



PARISH OF GREAT BERKHAMSTED

Meeting of the Parochial Church Council to be held in The Court House (Long Room)
on Tuesday 19th November 2019 at 8pm

MINUTES

Fr Tim Pilkington (chair), Mark Grego, Julian Dawson (secretary), Olivia Davies (minutes), Richard Hackworth (Treasurer), Rev. Joe Roberts, Chris Beauchamp, Alan Conway, Alison McMunn, Pru Murray, Christopher Green, Hilary Elliot, Caroline Charman, Tim Hennesey, Astrid Biddle, Richard Currie, Jon Lee, Carole Dell, Fr John Russell

1. Prayers
2. Apologies: John Gerry, David Northcott, Fr Simon (absent with leave)
3. Notification of matters for consideration under Any Other Business – AM: Courthouse (will come up in Buildings Committee)
4. Approval of Minutes of the PCC Meeting held on 17th October 2019 - Approved
5. Matters Arising
Dr Joanna Huddleston – approval of Foundation Governor (replacing Hilary Armstrong). Unanimous - all in favour.
6. Standing Committee Reports – None.
7. Committee/Group Reports

Finance

Finance Report circulated by RH outlines total income exceeds total expenditure by approximately £2,000 and expects the end of year surplus will be rather more than this. In conclusion St Peter's is in a rather stable position financially. Some irregularities regarding the contactless payments but this is being looked into.

RH is starting preparations for the 2019 Trustee Report and Accounts. He will need to email all members of the PCC to ask them whether they:

- they are aware of any exceptional circumstances which should be brought to the attention of the Charity Commission in this year's Report;
- they or members of close family are party to any financial transactions with the PCC

All Saints House. RH has circulated a report on the future of ASH to all members of the PCC. Now the Parish have it confirmed that SV will be leaving the parish after Easter, the PCC have two options when ASH becomes vacant – to sell the property or re-let it. RH asked members to look at the report and give their feedback. Specific points raised in discussion include:

- JR helpfully commented that a new incumbent needs to be in place for 16 months before having a curate therefore even if financially St Peter's could afford one, this would not happen in the near future.
- RH mentioned constraints of the use of ASH that are set out in the report. Professional legal advice is required on these points and this is being initiated.
- TP added that if we are to keep it more money would need to be invested to maintain it and MA would no longer oversee this. TH responded that if we were to let it this would be through an agency.

- The market value of ASH is approximately £850,000.
- AB: If ASH were to be sold, how would the money be used?
RH: ASH is held in trust by the diocese for the PCC. If we convert this asset from property to money this would still be held in trust for the PCC. If properly invested, we would enjoy income and capital growth. The PCC might be able to use some of the capital growth for the church.
- JL was curious where the inspiration for the sale of this property had come from? He highlighted that this was not the first time this parish has sold a property and queried what happened to the money from the sale of Chesham House? CG answered that the money from the sale of this property, together with the money of the sale of property in Manor Close had gone towards the restoration of the CH.
- RH added that the parish had also sold the property at 56 Greenway, the proceeds of which had gone towards building ASH.
- MG raised the question that if, in the future, St Peter's was to get a curate, what would the expectations of them be in terms of housing? TP responded that the parish must provide suitable accommodation, RH added that the Parish would use investment income to provide accommodation.
- RH invited all PCC members to read his report on ASH and to send him any comments or questions they wish to raise. RH will respond individually and keep a consolidated record of all questions and his responses. He will then circulate this consolidated record to all member to ensure everyone shares the same information.
- It was concluded that further consideration of this was needed.

TH proposed expenditure on seeking legal advice. RC seconded. All in favour.

Action: RH will advise of potential legal fees to address the immediate issues and report back to the PCC.

- Buildings Committee

CG has advised the Churchwardens he stand down as Chair of the Buildings Committee (after 30 years of commitment), he will continue until the Churchwardens find a replacement. TP expressed huge gratitude for all the work CH has done over the years *applause*. CG confirmed he will read at TP's last service.

Court House: Received grant from John Apforth charity.

Substantial work needed to be done in the CHC bathroom in order to prevent flooding. Approx cost: £25,000 - £30, 000 on top of the refurbishment itself. PCC needs to give an indication of the provision it wishes to see included in the refurbished facilities.

AM suggested the need for a strategy of how we view the CH, PCC were in favour of spending the money on a refurb and making use of the valuable facilities we have here.

MG mentioned the CH may in future years be part of the Heritage Hub.

Proper ventilation in the toilets needed.

Disabled toilet needed (essential).

TP identified that a focus group would be needed for this project, consisting of the churchwardens, CG, PM and anyone else who would like to. AM will ask Peter McMunn if he will chair this group. They will meet to draft a skeletal means on moving forward and bring this to Feb PCC meeting with quotes. It was agreed that up to £5000 can be spent on initial quote.

CG suggested and PCC agreed that in view of the additional cost of work to the CH the reordering of the Catherine Chapel be put on hold for the time being.

CG drew attention to problems with the CH porch due to vehicle damage. CH is a listed building therefore in conversation with the DBC Conservation Officer as to prevention methods, including the possibility of bollards.

8. Introduction to Rev Joe Roberts
 TP: St Peter's paying for JR for 2 days work a week.
 JR: Wednesday is his Berkhamsted day, children/families/schools are the main focus on his work. Currently Associate Member of the governors at the Castle Federation Schools and will replace SV when he leaves. Providing lots of assistance with collective worship in both schools and also doing significant work with Swing Gate Infants School, Little Fishes, preparing children for Confirmation and Holy Communion (will liaise with OD), Swan Youth project, Way-Inn and Churches Together.
9. 800th Anniversary
 Focus group for this, suggested Stephen Lally chair this.
Action: PM will converse with SL.
 Peter McMunn would like to light the tower for the anniversary, permanently in place, £10,000. AB has a man who does 3D modelling (this will include the use of drones to get overhead photography) and would like a practice project. AB will confirm arrangements with him. PCC need to confirm how much money they are willing to spend on this celebration.
10. Health and Safety Officer
 John Abbot had previously volunteered but do need someone to stand forward. This does not necessarily have to be someone on the PCC. The person can be assisted by Hilary Armstrong but the position does need strong engagement and will require going on training courses. AC should we seek advice from the diocese? AB added that the guidelines are on their website. MG said he can work with that person but lack of time to do training courses, particularly with the upcoming interregnum.
Action: TP will voice this to the congregation.
11. Parish Profile
 TH: considerably different from the original. Asked the PCC if anyone spots any inaccuracies submit them to JD. Tight timetable, advertising on the 10th and 17th Jan therefore draft profile to Bsp Michel before Christmas. Any comments to TH by the weekend. PM and Robin M will then carry out final proofreading and graphics. Team Council also needs to approve the Parish Profile.
- AM: suggestion something about the link with Berkhamsted School. JR responded that this should be in relation to the chaplain – wedding certificates etc.
 Fr JR: uncertainty of the term “*inclusive* Catholic tradition”
 “The Choir comprises, at present, some 28 choristers and 24 adults.”- all choristers.
 JL responded that the term choristers is used specifically for children as a result of their training.
 Incorrect spelling of JR's name
 “Organist” needs a capital O.
 JL suggests rewording of this paragraph, he will submit an alternative to JD
 AC removal of double adjectives.
 AB asked if there should be any mention of social media presence if we want the next incumbent to be more tech savvy.
 No mention of the social group and the Lent talks.
 Could there be a mention of the importance of inclusivity and diversity etc
 Discussion over introduction. JL confident that man/woman be included in the opening sentence.
- MG: do PCC accept this draft in principle?
 RC proposed the PCC's agreement of this as a draft Parish Profile, AM seconded. All in favour.
- MG expressed thanks to TH for putting the profile together.
12. Diocesan & Deanery Synod Meetings
 Margaret Houston – Children's and Youth Mission Enabler attended a meeting at Sunnyside. Very well attended and treasurer has confirmed money can be spent on some activities for the Children's Corner.

13. Safeguarding update
Nothing significant to report.

14. Date of Next Meeting – **Tuesday 25th February at 8pm in the Court House**

15. Any Other Business
Fr Tim expressed thanks to JD for all his work as PCC secretary.
Penny Fray licensing on Sunday 5th July in St Albans Abbey @ 2:30pm. Church wardens to organise a coach.
Fr Tim and Fr Simon's departure discussed.

16. The Grace