

Minutes of a Meeting of the Combined PCCs of St Matthew's Harwell with All Saints' Chilton held remotely via Zoom on Tuesday 4th October 2022 at 7.30 pm

Present

(J) Denotes Joint PCC member. There were thus 9 voting members at this meeting - all resolutions refer to Joint PCC votes

Hazel Benton (J)	Stuart Gibson (J)	Alex Reich
Hazel Connelly	Gordon Gill	Pam Rolls (J)
Peter Cox (Secretary)	Tony Hughes (J)	Judith Russell (J)
Debra Dewhurst	Rebecca Lewis	Yvonne Sanderson (J)
Sid Gale	Liz Morris	Eliza Wheaton (J, Chair)
Naomi Gibson (J)	Patrick Moseley	Jane Woolley (J)

By Invitation:

Sarah Barrett, Children and Families Worker – for all items apart from the discussion in A 5.1.
Judy Gold, Safeguarding Officer – for items A1-A6 and C3.
Helen Brook, World Mission Group leader - for item B4.2.

The items are listed here in agenda order, but were taken in this order: A1-A6, C3, B0-C2, C4-C6.

A Preliminaries

A 1 Opening & Prayer

The Chair welcomed everyone to the meeting.

Pam Rolls read Psalm 139v 1-10.

She said that this passage reassures us that there is nothing that God does not know about each of us. On one level this is quite alarming but we should remember that God's intimate knowledge of us is matched by his deep love for us. God also knows what is on our agenda tonight and he holds the future in his hands - which is a huge encouragement.

Pam Rolls led the meeting in prayer.

A 1.1 Agenda Items and Order

The Chair explained that item C3 Safeguarding would be taken after item A6 so Judy Gold could leave,
No objections.

A 2 Apologies for Absence

Apologies were received from: Jean Barton, Deborah Evans, Sue Greatbanks, Steve Hale, Phill Johnston (J), Allan Macarthur (J), John Pigott, Jan Radford and Liz Roberts.

A 3 Minutes of Previous Meetings

A 3.1 3rd May Extraordinary PCC Minutes

Paper A refers: 3rd May 2022 Extraordinary PCC Meeting Minutes for approval.

There was one correction from the "Subject to approval" version:

Item 3.1 Valley Park Page 2

*"What are the **Damasus** Parishes and Churn Benefice?" changed to "**Damasus**"*

There were no further corrections. **The minutes were approved.**

A 3.2 July 2022 Combined PCC Minutes

Paper B refers: July 2022 Combined PCC Meeting Minutes for approval.

There were the following corrections from the “Subject to approval” version:

Item B 2.3.3 Didcot Emergency Foodbank Para 2

“she empties the donations box in St. Matthew’s at least **one** per week” changed to “.. **once** per week”

Item B 3 Pastoral Care B 3.1 Update Including appointing a Pastoral Lead for Harwell

“Paper **P** refers” changed to “Paper **D**”

“recruitment of a new leader for Harwell and of more **carers**.” changed to “.. more **team members**.”

End of minutes: line added “**These minutes were approved at the CPCC meeting on: Date**”.

There were no further corrections. **The minutes were approved.**

A 3.3 Section 11 Meeting Minutes 23rd August 2022

Paper M refers: Section 11 Meeting minutes for approval.

There were the following corrections from the “Subject to approval” version:

Title changed from “Minutes of **a Meeting of the Combined PCCs** of ...” to “Minutes **of the Section 11 meeting** of..”

End of minutes: line added “**These minutes were approved at the CPCC meeting on: Date**”.

There were no further corrections. **The minutes were approved.**

A 3.4 Section 12 Meeting Minutes 23rd August 2022

The Secretary said that the second draft of these minutes were distributed two days ago, and could be approved at the next meeting. There were two corrections to draft 2:

Title changed from: “Minutes of **a Meeting of the Combined PCCs** of..” to “Minutes **of the Section 12 meeting** of..”

Item 2 Welcome & Introduction to Meeting: Introductions: Rev Helen Kendrick: “She is one of the “new Assistant **Area Deans**” changed to “new Assistant **Archdeacons**”.

There were no further corrections. The minutes will be circulated to the Deanery and Patron representatives.

As this meeting was held online, the 3rd May 2022, July 2022 and Section 11 minutes will be signed by the Secretary and Chair in due course.

A4 Actions / Matters arising

Paper L refers. The matters arising are:

FROM APRIL 2019 MEETING:

ITEM B 2.4.3 Didcot Emergency Foodbank

Heading 2: Response to Emergency Appeals.

Action: World Mission Group to consider giving to disaster appeals, and restricted giving to World Mission,

Status: In hand.

Status October 2022 – see World Mission Group Item

FROM THE JULY 2019 MEETING:

ITEM B 4.2 Proposed Albania Partnership

Action: World Mission Group to submit a paper on the proposal to support the Mission in Shkoze to the October Combined PCC meeting.

Status: In hand.

Status October 2022 – see World Mission Group Item

FROM THE JULY 2022 MEETING

ITEM B 2.4.1 Pilgrim Path Walk

Action: Jane Woolley to organise vote on the resolution in Paper C by Harwell PCC

Status: DONE

ITEM C 1.3 Data Protection Policy

Action: Allan Macarthur to report at October Meeting

Status: No progress to date.

ITEM C 1.4 Request at St Matthew’s Annual Meeting for there to be some form of church communication other than the internet where people can hear about news items, prayer requests, etc.

Action: “Non-Internet Communication” to be put on the agenda of the July SLT Meeting.

Status: DONE: We now provide Notice sheets at Churches for those that need them.

FROM THE SECTION 11 MEETING ON 23rd AUGUST 2022

ITEM 3 Approve Parish Profile

Action: Profile Group to amend wording about walking group in profile.

Status: DONE

FROM THE SECTION 12 MEETING ON 23rd AUGUST 2022

ITEM 4 Going through your Documents - Parish Profile and Person Specification and Draft Advert.

Action: Profile team to amend the profile and send the profile and advert to Sarah Brennan

Status: DONE

A 5 Annual Schedule Items

A 5.1 Meeting dates and annual agenda setting

Paper H refers: Proposal for 2023 Meeting dates with explanation and timetable.

Jane Woolley introduced this item.

Hazel Benton, chair of the Employment Group said that “Staff Pay Review” is scheduled for discussion in October. This could be discussed then, but the pay rises are based on the Consumer Price Index in mid-January. The pay rises are effective from 1st January, so are backdated as required. This will also apply at this meeting.

This year will be different from previous years because the CPI is likely to be significantly higher due to the economic situation and we are unlikely be able to afford this increase. We have not had this situation before so there is no procedure – e.g. to bring the proposed increase back to the CPCC later.

Stuart Gibson, Chilton PCC treasurer, agreed with Hazel Benton’s remarks. The CPCC could give guidance at this meeting for the Treasurers and Employment Group to take a view in January.

Discussion ensued:

- We should increase the staff pay by the CPI as they are doing their jobs.
- Stuart Gibson said that this is not going to be the reality.
- We should be a light to the world, the staff are already low paid, and it would not be a good example not to. If we are making the right choices, we will find the money.
- There was some agreement that we should in principle aim to give pay rises in line with the CPI.
- The individual PCCs should decide this as part of the consideration of their budgets which are finalised in March. There could be some consideration in the meetings before this.
- Many people across all industries in paid employment will receive a significantly below-inflation pay rise this year, this includes people in the congregation so giving may be static or reduce.
- The pay rise is not an indication of how much we value the staff member’s work, it is just a reflection of the current situation. There was some agreement to this.

- We do not pay the market rate for the jobs, but rely in part on the staff members serving their calling. If their salary is even lower, they may leave. We should not assume that they will stay in their jobs for the love of God.

The Chair said that the first issue is to accept the Annual Schedule.

Straw Poll: Carried Unanimously.

Resolution	That the Annual Schedule of PCC and Combined PCC meetings in Paper H is accepted.				
Proposed	Jane Woolley	Seconded	-	Passed by the JPCC	Unanimous.

Jane Woolley suggested that the parameters of the Staff Pay Review are considered further at the Joint section of the PCC meetings in November. The Chair asked if this timing was acceptable.

Stuart Gibson, Chilton Treasurer said in the past the Staff pay review was straightforward as the CPI was reasonable and we could afford it. The procedure this year should be as suggested earlier – the PCCs set their budget in January – February at which point the PCCs make the decision on pay rises. This is how this should be done as we will know what we can afford. In the past we checked the CPI in mid - January and implemented the increase at the end of January. This year the increase could be backdated.

No Objections.

A 5.2 Other Annual Schedule Items

The annual schedule items on the agenda are: B1 Allocation of World Missions budget, C1 Data Protection Policy, C 2 Benefice share, C3 Social Media Policy and C4 Staff Pay Review.

A6 Other Joint Issues

None.

B Mission Strands

B 0 2020 Vision

B 0.1 Vacancy arrangements and new Rector Appointment Process

The Chair reported that the advert has been published and applications should be coming in. The closing date is 12th October, the shortlisting meeting is on 19th October and the interviews on 9th November.

B 1 Children, Youth and Families

B 1.1 Update and Plans

Paper E refers: CFW Report June to September 2022: Sunday Services, Fledgelings, Holiday Club, Schools, Reflective Spaces, Assemblies and Visits, Youth Trust and Actions.

The Chair thanked Sarah Barrett for the report, a large range of work is covered.

B 1.2 Greater Didcot Youthwork Trust and Youth / Secondary Schools Work

What is happening with the Youthwork Trust?

Sarah Barrett responded that Hannah is continuing on her own as Youth Worker, Joe has stepped down. Youth café is every Thursday (a drop in for secondary-age children). "ECHO" is on 23rd October and 4th

November at St. Matthew’s. Hannah is hoping to start a football and gospel activity. Sarah will volunteer as a mum, not in her paid time. It is exciting but challenging as Hannah is on her own.

Will a replacement Youth Worker be recruited?

Sarah replied that Ridgeway Church is advertising for a full-time position to be split 20 hours each working for the Ridgeway Church and the Youth Trust. The Kings Church has not recruited yet. The advert has been put out for a worker.

Gordon Gill said that both candidates were unsuitable. Jonathan Mobey will arrange a meeting of the Youth Trust. There has been a change in leadership at the Baptist Church.

Sarah Barrett said that Hannah helped every afternoon of Holiday Club with football and an alternative sport on the last day which was very hot. It was good and she met the parents and children.

Finance

Gordon Gill said that he and Jonathan Mobey had submitted a number of applications for funds as the Youth Trust is short of finance.

B 1.3 Children and Families Worker Vacancy

Paper J refers: CFW Update

The Chair introduced this item: Brendan Bailey has stepped down as CFW. Sarah is happy to work on her own for a short time, although she would like to have a job share partner in the longer term. There are a number of possible options.

Discussion ensued:

- Hazel Benton said that it is important that Sarah is happy with the situation.
- The Chair said that it is only a year since we last considered the options for staffing the Children and Families work when Melanie Shields stepped down.
- *Would Sarah increase to 40 hours per week?* Sarah said that she would not want to do 40 hours per week, but we should not be in a rush to advertise. It is quite a significant role so we may want to talk to the new Rector first.
- *Has Brendan finished work?*
The Chair confirmed that Brendan had already worked his notice. He was still in his probationary time so only two weeks’ notice was needed.
- *Can we pay Sarah for any extra hours she works while we replace Brendan? Though we will be deciding this by year-end, it is a long time for Sarah to be working over her contracted hours.*
Hazel Benton replied that we could pay her for the extra hours – Sarah could record these and pass to Stuart.

The Chair asked if the meeting agreed with employing a new Children and Families worker, to be considered after the interviews for a new Rector.

There was a general sense of agreement.

The Chair asked if the meeting agreed to pay Sarah for the extra hours she worked.

Straw Poll: Carried Unanimously.

Resolution	That the PCCs pay Sarah Barrett for hours worked above her contracted 20 hours while the second CFW post is vacant.				
Proposed	Hazel Connoly	Seconded	-	Passed by the JPCC	Unanimous.

Sarah Barrett thanked the Combined PCC for this. The Chair thanked Sarah Barrett for her work.

B 2 Evangelism and Discipleship of Adults

B 2.1a Home Groups

The Chair reported that Elaine Shrimpton is working with Jean Barton to coordinate the home groups. The home group leaders meeting booked for this week has been postponed.

B 2.1b Central Courses e.g. Bible, Lent Advent and Living in Love and Faith and B 2.1c Alpha and Christianity Explored

The Chair said that there would be an Advent Central course during December.

B 2.2 Baptisms, Weddings and Funerals

Paper K refers: See item B 3.1 Pastoral Care.

B 2.3 Responding to Financial Need

B 2.3.1 CAP Money Courses and B 2.3.2 CAP Centre

Paper F refers: Events including CAP Sundays at local churches, upcoming courses, Christmas hampers and CAP volunteer training.

No comments or questions.

B 2.3.3 Didcot Emergency Foodbank

No report.

B 2.4 Social and Community

Yvonne Sanderson said that she had contacted the people previously interested in running social events, with a view to running more. However only 1 person replied. A home group may run e. g. the mulled wine and mince pies at Carols by candlelight. Anyone interested in helping with Social and Community should contact her.

B 3 Pastoral Care

B 3.1 Update Including appointing a Pastoral Lead for Harwell

Paper K refers: The paper conveyed thanks to all who carry out Pastoral Care, and covered recruitment of a new leader for Harwell with job description, and of more team members. Also, Home Communion, Baptisms Weddings and Funerals, Generation Gold, and the monthly Oasis and Community cafes in each church.

Pam Rolls highlighted the following from the report:

- The number of baptisms, weddings and funerals is included as there is a pastoral element to these. There have been quite a lot of funerals in the last quarter.
- She has made an approach to a couple, new to Harwell, about being the Harwell Pastoral Care team leader, but they felt unable to do this, though they have joined the visiting team. The team leader needs to be someone who knows Harwell well, in particular the older community. It is a lot of work to find those who are new to the community, but she will keep pushing to find a new leader.

The Chair thanked Pam and Jan Radford for their work on Generation Gold. Pam said that they enjoy it as this is where their passion is, and it is very rewarding to see 60 people attend. They will develop it as time and energy allow, possibly with a half-day awayday for those interested.

B 4 World Mission

B 4.1 Allocate World Missions budget for coming year

Paper N refers: World Mission budget recommendations for Harwell and Chilton, and description of people and organisations supported.

Yvonne Sanderson reported that the group had discussed the proposal with the PCC Treasurers. It is largely based on last year's giving with a little extra. The group had enjoyed putting it together. Each individual PCC now needs to approve their contributions.

B 4.2 St Matthew's PCC has c.£12k set aside for World Missions capital expenditure or project. Would the World Missions group like to propose how this might be used?

Yvonne Sanderson reported that the World Mission Group has discussed this, they are considering inviting bids from the Mission Partners for funds for building projects.

Harwell PCC members said that these funds came from an agreement by Harwell PCC to contribute 10% of any unrestricted legacies to World Mission. The funds to be allocated to a one off "special project", which did not require continuous funding. The project did not have to be a building.

Helen Brook said that was good, and it gives more freedom. She will take this back to the group to discuss.

Yvonne Sanderson said that there are only 4 people in the group. They would be happy to hear from anyone interested in joining.

B 4.3 Reports and Visits from Mission Partners

A PCC member asked if there are any reports from the Mission Partners and will we be able to meet them again? It has been difficult to do this for the last couple of years. Helen Brook and Yvonne Sanderson replied that the WMG has discussed the following:

- The Sharlands visited last year, but they have since retired.
- There could be a live link to the Tabacus in Albania in a church service.
- Some newsletters have been distributed – including from John Abu Bakker and CMS.
- We could reintroduce prayers for Mission partners in Sunday Services and articles in the notice sheets.
- Pam Rolls said that she puts items on the Missions notice boards – e.g. from Leprosy Mission. Helen Brook thanked Pam for this.

The Chair thanked Helen Brook and Yvonne Sanderson for their work.

B 5 Worship Services

B 5.1 Review of New Service Pattern

The Chair said that the new service pattern had not started. It is due to start on 23rd October with the All-Age services. The on-line services have been paused, other churches are continuing to stream services and details can be put on the benefice website.

A PCC Member asked: With the change to 10:30am for the All-Age service, will the clergy be able to get from All Saints' to St. Matthew's in time?

The Chair responded that the first and third Sunday services at St. Matthew's have a more informal start, so the same clergy can lead both services. The second Sunday is not Family Praise, so the preacher is the same but the leader is different. She and Sarah Barrett will discuss the arrangements, the logistics should work.

C 1 Communications and Operations

C 1.1 Update and Plans and C 1.2 General Data Protection Regulations

Paper C refers: Communications and Operations report June 2022: Weekly and Other Services, Ridgeway Broadsheet, Weekly News Bulletin, Occasional Offices, GDPR, Church Hall and Other Activities.

The Chair requested that the Secretary minute how grateful we are for all that Deborah Evans does, she does an amazing job and we would be doing far less without her.

Agreed by All Present.

C 1.3 Data Protection Policy

See Matters Arising – no progress to date.

C 1.4 Request at St Matthew's Annual Meeting for there to be some form of church communication other than the internet where people can hear about news items, prayer requests, etc.

Broadsheet

A PCC member asked if the Broadsheet would be published regularly again? Notices are printed but this does not suit people who do not attend regularly.

The Chair and Judith Russell replied that another issue of the Broadsheet will be printed in the middle of this month. The Senior Leadership Team are looking at phasing out the Broadsheet soon as most people put it in the recycling bin without looking at it. They are looking at ways of reaching people that do not attend church. This includes lists of services in the Harwell News and Chilton Chronicle, which is published more often than the Broadsheets are now. They have already approached the publications and they are happy to include church information. This would be free rather than paying for printing the Broadsheet. Christmas and Easter Cards would still be produced.

Tony Hughes, who had asked for this item to be on the agenda, said that it was good to see actions being taken, but there still seems to be an issue with how to communicate with people who are not on the internet and do not attend regularly. Something needs to go out either on paper or by word of mouth.

The Chair said that a telephone prayer chain had been discussed at the annual meeting for those who do not use email, and someone had volunteered to do this.

Encouraging People to Return to Church

A PCC member asked if there should be a campaign to encourage former attendees back to church now that covid restrictions have been eased. People may have fallen out of the habit of attending. The Church of England had held a "Back to Church" Sunday. People may have done this individually but a corporate effort may also be fruitful.

Discussion ensued:

- There was some agreement to this approach.
- There was some discussion if there were records kept of numbers or names of people attending services.
- As Covid is on the increase and winter is nearly here, now may not be the best time for this approach.
- It may be that people have just got out of the habit, or be nervous about covid, though this is not to diminish people's concerns.
- For some very elderly, or the clinically vulnerable, mixing with numbers of other people is a real risk and they are staying away for good reason.

C 2 Stewardship and Finances

C 2.1 Update and Plans and Benefice Share and C 2.2 Plans for raising money to cover the Administrator's salary

Stuart Gibson said that he and Phill Johnston will meet to consider a fundraising letter to raise money for the administrator's salary.

C 3 Safeguarding

C 3.1 Update and Plans

Paper D refers: Safeguarding Report: New Parish Safeguarding Officer, DBS Applications, Training, Social Media policy, the Safeguarding dashboard and vulnerable adults.

PCC Members thanked Judy Gold and Sue Greatbanks for their report.

C 3.4 Social Media Policy

Paper I refers: New social media policy.

Discussion ensued:

- “Harwell and Chilton” should be “Harwell with Chilton”.
- The friends of St. Matthew’s Church page should be included in the list of Facebook pages in section 3.
- The meeting discussed who should sign off the policy. It was suggested that it could be signed by the Vice-Chairs of the two PCCs, or by the Churchwardens as they are standing-in for the Rector during the interregnum.
- Sarah Barrett said that the policy states that Children and Family Workers should where possible be supplied with a church phone, but she is currently using a personal phone. She would like to follow the policy as stated.

The meeting discussed who should be appointed as the Named Person.

- The person will need an account on the social media pages so that they can be proactive.
- Judy Gold said that this was a new version of the policy sent by a team member at Diocese HQ.
- Could this be more than one person – e.g. one for each Facebook page? It is a lot of work for one person. Judy Gold said that there must be at least one person and could be more.
- The named person should be familiar with the Church community so they can resolve issues quickly.
- The policy should be easily available and publicised so the churches and wider community know who to contact.
- Copies could be put in the church porches.

The Chair said that the policy needs a little fine tuning. Judy Gold agreed.

C 4 Staffing and Leadership

C 4.1 Update and Plans and C 4.2 Employment Committee

Paper G refers. The Committee has not met, but discussions has taken place as required.

Hazel Benton, Employment Committee Chair, said the report is for information only. There were no questions or comments.

C 4.3 Staffing Review

Paper G refers. Includes brief description of the usual process.

See item A 5.1

C 5 Wider Church

C 5.1 Deanery and Diocesan Synod

Gordon Gill reported:

Archdeaconry

- Judy French retired as Archdeacon at the end of last month. There was a big leaving service and afternoon tea for her at Dorchester Abbey.
- David Tyler will take over as Acting Archdeacon through the interregnum for a new Archdeacon.
- David Tyler will continue to lead us through the recruitment of a new Rector and might be supported by Helen Kendrick who will take on the role of Acting Associate Archdeacon.

Deanery

- Gordon participated in the all-day interview process for Cholsey and Moulsoford last week. An offer has been made to one of the candidates and accepted. This will be announced in due course.

Deanery Synod

- Pam Rolls and Stuart Gibson attended this meeting.
- A letter about the application of the new Diocesan Parish Share formula in respect of Wallingford Deanery will be sent from the Deanery office to Parishes tomorrow. In the new formula, some churches will see an increase (Chilton’s share had been set to rise by £3,000) others will decrease. The Wallingford Deanery Synod has agreed all increases will be capped at 2%. All churches receiving a reduction will be held at base 0% reduction. The objective is to reach the Diocesan formula over a managed time period.
- The Deanery has a projected deficit for 2023 in the region of £50,000. The main shortfalls are the current posts in Didcot. We could meet the budget by reducing the numbers of clergy posts including moving to

a number of part time posts, but we are at a time of massive population growth across Greater Didcot. The Deanery Standing Committee has submitted a report to the Diocese with a number of options of appointing what we have termed mission enablers. There will be a meeting with the Diocese to discuss strategy and finance options for ministry across Greater Didcot. This will include the new housing in Harwell ecclesiastical parish, notably the 5,000 new homes in Valley Park and the 900 houses in Great Western Park.

Diocesan Synod

No report.

C 5.2 Great Western Park and Valley Park

Eliza Wheaton reported that she had attended a meeting of representatives of the Greater Didcot churches in June and there will be another next week. They are finding ways for the parishes to work together more. For example: All Saints' Didcot also runs a daytime communion service, it is not well attended whereas ours is well attended. So, there is scope to focus resources on different activities rather than running the same activities in duplicate.

Gordon Gill said that the conversation is now about how we are working together. The main thing is that the conversation has been started.

He is very busy at the moment because there are a number of interregnums across the Wallingford Deanery – Chelsey and Moulsoford, ours, the Wallingford Team Rector for two churches in Wallingford, Crowmarsh and Brightwell cum Sotwell, and another later in 2023 on retirement of a current post holder. This will make 4 in 12 months compared with none in the previous 10 years.

C6 Any Other Business

None.

Pam Rolls thanked Eliza Wheaton for chairing the meeting so well.

Agreed by All Present.

The Chair closed the meeting with the Grace at 20:56.

Dates of next meetings:

Individual PCCs: 1 November 2022, St Matthew's, Harwell

Combined PCC: 4th February 2023 online

These minutes were approved at the CPCC meeting on: _____ Date

CHAIR

SECRETARY