



Introductory Remarks

Fr David welcomed everyone and outlined the rules, which was to stay focused, stick with the agenda and not to talk separately amongst ourselves, turn off or mute mobile phones and aim to finish at 9pm. He reminded us we speak on behalf of the parish, in love and service to all led by the Holy Spirit.

Opening Prayers Fr David led the opening prayers.

Present: Fr. David Stevenson, Salome Jayaratnam, Roy Golding, Ann White, Russ Teague, Gill Onslow, Peter Humphreys, Stella Nichols, Clare Humphreys, Marion Golding, Felicity Cox, Peter Clark, Greg Batts, May Teague.

1. Apologies for absence

Gay Butler, Ingrid Harris.

2. Membership of PCC

Fr David asked the members of the PCC to introduce themselves and why they were on the PCC. He reminded us this is an act of ministry and that we support him in his ministry and thanked people for serving.

David thanked May for being our synod rep and reminded us how important this was and that we should look for two more reps to join May.

Stella Nichols - was co-opted onto the PCC. Nominated by Fr. David and seconded by Marion Golding.

3. Appointment of Officers, Chairs of sub-committees

The two Church wardens are elected under a separate act and are the 'eyes and ears' of the Bishop to help Fr. David in his ministry. Fr David noted pro wardens were not familiar to him and did not wish these to continue.

A Lay Chair (who also Chairs the Standing Committee) was needed. Stella Nichols was nominated by Ann White and seconded by Clare Humphreys. Marion Golding and Felicity Cox were elected as members of the Standing Committee, this was proposed by Salome Jayaratnam and seconded by Gill Onslow and **approved** by the PCC.

Felicity Cox was proposed as Honorary PCC Secretary, proposed by Ann White and seconded by Russ Teague and **approved** by the PCC.

Taiye Sanwo - kindly offered to remain as Treasurer.

Martyn Lambert - kindly offered to continue as Electoral Role Officer until after the 2025 revision. Fr David thanked Martyn for his service as the PCC Secretary.

Gay Butler agreed to continue as Safeguarding Officer in absentia.

Christine Cocks agreed to continue as CMF Officer (tbc). Greg Batts offered to continue as back up.

Roy Golding will continue as the Health and Safety Officer.

4. **Committee Membership**

We will want to monitor the formation of committees to avoid being top heavy. The committees are not the PCC but are advisory to the PCC. The Rector and Wardens are ex officio members of the committees.

Buildings Committee - Greg Batts has offered to Chair the committee as Roy becomes Church warden - other members, Bazyle Butcher, Gill Onslow, Keith Durrant, Martyn Lambert, and Len Richards. The PCC accepted the recommendation of the Committee for Chair and confirmed membership.

Finance Committee - the Hon. Treasurer is the Chair. Russ Teague and Greg Batts volunteered to be on the committee.

Communication Group - Russ reported on the importance of communicating about our work. This group has been traditionally chaired by the Rector. Members Russ, Jane Batts, Sue Baxter, Mick Groushko, Ronke Adejolu, Martyn Lambert. This will stay as is. Fr David reported that new social media policies have been issued by the church will need to be adopted.

Social Group - Salome, Felicity, Ann White and Christian.

Church Committees - St James and St Paul's will be chaired by the respective Church Warden.

St Paul's - Jill Macey, May, Marion, Roy, Clare and Martyn. Brian, Christine and others attend.

St James - Baz, Greg, Ann, Christian and Tony Osime.

These committees remain as is for now.

Churchyard Warden - Greg Batts Proposed by Fr David and seconded by Gill Onslow and **approved** by the PCC. This role will have responsibility for both grounds. The PCC thanked Brian Walters and Peter Manhire for helping to upkeep the churchyards.

5. **Minutes of previous PCC meeting(s) February, June (Annual Report)**

To be approved at the next meeting together with the

6. **Matters Arising Previous Meeting(s)**

7. Business by Correspondence

The PCC confirmed the Reredos repair which was **approved** by correspondence.

8. Minutes/Reports received

Buildings Committee minutes to be circulated. Ref SJ roof Roy and Baz will complete the temporary repairs. The Diocesan architect will prepare a specification of works for tender. Only ongoing maintenance at St Paul's.

9. Safeguarding Dashboard Update

Gay will contact all PCC members ref DBS checks, safeguarding training and the new domestic violence training. Fr. David highlighted that the training is fundamentally for the safety and protection of ourselves and parishioners.

10. Health and Safety First-Aid Training

Marion has looked at the cost of the first aid training.

Roy highlighted that we needed a risk assessment of all the buildings to update them. Roy will lead this work.

Parish Office - it was noted that the summer heat is oppressive. PCC noted that as the nursery has finished this will enable all doors and windows to be opened to create airflow. Blinds on the landing will be looked at.

11. Financial Matters

Rectory Oven - The rectory had no oven when Fr. David Stevenson moved in. Roy Golding proposed the PCC approve the purchase of the new oven. The diocese had responsibility for the property during the interregnum, so Felicity questioned whether the diocese should pay. The diocese has refused to pay. Fr. David highlighted the church green handbook, which puts the onus on PCC. The PCC agreed to pay for the cooker at £789.00. There are other remedial works which need to be rectified. Salome reported that there is an ongoing discussion about this with diocese.

Taiye highlighted expenditure to date - we are three months behind on parish share which we can only pay via drawing reserves. This will be discussed at the Finance Committee. Taiye will organise and look at this and the budget for the rest of the year. Once the budget is reviewed it will be considered by the PCC by correspondence. Fr. David and Stella need to be added as signatories and the signatories need to be updated and reviewed.

Taiye was thanked for her work.

12. Buildings

Fr. David confirmed that both Churches need to be cleared up and tidied.

13. Churchyard

The roots of an oak tree and an ash tree in the churchyard roots are disturbing the garages in Kemp Place adjacent to the churchyard, this is a Hertsmere responsibility, but they have answered no. The garage insurers are aware and advise it is Hertsmere's responsibility and will also try to contact the Tree Preservation Officer. Removal will cost up to £2000. We need to inform our insurers in case of any damage. Greg will pick this up with Salome.

14. Future of Holy Trinity and Approval of Lease

The lessee have signed the lease. The PCC was asked to approve this being signed on the PCC's behalf by Fr David, Roy Golding and Stella Nichols together with the insurance certificate to complete the rental. Proposed by Fr. David and seconded by Greg Batts and **approved** by the PCC.

The reredos will be boxed in on Monday, the costs for fabric repair or preservation will be drawn from the HT reserves left in a will for the fabric of the building. Further possibilities for the HT reredos will be discussed by the Church wardens and the Rector.

15. SJ Director of Music

Music is important for the glory of God. The PCC supported a plan of action being developed.

16. St James's Day

There will be a single parish service at St James at 10:30 am this Sunday. A Said Eucharist with appropriate preface and prayers. The following Sunday the parish will return to normal pattern (9:30am and 11:15am).

The Rector and the PCC will look at the pattern and timings of services in the future as part of our mission action plan.

Fr Tayo will support Fr David for a few months after his return from Lagos.

17. AOB

The nursery will finish their rental of the gallery tomorrow.

Keyholders will be discussed at the next PCC.

The PCC were asked to review the hall hire agreements and approve by correspondence.

Greg proposed a formal vote of thanks to Salome for all her work during the interregnum, which the PCC heartily endorsed.

18. Date of next PCC in St Paul's Church

There will be a PCC meeting 6th September at 7:15pm.

Future Agenda Items

- First Aid Training
- Clearing the Churches
- The MAP and Pattern of Services
- Keyholders