

Minutes of a Meeting of St Matthew's, Harwell PCC held remotely via Zoom on Tuesday 1 June 2021 at 7.30 pm

Present

Tony Hughes (Vice-Chair; Chair in Jonathan Mobey's absence)	Pam Rolls (items 1 & 2)	Sid Gale
Phill Johnston (Treasurer)	Jane Woolley (Secretary)	Gordon Gill
Eliza Wheaton (Churchwarden designate)	Allan Macarthur (Churchwarden)	Rebecca Lewis (Churchwarden)

St Matthew's, Harwell and All Saints', Chilton PCCs were present together for Items 1 and 2. For the other items, only St Matthew's PCC members were present.

1. Opening & Prayer

Tony Hughes (St Matthew's) chaired the combined section of this meeting and asked Rev Pam Rolls to open the meeting.

Pam read Psalm 29 (Trinity Sunday). We need to focus on the Lord, for Him to guide us. He gives strength to his people and offers each of us peace. She then opened the meeting in prayer.

2. Service patterns after lockdown – update following Combined PCC meeting

The only joint item was Paper A – Services in 2021 and beyond – update May 2021 presented by the Rector and on the Agenda for information. It had become clear that some PCC members wished to have further discussion of some issues in the proposals.

As the Rector was not present at today's PCC meeting, it had been agreed to have a separate meeting for this. A Doodle Poll had shown Wednesday 9th June to be the date available to most, so this was agreed upon. A Zoom meeting would be arranged for 7.30 pm.

3. Apologies for absence

Apologies were received from Jan Radford, Phill Johnston and Jonathan Mobey.

Michelle Walker was absent.

4. Minutes of the previous meeting

The minutes of the PCC meeting on 2 March 2021 were approved as a correct record.

5. Decisions requested of Standing Committee between meetings

The Standing Committee had declined a request to broadcast a funeral to the churchyard via a PA system during lockdown.

6. Matters arising not covered elsewhere

There were none.

9. Annual appointment of role holders

Resolution	Approve the appointment of the following people to the following roles:				
	Churchwarden deputies	Tim Roberts David Pyke Tim Paget Rebecca Lewis			
	Bookkeeper	Nick Clarke			
	Electoral Roll Officer	Mike Pepper			
	Deputy Electoral Roll Officer	Jane Woolley			
	Concert/Event managers	Liz Roberts Tim Roberts			
	Health & Safety Officer	Hazel Connelly			
	Stewardship Secretary (envelope scheme)	Eliza Wheaton			
Moved	Chair	Seconded	-	Passed	Unanimously

It was noted that Liz Roberts and Tim Roberts would prefer that it was not just they who are Event managers.

Action: Jane Woolley to ask Jonathan Mobey to put a request for further volunteers into one of his Church emails

10. Annual appointment of sidespeople

Resolution	Approve the appointment of the following people as sidespeople:				
	Peter Barclay-Watt	Gill Gay	Anne Cox		
	Graham Cox	David Pyke	Jim Sinclair		
	Madeleine Speed	Wendy Sinclair	Andy Lewis		
	Liz Hill	Mike Pepper	Elaine Shrimpton		
	Tony Twigger	Jean Twigger	Georgina Greer		
	Debbie Davies	Ruth Slatter	Kevin Davies		
	Matthew Davies	Ryan Davies	Jan Childs		
	Peter Barton	Christine Iacopetti	Mike Chedzey		
	Sheila Chedzey				
Moved	Chair	Seconded	-	Passed	Unanimously

11. Finance Reports

Papers D (Income & Expenditure Report) E (Fund Balances Report) and F (Finance Commentary Report) were noted. In the absence of the Treasurer Tony Hughes from the chair asked for any comments or queries. There were none.

12. Action from previous meeting – grant for loss of income

Jane Woolley reported that the application for an Additional Restrictions Grant for loss of income for the Church Hall - a flat grant of £3k - had been successful.

Jane Woolley reported that the District Council had been in touch again on 24 May to say that we would be eligible for a further grant of £2,982 and to invite us to apply for it. Jane reported that she had done so. No one expressed any qualms about accepting such a grant, and Jane was thanked for her initiative in following up these opportunities.

13. Action from previous meeting – expenditure savings

Allan Macarthur reported that the Finance Committee had not yet met to investigate how we might make further expenditure savings.

<p>Action: Allan Macarthur to prompt a meeting of the Finance Committee to investigate how we might make further expenditure savings</p>

14. Buildings Committee report

Paper G refers.

Tony Hughes highlighted the Quinquennial Inspection by the Church Architect, arranged for 29 June.

Sid Gale asked how a mains plug-in torch in the chancel would work in an emergency if the electricity went off. Tony Hughes explained that the torch is powered by a battery charged via the mains and automatically comes on if the mains supply is cut. It is detachable from its holder. Therefore it will work without mains electricity, provided it is charged. Tony Hughes explained that this was a better solution than reconfiguring one of the nave emergency lights. Tony said that he is considering getting a plug-in torch for the platform too.

15. Porch glass doors – update

Paper G refers.

Jane Woolley asked whether the donor's Executor/wife had been appraised of the situation. Tony Hughes explained that he is waiting to see what the new contractor he has approached for a quotation comes back with first.

16. Church Hall Management update

Paper H refers.

Tony Hughes commented that, in the absence of a Hall Manager, the burden is falling on Jonathan Mobey to deal with any issues. That is not really satisfactory.

Allan Macarthur expressed the PCC's appreciation and gratitude to David Pyke for all the recent tasks he has undertaken and is undertaking on the Church Hall, following an inspection of the building and its surrounds..

In response to a question from Jane Woolley, Tony Hughes said that he thought that the action to service the ventilation system and to brief Hall users how to use it was still outstanding. He and Allan Macarthur switched it off as the Hall was not in use and, as far as he knows, that remains the case. Tony remarked that he would need to search in the archives for information about servicing, since it is about ten years since it was last done.

Action: Tony Hughes to try and find the information about servicing the Hall ventilation system in the archives

Outstanding action from previous meeting:

Action: Jonathan Mobey to arrange for the Hall ventilation system to be serviced and for users to be briefed on using it

17. Health & Safety

See item 14 about emergency lighting in the main church building.

Jane Woolley said that Holiday Club will be held in the main church building and the Church Hall This year. Jane will be preparing a risk assessment for that.

Gordon Gill said that use of the common cup in Holy Communion is due to be discussed at Diocesan Synod next week. Currently use of individual cups is not permitted in the Church of England,. However the Celebrant can take the common cup in place of everyone else.

18. Services & seasonal

Covered at item 2.

19. Future Dates

Tuesday 6 July – Combined PCC meeting

w/c 26 July and w/c 9 August – Church Holiday Club in the church and Church Hall

20. AOB

There was none.

Tony Hughes closed the meeting at 8.50pm.

CHAIR

SECRETARY

DATE

DATE