

## Minutes of a Meeting of St Matthew's, Harwell PCC held remotely via Zoom on Tuesday 2 November 2021 at 7.30 pm

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### Present

Jonathan Mobey (Chair for items 1-6, 11-14 and 22-24; also present for part of item 18)	Phill Johnston (Treasurer; latter part of item 5 onwards)	Jane Woolley (Secretary) Sid Gale
	Eliza Wheaton	Rebecca Lewis
Tony Hughes (Chair for items 7-10 and 15-21)	Pam Rolls (items 1-6) Jan Radford (items 1-6)	Gordon Gill Allan Macarthur

St Matthew's, Harwell and All Saints', Chilton PCCs were present together for Items 1-6. For the other items, only St Matthew's PCC members were present.

The items are shown in agenda order but in fact were taken in the following order: 1-6, 7-9, 15-17, 10, 18-22, 12-14, 11, 23-24.

### 1. Opening & Prayer

Jonathan Mobey read from Revelation 2: 1-11. This passage covers the first two letters of seven written by the apostle John to specific churches. In these letters we can see that the churches are very different to each other and that each church has its own challenges and strengths. Sometimes new churches spring up and some come to an end. But God's church overall persists. We in the PCC have our responsibilities for our time. We hope and pray that as PCCs we do this well.

Jonathan Mobey led the meeting in prayer.

### 2. 2021 World Missions budget allocations

Paper A proposed the distribution of the budget. This was noted for approval by the individual PCCs.

In response to questions Jonathan Mobey clarified the following:

- Chris and Suzy Wilson spoke at services in both parishes whilst they were residing here during the summer
- CPAS has a wider role than as a Patron for the appointment of the Rector

### 3. Parish Share 2022

There was no indication of an anticipated inability to pay the Parish Share in 2022 – from reserves if not from income.

Gordon Gill highlighted that some other churches in the Wallingford Deanery are not in such a good position. Overall the Deanery is anticipating being c.£51k short of its Parish Share for 2021. Most of the churches are having to dip into their reserves to pay. Gordon relayed that he is lobbying to get the responsibility for funding two clergy posts moved from the Deanery to the Archdeaconry on the grounds that they are covering areas of new housing and should be funded centrally.

Jonathan Mobey said that it is encouraging that our Benefice can pay the Parish Share in full and we must pray for our brothers and sister in other parishes.

### 4. Staff pay increase 2022

Hazel Benton clarified that the staff pay increase is based on CPI in December.

There was no indication of an anticipated inability to pay the staff pay increase due in 2022.

## 5. Update on replacing Melanie Shields as Children & Families Worker (C&FW)

Paper B refers.

<b>Resolution</b>	To seek to fill the 20 hours per week C&FW vacancy				
<b>Proposed</b>	Chair	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

Phill Johnston joined the meeting.

<b>Resolution</b>	To seek to fill the 20 hours per week C&FW vacancy on a like for like basis (option 1 in Paper B)				
<b>Proposed</b>	Chair	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

<b>Resolution</b>	To advertise the C&FW vacancy internally only i.e. within the St Matthew's and All Saints' church community rather than more widely				
<b>Proposed</b>	Chair	<b>Seconded</b>	-	<b>Passed</b>	Yes 1 against 1 abstention

Jonathan Mobey stated that there is a job advert and job description from the previous time the role was advertised.

<b>Resolution</b>	To delegate to the Employment Group the review and finalisation of the job advert and job description				
<b>Proposed</b>	Chair	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

## 6. Recap of process for reviewing new services/service pattern

Paper C refers.

There was general sense that PCC members were content with the process outlined in the paper.

It was agreed that all congregants, including PCC members, should be encouraged to complete the questionnaire after any and every Sunday service rather than on particular 'census' Sundays. It was also agreed that the data thus gathered would need to be treated qualitatively rather than

quantitatively because such an exercise is unable to ensure that the responses received are representative.

**7. Apologies for absence**

There were no apologies. Michelle Walker was absent.

**8. Minutes of the previous meeting**

The minutes of the PCC meeting on 7 September 2021 were approved.

**9. Record of resolution passed via correspondence between meetings**

The wording below was required by the Diocese.

<b>Resolution</b>	19 September 2021  To:  Appoint Winckworth Sherwood solicitors to act for the PCC for the potential sale of St Matthew's Church Hall, The Park, Harwell.  Acknowledge having been informed of the PCC's liability to indemnify the Diocesan Authority against all legal and other costs incurred in this transaction under section 6(4)(c) of the Parochial Church Council (Powers) Measure 1956 and to confirm that it will indemnify accordingly.				
<b>Proposed</b>	Chair	<b>Seconded</b>	-	<b>Passed</b>	10 in favour 1 abstention 1 non-response

**10. 2021 World Missions budget allocation**

<b>Resolution</b>	To accept the distribution of the 2021 World Missions budget as set out in Paper A				
<b>Proposed</b>	Phill Johnston	<b>Seconded</b>	Sid Gale	<b>Passed</b>	Yes 1 abstention

## 11. Draft budget for 2022

Paper E was noted. Tony Hughes commented that we cannot go on indefinitely using reserves to cover regular expenditure.

<b>Resolution</b>	To approve the draft budget for 2022 as set out in Paper E				
<b>Proposed</b>	Phill Johnston	<b>Seconded</b>	Sid Gale	<b>Passed</b>	Yes 1 abstention

## 12. Finance Reports

Paper F was noted.

Jonathan Mobey commented that the forecast column indicates that we are likely to have a deficit of c.£11k in 2021 as opposed to the c.£8k budgeted.

The Treasurer clarified that the forecast expenditure on C&FW salaries does not take into account the gap in employment while we seek to fill the vacancy.

## 13. Raising more income

**Action: Jonathan Mobey** to send a letter to all regular congregants and existing donors well before Christmas to ask them to review their giving in light of the 2021 budget deficit the projected deficit for 2022. Also to mention that: the Finance Committee has looked at ways to reduce expenditure but the scope for this is limited without significantly curtailing current activity; income has reduced during the pandemic and therefore realistically we need to increase income from giving

The Treasurer commented that we are probably missing opportunities to encourage ad hoc giving during services and other events because the current 'tap and pay' device is not easy to set up or to use.

**Action: Phill Johnston** to review the various 'tap and pay' machines available and make a recommendation to the Standing Committee judged on the balance of ease of use and cost with the aim of implementation by the time of the Carol services

## 14. Further expenditure savings

Allan Macarthur reported that the Finance Committee did look at expenditure savings. However there were no major items that could be cut which would make a significant difference. Small savings here and there have been incorporated into the draft budget for 2022.

Gordon Gill reported that the Diocese is looking into whether there is something that could be done collectively to reduce the insurance cost of church buildings, which currently average £4kpa or £84kpa in the Wallingford Deanery alone. However this will not happen in the short term.

## 15. Buildings Committee report

Paper G was noted.

## 16. Porch doors update

Paper H was noted.

Sid Gale said that he had heard of an incident at Dorchester Abbey where someone had tried to use a mobility scooter to open glass doors. They had ended up covered in glass. Sid suggested that we might want to consider that when deciding between manual and automatic doors. Tony Hughes said that the case for manual vs automatic doors had been considered previously by the PCC, but would need to be re-visited before any approvals for glass doors are sought. For now, the Working Group had agreed with the Rector that the focus should be on determining whether even a manual option is realistic.

## 17. Church Hall maintenance/usage

Paper I was noted. Tony Hughes drew PCC members' attention to the fact that the Buildings Committee has resumed responsibility for maintenance of the Church Hall in the continued absence of a Church Hall Management Committee.

## 18. Possible sale of Church Hall – progress update

Paper J refers. Jonathan Mobey updated further as follows:

- Jonathan has now had a conversation with Cordelia Hall, solicitor at Winkworth Sherwood. She was very complimentary about the responses we have provided to the information requested. Jonathan thanked the PCC Secretary for her part in this.
- Cordelia Hall will now make an application to the Charity Commission and will do so without the valuation information. She is optimistic that they will grant permission although they will probably ask for further information first.
- Jonathan has now received two quotes for valuing the Church Hall and is going to approach a third firm suggested by Cordelia Hall. The cost is likely to be c.£2k.
- The Plymouth Brethren (who are interested in buying the Hall) have offered to pay for a valuation but to be added to the purchase price i.e. they will only refund the cost of the valuation if they buy the Hall.

It was agreed that:

- We should wait for a positive response from the Charity Commission before commissioning a valuation.
- The decision to commission a valuation should come back to the PCC. This decision could be made by correspondence between meetings if necessary.
- We should seek to anticipate and answer now the key questions that will arise in order to decide whether to sell the Hall if that is permitted by the Charity Commission e.g. how might we best develop the main Church building; where could activities currently in the Hall be accommodated in the meantime

**Action:**

**PCC members** to send to Jonathan Mobey for collation key questions that would arise to inform a decision whether to sell the Hall

**Jonathan Mobey** to instigate a process to address these questions over the next couple of months e.g. via a small working group

## 19. Declaration of interest

Declaration of interest by PCC member, Gordon Gill:

One of the partners of Winkworth Sherwood (the firm of solicitors acting for us over the possible sale of the Church Hall) is a family friend and neighbour. NB: This partner is not one of the solicitors involved in our case.

## 20. Possible sale of Church Hall – ownership question

Paper K refers. The assets of the PCC remain its assets and not the Joint PCC's **unless** the asset is related to an issue that has been delegated to the Joint PCC. Buildings are currently the responsibility of the individual PCCs.

## 21. Health & Safety

Action from September 2021 meeting held over:

**Action: Eliza Wheaton** to confer with the PCC's Health & Safety Adviser, Hazel Connelly, about the Policy and its implementation and then to bring the Policy to the next PCC meeting for approval.

Eliza Wheaton said that the Churchwardens, Rector and Church Administrator are having a meeting with Hazel Connelly in w/c 8 November.

## 22. Manpower – event managers

Jonathan Mobey reported that he had not yet taken the action from the previous meeting to ask for more volunteer event managers because, until recently, there had not been any enquiries about events. However, he has recently received an initial enquiry from Didcot Choral Society to hold a Carol Concert in St Matthew's. So he will now expedite the action below.

Action from September 2021 meeting held over:

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

Further action:

**Action: Jonathan Mobey** to find/create a short job description for the event manager role

**23. Future dates to note**

Tuesday 1 February 2022 – Combined PCC meeting

**24. AOB**

There was none.

**Jonathan Mobey closed the meeting with The Grace at 10.05pm.**

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**CHAIR**

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**SECRETARY**

\_\_\_\_\_ **DATE**

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