



PARISH OF GREAT BERKHAMSTED

Meeting of the Parochial Church Council via Zoom Tuesday 22nd June at 8pm

MINUTES

Present: Fr Stuart Owen (Chair), Julian Dawson (Secretary), Mark Grego, Tim Hennessey, Olivia Davies (minutes) Christopher Green, Alan Conway, Astrid Biddle, Caroline Charman, Richard Hackworth, Pru Murray, Susan Holmes, Christine Cowie, Hilary Elliot, Peter Matthews, Chris Beauchamp

1. Prayers
2. Apologies: Richard Hackworth, Jon Lee, Nick Goss, Oliver Fradgley
3. Notification of matters for consideration under Any Other Business –
 - recap Foundation Governor
 - resignation of Hilary Armstrong as Parish Administrator
4. Approval of Minutes of the PCC Meeting held on 11th May 2021 – approved with the following corrections:
Item 11 – Peter McMunn received the quotations for the Courthouse work.
Item 13 – meeting on Zoom, not in person
5. Matters Arising - None
6. Standing Committee Reports
SO summarised: short window of time to complete the Courthouse toilet project (summer - fewer bookings, Courthouse Cottage vacant) but shortfall in funds. Unanimously in favour of seeking to proceed if possible, sought to have 50% of shortfall in place before instructing the contractors. TH addressed the congregation and within 3 weeks reached the target.
PMcM reported today the cheapest quote cannot start until mid-August and estimate it to be an 8 week project. The next quote is £1000 more, with an estimate time frame of 12 weeks. PMcM is arranging a site visit with these contractors this week. Children's groups which use the CH Mon-Thurs can move to the Lady Chapel for July but will want to be back in the building come September and St Peter's will resume a more regular pattern of worship and will need the Lady Chapel.
Action: Standing committee follow this up.
7. Election of PCC Officers and confirmation of PCC committees
Lay-Vice Chairman: Mark Grego. Proposed: Hilary Elliot, seconded Christine Cowie
Treasurer: Richard Hackwork. Proposed: Tim Hennessey, Seconded Christopher Green
Secretary: Julian Dawson. Proposed: Astrid Biddle, seconded: Pru Murray

RH has previously mentioned his upcoming resignation from this role, SO suggests PCC and congregation begin thinking about a suitable candidates for his successor.

Officer Vacancies: All Saints Joint Council, Health and Safety Officer, Electoral roll officer.

Please let JD know of any changes to your respective committees over the year.

H + S officer more of a pressing matter, than other positions, does not need to be a member of the PCC. Suggestions: designate it to Buildings Committee, Churchwardens cover it in the meantime. TH – worth putting it into the Parish email, good to have one person who is responsible, SO agreed.

Action: appeal to the congregation

8. Committee/Group Reports
 - Finance
Report received. No comments on Bishop's Alan report.
 - Buildings Committee
Approval of fire safety procedure, revised after comments received from previous distribution. Alarm for the ringing chamber hopes to be applied this summer. All other measures implemented.
Action: Fire Safety procedure to be circulated to welcomers and sides people (single side of A4) and put on the notice board.
 - Pastoral Committee
Nothing to report.
 - Court House Group
Action: TH and CC to meet on Fri 25th and clear out ruthlessly!

9. 800th Anniversary
PM distributed provisional dates for events and logo prior to meeting. PM is happy organising media and publicity but need to encourage other people to lead and organise events.
RH: setting up an 800th fundraising account.
Churchyard project to be pushed after the 800th event.
James Moira has suggested planting 800 trees (tied into the Queen's anniversary).
PMath – August Bank Holiday Medieval Fair was not in the diary. Will firm up the theatre dates in September. Requested a list of dates of art events to go in the Arts Trust Newsletter.
SO – been in touch with many local organisations. Positive response but being slow to commit to dates and events, understandably cautious about reopening.
MG queried any danger of having too many events? SO responded there is a danger of overload if the events are too similar but the aim is to have a diverse programme.
Action: Appeal to the congregation on Sunday 27th (Patronal festival) for more team members, meeting the following week.
Action: drinks reception Thurs 23rd September for local groups and societies in St Peter's.

10. Eco-Church
Working towards Silver. Meeting with Richard to discuss next steps. Town Council Environmental Week taking place in the Autumn, St Peter's will have a display of the actions they have made.
Action: SH to meet with RH to discuss projects for over the summer.

11. Date of Next Meeting – **19th October**

12. Any Other Business
 - Castle Federation Governors – Rob Halls and Jenny Jenkinson addressed St Peter's on Sun 20th and had a couple of people interested but if the PCC know of anyone who would be a suitable candidate please give them a nudge or let Fr Stuart know.
 - Hilary Armstrong has tendered her resignation as Parish Administrator, contract will terminate on the 11th July.
Action: SO and Churchwardens review the job specification and advertise in the near future.

13. The Grace