



PARISH OF GREAT BERKHAMSTED

Meeting of the Parochial Church Council held in the Court House
Tuesday 25th February 2025 at 8pm

Attendees:

Richard Hackworth
Tim Hennessey
Carole Dell
Susan Holmes
Will Gore
Mike Below

Sarah Elder
Carolynne Charman
Martin Moore
Hillary Elliot
Chris Chatterton

Time Started: 20:00

1. Prayers
2. Apologies
3. Notification of matters for consideration under Any Other Business
Volunteers for frames of candles, and other roles – SH
Clarification of relationship between charities and PCC - TH
4. Approval of Minutes of the PCC Meeting held on 26th November. - approved by general agreement
5. Matters Arising - items needing to be approved from the agenda in June - added to next meeting, Courthouse PAT testing went ahead, minutes on the website – **Action** TH will add year, MB - need minutes that approve accounts on the website too – **Action** RH and TH will look at this.
6. Financial Report – TH, General accounts will be approved at Zoom prior to APCM.

MB income is exceeding expenditure currently but £50,000 will be for the renovation fund, last year expenditure exceeded income by £3,500 and likely similar this year, TH and decrease in numbers and stewardship, MB stewardship should rise, rent should rise, and parish share will decrease, salaries paid rise, small giving gift aid decrease overall worsening of position by £1,200, TH why is stewardship up? MB inflation on giving, WG why is small giving gift aid reclaim down? MB we can't backdate anymore, so expenditure likely to exceed income by £5,000. TH what about national insurance contributions? MB shouldn't affect us because we're a small employer. MB need someone else to pay salaries post end of march and let HMRC. CD why is parish share going up? MB its actually going down. Some general discussion of parish shares and numbers, including All Saints.

CC pay for choristers, questions from Barbara? MB needs to be done through a bank properly, someone needs to get it and distribute it. CC will feed that back to Barbara. CC who will take money for coach? TH give it to Robin, in the office.

TH approve rent increase for All Saints House (currently £2,500/month). MB proposing increasing by £100/ month. RH what about Ashtons evaluation? TH being handled. WG proposed £100 increase in rent per month on All Saints House. RH seconded. Everyone agreed.

MB what about Courthouse Cottage? TH more complicated situation that's being explored. TH proposed not changing until this situation can be resolved. Agreed.

7. Committee/Group Reports

- Buildings Committee:
Estimates – CC asked go ahead on lead roof based on fundraising and current estimates. TH PCC need to have read the report before we can approve that sum. CC for that we would have to wait. RH have we had the reports? TH good that the quotes are in our budget but need to see the report. WG need to make sure it's covering what we need it to cover. TH as the quinquennial report is due this summer, need to ensure that there is not something arising in the QQR that could be more urgent. Richard Oxley came back recently to see the roof, but the PCC have not seen his report. WG report would give security. It was agreed to wait for Richard Oxley's written report before making decisions on current estimates.

Lights – CC, moved the lights and fixed some. Replaced others. It is looking better.

- Fundraising Committee – CC almost there with the expression of interest. SH Christopher has sent around for final review. It's a Heritage Lottery Fund first pass, should respond in 10 days or so.
- Pastoral Committee - "carrying on", still visiting etc, activities as normal, TH is demand going up or down? HE staying the same. TH do you need anything? HE more lifts but can advertise in the pew sheets. TH pass on our thanks. RH how many for lunches together? CC pretty steady, mostly from outside the congregation. SH used as a basis for grants from the council, happier to help a community project ("the Courthouse") rather than a church. HE helps the community to feel more invested in the renovation project. SH and a wider vision following the heritage lottery fund. HE would be good to do a vision day again. CC I'm organising a craft day involving the altar frontals. **Action** TH will put SH in touch with Colin Garrett to get more information about the altar frontals.

8. Children and families – SE Christmas story event was very successful (50+ kids), would be good to do this more often at other points during the year, would be good to have other people around to talk to parents. Passing around lent booklets, kids will do Easter Garden, support for charity during lent – Pens for Kids, wondered if they could have a collection point in church (pens and pencils donated to charities overseas). TH sounds like a good idea. Most think it's a good idea. SE have been looking at the risk assessment. Need a bank of on call people (already DBS'd) who could come out and be an extra pair of hands at Sunday School if there are a lot of children. Eg making sure that children go back to parents that are theirs. HE would be very happy for this to be done. General agreement. **Action** HE/SE to make list of DBS checked people for Sunday School ad-hoc assistance.

SE list of first aiders would also be good. TH don't know who is. SE also first aid kit. CC needs to be updated. TH one in the vestry, one in the courthouse, one in the cupboard at the back. RH presumably formal qualifications. HE don't know of anyone, may need to be added to safeguarding training. CC trying to get a defibrillator. HE very hard to get people to do the training because its time consuming. WG but they may do it as part of their job outside, it's not location specific like safeguarding. MB the church doesn't legally have to have a first aider onsite. TH but would be good to know what we had. First aid, a defibrillator etc will be discussed as an agenda item at next meeting (20th of May). **Action** First Aid on next PCC Agenda.

Live stream – makes children visible as people go up for communion without parents necessarily knowing. Could be an issue for certain children TH notice in the pew leaflet? SE could change the camera angle during communion. BM and it's on Facebook forever. General discussion on the possibility of deleting livestream footage and not linking it on the website. **Action** TH to look at where the camera is angled. **Action** Office to add a notice to the pew leaflet and delete live streams videos on Facebook after 30 days. Agreed. HE can you email those to me to add to the use of images policy. TH will do. HE will send out policy again.

9. Safeguarding - HE having to make role descriptions for everyone working at the church, to track if people are doing what they are supposed to be doing, and risk assessments. We need to fulfil the criteria hence asking about safeguarding training. Role profiles and risk assessments bringing up conversations about practices and how to change them for the better. More people will need training and more training in person. "plugging away at it". TH adding all the details on the website and noticeboards for Archdeacon's Visitation. HE more has been sent through, will get that sorted. RH when is the visitation? TH May. Thanks to HE for all she does.
11. Chiming of Bells at night – TH recap: email from lady about bells at night. Differing opinions on bells at night. SO agreed to discuss it with her. Not sure if that has happened. Not aware of anything coming from that. Item left on the agenda for the next meeting. MB if we changed clock bells so they didn't chime at night we'd need to work on how to change it. TH it couldn't be automated? MB not currently.
12. Date of Next Meeting – 1st April 2025, by Zoom to receive reports being presented to APCM on behalf of the PCC.
13. Any Other Business
TH - large triangular frames of candles for behind the choir. Greens can't do that anymore. Need volunteers for putting candles in and out and candle frames up on the balcony needs. SH broader issues of people not knowing who does what job when, so that holes are filled when people step back. TH need some sort of audit. SH need more of a plan for events, more planning meetings. TH who does what so all runs smoothly. **Action** Churchwardens to have a chat to SO about this.
TH - various charities associated with the PCC (Bournes and Salter) that has fallen into abeyance. TH will sort out Bournes. Trustees from PCC because of the charity constitutions. May be a requirement for someone to take that on.
HE – anyone volunteered for Churchwardenship? TH need the right volunteers but are struggling, which is where assistant church wardens come in. Lacking leadership people.
14. The Grace

Meeting finished: 21:15

Future Meetings

2025

1st April (Zoom for APCM reports approval, provisional)
6th April APCM (Provisional)
20th May
24th June
23rd September
25th November

2026

24th February