

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



**Annual Parishioners Meeting  
and Annual Parochial Church Meeting  
24<sup>th</sup> April 2022 after the 9.30am morning service**

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**The Annual Report and Financial Statements for the year ended  
31<sup>st</sup> December 2021 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 24<sup>th</sup> April 2022. The **ANNUAL PAROCHIAL CHURCH MEETING** will take place after the APM.

**ANNUAL PARISHIONERS MEETING**

**AGENDA**

1. Apologies
2. Minutes of the Annual Parishioners Meeting held on 22<sup>nd</sup> April 2021
3. Election of Church Wardens

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**ANNUAL PAROCHIAL CHURCH MEETING**

**AGENDA**

1. Apologies
2. Minutes of the Annual Parochial Church Meeting of 22<sup>nd</sup> April 2021
3. Annual Report and Financial Statements
4. Independent Examiner's Report
5. Election of PCC Members
6. Election of Deanery Synod Members (Year 1 of 3 year appointment)
7. Presentation of the Electoral Roll
8. Appointment of Independent Examiner
9. Remarks

Terri Adams, PCC Secretary  
2022

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

**MINUTES OF ANNUAL PARISHIONERS MEETING of 22<sup>nd</sup> APRIL 2021  
VIA ZOOM HOSTED BY REVD JOHN RUSSELL**

**Present:** Revd John Russell, Michael Carver, Heather Tisbury, Barbara Day, Terri Adams, Ben Story, David Scriven, Rus and Virginia Westmacott, Annabelle Grassini, Anthony Archer, Vanessa Connor, Jane Dickson, David and Margaret Nowell-Withers, Barbara Sheard, Allan Webster, Jane Murray, Roger Bolton, Sarah Gall, Helene Hockings (Minutes Secretary)

The Vicar chaired the meeting. The meeting was opened with prayers.

**Apologies:**

Apologies were received from: Linda Platt, Glenda Cooper, Nick Murray, Douglas Adams

**Minutes:**

The Minutes of the Meeting of 21<sup>st</sup> September 2020 were circulated before the meeting. These were approved by the meeting and the Minutes were signed by the Vicar as correct.

**Election of Churchwardens:**

Michael Carver is standing down as a Churchwarden. John Russell expressed his thanks for all his dedication and efforts over the last three years and acknowledged that the successful completion of the Thomas Field Hall would have been extremely difficult without his expertise. Thanks was extended also to both Barbara Sheard and Allan Webster for their complementary skills regarding the building project too.

Barbara Sheard and David Scriven were elected as Churchwardens for the forthcoming year as there were no other nominees. The election of both was agreed unanimously by the meeting.

**For Barbara Sheard:**

Proposer: Barbara Day  
Seconder: Nick Murray

**For David Scriven:**

Proposer: Roger Bolton  
Seconder: Isabelle Green

**The meeting was closed by the Vicar**

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

**MINUTES OF ANNUAL PAROCHIAL CHURCH MEETING of 22<sup>nd</sup> APRIL 2021  
VIA ZOOM HOSTED BY REVD JOHN RUSSELL**

**Present:** Revd John Russell, Michael Carver, Heather Tisbury, Barbara Day, Terri Adams, Ben Story, David Scriven, Rus and Virginia Westmacott, Annabelle Grassini, Anthony Archer, Vanessa Connor, Jane Dickson, David and Margaret Nowell-Withers, Barbara Sheard, Allan Webster, Jane Murray, Roger Bolton, Sarah Gall, Helene Hockings (Minutes Secretary)

The Vicar chaired the meeting.

**1. Apologies:**

Apologies were received from: Linda Platt, Glenda Cooper, Nick Murray, Douglas Adams

**2. Minutes of the APCM meeting of 21<sup>st</sup> September 2020:**

The Minutes of the Meeting held on 21<sup>st</sup> September 2020 were circulated before the meeting. These were approved by the meeting and the Minutes were signed by the Vicar as correct.

**3. Annual Report and Financial Statement for year ending 31<sup>st</sup> December 2020:**

The Report of the Church's year which was severely curtailed due to the Covid-19 Pandemic, can be found in the printed copy of the Annual Report and Financial Statements. Copies of these can be found at the back of the church.

The meeting agreed with the details of the Report and there were no questions.

**4. Independent Examiner's Report**

This is incorporated within the papers for the meeting, signed by Janet Hart, FCA CTA of Berkhamsted, Hertfordshire. No concerns were raised.

**5. Election of PCC Members**

The following were re-elected to the PCC:

Allan Webster, Michael Carver, Ed Boase, Linda Platt, Sarah Gall, James Mitchell, Glenda Cooper, Jane Dickson and Ben Storey

Vanessa Connor (co-opted) and Helene Hockings (co-opted)

Proposed by: Roger Bolton

Seconded by: Sarah Gall

The meeting unanimously approved these members and they were duly elected. The Vicar thanked the members of the PCC for their contributions and shared knowledge over the year.

## **6. Election of Deanery Synod Members**

Terri Adams is already a Deanery Synod member and is in the final year of a 3-year appointment. There are two vacancy positions available. There are 3 meetings a year and members become ex-officio members of the PCC. Roger Bolton volunteered to be one of the additional members required. Roger was welcomed into the position by the meeting and was unanimously approved.

Proposed by: Terri Adams  
Seconded by: Anthony Archer

## **7. Election of Sidesmen**

This is now become the business of the PCC and the sideman will be elected at the next meeting on 21<sup>st</sup> June 2021.

## **8. Electoral Roll**

The Presentation of the Electoral Roll showed that there are 106 people on the Roll this year.

## **9. Appointment of the Independent Examiner**

Janet Hart would like to step down from being the Independent Examiner so the PCC will be looking for another person to fulfil this role. However, Janet has indicated that she would be happy to be re-appointed for the coming year until someone else can be found and, if no-one can be nominated, continue.

Proposed by: Anthony Archer  
Seconded by: Jane Dickson

Janet Hart was thanked for her work this year, as the accounts have been much more complex due to the Thomas Field Hall construction work.

## **10. Remarks**

The Vicar said that he was delighted that David Scriven had agreed to be a Churchwarden and has been asked to look at specific areas of church life especially about Mission to the parish and making the church more attractive to younger people. We haven't said much about our MAP (Mission Action Plan) but discussions will be on-going.

**Worship.** This last year has been extremely difficult but we have managed to keep our services going on-line during the various lockdowns and if there is no third wave, worship should get back to normal with services in church. Not being able to sing in church is difficult to understand with everyone wearing masks, but at least the choir is now able to lead our singing. Meanwhile we keep using recorded music.

**Website.** During the pandemic, the website has come into its own and thanks goes to Andrew Sheard who has put the website together. He has also made sure that the services have been shown on-line along with the Order of Services so that those unable to attend church have felt included. The services will continue to be recorded at the moment, but it is hoped that most congregants will feel able to return to church in the near future.

**The boiler.** The new boiler works well now even in the cold weather! The Vicar thanked Michael Carver who has spent much time on organising the heating in the church. There are still a few things to be done, but it is hoped that this will be completed soon.

**The Thomas Field Hall.** It is slightly chaotic at the moment as we are waiting for the cupboards to be built in the hall and ambulatory. These should be completed shortly. The Vicar thanked the three people who have steered the building work through to completion – Michael Carver, Barbara Sheard and Allan Webster. Without these three working so well as a team, it would have been extremely difficult to get the building completed within the time frame.

**Safeguarding.** The church is compliant with all policies required and our Safeguarding Officer, Heather Tisbury, is keeping us up-to-date.

The Vicar thanked the two co-opted members of the PCC – Vanessa Connor and Helene Hockings – for all their hard work over the year. He is aware that they do many more hours than they are paid for.

**Christian Aid.** The Vicar indicated that the way Christian Aid works has had to change this year (and last) due to the pandemic and that the days of house-to-house collection is probably obsolete. With Julie Leonhardt's passing, there is a vacancy as co-ordinator in the village and it is hoped that someone may step into the vacancy to organise this year's collection. Christian Aid week is 10<sup>th</sup>-16<sup>th</sup> May 2021.

**(Subsequent to the meeting, Annabelle Grassini has volunteered to take on the co-ordinator of Christian Aid in the village, ably assisted by Jane Murray. Posters have been put up in the village and a giving envelope on-line has been set up for the church. A fundraising strawberry cream tea will be organised in the Thomas Field Hall on Saturday 26<sup>th</sup> June to raise additional funds for the Christian Aid effort. Time to be confirmed.)**

Barbara Sheard thanked the Vicar on behalf of everyone saying that it had been an extremely difficult year but that all his hard work had paid off. We are very thankful to have had him leading our church during this challenging time.

There were no other comments from the participants and the Vicar closed the meeting.

## **Churchwardens' Report**

### **The Churchyard**

The churchyard continues to be maintained to a high standard by Frank and Jean Peacock and their family, whom we thank. Also, Tracy Jefferson has continued to beautifully maintain and plant the flower beds and planters round the church doors and we thank her very much. We do get many appreciative comments about them all. Snowdrops were planted along the avenue leading to the West door of the tower in memory of Julie Leonhardt and these will flower for years to come.

Unfortunately the Christmas Tree which was planted to commemorate the Pandemic failed, but it has been replaced in a different spot and should survive better.

The six war graves in the churchyard continue to be monitored by Jane Dickson as part of the Commonwealth War Graves Commission Project - "Eyes On, Hands On".

### **Building Exterior**

The cause of the damp on the wall over the south aisle arch was finally identified as the failure of the lead gutter on the roof between the south aisle and the nave. This was completely replaced in August. The churchyard gates were found to be broken after the builders left and they have all been repaired and refurbished by David Brattle. We are most grateful for David's beautiful work.

### **Building Interior**

The cause of the damp patches in the window tracery on the north aisle is being investigated. The regular maintenance survey has been carried out on the fire extinguishers, lightning conductor (next due 2024) and the organ.

The temporary screen dividing off the Bridgewater Chapel was taken down in April, the contents sorted and moved to the Hall.

### **Church Heating**

A faculty has been applied for to install the two new fan coil units following a visit by the DAC in December. New motors were installed in the heater in the north aisle and all the heaters were cleaned and serviced.

Meetings have been held with UK Power Networks to identify the route for the upgraded mains power cable which they will install and a Faculty has been applied for.

We are mindful of the church's ambition to reach net carbon zero by 2030 and are starting to prepare a report and survey to this end.

### **The Thomas Field Hall**

Practical Completion was achieved at the end of February 2021, and ranges of cupboards were built by Michael Carver and Tim Hockings to provide much needed storage. We are most grateful for Michael and Tim for their hard work and creativity. However, the Hall could not be used until June due to restrictions on movement because of the Covid 19 pandemic. Since then documents have been drawn up detailing Terms and Conditions for hiring out the Hall and setting hiring rates. There have been several bookings and the Hall has been used for receptions after funerals and various meetings of both church and village groups. It is being well received and we hope bookings will increase next year.

Barbara Sheard and David Scriven, Churchwardens

## **Mission Action Plan**

The PCC review the Mission Action Plan regularly.

## **Bell Ringers**

Early 2021 we were still in lockdown from the Covid Pandemic. Things gradually opened up and we could ring wearing masks, and be socially distanced, meaning we could only ring 4 bells at a time.

The bells were rung at Easter and, following the death of The Duke of Edinburgh, the tenor was tolled on 10<sup>th</sup> April. We managed to ring 6 bells at crack of dawn on Ascension day, and had more tolling for the NHS on 5<sup>th</sup> July in recognition of their devotion to duty.

We have rung for 3 weddings.

We hosted the Western District monthly meeting with socially distanced meeting and ringers bringing their own tea, which they had outside.

There was ringing at the Thanksgiving service for the life of Julie Leonhardt who was a ringer and also for Dan Graham who had been church warden for many years, both of these in October. Christmas ringing was a bit thin and there was no appetite to ring in the New Year. Maybe next year!

Nathanial Mole is now a competent member of our team. He rang his first Quarter Peal in November and has since been elected a full member of the Western District. He has also been ringing with the Young@Herts youth band. He has been joined by his younger siblings Oliver and Hannah. Both have been taught by Mike Below at Berkhamsted and now they are regular Sunday ringers. We have also been joined by Val Watson who has recently moved to Potten End, looking for a tower to join she landed with us and is a huge asset to the band.

With the new addition of the Thomas Field Hall, we managed to hold our Christmas Party in sumptuous surroundings! John Leonhardt played the organ for some carols, it was much enjoyed by all and got us into the festive spirit!

Lockdown has not done us "oldies" any favours and some of us are struggling to get back to the form we had before covid. We are so lucky that we still have Su and David Gambling who come regularly on Tuesday and keep us going and we are very grateful to them.

Virginia Westmacott - Tower Captain



## **Little Gaddesden Parish Church – Annual Safeguarding Report**

The Parochial Church Council is committed to the safeguarding of children and vulnerable adults who come into contact with our church family and in 2021 the PCC **has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to the House of Bishops’ guidance on safeguarding children and vulnerable adults)**. There have been no Safeguarding issues or disclosures reported during 2021.

During the year the PCC reviewed Safeguarding Policies for both children and vulnerable adults, the Parish Response to Domestic Abuse and Recruitment of Ex-Offenders Policy Statement. Safeguarding risk assessments have been compiled or reviewed for Services, Sunday School and special events especially those involving families with children and Little Gaddesden School.

As a result of the Safer Recruitment and People Management Guidance, June 2021, and following National Safeguarding directives, St Alban’s Diocese updated the Learning Pathways in Safeguarding Training and updated timescales for Disclosure and Barring Service processes. Clergy, Readers, PCC members (trustees), Church Officers and Sunday School Volunteers are currently compliant with the Disclosure and Barring Service processes and the C of E Safeguarding training requirements are ongoing.

The Parish Safeguarding Dashboard has been updated throughout the year to reflect the current situation.

Heather Tisbury – Parish Safeguarding Officer, Lead Recruiter

## **Little Gaddesden Church of England Primary School**

As always, the school owes a great deal of gratitude to its Headteacher, Lorna Elkes, who is now 2 years into her role as head and has dealt with another year of disrupted school studies due to the pandemic. The governors are hugely grateful to Lorna and all the staff at the school for their commitment and energy to continue to support pupils and parents during another difficult year for all.

As we entered the Christmas break there was an expectation that schools would return as planned in January, however the Government called for closures making them only available once again to key workers and vulnerable pupils. The school adapted quickly, moving to remote learning, teachers provided recorded videos to support all the learning, enabling families to manage their own schedules with home learning around working commitments and multiple children etc. The school also delivered live story time for all and regular check-ins for those that required it. Music lessons, where applicable, moved online and resources provided by Heather Tisbury were shared to maintain our commitment to collective worship. The school also provided, where needed, devices to enable people to have better access to Google Classroom.

The staff must be commended for their ability to manage both in school and remote learning simultaneously - no easy feat! Learning packs were also provided for families to support remote learning, and a reading book rota system was established to ensure pupils could exchange reading books throughout this period.

There was a wellbeing week at the end of January, which coincided with the big garden watch run by the RSPB which the school provided resources for to enable families to engage.

February brought the introduction of lateral flow tests for staff and then 8th March saw the much-welcomed return to school for all pupils. Clubs also returned at this time as they served many purposes including providing much needed support for many of our working families. Over the following months the school has focused on the wellbeing of the children and the re-introduction to learning in a classroom environment.

The children were able to get involved with Comic Relief, World book day celebrations and an enrichment day where children got to come dressed as someone from their favourite sports team. This raised 252.70GBP for Comic Relief. Parent meetings via zoom took place. Due to continued restrictions and to help stop the spread, parents were unable to attend the Easter service, so the school recorded it and made it available to parents.

On the 23rd March as part of a national day of reflection, Class 4 went to church to share some of their own reflections of the last 12 months including two lockdowns - there are some lovely quotes in the schools newsletter dated 25th March.

Other events included an animal workshop, a BMX workshop and a loan of artifacts from Dacorum heritage trust. Class 3 took a mock flight to Finland, as part of a Geography project and a Circus skills workshop. Luke Delahunty an RAF veteran and two Invictus games athletes also visited the school.

There was also a poetry slam, a book fair and visit from poet Zohab Zee Kahn. Sports day was held (minus the parents). Class 1 returned to regular Ashridge visits as part of school in the woods, 2 new guinea pigs "Funky and Biscuit" were purchased for Class 1, a new choir has been formed and they performed at St Peter and St Paul's church, Tring as well as at the Christmas School fair. We witnessed the return of inter school sports meets and Harvest Festival in church with everyone welcome and including refreshments in the lovely new Thomas Field Hall.

There were also many school trips for all pupils including class 4 attending PGL.

Once again, the Friends of Little Gaddesden School have continued to be super supportive of the school raising several thousand pounds enabling many projects to happen at the school. A brand-new minibus bought in collaboration with the local community and the parents of Tring School, is proving a huge asset for both staff and children.

September saw the school welcome 16 new pupils to reception and applications for 2022 intake are once again extremely high which is as always very positive!

As the year came to a close, we saw the return of bubbles to reduce the spread, however the school's own production of Peter Pan went ahead but moved to an online showing, as did the end of term service. We all now hope for 2022 that we can complete a full school year in school with no further restrictions. We are grateful to all who have helped the school over the last difficult year.

Anne Heath, Chair – Little Gaddesden Primary School Governing Body

## **Children in Church**

### **Sunday School**

Due to the Coronavirus lockdown, there was no Sunday School in church in 2021. It is hoped that this will be revived in 2022 using a new organising team, mainly drawn from Little Gaddesden School parents.

### **Arts & Crafts**

**December arts and crafts.** Wreath making for the adults and Christmas crafts for the children. As the event clashed with a school event put on by the Friends of Little Gaddesden School, we had very reduced numbers which was a shame.

Sarah Gall

### **On-line Activities**

There were no specific on-line activities in 2021.

Heather Tisbury

### **Pram Service**

Due to the Coronavirus lockdown, there were no pram services this year

Barbara Sheard

## **Parish Welcome (Visitor's Group)**

The visitor's group has pretty much run its course as far as the Church is concerned. Because of Covid, we split the village up into areas. Each of those groupings has a Whatsapp group which helped welcome those new to their area. They were then contacted by one of the group who filled them in with village news. Almost none of those volunteers are Church members but do a great neighbourhood job.

Sarah Gall

## **Deanery Synod**

The Berkhamsted Deanery Synod usually offers three meetings a year for representatives from the various parishes in the deanery along with any other interested members of the congregation. Our parish now has a full complement of representatives - Terri Adams, Roger Bolton and Annabelle Grassini.

As in 2020, Covid rather got in the way of our meetings but we did manage to resume in person from October 2021 with the annual Deanery lecture. This was on the topic of the communities of St Aidan and St Hilda in the Northeast of England and the presentation was given by Rev Simon Reed who was an excellent speaker.

The year was also marked by elections to the General Synod which saw Anthony Archer stepping down after serving since 1990.

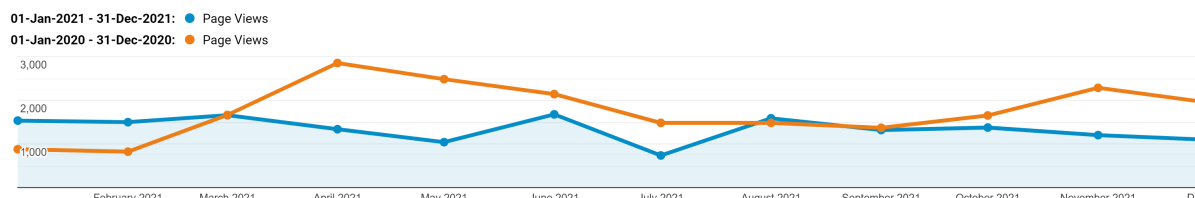
Regular reports are published in the Parish News.

Terri Adams

## Website Report for APCM 2022

### Website in 2021

- Website usage in 2021 as measured by page views was 16,075, which is about 24% down from 2020 (21,078). 2020's figure was high because of the pandemic and the consequent migration online of many church activities. The graph below compares the monthly page views for 2021 in blue with those for 2020 in orange.



- Over the year, the most popular pages on the website were the **Front Page** and the collection of **War Remembrance** pages, with 3,395 views (down 39%) and 3,173 views (up 59%), respectively. Jane Dickson tells me of a recently promised donation to the church by a website user that was directly because of the War Remembrance pages and her response to his enquiry – so maybe the invitation to make a donation at the foot of each War Remembrance page is having at least a modest effect. The **Services** page had 1,710 views, down 71% from 5,839 in 2020, reflecting the end of broadcasting services in the summer of 2021.
- During the pandemic, the first section of the **Front Page** was repurposed as a sort of church notice board. This has proved quite useful and popular, and so has been kept. The previous introductory section has been moved down the page and re-titled to make it clear that it's particularly aimed at first time visitors and anyone looking to sign up to the mailing list.
- The **Church Tour** and **Great Monument** pages remained popular with 1,083 views between them (1,086 views in 2020).
- The completion of the building works means that the slide show on the **Thomas Field Hall** page now gives a pictorial history of the building project from beginning to end.
- There's something interesting going on with the way that people are using the **Life Events** pages, i.e. the **Baptisms**, **Weddings** and **Funerals** pages. Even after individual events have been deleted from the calendar, people still look for them surprisingly often. In the case of some events, it's about 10 times a month, even a couple of years afterwards. We know this because when someone looks for, say, a funeral that has been deleted from the calendar they get redirected to the general Funerals page, and as they are redirected they get counted. On the Funerals page there is a list of funerals that includes the one they've been looking for. The same arrangement is in place for weddings and baptisms. So it seems that some users of the website value being able to look at an online record of a funeral, wedding or baptism that's important to them, even quite a while after it took place.
- The mailing list now has 73 subscribers (up from 63 a year ago).

Andrew Sheard

## THE PARISH NEWS

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

**Distribution:** During 2021, Nick and Jane Murray and Helene Hockings have delivered the Parish News to distributors. With the various lockdowns, some of our distributors felt unable to deliver to their patch due to the need for self-isolating at home, so these areas have been delivered by other volunteers. Thank you to those who have stepped forward to assist. Thank you also to all our regular deliverers, without whom we would be unable to get the magazines to our subscribers.

We continued to get the magazine printed during the lockdowns and those which couldn't be delivered by hand, were posted to the recipients. We received several notes of thanks for this as those who were isolated felt they were kept up-to-date and were still part of the wider church community.

A few copies are on sale in the church and the village shop. Several people now access the magazine through the website. The Distribution List is kept up-to-date annually.

**Church Festivals:** For Easter, the usual cards were not delivered to everyone in the village as the pattern of services was disrupted due to Covid restrictions.

The Christmas 2021 card was delivered to all households in the village along with a copy of the December/January Parish News by a team of volunteers organised by Sarah Gall. This card showed the services specific to Little Gaddesden (in the past, the card has had details of the services at all three churches). This did make the cards slightly more expensive to print.

**Cost:** Over the years, the Parish News subscription has not covered the costs of printing and this shortfall has been underwritten by the PCC. The annual charge has been £5.00 for the year and it was felt that this could not continue. Several different options are being considered including increasing the annual subscription to £10.00. This will be discussed and/or approved by the PCC. For payments of subscriptions, direct payment into the Church's bank account is available for those who can use this facility. Alternatively, cash or cheques are acceptable.

**Covers:** We have continued the use of coloured paper and our own images for the front cover. As always, we would welcome alternative cover designs by artists in the village.

**Number of Issues:** 10 editions of the magazine are compiled 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 currently print 170 copies each month.

The magazine can now be accessed on-line and hopefully will be viewed by a wider readership. Thanks goes to Andrew Sheard who facilitates this. It is hoped that people reading the on-line version will also subscribe to the magazine to help cover costs.

Helene Hockings