

## Minutes of a Meeting of Harwell PCC

held on Tuesday 20<sup>th</sup> November 2007 at 9:00pm in Harwell Church

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### Present

Sid Gale	Vicky Macarthur	Frances Taylor
Georgina Greer	Martin Speed (Secretary)	
Clive House	Chris Stott (Chair)	

### 1. Apologies for absence

Apologies were received from Cath Convery, Kate Evans, Madeleine Gibson, Allan Macarthur, Tim Roberts, Clive Silver, Stephen Tunstall and Jane Woolley.

### 2. Minutes of the last meeting

The minutes of the meeting on 25<sup>th</sup> September 2007 were signed as a correct record.

### 3. Matters arising

- a) **Pew sale:** in the absence of Tim this issue was carried forward. This item will now be removed from PCC agendas until there is something to report.

**Action:** *Tim* to report when completed.

- b) **Altar Frontals:** Chris provided an update from Ruth that work was progressing. This item will now be removed from PCC agendas until there is something to report.

**Action:** *Chris* to provide a report when there is progress.

- c) **Pathfinders 'Green Issues':** In the absence of Cath this item was carried forward. This item will now be removed from PCC agendas until there is something to report.

**Action:** *Cath* to provide an update as appropriate.

- d) **Fairtrade:** Chris reported that the church kitchen sign was in place. Georgina reported that Joan expected a written, not verbal response to the note she submitted to the previous meeting.

**Action:** *Martin* to send a letter to Joan giving the decision of the PCC regarding financing stock for a Fair-trade stall.

- e) **Crèche guidelines:** Martin reported that Jane had let him know that the action to instigate the sign had been done.

- f) **Child protection sub group:** Martin reported that the first meeting of this group had not yet taken place.

**Action:** *Martin* to update the PCC when there is progress.

- g) **Reducing anonymity:** Martin reported that Kate Evans has two photographs yet to take to complete the work to display a set of photographs at the back of the church.

**Action:** *Martin* to arrange the display when the photographs have all been provided.

- h) **Church Hall:** The PCC noted with thanks the re-painting of the Church Hall undertaken by the scouts.

**Action:** *Martin* to send a letter of thanks to those involved.

Regarding the Church hall, Vicky noted that the tables for small children available in the church hall not of good quality and difficult to store. She suggested that we consider replacing them. It was agreed that this funding proposal should be put to the finance committee for consideration as an item in next year's budget.

- i) **Team time TOR:** This item was carried forward as Kate was not present.
- j) **Worship group survey:** Vicky reported that the results of the survey would be entered and analysed shortly.
- k) **Hope 2008:** Martin reported an update from Liz that saying that she was taking a group to join one of the Hope 2008 prayer events, but that there had been no further details provided regarding the 'Christmas service times' cards – so St Matthews would not be included.
- l) **Toy service toys:** Martin provided an update from Jane that the Oxford Women's refuge would like to have Toys collected at the toy service again, and that Vicky had volunteered to deliver them.
- m) **Banners:** Chris reported that no other storage place had been found for the banners, but that they had been turned round so that they were not so vulnerable. It was suggested that a plastic table-cloth would be sufficiently large and strong to provide a cover for them and Vicky agreed to pass this suggestion on to Allan. [Following the meeting Allan has reported that he had already covered them with Plastic at the end of October.]
- n) **Stagecoach bus service:** Martin provided an update from Jane that she had taken the issue up with Stuart Lilley.

#### 4. Financial report

Clive H talked the PCC through the report from Elizabeth Gill. In summary, he noted that the finances were on course to make a small surplus, but that there would be a deficit if the shortfall in the tower expenditure was met from this year's funds.

However, it was decided that following the hard work the tower project team had put into raising the funds that they had achieved so far it would be unreasonable to let the fundraising continue indefinitely. It was proposed that the shortfall be met as part of this year's expenditure (as already resolved by the PCC) without expecting the fundraising to continue into next year.

The local giving budget was considered and the following resolution put to the PCC:

<b>Resolution</b>	That £100 from the local caring budget be given to each of the following organisations:				
	My Zone. (A group for children aged 5 to 11 in families with an addiction problems that meets at the Community Hall, Didcot Baptist Church every fortnight.)				
	The Bible Reading Fellowship. (A children's Ministry based in Abingdon which aims to "get" bibles into Schools.)				
	The Pelvic Partnership. (A national charity based locally that was created by people who have personally experienced Symphysis Pubis Dysfunction - the name given to pain and mobility problems caused by instability of the pelvis during pregnancy - and it is intended to benefit others who might be affected by the condition now.)				
<b>Moved</b>	Clive H	<b>Seconded</b>	Georgina	<b>Passed</b>	Unanimously

The needs of the Bangladesh Cyclone Appeal were recognised, and it was noted that there was £200 remaining in the emergency giving budget. It was therefore agreed to resolve to contribute £100 to this appeal, leaving a further £100 for any further emergency giving requirement.

<b>Resolution</b>	That £100 from the emergency giving budget be given to the Bangladesh cyclone relief fund.				
<b>Moved</b>	Frances	<b>Seconded</b>	Sid	<b>Passed</b>	Unanimously

A resolution was also formally considered regarding managing funds collected for supporting the schooling of the children of Cannon James Dominic in Tanzania.

<b>Resolution</b>	That a restricted fund be set up in order to support the education of the children of Canon James Dominic in Tanzania.				
<b>Moved</b>	Georgina	<b>Seconded</b>	Vicky	<b>Passed</b>	Unanimously

The PCC asked that the missions committee consider including Canon Dominic in their mission giving budget for next year.

Chris reported that Steve Manning had asked that the PCC consider providing £100 per person funding for a week-end away for the YF. It was acknowledged that the YF was doing excellent work and that it had not made previous demands on the budget. However, the PCC were concerned that any funds that they provided would be used in such a way as to ensure that those who are least able to afford such a trip could go, if possible without providing unnecessary funding for those families that could afford it. The PCC recognised that this issue may well have been addressed by YF and asked that Steve be asked to provide more details of the proposed budget and reasoning behind the value of the funding requested.

**Action:** **Clive** to ask Steve for more details.

## 5. Buildings committee report and Tower project

The written report from the buildings committee was noted.

## 6. Asset register

The PCC reviewed the question (that had been raised at the PCC last year that reviewed the accounts) of whether the asset register in the accounts should include the two electronic pianos. Clive reported that he believed assets were only included when they had been purchased by the Church. He will check into this (and also check that even if they are not expected to be included in the asset register, they are none the less recorded for insurance purposes).

**Action:** **Clive** to investigate and report back.

## 7. Health and Safety Audit

The PCC reviewed the outstanding actions from the Health and safety audit. It was agreed that these issues needed to be resolved, but it was not clear from the action list why the actions were not complete and what action was needed by the PCC. Martin agreed to take the action points up with those responsible and provide more information and possible actions responses.

**Action:** **Martin** to take up the issues and report back.

**8. Standing committee**

Martin reported that no issues had been dealt with by the standing committee since the last standing committee meeting.

**9. Future dates**

December 16 <sup>th</sup>	Carol services (in both churches on the same day to address the issue of the last Sunday before Christmas being so close, with just one leader for each service)
December 24 <sup>th</sup>	Crib service in Harwell Church
6 <sup>th</sup> January	Christingle Service

**10. Other Business**

- a) **Candles in on window ledges for the carols service:** It was reported that it had been checked that there would not be flower displays on the window sills at the time of the carol services and the window ledges could therefore be used for candles.

**11. Close**

The meeting closed with prayer at 22.11 pm.

**12. Next Meeting**

*The next PCC meeting will take place on Tuesday 22<sup>nd</sup> January 2008 at 7:45 pm in the Church Extension.*

..... Chris Stott, chairman

..... Martin Speed, secretary

**PAPERS**

- PCC06M3 Minutes of previous meeting
- PCCP7-4-01 Finance report
- PCCP7-4-02 Buildings Committee report
- PCCP7-4-03 Safety Inspection v2
- PCCP7-4-04 Safety Inspection v2 recs
- PCCP7-4-05 Safety inspection actions