:** IWG would be looking at the timing of Advent services at its next meeting.

4.Endri and Dyshi Tabaku car gift. The Meeting was in favour of this but there was some discussion as to how we could ensure it was used for the purpose it was given. This was conceded as difficult given the distance and circumstances, but Nick Clarke will discuss with Helen Brook if a receipt of purchase might be possible. It was agreed to proceed in the knowledge that proof of purchase may not be possible.

Resolution	To donate £9,188 minus bank charges towards the purchase of a car by Endri and Dyshi Tabaku				
Proposed	Roger Mawle	***Seconded***	Nick Clarke	***Passed***	Unanimously

Action: Nick Clarke

11. **Financial Report.**
Nick Clarke said the Fund Balances showed a payment of £800 from Harwell Charities but this could only be used on Church Maintenance. All Harwellcome funds had now been paid to the Harwellian. The payment from Kincraig Trust for Sasha's accommodation had now been paid to the letting agent.
Receipts had now received the £577 letting income, but the burial fees for March were still outstanding.
Overall the position was much as expected.
Giving showed that households are not giving regularly (only 58% of those on the electoral roll are regular donors.). There has been more contact giving and donations from Fledglings. We need to highlight giving, linking giving to mission, and people led ministry. Preachers and Leaders need to mention giving in their sermons, and it should be on the Agenda for the Away Day. Giving should also be promoted on notices and Church noticeboard.
Action: Stephen Manning to prepare paper and discuss a series of sermons with Preachers and Leaders Group. Elizabeth to use the noticeboard for increasing awareness.

12. **Buildings Report.**
This was noted. Tony Hughes and Adrian Rance–McGregor are considering the problem of where to put the old clock mechanism which needs a permanent home. They will prepare a paper for September PCC.
Action: Tony and Adrian

13. **Church Hall Report**
Adrian Bollon reported that the outside work was done apart from some reseeding. A problem had arisen because the Nursery found working with outside lettings at weekends difficult to cope with. They were asking if these lettings could stop, but this would mean a reduction in church income of approx.£100 a month. The Nursery was happy with Youth Fellowship and Yoga continuing to use the Hall. Debbie Greenfield proposes to ask the Nursery to increase their rent payment to cover the deficit. PCC members expressed concern that this request might curtail the Church from using the Hall at weekends for activities such as Alpha. It was agreed that Church Hall Committee could explore whether the Nursery would agree to a rent rise to cover lost bookings,

but they would need to understand that the Church wishes to continue to have access to the Hall at weekends when it is needed.
Action: Adrian to report back to the Church Hall Committee on the discussion.

14. **Annual Appointments (J) and Vice Chairman**
The list of Annual Appointments for 2026/27 was agreed.

Resolution	To Agree the Appointments as set out in Paper J				
Proposed	Nick Clarke	***Seconded***	Sarah Barrett	***Passed***	Unanimously

Tony Hughes pointed out that the Vice Chairman needed to be appointed and while he was willing to continue, others might come forward. No other nominations were made.

Resolution	To elect Tony Hughes as Vice Chairman of St Matthew’s PCC for another year				
Proposed	Adrian Bollon	***Seconded***	Rebecca Lewis	***Passed***	Unanimously

Nick Clarke (Treasurer) and Elizabeth Clarke (PCC Secretary) also were willing to continue for another year

Resolution	To Elect Nick Clarke as Treasurer and Elizabeth Clarke as PCC Secretary				
Proposed	Jane Wooley	***Seconded***	Stephen Manning	***Passed***	Unanimously

15. **Bring and Share Lunch**
It was agreed that this would be a Benefice lunch on the 5th of July.

16. **Welcome**
Roger Mawle reflected that communities are now much more diverse, and while he welcomed Sasha’s project, he felt the PCC needed to

reflect on the bigger picture of welcoming and encouraging new comers to our Church. He saw the PCC Away Day as a good opportunity to start this process.

Action: it was agreed this would be discussed at the next Standing Committee Meeting.

17. **Church Prayer Meeting**
Stephen Manning said that people needed to meet and earnestly pray about the Church and its plans. The Church will not move forward without this. One suggestion was that Home Groups would not meet on one week a month but instead they and others would meet collectively for prayer. PCC was supportive of this proposal.

Action: P&L/ SC to discuss and come back with how this would be taken forward.

18. **Any other business**

a) Harvest Service to be discussed by IWG
b) We are having a six months trial period of using service books at St Matthew's together with hymns on the overhead screens. This would give Deborah about 1 ½ days a week to spend on other work. The PCC were supportive of this proposal.

Tony Hughes closed the Meeting with the Grace. **The next scheduled PCC Meeting is at Chilton on 1st September.**