

Minutes of a Meeting of Harwell PCC

held on Tuesday 25th January 2011 at 8:15 pm in St Matthews Church, Harwell.

Present

Kate Evans	Mel Gibson (Secretary)	Sid Gale
Tony Hughes	Tim Roberts (Chairman)	Georgina Greer
Jane Woolley	Roz Shipp	

1. Opening and prayer

Georgina Greer opened the meeting with prayer.

2. Apologies for absence

Apologies were received from Gordon Gill, Vicky Macarthur, Allan Macarthur, Jonathan Wood and Scott Cockburn.

3. Minutes of the last meetings

The minutes of the PCC meeting on 23rd November 2010 were signed as a correct record.

4. Matters arising

- a) **CRB Checking:** Georgina Greer confirmed that we were using the new forms. The secretary stated that he had sent an "E Mail" to all PCC members asking if they agreed to the changes in paragraphs 4 and 5 of the Diocese of Oxford Parish Child Protection Policy Statement. This was agreed but it now had to be formally agreed at this PCC Meeting.

Resolution That the PCC formally agree to the changes to paragraphs 4 and 5 of the Diocese of Oxford Parish Child Protection Policy Statement.				
Proposed	Georgina Greer	Seconded	Tony Hughes	Passed
				Unanimously

5. Buildings Committee Report

Because Peter Barclay- Watt had not yet arrived at the meeting, the Buildings Committee Report was taken as item 5.

Tony Hughes commented on the Buildings Committee Report. Money required for the work planned for 2011 had been sent to the finance committee for inclusion in the 2011 budget. The next phase of the redecoration of the north transept has been planned for May/June 2011 and the money should be available when the PCC approve the 2011 budget.

Kate Evans asked if the platform and organ would be out of action during the whole of the redecoration period . Tony Hughes replied that there is a possibility the front row of pews could be removed to make more room. The organ should be available to play during this period.

A letter would be required to be sent to the insurers to say that during this period the piano would not be locked away in the cupboard, as this will be in the scaffolding area. The PCC noted the Buildings Committee Report.

6. Issues dealt with by the Standing Committee

No issues were dealt with by the Standing Committee during this period.

7. Annual Parochial Church Meeting and Election of Church Wardens 2011

The secretary reported that he had received a letter from the Diocese outlining the timescale for the Annual Parochial Church Meeting, the election of Churchwardens and the Electoral Roll.

In accordance with the Church Representation Rules, the 2011 Annual Parochial Church Meeting must be held no later than 30th April and a standard notice of the meeting must be displayed for a period including the last two Sundays before the meeting.

The church electoral roll must be revised each year in advance of the Annual General Meeting. An entirely new roll will be prepared in 2013. The revision of the electoral roll is to be completed not less than 15 days and not more than 28days before the date of the Annual Parochial Church Meeting. Mike Pepper will look after this.

The Annual Parochial Church Meeting will be discussed further at our March PCC Meeting including the three presentations from church organisations.

8. Conducting of Funerals by Kate Evans

This was discussed following the letter from Kate Evans asking for the PCC to approve that she be allowed to conduct funerals at Harwell Church. Kate Evans had discussed this with Norman Russell and Edward Carter, and in the absence of an incumbent it was the responsibility of the PCC to approve.

Resolution	The PCC approve Kate Evans be allowed to conduct funeral services at St Matthews Church, Harwell.			
Proposed	Georgina Greer	Seconded	Roz Shipp	Passed Unanimously

Action: The secretary writes to Norman Russell and Edward Carter confirming the approval.

9. Finance Report

Peter Barclay- Watt presented the unaudited accounts to the PCC. There were some errors to the accounts which were amended.

In 5b Donations on page 5, in the Mary Jackson Fund, the £286 should be moved to the Total 2010 column which gave a sub total of £13068 and a total of £24469. It was agreed by the PCC that the words subtotal and total should be inserted below Church interior Redecoration and subtotal below Dominic School Fees. The unaudited accounts were then agreed and should be sent to the Auditor.

Resolution That the PCC accepts the unaudited accounts to be sent to the Auditor				
Proposed	Georgina Greer	Seconded	Tony Hughes	Passed Unanimously

Peter Barclay-Watt then explained the Draft 2011 Budget, proposed by the Finance Committee, together with the notes supplied by Jonathan Wood.

Points discussed:

Surplus of £263 but net deficit is £7700. With £2000 available from the Buildings Committee unused money for 2010, total deficit is £5700.

Tony Hughes said that he hoped there would be a donation from Little Pippins for use of the church hall, of £500 to cover electricity which would reduce the deficit to £5200.

In Donations/ Legacies: Budget revised down from £11,000 to £5000, 2010 actual £5656.

£1000 has been put in the vacancy expenses fund to cover the vacancy advertisement.

Planned giving. There was a reduction for 2011, although it was exceeded in 2010. The existing costs do not rely on legacies.

The painting of the church is covered by the designated fund which stands at £11702.

There had been a discussion on cutting back on Overseas and Charities donations but it was decided not to do so.

Tony Hughes suggested that several aspects of the finance budget were confusing to Parishioners and it should be explained.

1/ Simple view of income and expenditure

,2/ Parish Share

3/ Reserves.

It was decided to agree the budget for 2011.

Resolution	That the PCC accepts the budget for 2011			
Proposed	Georgina Greer	Seconded	Tony Hughes	Passed Unanimously

There followed a discussion on the letter from Peter Barclay-Watt and Jonathan Wood concerning increasing the planned giving by 20%. It was decided that January was not a good time to ask the church members for an increase and now planned to issue the 2010 finance report in February and to issue the letter from Peter Barclay – Watt and Jonathan Wood to all people on the electoral roll. Peter Barclay-Watt and Jonathan Wood to discuss the best time for the presentation to the church members, with the Ministerial Team.

The budget for 2010 shows a small surplus but this is only obtained due to the receipt of a substantial legacy.

10. Any other business

- a) Mothering Sunday: Wendy Sinclair has always prepared the flowers to give to mothers on Mothering Sunday but she is unable to do so this year. Roz Shipp agreed to take over this role on the 3rd April.
- b) Little Pippins : Tony Hughes reported that Little Pippins should be in their new accommodation by the 18th February, which is half term.

11. Close

The meeting was closed in prayer by Georgina Greer at 22:00.

12. Next Meeting

The next **PCC Meeting** will be on Tuesday 8th March 2011 at 7.45pm in Harwell Church.

These minutes were signed as a true record by:

..... Chairman

..... Secretary

On (Date)