



PARISH OF GREAT BERKHAMSTED

Minutes of the Parochial Church Council meeting held in the Court House
Tuesday 18th November at 8pm

Those in attendance:

Fr Stuart Owen, *PCC Chair*

Rob Jenkins

Carolynne Charman, *Churchwarden*

Hillary Elliott, *Deputy Churchwarden*

Carole Dell

Richard Hackworth

Sarah Elder

Will Gore

Henry Snow, *PCC Treasurer*

1. Prayers

2. Apologies

Susan Holmes.

3. Notification of matters for consideration under Any Other Business

4. Approval of Minutes of the PCC Meetings held on 16th September 2025.

Decision: Last meeting minutes approved.

5. Matters Arising

6. Financial Report – shared by Henry Snow

Finance report distributed to PCC.

Multiple charities to be beneficiaries of Claude Honey's legacy - pending valuation and sale of house.

Committee to consider more proactive investment for legacy funds.

All Saints House:

Tenant has surrendered the lease. Expected to depart 05.12.25.

No new tenancy agreement until existing tenant departs.

Possible new tenant from 15.12.25.

Rent to remain at £2600pcm.

7. Committee/Group Reports

• Buildings Committee – shared by Carolynne Charman

North Transept roof repairs to begin early 2026.

Decision: £80,000 (£66k+VAT) of roof expenditure authorised (from Roof & Legacy Funds)

Decision: (Since the meeting, by email) £1000 (+ VAT) authorised for SmartWater on roof.

Quinquennial inspection due imminently.
- Water entering above choir and vestry.
- Roof above Nave fine for at least 20 years.

Action: Establish 'working group' of BC & FC concerned with building repairs.

- **Fundraising Committee – shared by Carolynne Charman**

Festival of Light all in hand.

- **Pastoral Committee – shared by Hillary Elliot**

To begin meeting by Zoom over winter.
WhatsApp group for Pastoral Committee – to track visiting.

8. **Mission Action Plan – shared by Fr. Stuart Owen.**

September: 40x feedback forms returned from congregation.

Two meetings of members of the PCC considered consistent themes of feedback and produced MAP based on the September congregational feedback.

Decision: 'Ambassadors' appointed for each action point/area of concern.
Review dates tbc for each Ambassador and their focus.

- > 'Open Door' food hub in Berko recently closed – *Stuart Owen & Carole Dell*
- > Swan youth centre – *Stuart*
- > Berko Saturday Market – *Carolynne Charman*
- > Local schools at St.P's for displays/events – *Stuart*
- > Relationship with South Bucks Jewish Community – *Stuart*
- > Volunteering service – *Richard Hackworth*
- > All-age service – *Stuart & Sarah Elder*
- > Taize & Iona Community service –
- > Variety of music in Parish Mass
- > Annual Advent Course – *Stuart*
- > 'Study course' for summer term – *Richard*
- > Church Library – *Will Gore*
- > Secondary-age provision – *Stuart & Rob Jenkins*
- > Sunday school mass – *Sarah*
- > Termly consultations re. Sunday School – *Sarah*
- > 'Adopt a grave' at Rectory Lane – *Carole*
- > Volunteering at Rectory Lane – *Susan Holmes*
- > Annual biodiversity audit – *Oliver Fradgley*

9. **Children and families – shared by Sarah Elder**

Bake sale a success.

Notable upcoming events: Advent Sunday & Christmas Bedtime Story.

10. **Safeguarding – Hillary Elliot**

Rachel Below, Hillary Elliot & SO had termly meeting.
HE chasing those that need training.

11. **Festival of Light – Henry Snow**

Spending

- £550 on tealights & £750 on mugs
- Wine acquired free. Waitrose & M&S also provided.

Eventual forecasted spending uncertain.

Decision: £2,000 budget to be granted Peter. Authorised.

- 2024: less spent without wine
- 2023: £2,400

Mugs to be sold for profit. 'FoL' a worthwhile investment in church and community.

Tree to be sourced without charge. Trees acquired from schools after school term.

12. Dates of Next Meetings.

20th January 2026.

13. Any Other Business

PCC Governor appointments:

To confirm that Laura Edwards' appointment at the last meeting was for 4 years.

Decision: Mark Thomson to be PCC governor for 4 years – seconded by Richard.
Authorised.

Food Hub to be set up at St.P's. See 'Mission Action Plan'.

Signatories for church bank account – helping align with investment account.

14. The Grace

Future Meetings

2026

20th January

17th March