

**ALL SAINTS CHURCH, HERTFORD**  
**Parochial Church Council**  
**Tuesday 11<sup>th</sup> July 2017**  
**At 8.00 pm in the Meeting Room**

**MINUTES**

**Present** Rosemary Bolton in the Chair, Revd Canon Jo Loverige, Colin Bird, Janet Bird, Julia Gough, Marian Hassell, Patricia Heaster (Observing), Cheryl Massey, Wendell Newbold, Janet Oldham, Martin Penny, Andrew Povey-Richards, Ann Stephens Jones, Dorothy Toyn (Minutes), Richard Toyn and Helen Wright

**Welcome & Opening Reflection**

Jo welcomed Cheryl Massey to her first PCC meeting, and also Tricia Heaster who was observing with a view to perhaps taking on the PCC secretarial role. Jo then opened the meeting with a reflection.

1. **Apologies for Absence & Update on appointees' compliance**  
Apologies were received from Jonathan Bates.  
Colin Bird reported that all Trustees passed the DBS checks and are compliant
2. **Minutes of Previous Meeting (copy attached)**  
The minutes of the meeting on May 8<sup>th</sup> 2017 were agreed.
3. **Matters arising from the Minutes not covered by the Agenda**
  - a. Item 9: Bank Signatories. Janet Oldham asked about Bank Signatories as she was not listed in the minutes as a signatory, but she had been asked to remain on the list. Colin said the bank signatories are Colin B, Richard T, Helen W, Jo L. and Janet O to enable flexibility.
  - b. Item 7: Stewardship for 2017. This will be looked at by the Finance Committee
  - c. Item 8: Safeguarding. Helen W reported she had sent information out as requested.
  - d. Item 13: Cleaning Teams. Andrew P-R reported that there is no point in juggling cleaning teams as there are too few people on the list. He will put an article into the September magazine
  - e. Andrew P-R reported that he would prepare the faculty for the permanent removal of the church pews in the North Aisle for the DAC meeting on 20<sup>th</sup> July.
  - f. **Sub Committees – Finalisation of chairs & members**  
Jo reported that in addition to the names on the previous minutes, Janet B will be on the Social Committee, Martin Bird on the Worship Committee and Tony James on the Finance Committee. This was agreed.

#### 4. **Vision and Strategy**

Martin P sent out the working draft of this document, together with the brief from HeartEdge to PCC Members. It is looking at everything mentioned over the last 18 months and needs to be as clear and sharp a view as possible, to give us useful answers, but without the key messages buried in trivia

Comments on church services are not mentioned – NOT on the brief.

Section 1 – This is about Jo.

##### Section 2 – **‘About You’**

This does not ask about worship as the Diocese is responsible for that. This is about viability and sustainability and Jo felt it should cover everything, warts and all. Nobody disliked any section of this and the PCC was asked if anything had been forgotten, but they felt not. Martin will reduce this to 300 words.

##### **‘Experience’**

This is based on the Away Day comments, and Colin’s comments to Bishop Michael. However we were financially stable then but are not so stable now. No comments to be added or removed. It was felt to be a good document

##### **‘Assets’**

This section is based on information gained on 4<sup>th</sup> April. There was much debate about this section. It needs to be very clear with less items: potentially aim at 6 or 8 items and we have too many. It was suggested there should be more words for less items but this was not agreed. It is important that everything is seen with its needs and requirements. To shorten to 10 items did not seem viable and the consensus was to leave them.

Martin pointed out that this is all work in progress and not a polished document

It was eventually decided the top priorities are:

1. Lack volunteer time,
2. Not paying our way.
3. Lack of vision & Fear of change.
- 4 Too much to do.

Each of the above needs to be enhanced

##### **‘Need’**

Colin B stated that in reality we have years to sort a plan before we may run short of money. This must be thought through sensibly and we must not have a knee jerk reaction. All were happy with this section. Martin asked for any omissions in the journey so far, and it was felt no – they were all constructive actions

##### **‘Concerns’**

It was noted that All Saints’ faced a similar problem in the 90’s before a legacy sorted those particular issues. It is highly unlikely that ‘something will turn up’ this time.

There were no reported comments from the article in the magazine – This could be an alarming lack of recognition, or belief that we will ‘sort it out’. The PCC needs to act with due diligence for the future as well as now, as the wrong decisions now could prejudice the future of All Saints’.

A discussion followed about how to draw in new people and grow, before anything else happens.

It was noted only few people in the Parish are members of this church – the building therefore needs to be used by all. Decisions need to be made about how to use the church building to reach out to the community. It should benefit the whole community and not just those who can afford to hire it.

Janet B pointed out that, whilst the building could be well used for other purposes, it is first and foremost a place of worship.

Jo said that in September, October and November there will be a ‘Pilgrim Course’ at All Saints’ in the form of shortened evensong without a sermon. Readings will be from the Pilgrim course and is suitable for people at all steps of their faith. It will finish by 8.30

The PCC agreed that they are happy for Martin and the Standing Committee to make the final adjustments to the document and send it to HeartEdge

**Action:** Standing Committee

## 5. Risk Management

Richard distributed the Health & Safety Policy from 15 years ago. It had not been requested to be seen for some time, but it is still relevant.

A H&S Summary for the PCC was also distributed relating to typical accidents and hazards relevant now in 2017, church usage and the H&S responsibilities, current ‘Risk Assessment Status’ and the current top risks.

The main risk is fire with large number of people. An ‘Evacuation Plan’ was developed 15 years and is within in the hiring contracts. Fire Exits are well signed but the varied use of the building does not lend itself to put notices everywhere.

Janet O mentioned tea-light being left lit and potentially causing problems, in Memorial Chapel. Richard said they must be in the correct containers on a fireproof surface, and not bare candles.

The second greatest risk is people trapped or locked in, and not being able to communicate, areas such as the vestry toilet, boiler room and tower,

It imperative that the person entering the boiler room or tower has the key in their possession at all times – not left in the lock - to prevent locking in.

**Action: ALL**

The ringing chamber is safe when the bells are down, but considerable care must be taken when the bells are up as they can be very dangerous in that position. A fact well known by all those who ring the bells.

Roof – Access to the roof was questioned in the Quinquennial. Access to the roof must be approached with care and guidance by those people who are happy to go up there e.g. work party members. They will be expected to take care and not take undue risks and seek guidance if unsure.

The Work Party will be shown this document, and everyone is advised to read page 3 in particular about Risk Assessment.

**ACTION: RT**

The policy states that H&S should be on all meeting Agendas and therefore will be placed onto future PCC Agendas as a routine item. Any accidents must be noted and logged properly.

**ACTION: All**

Note: The Annexe to St John's Hall is now closed and can only be accessed by permission of CW's

St John's hall now fully compliant and newly updated re fire safety.

## **6. Safeguarding – domestic abuse**

Helen W. has supplied the guidance to the PCC and she will be the contact for such matters. A list of organisations to help will be put together, and it was agreed to have a discussion / team event in the new academic year for all PCC members to attend. It was agreed to accept the 'Parish Statement' and this will be in the back of the Safeguarding booklet.

A problem has been noted that papers and booklets vanish when the church is hired out and often do not return, including the Safeguarding booklet.

**ACTION: Standing Committee**

A small card for everyone to have a copy with information as to what to do will be distributed.

**ACTION: MP**

## **7 Fabric items**

a) Colin reported that the Quinquennial Report required for the south aisle roof should be looked in view of leaking with south westerly wind & rain. There are some small splits that need to be addressed but not immediately apparent in the report from Lodges. There are some pin prick holes in the lead – these and other issues that need adjusting to prevent heavy rain seeping in. Work is in progress with Lodges.

b) Roof alarms – Richard reported that quotes are being sourced but the requirements need to be correct, and not covering wrong places like tower roof. Laser beam detectors for church roof are part of the quotes.

**ACTION: Fabric Committee**

c) Yew Tree – The request for removal has gone to the Council. It was noted that a

notice should be placed in church to explain why the tree must go.

**ACTION: Fabric Committee**

A 4 foot span of yew trunk will be saved for something to be made from it.

**8 30<sup>th</sup>/31<sup>st</sup> July Hertford War Memorial services**

Jo drew attention to the forthcoming service of readings and music on 30<sup>th</sup> July at 6.30 on the eve of the centenary of the battle at St Julien when the Hertfordshire Regiment sustained horrific losses in 1917. Most Mayors across Hertfordshire have been invited to attend..

On Monday morning there will be a short service at the War memorial with 2 mins silence and the laying of wreath and flowers. All are welcome to attend on both occasions.

**9 Deanery MAP**

Jo Reported that it was felt there should be a single focus to be achieved rather than several which do not get done. She asked the PCC to consider what the Deanery can do for us and to e-mail her with any suggestions

**ACTION : All**

**10 Any other Business**

a. Helen W reported issues of the public leaving cars within St John's Hall car park causing people to be blocked. It will be passed to the Fabric Committee for consideration

**ACTION: Fabric Committee**

b. Church Car Park: Please do not lock unauthorized vehicles in the church car park – just wrap the chain around.

c. Jo mentioned a Christmas Tree Festival in conjunction with Able Smith School. Dates are being looked at.

11 The meeting closed at 9.40 with The Grace

Next meeting 23<sup>rd</sup> October 8pm