Minutes of a Meeting of St Matthew's, Harwell PCC
held at All Saints' Chilton on Tuesday 1st September 2026

FOR APPROVAL

Present: Tony Hughes (Vice Chairman)
Stephen Manning (Warden)
Adrian Bollon
Jane Woolley
Adrian Rance-McGregor
Nick Clarke
Sarah Barrett
Roger Mawle
Elizabeth Clarke (Secretary)

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

1. **Opening and Prayer**
Hazel Benton, as Chairman of All Saints' PCC, welcomed everyone and opened the meeting in prayer.

2. **IWG Report** (Paper B)
Stephen Manning reported that, in the absence of the Rector, the Benefice Church Wardens were working closely together. The IWG report was self-explanatory, but he drew the Meeting's attention to the introduction of the new seasonal prayer books, monthly prayer meetings, relaunch of the prayer chain, and the new Website project. He also reported that work was progressing on developing a robust safeguarding system.
Sasha has completed her training requirements, and asked that PCCs should pray that she finds a role which is suitable for her.
PCC were asked to note the new Sermon Series on Exodus which was starting in September. The PCCs confirmed their agreement to the changes being introduced in the Report, and the new initiatives.

3. **EasyWorship**
Stephen Manning updated the PCCs on the review of the current EasyWorship software used by the Benefice that he had carried out with Deborah Evans. (Paper C) They had subsequently compared it with a cloud-based application (Proclaim). Their recommendation to PCCs was that the Benefice changes to Proclaim as its software provider, at an annual cost of approximately £45 more than EasyWorship.

Resolution	To approve the purchase of Proclaim given that it has important advantages over EasyWorship software				
Proposed	Roger Mawle	***Seconded***	Adrian Bollon	***Passed***	Unanimously

4. **GDPR**
PCCs were asked to note Stephen Manning's paper updating them on the steps being taken to ensure the Benefice complies with GDPR regulations as it applies to churches. Stephen is working with Nick Clarke on this. The Privacy Policy (Paper E) is the first step towards compliance and PCCs were asked to approve it. The work necessary to ensure full compliance would take some time to complete.

Resolution	To approve the Privacy Policy (Paper E)				
Proposed	Tony Hughes	***Seconded***	Nick Clarke	***Passed***	Unanimously

Tony Hughes proposed a vote of thanks to Stephen for all the work he had undertaken on this and other items, which was endorsed by the meeting.

5. **Display Standards**
Stephen Manning's paper (F) updated PCCs on the work being undertaken by himself and Phil Sutton on visual communication. The paper outlined their approach to agreeing the background colour and font to be used in each church, and the proposed presentation rules. The PCCs were asked to approve the proposals.

Resolution	To approve the contents of Paper F and the proposed approach contained in it.				
Proposed	Adrian Rance-McGregor	***Seconded***	Tony Hughes	***Passed***	Unanimously

6. **Deanery Synod Reports** (G/Ga)
PCCs noted these Reports and thanked Adrian Bollon for his work. Roger Mawle noted that Paper Ga) was written in February 2025 and asked if there had been any update since, since it omitted mention of some Benefice activities. Adrian Bollan said he was not aware of any update, but would enquire.

7. **Safeguarding Report** (Paper T)
PCC's noted this Report and that DBS checks were up to date. They thanked the Safeguarding Officers for their work.

8. **Disciplinary and Grievance Policies** (Papers H and I)
Elizabeth Clarke reported that she had found these policies in the 2018 Combined PCC papers while looking through past CPCC papers. These policies were undated, and there was no evidence they had been approved. She asked if PCCs would approve these policies. Hazel Benton asked the meeting if anyone had any objection but there were none. She proposed the policies should be reviewed every three years and PCCs secretaries noted this.

Resolution	To approve the Benefice's Disciplinary and Grievance policies (Papers H and I)				
Proposed	Judith Russell	**Seconded**	Pat Moseley	**Passed**	Unanimously

9. **Any other Business.**
Elizabeth Clarke drew the meeting's attention to an agreement made in June 2025 that the decision to discontinue meetings of the Combined PCC would be reviewed after one year. After discussion, it was decided not to resume these meeting, and Pam Rolls undertook to advise Peter Cox of this decision.
Questions were raised about the Family Away Day, and Stephen Manning advised the meeting that it had been decided to postpone this event until next year, as there was not time to organise it now. When new plans are ready, these would come to PCC for approval.

<u>St Matthew's PCC Meeting</u>

Tony Hughes took the chair in the absence of the Rector and welcomed everyone to the Meeting.

10. **Apologies for Absence** were received from Pam Rolls, Jan Radford, and Sasha Reeves. Rebecca Lewis was not present.

11. **Minutes of the PCC Meeting** in June 2026 were approved unanimously with Roger Mawle as proposer and Adrian Bollon as seconder, and were signed.

12. **Matters arising from the Minutes.**
    a) Nick Clarke reported he had not received any confirmation that Endri and Dyshi Tabaku had purchased a car with the money sent to them, but would continue to try and obtain a document.
    b) Stephen Manning confirmed that the recruitment of a CFW was on hold.
    c) Tony Hughes confirmed the new projector was now installed and had been fully funded by donations
    d) Roger Mawle said he had been unable to further his thoughts on Welcome, but would send a paper to SC before the next PCC Meeting.
    e) The action points promised after Praise in the Park had not been received. Jane Woolley undertook to chase this up.

13. **Finance.**
Papers K a) and b) were noted. Jane Woolley questioned the church hall utilities cost and Nick Clarke replied that he was watching this, but currently there is a high credit balance. In answer to a question from Roger Mawle, Nick confirmed that there is currently no time limit on spending the monies currently shown under the CFW restricted fund.

The Financial Policies and Procedures Policy Paper K c) was discussed. Nick confirmed that while it would be preferable to have a dual signature system on the Church bank account, this was not possible on a NatWest account. Budget allocation works well in some areas, but for others it is difficult to identify a single account holder. PCC were happy to agree the contents of the paper.

Resolution	To approve the Finance Policies and Procedures contained in Paper K c)				
Proposed	Adrian Rance-McGregor	***Seconded***	Stephen Manning	***Passed***	Unanimously

14. **Church Halls Report**

This was noted. Nick Clarke confirmed that the Nursery was now paying the extra £100 per month for sole use (except by the Church). Adrian Bollon said a new dishwasher had been fitted, and the question of improved smoke detectors and alarms was under discussion. The banks of the site had suffered from the drought and only scrub had grown despite seeding. This situation was again being discussed.

15. **Buildings Report**

The Buildings Report and Quinquennial Report (L &M) were noted.

16. **Homing the old Clock Mechanism** (Paper 0)

Tony Hughes said that the mechanism needed to be put somewhere safe in the church where people could see it. The Buildings Committee had concluded that the best options were either on the west wall of the vestry or behind the font, with the vestry as the proposed choice. The wood and glass casing would not be replaced, partly because the glass is not safety glass. Sarah Barrett commented that children sometimes play unaccompanied in the vestry on Sundays and there would need to be a barrier for safety reasons. Adrian Rance-McGregor said that a Perspex screen would be planned that would be capable of movement if needed. Tony Hughes pointed out that the paper said that if the PCC approved the location it would be publicised, so that church members would be aware of the intention. It was also suggested that the matter would especially need checking with Rebecca Lewis re Fledglings. Gill Gay would be consulted about what to do with the wood and glass frame, since it had been made by her father, the late Douglas Jordan.

Stephen Manning said there needed to be a decision subject to safety issues being satisfied. The PCC agreed to the mechanism being relocated in the Vestry.

Resolution	To relocate the old Clock Mechanism to the Vestry				
Proposed	Adrian Bollon	***Seconded***	Nick Clarke	***Passed***	Unanimously

17. **Health and Safety update**

- On behalf of the PCC, the churchwarden has overall responsibility for implementing the St M's H&S policy
- However, Jane Woolley has agreed to be the person with **day-to-day** responsibility for implementing the H&S policy. The PCC's **H&S Rep**, if you like. The PCC has a H&S **adviser**, Elaine Shrimpton. However, she is not willing to be the H&S Rep - only to provide advice to the Rep when asked (for which we are very grateful).
- Elizabeth Clarke and Jane have been working on a new, more detailed H&S policy. They hope to bring this new policy to the PCC for approval at the first meeting next year
- Jane will write a specification for the role of H&S Rep and discuss that with the churchwarden. This will need to dovetail with the new H&S policy
- During the summer, Jane has been drafting a new, more detailed, fire risk assessment for the church building. This follows the expert fire risk assessment commissioned recently for the church hall by the nursery. David Pyke of the buildings committee and a fire safety expert from St Peter's church, Didcot have had an input
- The Standing Committee have asked Jane to form a small group with David Pyke and Elaine Shrimpton to finalise this fire risk assessment – especially the recommendations for action. Once this work has reached a more definite point then Jane will bring this risk assessment to the PCC for information.
- Jane has also written a paper for the Standing Committee recommending what our regime for Portable Appliance Testing should be, and this was agreed at the SC meeting on 26 August.
- Jane will write a short note for information for each PCC meeting on H&S matters.

Tony Hughes thanked Jane for her report and work.

18. **Review of the Policy on Games of Chance.**

Tony Hughes said that, as the papers(P) showed, the PCC agreed to review the 2025 decision on this after 12 months, and this time had now elapsed. There had been some comment about the policy, notably from a choir which no longer uses the church (at least partly because they could not hold a raffle), and the 2025 vote had not been unanimous. There were some strong views that led to the current policy, but we need to retest this, as promised. Several views were then aired in discussion.

Tony then asked for a vote on a proposal that the current policy be retained. The result was 3 for retention of the current policy, 5 against and 1 abstention

A vote was then taken on a proposal that the policy be changed to remove the prohibition on non-church organisations using the church from holding games of chance such as a raffle (this would be analogous to what the policy says about users of the church hall). The result was 5 in favour, 3 against and 1 abstention.

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Adrian Rance-McGregor offered to produce the wording for a revised policy, that would then be considered at the November PCC.

19. **Recruitment Policy 2026** (Paper Q)

Resolution	To approve the Benefice Recruitment Policy				
Proposed	Adrian Bollon	***Seconded***	Roger Mawle	***Passed***	Unanimously

20. **Employment of Ex-Offenders Policy 2026** (Paper Q a)

Resolution	To approve the Benefice's employment of ex-offenders Policy				
Proposed	Adrian Bollon	***Seconded***	Jane Woolley	***Passed***	Unanimously

21. **Conflict of Interest Policy**

Resolution	To approve St Matthew's Conflict of Interest Policy				
Proposed	Nick Clarke	***Seconded***	Stephen Manning	***Passed***	Unanimously

22. **Future dates:**

The next PCC Meeting is on 3rd November at St Matthew's.
It was agreed at the Joint Meeting to add an extra PCC Meeting to the 2027 calendar and the proposed 2027 schedule will come to the November Meeting.

The Meeting closed with the Grace at 9.30pm