

## Minutes of the meeting held on 20.09.21 via Zoom

*Minutes taken by AS. All agreed that the meeting could be recorded to assist preparation of the minutes.*

### Present:

Revd Tony Rindl – Chair (TR)  
Revd Joshua Brocklesby (JB)  
Roger Courtney (RC)  
Peter Dean (PD)  
Tilly Elliott (TE)  
Margaret Greenstreet (MG)  
Cathy Honeyman (CH)  
Alison Saunders (AS)  
David Scourfield (DS)

1. **Opening Prayers** – Cathy Honeyman read the whole of Psalm 139 reminding us that God knows and understands us all as individuals and is with us wherever we are. She then prayed that God would lead us as a PCC and our church congregation as we seek His will moving forward.
2. **Apologies for Absence:** Jane Carter (JCa), Joanna Cooper (JCo), Clinton Dan-Jumbo, Abie Idris, Annafrida Kadzura (AK),
3. **Conflict of Interest** TR and DS reminded us of their conflict of interest whenever we discuss matters relating to the Children and Families Worker and the Watford Town Centre Chaplaincy and that at such times they will withdraw from the meeting.
4. **Approval of Minutes 19 July 2021** RC proposed that we accept the minutes as a correct record, seconded by PD and agreed by all present.
5. **Matters arising**
  - **Church Centre Fabrics.** TE reported on the progress she has made in resourcing suitable replacement curtain / blind fabrics for the carpeted and tiled areas. She has found someone in Finchley who has been extremely helpful. The figures he has come up with will include material for making and lining the curtains which will include fire-guarding. He will also do the bench seating in

the carpeted area and can provide new foam for these cushions if this is what we want. There was general agreement that we should replace the present foam. TE has several possible designs which she thinks will be suitable. Once we have decided to use this supplier he would require 50% of the total cost as a down payment. Having done a lot of previous research with less helpful contacts, TE is confident that he will do the complete job professionally and at a competitive price. DS asked for a rough estimate of the cost for the whole project. Depending on what we choose TE said it ranged from £4,000 - £7,000. TR suggested that we get together after a morning service once TE has got everything together.

**ACTION: Arrange to see samples after a morning service once TE is ready.**

- **Register of interested parties.** PD didn't have much progress to report with this process which has been requested by Myers Clark. He has received an additional letter from CCLA. PD hopes to report back with more information at the next PCC meeting
- **Repair of monitor and any other AV issues.** RC has observed a number of problems with projection during Sunday services. He wondered if it is because our systems are not properly linked. Now we have moved into a hybrid system of working he asked if we need to upgrade our system to make it easier for the people on the desk? As our consultants will be coming back it might be an opportunity to explore other possibilities. Long term TR thinks we are likely to move to a live-stream service and away from Zoom. PD confirmed that the monitor is not working. As TR and JB sit behind the screen they cannot see it so rely on the monitor and would like to have it functioning again. PD reported that the projector in the South Aisle is playing up, possibly due to a blocked filter. As the contractors need to come out to investigate this problem they could look at the monitor at the same time. PD pointed out that the current camera is an analogue system but for streaming services we will need digital cameras with at least one on each side. JB suggested it might be a good idea to bring this up at a Deanery meeting to see how other churches have coped as they may have useful contacts to advise us. The monitor is a priority for worship leaders so TR would like some action taken soon. JB confirmed that a lot of the problems are because we are using Zoom. When we move to live-streaming it will be easier. Timing of when this happens is the question. CH pointed out that there are a number of people in church who will not be happy to be shown on camera. JB assured us that the cameras would be on clergy not congregation.  
**ACTION: PD to contact contractors to look at faulty camera and monitor and also to follow up ideas through the Deanery meetings.**
- **Appointment of minutes secretary** TR reported we had a lead that has not materialised so we need to continue to think about who we might ask.

- **Outside Noticeboards.** Consideration needs to be given to the notice boards outside the church which are not only showing out of date information but also do not project a correct image to passers-by. The immediate need is to display correct information. RC suggested we should have something relatively smart, but temporary, to avoid confusion about conflicting information e.g. a temporary poster? Although we are in a period of transition, TR does not expect a lot of major changes. RC said that the original boards can be re-used. JB feels that very few people read the notice boards and suggested replacing them with a digital board. TR felt it would be a good idea to keep one static board by the West Door but replace it with a new contemporary design. He liked the idea of a digital board on the North side. Due to our status as a Grade 1 listed building any changes would require a faculty from the diocese and permission from WBC planning department.  
**ACTION: RC to get views from the diocesan office about installing a digital board.**

- **Purchasing coffee to support “Rejuvenate the World”.** TR would like to go ahead and purchase a quantity of coffee to support this initiative. He also envisages displaying publicity material to increase people’s awareness of the project.  
**ACTION: TR to go ahead to purchase a quantity of this coffee for a trial period.**
- **Memorandum of Understanding** (to be covered under Staffing Committee)
- **Safeguarding reporting and DBS** (to be covered under Safeguarding)

6. **Correspondence.** None

## 7. **Committee reports**

- **Finance.** The July and August accounts had been circulated. The end of August represents two thirds of the year. Income is still above forecast at 70% and expenditure still slightly below forecast at 59%. Although income in the plate is down, we are still well ahead of budget in money coming in regularly through the bank. Gift Aid income is only at 25% so we need to chase up these claims. DS queried the total income against total expenditure. PD explained that the sheet he was looking at includes both General Fund and other funds so money spent on Development appears in these totals. RC commented that we are not claiming back VAT because since Pat Moore left no-one else has been doing it. It is important not to lose sight of this as it represents a considerable sum. RC also reminded us that there was a request to produce an end of year forecast and he asked if there has been any progress with this. PD said there had not been any time to look at this over the summer. RC and TR both commented

that it would be preferable to have the figures in plenty of time to digest them before the meeting. If it takes three weeks to collate all the information we may need to consider moving the date of our PCC meetings to a week later. TR wants advice on how we can fix the problem. It can't be right that they are being produced on the night before the PCC meeting. One solution may be for the PCC to meet on the fourth Monday of the month. DS wonders if Annafrida has the capacity to do this amount of work when she takes over from Helen Baldwin and if not who could help her. TR pointed out that Jacky Faria has book-keeping skills and wonders if we should deploy her to do some of the groundwork. CH expressed concern that if Jacky is asked to do accounts within working hours this would divert her from her administrative role but was reassured that with Pam's experienced support this would probably be workable. TR suggests a meeting with Jacky and Finance Committee to explore various options. TR is keen to get preparations for the budget underway. PD will be asking for input from the Buildings Committee and the Staffing Committee as the Children and Families worker will be leaving part way through next year. **ACTION: PD to circulate requests for budget considerations.**

- **Brightwell Road.** Neither PD nor RC have heard anything so it is probably time to follow this up.  
**ACTION: RC will contact David Brown.**
- **Buildings.** RC circulated his report prior to the meeting. **Floodlights:** He now has a quotation for changing the power supply to the cross (£150) – so that if the floodlights fail the cross is still illuminated. PD understood that the quotation was only for disconnecting the supply so RC will check this when he meets the contractor on Friday. He also has a quotation of £1400 to repair the floodlights, which although considerably lower than £7,000 to replace them, is only a temporary solution. RC would like to get the floodlights going but this will incur considerable expense so we need to give some time to consider this. TR suggested it would be worth asking the Mayor or Watford or BID for help. RC agreed but said that probably it would need to be for replacement rather than repair. It was agreed that the priority must be to get the cross lit. **Cloisters Office:** RC recommends the replacement of the fascia boards in PVC at a cost of £860 as this would be a permanent solution, but this will obviously depend on funds being available. In addition there is the cost of repainting the other timber and gutters (£500). These expenditures were approved. **Children's Toilets:** RC is meeting someone on Friday to discuss these.
- **Staffing.** AS reported that she has contacted the Staffing Committee with a view to meeting in early October. Since Marcus Jones and Claire Edwards are no longer on this committee, we need to consider how to increase the breadth of expertise to include a representative from the Finance Committee as decisions about staffing inevitably have implications for the budget. A

suggestion to combine the Staffing Committee with the Standing Committees was rejected, but RC suggested that it would be possible to co-opt people onto the committee until such time as new members with appropriate skills are identified. As a temporary measure PD and RC have kindly agreed to offer their assistance to the Staffing Committee.

- **Pre-School** The meeting planned for Tuesday 14 September had been re-arranged for 21st due to the manager having unavoidable family commitments. One of the items under discussion will be RC's suggestion to add to the three-year business plan, as a future aspiration, the idea of extending the opening hours to include afternoons so that this possibility is not forgotten.
  - **Missions** The Missions Group met on Thursday 16 September and notes from the meeting had been circulated. In considering future support for CMS by taking on an "unknown" mission partner, the group felt that they would prefer to explore the possibility of continuing support for Andrew and Maria Leake in their new role with Compassion International. We have tried to restrict support in recent years to those individuals and societies who have a strong link with St. Mary's as it makes it easier to engender support from the congregation. TR pointed out that our link with the Leakes is now historic so very few people in St. Mary's remember them. He would like to see us supporting a prominent mission society such as CMS if possible, but is happy to wait to see how Andrew responds regarding his needs for ongoing support in his new role. The group also reviewed the current list of missions St. Mary's supports and felt that it represented a good range of individuals and organisations both internationally and locally and also left room to add a new mission interest as the opportunity arises.
  - **Deanery.** Nothing to report.
8. **MAP update and preparation for Bishop Michael's visit.** TR reminded us that Bishop Michael will be coming on Saturday from 9.00am - 1.00pm. to meet us in the Upper Room to share his experience of Asset Based Church Development and to lead us in a Bible Study on Ephesians 2:1-10. TR will circulate the timetable to PCC, Connect Group leaders and other individuals who have a leadership role in the church. RC asked if there had been progress with the Mission Action Plan (MAP). He was concerned that some of the discussion opportunities that had been anticipated had not materialised. TR responded by saying that a lot has been happening regarding how we can improve the profile of St. Mary's within the parish. As we begin to re-start our activities and develop a new pattern of services we are in a period of transition. He sees Saturday's meeting with the bishop as the next stage in that process.

9. **Policy Reviews.** As it was getting late there was insufficient time to deal with these at this meeting so it was suggested that all PCC members should look at these before the next meeting now they can access the file.
10. **ACTION: All PCC members to read the following policies and come with any suggestions for updating them in October.**
- **Bullying**
  - **Conflict of Interest**
  - **Safeguarding.** Until we can find a like for like replacement for Claire Edwards, Jacky Faria will deal with the administration in dealing with DBS checks supported by Cath da Costa when necessary.
11. **Autumn Programme.** TR felt that we made a really good start with the first evening service in September and congratulated JB on putting it all together. It was good to see such a large congregation and although the style did not suit everyone there was some positive feedback. JB assured us that the next one in October would be very different and the church would be set out more like a traditional service.
12. **Vicar's Report.** TR had enjoyed his summer breaks but came home to a vast number of emails including a lot concerning the new wave of refugees from Afghanistan and questions about how we are going to cope with them. He reported that arrangements are coming together now and Cath will be helping with an event the next day. He is working alongside members of Christ First and Soul Survivor. The work of the Watford and Three Rivers Partnership (WTRRP) is separate and ongoing, dealing with refugees from other countries. TR was privileged to take an active part in the interfaith forum as part of the Watford Celebration. He reported that the "Drop-In" for refugees will take place in St. Mary's from now on rather than St. John's now that the WTRRP office is based in St. Mary's. It will be twice a month on a Tuesday at lunch time. TR also gave a talk to the Rotary, sharing the story of his father coming to this country as a refugee. He had a day learning how to be a Training Vicar to ordinands. Earlier that day he had attended a meeting of the Foundation Trustees of the Girls' and Boys' Grammar Schools. One of the roles of the foundation trustees is to recruit foundation governors. JB and TR were away at a Diocesan Clergy Conference last week from Monday - Wednesday. It was a useful time of networking with other clergy.
13. **Health and Safety / Safeguarding.** Nothing further to report.
14. **Any Other Business.**
- RC asked about plans for opening the church as it had been before the first lock-down. TR responded saying that it is dependent on having people around to unlock and lock up. Liz Allan is now working Mondays, Wednesdays and Fridays during the morning and we are gradually getting back to normal, but it is taking time.

- RC reminded the Council that it had been agreed to meet in person from September. TR apologised for forgetting that this had been agreed and confirmed that the Council would meet in person in October.

**15. Closing Prayer.** The meeting closed at 10.40 with saying the Grace together.

**Date of next meeting: Monday 18 October in the Church Centre.**