

## Minutes of the Meeting held on 22<sup>nd</sup> November 2021 in the Church Centre at 7.30pm

### Present:

Revd Tony Rindl - Chair (TR)  
Revd Joshua Brocklesby (JB)  
Joanna Cooper (JCo)  
Roger Courtney (RC)  
Peter Dean (PD)  
Tilly Elliott (TE)  
Margaret Greenstreet (MG)  
Cathy Honeyman (CH)  
Annafrida Kadzura (AK)  
Alison Saunders (AS)

In Attendance: Pam Rastall - Minute taker

- 1. Opening Prayers:** PD led our thoughts taking us from the talks on climate change to the beginning of the Book of Genesis and the repeated phrase - 'God saw that it was good'. We have much to be thankful for: the resources of the world as well as the resources of the church and the people - our time and our talents. In Genesis 2 we are told: 'The Lord God took the man and put him in the Garden of Eden to work it and take care of it'. 'Taking care of it' returns us to the concept of stewardship: not just money but the time and talents God has given us as a church and individuals. The climate talks have reminded us of our responsibility to be good stewards of our world. In the November magazine Josh reminded us that we must look for the things that we as individuals can do to contribute. As members of this council, that is trustees, we are custodians of the resources of this Church (gifts God has given us) and should strive to be good stewards of its resources which also includes our own talents as individuals. He ended with a prayer. TR was reminded of something he had heard Sam Wells of St Martins in the Field talk about: difference. God created different animals, flora and fauna; difference is good. It is good to have diverse membership of the PCC and the Church - we will grow as a result.
- 2. Apologies for Absence:** Jane Carter (JCa), Clinton Dan-Jumbo (CDJ), Abie Idris (AI), David Scourfield (DS)
- 3. Conflict of Interest:** TR noted his conflict of interest if any matter concerned the Children and Families Worker or the Watford Town Centre Chaplaincy.

4. **Approval of Minutes 18<sup>th</sup> October 2021:** AS proposed that the Minutes be accepted as a correct record. This was seconded by TE and agreed by all present.
5. **Matters Arising:**
- i. **Register of Interested Parties:** PD to circulate information. Also new members to PCC need to be added to the Charities Commission website and there is some information required for the bank.  
**ACTION:** PD
  - ii **Monitor and AV issues:** TR had been copied into emails and noted a need to have a programme of works for 2022 and an order of priority; including the screen in the south aisle which is working intermittently.  
**ACTION:** PD
  - iii **Outside Noticeboards:** JB had looked into digital noticeboards and felt if the north entrance improvements were to go ahead this would be the time for digital otherwise cost and security are issues; therefore, door closed on digital for time being. The immediate need is to be up-to-date and more prominent using in-house fonts and colours. Currently boards are attached to the building; could there be a free-standing board? RC happy to manage the process for new boards if JB coped with the design. TR to talk to Council about the possibility of a free-standing noticeboard along with issues about the pigeons and the churchyard tomb (to be discussed under later item)  
**ACTION:** TR to talk to Council; JB to look at design; RC to manage the process and to arrange meeting with Heritage Officer
  - iv **Purchasing Coffee to support ‘Rejuvenate the World’:** JB, the Mees and Jenny Luckhurst had discussed Fairtrade and environmental issues. ‘Rejuvenate the World’ coffee is not the same as Fairtrade; the timing may not be right to purchase now – put on hold for the time being. The Mees are to have a display of Fairtrade items on 5<sup>th</sup> December. Fairtrade Fortnight is in February.
  - v **Memorandum of Understanding with WTCC:** RC, DS and TR were to have met but meeting had to be postponed. Not far off a solution regarding the level of support offered.  
**ACTION** – TR, DS and RC to meet
  - vi **Safeguarding Reporting and DBS Checks:** Cath Da Costa (CDC) and Jacky Faria (JF) are tidying up the admin; there are a number of PCC members who need to renew DBS checks. JF to follow these up; also Sunday School helpers, stewards and Connect group leaders. Someone is still needed to take on the public side of the safeguarding role as Safeguarding Officer, to work with CDC and JF. CDC had sent an updated policy document this afternoon so those who had received it had not had a chance to look at it.  
**ACTION** - TR to approach people who might take on the role of Safeguarding Officer. TR and RC will look at updated policy and circulate to members.

vii **Waste Collection:** PD mentioned that it had been suggested that outside users of the Church Centre might be willing to pay a surcharge for their rubbish to be taken away rather than be responsible for it themselves. This would help towards the costs of the collections.

**ACTION** – PD to ask JF to explore.

viii **Updating Notices:** RC mentioned that notices in the Church Centre about who to contact needed updating.

**ACTION** – Facilities Manager to be asked to look into this.

6 **Correspondence:** none

7 **Committee Reports:**

a) *Finance* – PD reported that the Pre-school accounts had been removed from the General Fund; the Treasurer had checked this was acceptable to the Independent Assessor. Need to look at what expenses are still to come in this year to give an idea of end of year finances. The deficit is looking at being only 43% of the forecast which is not too bad. With that deficit the General Fund has dropped from 168% to 138% of the reserve policy requirement.

The cooker fund is showing £1,800 – this will depreciate over 5 years. In fact, the money has been spent and there is only £152 left; this can be used to pay towards a splash-back and a plate rack.

There was a discussion about the Reserves Policy. RC stated there were two reasons for setting a Reserve Policy: 1) provide assurance that the charity could meet its operating expenses given that income would vary over time; 2) to provide assurance that if there were a need to wind up the charity, it could meet its financial obligations. If a charity is wound up designated funds would have no purpose so could they be legitimately included in the reserve? TR suggested we take advice on this.

Budget for 2022 – RC did not think there would be much change in the property budget for 2022 because of the money spent on refurbishment of the Church and the expenditure on the Church Centre and the flat. PD thought some things might have been overlooked during the refurbishment and suggested overflowing guttering might need some work. RC commented that it was not desirable to enter 2022 without having a view of the financial prospects; the budget process for 2023 should start in the autumn. TR said the Budget would be available for the January meeting.

TR suggested PD uses others on the Finance Committee to look at specific items, eg claiming VAT. DS to be involved. Charlie Luckhurst seemed to be prepared to be more involved.

Children's toilet – RC said there was no details regarding expenditure yet; while there is money in the Development Fund; this was a project for community benefit for which grants would be available and these should be sought; AS reported that the Pre-school had funds they could contribute.

PD said he had had a discussion with the Treasurer who felt there should be more resolutions put forward with a vote when decisions are made. TR said this would happen moving forward.

Brightwell Road – no news.

**ACTION** - PD to arrange a meeting of the Finance Committee week beginning 6<sup>th</sup> December including a look at the Budget for 2022, to bring to PCC in January

b) Buildings – RC reported that the metal sections for the bell tower had arrived and thanks to the Greenstreet family these had been carried up the stairs. The architect needs to do a final assessment before they are fitted.

The boilers will be serviced on Thursday 25<sup>th</sup> November.

RC had originally asked for a budget of £500 for the plans for the children's toilets. An additional fee of £245 had been required for Building Regulations approval. RC therefore asked for the budget to be increased to £750; this was seconded by MG and agreed by all present.

Memorial Stone – New Hope have asked to have a memorial stone to the homeless community relocated to St Mary's Churchyard. RC provided photos of where it would be situated. The DAC and the Council would need to be involved. There is no degree of urgency, but RC proposed a PCC Resolution, ready for when it is needed.

*This Council approves the Petition for a Faculty dated (to be completed) for the relocation of a memorial stone for the homeless community to the churchyard and the provision of appropriate landscaping and seating, as detailed in the accompanying documentation, and authorises its submission by Roget Courtney to the Consistory Court of the Diocese of St Albans.*

This was seconded by JCo and agreed by all present.

Curtains – TE reported that the material chosen has been fireproofed and is in the workshop for making up – hopefully for hanging by Christmas. The bench covers were not considered to be a priority so will be deferred for the time being. Some donations have been received towards cost of the curtains.

c) Staffing Committee – AS said nothing to report; they are awaiting the MOU to look at.

d) Pre-school – AS reported that they currently have a case of Covid so are closed until 29<sup>th</sup> November. The applicant they had offered the available post to had declined the offer, so they are still looking. Daniella Dan Jumbo was currently assisting. MG reported that there is currently a good number of children and that the accounts are up-to-date and correct.

e) Missions – AS reported that Frances Collins had been in touch with Andrew Leake. Although Andrew no longer depends on the support from St Mary's for his living, any money sent to him will be used to support projects, including environmental issues. She is awaiting confirmation of this in writing.

f) Deanery – the last Deanery meeting had coincided with a PCC meeting so no members from St Mary's had attended. TE asked for dates for next year. PD said they were with the Standing Committee and would be sent out soon. PD is to attend a diocesan meeting on the future of the Parish Shares scheme.

8 **MAP update:** TR re-iterated a broad outline of the three priorities: Parish – to be more relevant to those who live, work and play in the parish of whom 75% are under 46; Profile – to be more prominent in the community, to include noticeboards, website and north entrance; Partnership – working more closely with other agencies. He asked whether there might be a further 'P' following Andy Roby's talk on Sunday 21<sup>st</sup> November – Planet? Or

would this be addressed through the other 'P's'? The MAP sets our compass bearing, the trajectory of travel we wish to follow. RC suggested we leave it as three 'P's and each time we talk through topics we ask how it links in with the Planet.

TR is happy with the pace we are travelling regarding the MAP as the priority was to re-open the church and start the new Sunday evening service. TR will work with RC and JB and bring others in eg DS on partnerships; hopefully to involve more of the younger generation. There will be another PCC Away Day, either in March or after Easter to discuss the MAP further. AK suggested if we don't include a 4<sup>th</sup> 'P' in Planet are we in danger of that falling away, after all we are looking at becoming greener as a priority? TR agreed but in the light of the discussion it was suggested we go with the three 'P's with a strong brief to include the environment in all discussions. The Council agreed with this approach.

**ACTION** - TR to talk with RC and JB and anyone else with a desire to take the MAP forward.

## 9 Policy Reviews:

Lone Working - PD reported that the Policy refers, in paragraph 2.2, to a document that National Churchwatch has issued: 'National Churchwatch Guidance Notes: Personal Safety for Volunteers' - this should therefore be added as a copy with the Policy in the Policies Folder. AS noted that a personal alarm is not available to volunteers so this needs to be implemented. RC said as there is a link mentioned to the Safeguarding Policy this ought also to be mentioned. CH offered to look at section 3 of the document and report back to the next meeting with any recommendations. TR suggested a stronger reference is made to other users, ie Hire Agreements should include that it is the responsibility of the hirer to ensure lone working is covered. TE asked about first aid boxes. TR spoke of more inductions for new hirers and RC suggested the Facilities Manager should be consulted re the Hire Agreement.

**ACTION** - copies of appropriate papers need to be included in Policies Folder; CH to look at section 3 and report back; Hire Agreement needs looking at with the Facilities Manager

Safe Use of Images - AS said it looks comprehensive, but we need to make sure it is implemented. Do we need a section of the church where people can sit if they do not wish to be seen on the live-stream? Should section 5 be updated with regard to live-streaming/Zoom even though there is a separate policy? RC said technology is moving fast; he will check the latest diocesan guidance.

**ACTION** - RC to check with diocese; to be brought back to the next PCC meeting

## 10 Autumn Programme:

5<sup>th</sup> December: 10.30am Christingle Service; 5.30pm Encounter

12<sup>th</sup> December: Memorial Service together with Watford Hospital Chaplaincy

19<sup>th</sup> December: 10.30am Worship for All; 6.30pm Carol Service

24<sup>th</sup> December: 11.30pm Midnight Communion

25<sup>th</sup> December: 10.30am Christmas Day Service; Christmas Lunch

26<sup>th</sup> December: Normal 10.30am service

## 11 Vicar's Report:

- Delighted the Wednesday Fellowship is up and running again; also the Thursday Connect Group

- Attended a faith and community leaders' consultation with councillors regarding youth provision, providing a 'safe space' for youngsters and working to combat county lines
- On the back of that, he has been included in looking at Home Schools Outreach, working with vulnerable children
- He has been contacted by Community Connection, Mencap, who operate out of Hatch End and want to expand into Watford, using our facilities.
- He would like to see the Dementia Café return.
- Christians Across Watford held a leaders' day - Enhance - with a speaker from America; talked powerfully about the value of place
- Remembrance - he had attended the service at Vicarage Road on 11<sup>th</sup> November and, obviously, the service in St Mary's on the Sunday morning, as well as the service at the Town Hall Memorial in the afternoon. He observed that the presence of the Royal British Legion in Watford has depleted - can we support this in some way? He would like to develop a parade from St Mary's, along the High Street to the service at the Town Hall on Remembrance Sunday afternoon. Could we provide a lunch between the morning service and the parade? TE asked if we had contact with SAFA.
- Interfaith - he had taken an assembly at Heathland School for the Deaf in St Albans during Interfaith Week talking about interfaith. He had also attended a diocesan event during the Week and hosted the Watford Interfaith Association on-line Pilgrimage.

12 **Health and Safety Issues / Safeguarding:** nothing to report.

13 **Any Other Business:**

- Service sheets: TR reported that the Staff Meeting had had a useful discussion. It is proposed to go back to pre-lockdown provision with a single notice sheet containing a broad outline of the service followed by notices - the words required during the service will be on the screens. Those attending on Zoom will not be seen by those in church. Ultimately, we hope to dispense with Zoom and go live-stream. The changes will take place from 28<sup>th</sup> November. The Friday Mailchimp will still include the full order of service. Can we use recycled paper with minimum colour printing? There is a hope to make better/more use of the website but more work needs to be done on the site first.
- TR had made a note of how to cope with the timing for the Remembrance Sunday Service to fit in with the Two Minutes' Silence at 11.00am in future years, as there had been an 8-minute gap this year which JB had filled.

14 The meeting closed with the **Living God's Love Prayer** at 9.45pm.

**Dates of next meetings:**

17<sup>th</sup> January 2022

21<sup>st</sup> February 2022

21<sup>st</sup> March 2022