



## PARISH OF GREAT BERKHAMSTED

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Meeting of the Parochial Church Council location via Zoom Tuesday 19<sup>th</sup> October at 8pm

Attendees: Stuart Owen, Julian Dawson, Christine Cowie, Carolynne Charman, Oliver Fradgley, Mark Grego, Pru Murray, Christopher Green, Susan Holmes, Richard Hackworth, tim Hennessey, Jon Lee, Chris Beachamp, Hilary Elliott

### MINUTES

1. **Prayers**
2. **Apologies** Astrid Biddle, Peter Matthews, Alan Conway
3. **Notification of matters for consideration under Any Other Business** None
4. **Approval of Minutes** of the PCC Meeting held on 22<sup>nd</sup> June 2021 Chris Beauchamp to be added to list of attendees
5. **Matters Arising** Standing Committee unanimously decided to proceed with the projecting adding new toilets to the Court House. PCC expressed its thanks to Peter McMunn and Mark Grego for their work on progressing the project. Parish fire safety policy still needs some work. **Action:** MG. Elizabeth Morris to be appointed Parish Administrator.
6. **Standing Committee Reports** No additional reports.
7. **Committee/Group Reports**
  - **Finance** Work is required on the contactless terminal. A conversation needs to be had re configuration, including banner for stand. TH and JL volunteered to help RH give some input on detail. MG and RH need to extend the wifi for the terminal. There has been some interest in the treasurer role to replace RH.
  - **Buildings Committee** The Court House work is not eligible for VAT relief.
  - **Pastoral Committee** Sundays Together lunch was a great success – 16 attended. There is to be a cautious return to home communion.
8. **800<sup>th</sup> Anniversary** Two really good launch events have taken place. SO to present to Chambers of Commerce in November. Looking to launch photography competition out of one of the schools in late autumn. Still not many coming forward as volunteers. Robin working on website which will be live by December. This will be an addition to main website, though 800<sup>th</sup> does have a domain name. Local artist Debbie Shrimpton is getting involved and there may be an exhibition of her work.
9. **Eco-Church** In August there was a special Castle picnic in the lead up to COP26. September saw Great Big Green week and Climate Sunday. We are aiming for Silver in the coming year, and the congregation will be involved more. An Eco-Church working group would be desirable. To that end a post 9.30 meeting will ask for volunteers in New Year. A list of Eco-Church requirements could be tied in to 800<sup>th</sup>. Other churches are working in this area. Thanks was expressed for SH's leadership.

10. **Archdeacon's Inspection** Took place in July 2021. This is annual inspection to make sure we are running the church administration properly. e.g. log book of works, inventory, and also matters of worship. This is the first time the PCC has seen the report. Major actions – are risk assessments in place? Inventory needs to be in place by next inspection. Christine Cowie is in charge of inventory.

11. **Safeguarding** A new Safe Church policy document was presented to the PCC by HE. The template provided by the Bishop; Church wardens and rector to sign. HE has recruited a team of 3 people - Sarah Elder, Rachel Below, Ruth Warboys. Training would be provided by the diocese. An Audit on DBS checks is being run. The PCC agreed the Safeguarding Policy Statement, to be signed by Rector and CWs. A question was raised concerning one clause "*Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.*" This has been satisfactorily answered by Michael Anderson in the post-meeting note below.\*

12. **Dates of Future Meetings**

**2022**

22nd February

3<sup>rd</sup> April APCM

11<sup>th</sup> May (Note change of date from agenda; this is a Wednesday)

21<sup>st</sup> June

18<sup>th</sup> October

15<sup>th</sup> November

**2023**

24<sup>th</sup> February

13. **Date of Next Meeting – 16<sup>th</sup> November**

14. **Any Other Business** Existing restrictions on worship, e.g. alternate pews, would remain in place. Booking would be in place for some Christmas services, including two midnight masses. The policy on restrictions should involve an open conversation. Church is closed on Saturday currently. If volunteers were available the church could be open again, but will remain closed at the moment since this is SO's day off.

15. **The Grace** The meeting closed with the Grace at c. 9 p.m.

Post meeting note \*

- I have now checked the policy document, all 100 pages of which the liabilities section takes up 20 pages. This is Ecclesiastical Insurance's 'Parish Plus' policy which covers both the church and the Court House in the one policy.
- As you anticipated the PCC appears to be satisfactorily covered. To summarise matters the PCC is covered in respect of it's legal liability to pay damages:
  - (1) to an employee or volunteer who is injured whilst working for the PCC; and
  - (2) to a member of the public for injury or damage to their property.
- As I understand it this cover applies wherever the act giving rise to the claim occurs, whether on church property or not.
- On their website EI have a useful series of guides dealing with various aspects of insurance including 'Organizing events' and 'People on church premises' which can be accessed on their website as follows:
  - <https://www.ecclesiastical.com/documents/your-responsibility-for-church-organised-events.pdf>
  - <https://www.ecclesiastical.com/documents/people-on-church-premisespdf>

- Most of what these guides contain is common sense but it might be a good idea to bring them to the attention of those who are involved in organising events and responsible for health and safety generally.