

**Parochial Church Council
Of the Ecclesiastical Parish of
St Peter and St Paul, Little Gaddesden**



**Annual Parishioners Meeting
and Annual Parochial Church Meeting
Sunday 21st September 2020**

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**The Annual Report and Financial Statements for the year ended
31st December 2019 are contained in a separate booklet.**

**Berkhamsted Team Ministry
St Peter and St Paul, Little Gaddesden
NOTICE OF ANNUAL PARISHIONERS MEETING
AND ANNUAL PAROCHIAL CHURCH MEETING**

The **ANNUAL PARISHIONERS MEETING** held on Monday 21st September 2020. This will be followed immediately by the **ANNUAL PAROCHIAL CHURCH MEETING**.

ANNUAL PARISHIONERS MEETING

AGENDA

1. Apologies
2. Minutes of the Annual Parishioners Meeting held on 7th April 2019
3. Election of Church Wardens

ANNUAL PAROCHIAL CHURCH MEETING

AGENDA

1. Apologies
2. Minutes of the Annual Parochial Church Meeting of 7th April 2019
3. Annual Report and Financial Statements
4. Independent Examiner's Report
5. Election of PCC Members
6. Election of Deanery Synod Members (Year 2 of 3 year appointment)
7. Election of Sidesmen
8. Presentation of the Electoral Roll
9. Appointment of Independent Examiner

Terri Adams, PCC Secretary
August 2020

**Berkhamsted Team Ministry
St Peter and St Paul, Little Gaddesden**

MINUTES OF ANNUAL PARISHIONERS MEETING of 7th April 2019

Number present: 24

The Vicar chaired the meeting.

Apologies:

Apologies were received from: Michael Carver, Terri Adams, Glenda Cooper, Linda Platt, Jane Murray, Jackie Tannett, Dan Graham

Minutes:

The Minutes of the Meeting of 15th April 2018 were circulated before the meeting. These were approved by the meeting and the Minutes were signed by the Vicar as correct.

Election of Churchwardens:

Barbara Sheard and Michael Carver were elected as Churchwardens for the forthcoming year as there were no other nominees. The election of both was agreed by the meeting. John Russell thanked Barbara and Michael on behalf of the entire parish for their hard work over the last year.

For Barbara Sheard:

Proposer: Arnab Banerji
Secunder: Ed Boase

For Michael Carver:

Proposer: Barbara Sheard
Secunder: John Russell

Signed:

Date:

**Berkhamsted Team Ministry
St Peter and St Paul, Little Gaddesden**

MINUTES OF ANNUAL PAROCHIAL CHURCH MEETING of 7th April 2019

Number present: 24

The Vicar chaired the meeting.

Apologies:

Apologies were received from: Michael Carver, Terri Adams, Glenda Cooper, Linda Platt, Jane Murray, Jackie Tannett, Dan Graham

Minutes:

The Minutes of the Meeting of 15th April 2018 were circulated before the meeting. These were approved by the meeting and the Minutes were signed by the Vicar as correct.

Annual Report and Financial Statement:

Annual Report:

Reports of the Church's support and outreach including details of the Little Gaddesden Primary School can be read in the 2018 Annual Report. Copies of these can be found at the back of the church.

Financial Statement:

(Verbatim from Allan Webster)

May I start with a couple of financial thank yous:

Firstly to our bookkeeper Vanessa, without whose efforts these accounts would never be produced. She works tirelessly, and all in her own time, to keep the accounts up to date, and the workload has been much greater this year with the Vestry@50 Appeal.

Secondly a big thank you to Gwen, who since the PCC decided to have just three or four people counting the collection after the morning service, has taken on that role and must now be involved 90% of the time. Also a thank you to the other "bean counters" at the morning services, evensong and all other services where collections are taken.

Finally a very big thank you to Dan Graham, who for many years has paid the collection monies into the bank, having first reconciled everything and completed all the relevant forms for Vanessa. I appreciate the work involved now that I have taken over this function.

I am going to keep this presentation very simple, but anyone who requires more detail can see me afterwards and I can supply a copy of an even more detailed report than is in the printed Financial Statement Booklet.

This has been my first full year as Treasurer, and I have to say I have been very optimistic during that time.

My feeling is the church congregations on Sunday morning have slowly increased, the attendances at one off events like the Crib Service have increased and the number of Weddings etc have also increased.

We also set out on a very ambitious programme to raise £250,000 from the Community to partially fund our new Vestry Project, and that has also been very successful.

This has reflected in our Income from normal activities, excluding the Vestry@50 Appeal' increasing by 11.5% from £64,000 to £71,000.

Unfortunately our expenditure has also risen by 10% and after minor adjustments for interest and dividend income we made a profit of £1,200.

We need to increase our annual profit and there are a few things we are doing to assist with that:

As you may know Andrew Sheard is developing a new website for the church, and as part of that development we intend to have a link to PayPal and Just Giving, so that people can give electronically.

We are also investigating the possibility of having an hand held device available in church, especially for weddings, and one off events where people will be able to donate to the church by credit/debit card.

We used to break even when charging for flowers at weddings, but a big thanks to Ann Isherwood, as we now make a profit out of flowers, and although only £250 in 2018 we are confident that will continue to increase in the coming years.

The PCC are also confident that once the new Vestry is operational it will also be a source of additional income.

However, in spite of all the above I would urge everyone who gives to the church whether it be on a regular basis by standing order or at Sunday collections to review their planned giving, and to consider increasing it, especially if they have not done so for a year or two, as even a 10% increase would generate another £5,000 per annum including gift aid.

I will now bring you up to date concerning the Vestry@50 Appeal.

The first donation was received in early April 2018, and by 31st December 2018 the appeal had raised almost £195,000.

We had expended £3,900 of this income at the year end.

I can further report that at 29th March 2019 we have now collected just over £205,000 including gift aid, with a further £7,000+ outstanding but pledged through standing orders, giving a total of over £212,500.

Analysis of the above figure shows:

Donors – General gifting (including standing orders)	£195,000
Curry Evening and Silent Auction	9,000
Film Night	800
Safari Night	1,100
Burns Night	2,100
Grants	4,500

My thanks to every one who has donated, so far, and to all those who have organized the wonderful events and attended these events knowing the proceeds were going to the Vestry@50 Appeal.

My sincere thanks also go to all the volunteers who have assisted in submitting various grant applications ably guided by Michael Carver.

In addition to the above we have been granted £5,000 from the Beatrice Laing Foundation (not yet received) and had further donors pledge £15,000+ to be paid after 6th April 2019.

At this time we are continuing to receive donations, and are confident that we will raise sufficient funds to fully complete the project including new heating for inside the church building.

Finally just to say our Investments actually went up in value by £1,600, which was good news in a year when most investments ended lower.

It is not always easy to see our investments by looking at the Audited Accounts as they are not presented in one place, but I have summarized the year end values in the Annual Report.

The Goddard Fund and the Cash on deposit will be used for the Vestry@50 Project and, if at all possible, we would seek to use less than the £150,000 initially budgeted by continuing to apply for grants, including reducing our VAT liability, which would offset the usage of our own reserves.

Thank you.
Allan Webster

Rus Westmacott proposed a vote of thanks to all the financial team for putting together the figures for 2018.

4. Independent Examiner's Report

This is incorporated within the papers for the meeting, signed by Shaun Brownsmith, FCA of Haines Watts.

5. Election of PCC Members

The following were re-elected to the PCC:

Anne Wooster, Linda Platt, Sarah Gall, James Mitchell, Ben Storey,
Allan Webster, Glenda Cooper, Nikki Hurst, Ed Boase.

Vanessa Connor (co-opted), Helene Hockings (co-opted).

Proposed by: Anthony Archer

Seconded by: Mike Walsham

The meeting unanimously approved these members and they were duly elected.

6. Election of Deanery Synod Members

Anthony Archer encouraged other PCC members to become a Deanery Synod representative as it is not an onerous task. This year is the start of a new triennium. No person came forward, so Terri Adams was elected to continue in this position. If anyone comes forward at a later date, they can be co-opted into the position.

Proposed by: Allan Webster

Seconded by: Mike Walsham

7. Election of Sidesmen

The following people were elected to be sidesmen:

Terri Adams, Louise Archer, Hilary Catchpole, Ian Catchpole, Sarah Gall, Helene Hockings, Linda Platt, Gwen Rafferty, Sarah Jones, Simon Jones, Jane Levy, Allan Webster, Jane Dickson, Nick Murray (reserve).

Evensong Only:

Ralph King, David Nowell-Withers, Margaret Nowell-Withers, David Scriven, Mike Walsham

New Sidesman for 2019: Tony Warr

Colette Newman stood down as a Sidesman and she was thanked for her efforts.

Proposed by: Sarah Gall
Seconded by: Anthony Archer

The meeting unanimously approved those elected.

8. Electoral Roll

Terri Adams was unable to attend the meeting, but John Russell reported that there were 103 people on the Electoral Roll for 2019.

9. Appointment of Independent Examiner

The meeting was unable to appoint an Independent Examiner. Our previous Independent Examiner, Jane Hart, has retired and sold her company to Haines Watts. This company would like to charge a lot more for their work than we have paid in the past so the PCC will look at alternatives and appoint an Independent Examiner as soon as possible.

The meeting was closed by the Vicar with prayers.

Signed:

Date:

CHURCHWARDEN'S REPORT

Churchyard.

Mr Frank Peacock, his wife and his family continue to maintain the churchyard to a high standard, particularly clearing up the havoc wrought by nightly visits of the deer, who throw about the flowers on the graves. There is no way we can keep them out, so it is a question of just managing the damage. The churchyard is much visited so forms an important part of the church outreach and its tidiness is noticed and appreciated. Regrettably Mr Ralph King, who has been the principal overseer of the churchyard died just before Christmas. He had been helped by Tracy Jefferson who looked after the flower beds and we will ask if she will be happy to continue to do this, although we will lose Mr King's donations of the plants.

Building Exterior.

Repairs have been made to loose mortar above the window to the right of the Great Monument in the north aisle which was letting in rainwater, and the cracked mullion of the window at the west end of the north aisle has been re-faced in Totternhoe stone by Boden and Ward. A wasps' nest was discovered above the west window of the south aisle with wasps getting into the church. It needed two visits to destroy it. The gateposts of the front gates to the churchyard have gradually moved to reach a point where the gates were catching on the ground, so washers have been put in the hinges to solve the problem, certainly for the time being. The Quinquennial inspection is due next year.

Building Interior.

Maintenance servicing took place for the fire extinguishers, boiler and the organ was tuned. The boiler continues to be extremely unreliable and it is becoming apparent that we should look at installing a replacement in the very near future. A new Roll of Honour has been made, and is fixed on the wall opposite the British Legion flag. This is the result of a lot of research by Jane Dickson initiated by the centenary celebrations in 2018. The brass lectern became dangerously loose but has been repaired and is now safe again.

The Thomas Field Hall – Vestry@50 Improvement and Extension.

Much of the year was taken up with the architect finalising design details, particularly of the glazed roof to the Ambulatory, but documents were finally finished and Tenders from 3 builders were invited in August. The quotes received were much higher than we had been initially advised, but after careful appraisal a local builder, Clarks Construction Ltd of Markyate were appointed and a contract sum agreed. They are very experienced in this type and scale of work and we hope that the process of the construction of the building will go well. We also appointed IDE Contracting Ltd as sub-contractor for the glazing to the Ambulatory. Before construction starts an archaeological survey of the area covered by the extension has to be carried out and we have appointed KDK Archaeology to do this. The extent of the work is uncertain so we are allowing a fair amount of time for it so that the main contract is not delayed.

Thanks.

Our church would not look as well cared for without the work of many volunteers who carry out a myriad of often small, but very important, jobs which collectively show God's love at work and we would like to thank everyone for their contributions.

The final thanks are to Vicar John who has worked so hard throughout the village.

This year he took 3 months in the late spring/early summer as Extended Study Leave which gave him a time of respite from the pressures of his ministry, a chance to relax and also to visit other parishes. He has returned energised and with interesting ideas to develop!

We also wish to thank Karen, his wife, who shares him so generously with us and must sometimes wonder what her husband looks like when he has a busy patch! We are very blessed to have you both.

Barbara Sheard, Michael Carver -
Churchwardens

MISSION ACTION PLAN

The PCC review the Mission Action Plan regularly.

SAFEGUARDING

The PCC and the incumbent have a duty of care to ensure the protection of the vulnerable in their church community. In terms of safeguarding, with the incumbent the PCC will:

Promote a safer church for all in the church community, and ensure there is a plan in place to raise awareness of, promote training and ensure that safeguarding is taken seriously by all those in the church community.

James Mitchell was confirmed as our Safeguarding Officer at the PCC meeting on the 5th June 2017. He, the churchwardens and the vicar have all completed the Diocesan Safeguarding Courses during the year and members of the PCC have all now completed the online safeguarding courses.

At the PCC Meeting on 2nd March 2020, the updated safeguarding policy from the diocese was formally agreed and accepted. Otherwise, thankfully, there have been no issues to report.

James Mitchell, Safeguarding Officer

LITTLE GADDESSEN C of E PRIMARY SCHOOL

The year began with a celebration for the governing body at the House of Commons in May, where we were given a "highly commended" award by the National Governance Association in the Outstanding Vision and Strategy category.

In July, we mourned the sudden and untimely loss of our Vice-Chair and good friend, Anne Consedine who had been so much part of school life over a number of years. She brought much to the governing body and had a particular talent for translating jargon and acronyms into simple plain English, which was greatly valued by all. In September, we welcomed a new governor Anne Heath as a foundation governor and currently have two vacancies for governors.

We owe a great deal to our Head teacher, Charis Geoghegan, who announced in October 2019 that she would be retiring from the school at Easter 2020 after 16 years in the role. Her contribution has been enormous, including always and unequivocally putting the needs of the children at the heart of decision making and creating a culture of continuous learning for staff. The recruitment process for a successor resulted in the appointment of Lorna Elkes, who is currently the Acting Head teacher at Brookmead School in Ivinghoe. Lorna has previously been a

parent, teacher and governor at the school already, so already knows it well and we look forward to her taking up her post at the start of the summer term.

The Friends of Little Gaddesden School continue to be extraordinarily successful both in raising funds to support the school and creating events that enable the wider community to come together.

Our 2019 SATs results maintained the expected high standards. The results for reading were particularly notable, achieving 7th place for attainment in reading and 50th place for progress in reading in the national league tables out of more than 20,000 schools. At the end of July, 16 children from Year 6 left us, to move on to Tring School (9), Chesham Grammar, Kings Langley, Parmiters, The Beacon School, John Colet Secondary and the Henry Floyd Grammar School.

The new school year began in September, with 100 children on roll, including 19 new arrivals in Reception. This coincided with the launch of the new Ofsted 2019 framework. In practice, this means that pupil outcomes (measured by SATs results) won't be the main factor for inspectors when considering a school's judgment. The quality of teaching, learning and assessment will still be judged, but will be "viewed in the context of the provider's curriculum". For each subject within the curriculum, schools are now expected to articulate the "intent, implementation and impact" and show how the curriculum is sequenced as pupils progress through the school.

The school continues to have regular visits from the Revd John Russell, and also from David Russell (Northchurch Baptist Church) as well as one-off visitors including Sublime Science, Animal workshops Mary –Ann Mountford, Youth Leader. During the year pupils have taken part in the full range of sporting events including tournaments for Cross Country, Football, Rugby, Cricket, Athletics and Netball. There is a new twice-weekly Golden Mile running club which takes place before the start of the school day.

All our children had the opportunity to join the usual wide range of outings, with Class 4 going to Billionaire Boy at the Bloomsbury Theatre and Bletchley Park; Class 3 went to RAF Halton and Neasden Temple and also took part in a singing festival at Great Gaddesden Church with Great Gaddesden and Gaddesden Row School: Class 2 went to St Pauls Cathedral and Greenwich Maritime Museum; Class 1, 2 and 3 went to the pantomime in Chesham and the school's Arts Ambassadors organised The Big Draw for Class 1 and 2. Last summer, Class 4 went to the Houses of Parliament, and to the Isle of Wight for several days. Most recently, children took part in a singing festival in the Royal Albert Hall organised by Herts Music Service. A real highlight of the year was pupils' work being exhibited in the National Gallery as part of their "Take One Picture" initiative in summer 2019.

Briony Sutcliffe, Chair - Governing Body

BELL RINGERS

This year we have rung for four weddings with help from other towers, for which we are very grateful.

We have had five lots of visiting ringers. One was a band from Hemel Hempstead who rang a Quarter peal to celebrate the arrival of Brian and Debbie Crawley's second grandchild.

We hosted the Annual District Meeting in April and 33 sat down to tea. After expenses were taken the surplus was donated to the Vestry Appeal. We are looking forward to more space in the new vestry in 2020.

We had pancakes and our usual Christmas party to which we invited our friends from Northchurch, Hemel Hempstead and Great Gaddesden. We drank mulled wine, ate mince pies and other goodies and then sang carols accompanied by John Leonhardt on the organ. We rang in the New Year and enjoyed a glass or two and some mince pies once again.

We are indebted to Su and David Gambling from Hemel Hempstead who has been teaching our learners. Nathaniel Mole is well and truly now a competent member of our band and Ben Jones has joined us and will soon be ringing on Sundays. I must mention Valerie Clark from Northchurch who has been up most Sundays and Tuesdays to ring here. She has been living in a camper van for almost a year having sold her house and waiting to move into her new one. She has now moved in but still comes and rings with us which we are very grateful for.

Virginia Westmacott, Tower Captain

CHILDREN IN CHURCH

Sunday School Report

As per the previous year's report, the children were continuing to leave the service after the Gospel for Sunday School and returning just before communion for their blessing. Topics are based on the Lectionary calendar and the readings are used as the basis of the activities where appropriate. Resources such as craft activities, crosswords, word searches and colouring pages are used to reinforce the message in the readings.

We are still getting various ages and numbers of children each week so activities are designed to suit all ages from toddlers up to 10/11 year olds. We are not running this format on Café Church dates but children are still able to leave the church for supervised activities organised by Heather. Unfortunately over the past year our volunteer numbers for Sunday School have reduced to five. An appeal for more volunteers has not been successful. I continue to manage the quarterly rota and plan the activities and resources needed for each volunteer. Barbara has provided us with new storage drawers which were to be kept in the new outbuilding during the building work. We have a good selection of paper, scissors, glue, pens, pencils and crayons. We could really do with more volunteers to make sure there are no gaps in the rota going forward and this is something I will continue to work on.

Kate Pratt

Messy Church

February

Pancake races for children and adults followed by cooked tea for the children and tea and cake for the adults.

March

Fathers and children make posies of Daffs and greenery for Mothering Sunday.

Tea and cakes

April

Creating an Easter garden and Easter craft activities followed by cooked tea for children and tea and cake for adults.

Summer club 'Going Wild with Nature'. Two days of activities without parents. Mainly out and about. Treasure hunts, dissecting owl poo, identifying grasses, plants and mushrooms alongside Bible stories and awareness of 'God's perfection'. Last afternoon big tea with parents.

October/November

Saints and sinners. Back to arts and crafts format with parents.

December

Children's Advent workshop alongside adults' wreath making. Always a very popular event. The wreaths are blessed before a big tea is served to all. Approx. numbers 20 children, 30 adults.

Sarah Gall

Pram Service

Gwen Rafferty and Barbara Sheard continued in their monthly visits to the children in Pre-school at the Village Hall to deliver a Pram Service of songs, a bible story and craft. We are warmly welcomed by Jenny Ivory and her staff and the children.

Barbara Sheard

THE PARISH NEWS

Editors: Helene Hockings, Nick Murray, David Nowell-Withers and Mike Walsham.

Distribution: For many years, the magazine distribution has been organised by Anne Wooster. Anne has now retired from the role and our thanks must go to her for all her energy, good humour and organisational skills. Thank you Anne. Nick and Jane Murray have now taken on the task of delivering the magazines to the distributors. Magazines are delivered by hand to subscribers by a group of volunteers. A few copies are on sale in the church and the village shop. An up-to-date list has been compiled showing exactly who receives the magazine in the village.

Church Festivals: For Easter and Christmas 2019, specific cards were delivered to every household in the village by a team of volunteers organised by Sarah Gall. Sarah Gall has recently taken over this job from Louise Archer and our thanks must go to Louise for her sterling service in this regard over the last 7 years.

The design of the Easter card for 2019 had an image on the front and details of the services in Holy Week on the back. We did not deliver the Parish News to all households with the Easter card.

For the Christmas card we provided a landscape card with a picture on the front along with the service details for all three Parish Churches. This was delivered to all households in the village along with a copy of the December/January Parish News.

Covers: We have continued the use of coloured paper and our own images for the front cover. We have used sketches provided by Virginia Westmacott and Tim Hockings. The images can be up-dated and changed month-by-month. We would welcome other designs by artists in the village and could possibly use appropriate photographs.

Number of Issues: We compile 10 editions of the magazine in the year with joint editions for December/January and July/August.

Size: We continue to publish a 16-page magazine, with occasional 20-page or even 24-page magazines if we have a lot of information. This is done on an A5 layout.

Circulation: This is stable and we are currently printing 170 copies each month. For payment of subscriptions, direct payment into the Church Bank account is available for those who can use this facility. Alternatively, cash or cheques are acceptable. The cost has been maintained at £5.00 for the annual subscription.

The Church website has now been up-graded, and the magazine can now be accessed on-line and hopefully will be viewed by a wider readership. Many thanks go to Andrew Sheard who facilitates this innovation. It is hoped that people reading the on-line version will also subscribe to the magazine to help cover costs.

Helene Hockings

VISITOR'S/WELCOME GROUP

At present new residents receive a welcome letter together with a copy of the Parish mag and the Gaddesden Diary. Their 'welcomer' will be if needed their first point of contact for local info etc. The village is divided up into approx. 33 groupings each with one organiser who is at present also responsible for distributing the Easter and Christmas service cards as well as the Parish mag for those two months. In view of the more frequent turnover of residents, increased housing and that most of the distributors are not Church attendees, we may have to look at reverting to the original Parish magazine distributors or joining forces with the Gaddesden Diary distributors. The basic structure in place now means that all distributors live in the same area that they look out for rather than at different ends of the village which means in an emergency there is already someone in place who is happy to take a lead.

Sarah Gall

DEANERY SYNOD

The Berkhamsted Deanery Synod gathers representatives from the various parishes in the deanery and met three times during 2019. All members of our congregation are welcome to attend the meetings and the nominated representative remains just me! Any further support is very welcome and the lectures are always interesting.

I only managed to attend one of the formal meetings in 2019 – but it was definitely the best. The speaker was Rev Lucy Winkett from St James in Piccadilly. She is a well-known speaker often appearing on the radio in Thought For The Day on radio 4 in the morning. She spoke on the topic Good News or Fake News. My article on this appeared in the July Parish News.

Other meetings included a talk by the Deanery Youth Officer and a launch of the Bishop's Harvest Appeal.

The deanery synod provides an opportunity to extend our contacts to other churches in the area and the meetings are open to any interested participants as well as our elected representatives. I will continue to publicise future dates in our own Parish News and the pew sheets when they are notified to me.

Terri Adams