

Form 4A  
(Rule 6.2)  
**Public Notice**  
**(general form)**

**In the Consistory Court of the Diocese of St Albans**

**In the parish of Rickmansworth**

**Church of Rickmansworth, St Mary the Virgin (LEP)**

NOTICE IS GIVEN that we are applying to the Consistory Court of the diocese for permission to carry out the following:  
(Describe the works or other proposals in the same way as in the faculty petition)

New phone line into church for broadband/WiFi

Copies of the relevant plans and documents may be examined at Church Office and on a publicly accessible website at [www.stmarysrickmansworth.org.uk](http://www.stmarysrickmansworth.org.uk)

(If changes to a church are proposed, a copy of the petition and of any designs, plans, photographs and other documents that were submitted with it must be displayed in the church or at another place where they may be conveniently inspected by the public. If the petition is submitted through an online system, those documents must also be publicly available for inspection online.)

Petitioners:

(Each petitioner to give name and office held in block capitals)

1. REVEREND DEBORAH SNOWBALL - MINISTER
2. MR DAVID CARRUTHERS - CHURCHWARDEN
3. MS JANE EARL - CHURCHWARDEN

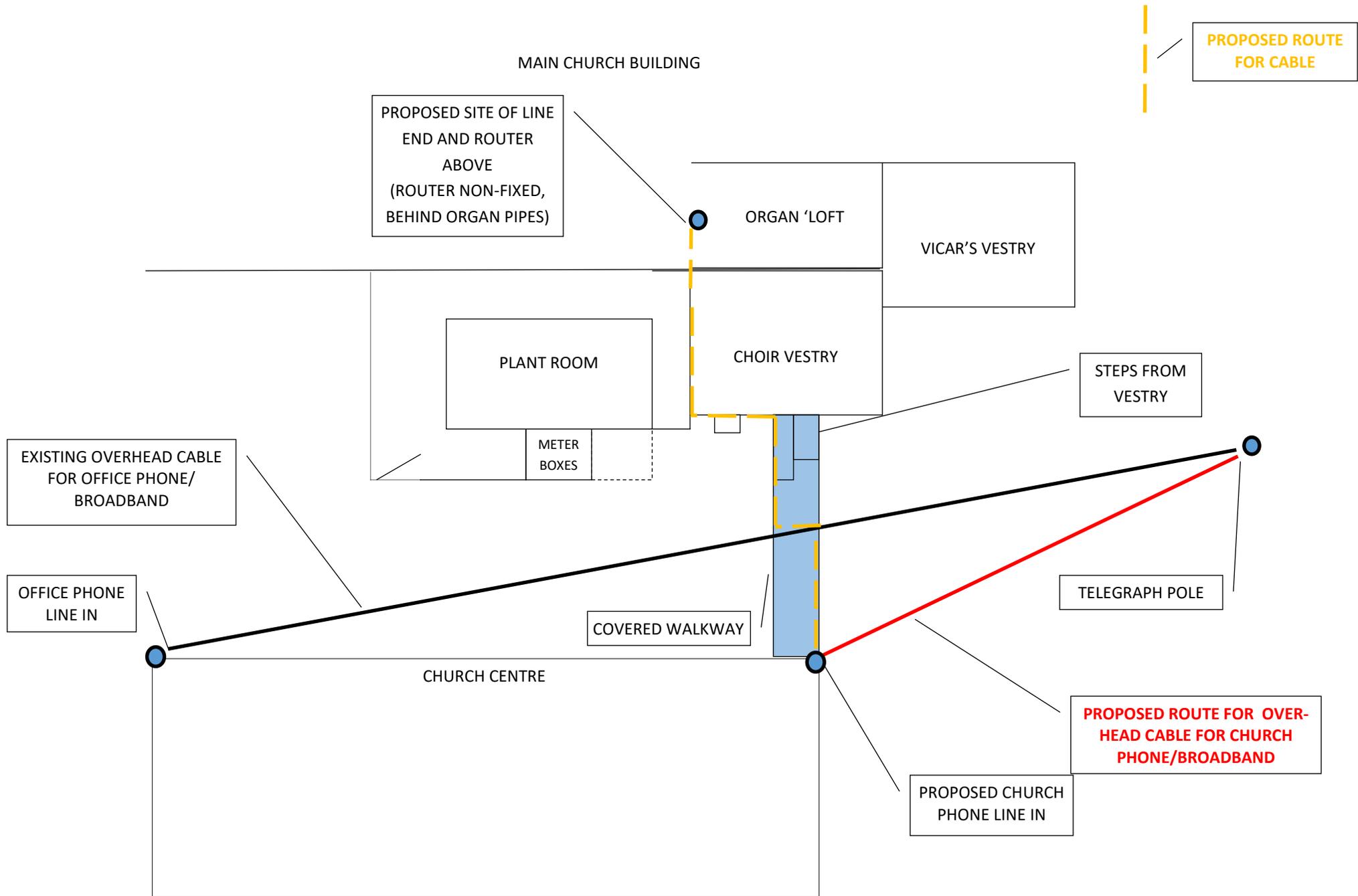
Date **17/12/2020**

**If you wish to object to any of the works or proposals you should send a letter or email stating the grounds of your objection to The Diocesan Registrar at Winckworth Sherwood LLP, Minerva House, 5 Montague Close, London, SE1 9BB or by email to [stalbansregistry@wslaw.co.uk](mailto:stalbansregistry@wslaw.co.uk) so that your letter reaches the registrar not later than Saturday 16 January 2021 A letter of objection must include your name and address and state whether you live in the parish and/or your name is entered on the church electoral roll of the parish or any other basis on which you have an interest in the matter.**

### **Directions to petitioners**

You must display this public notice (or a copy of it) for a continuous period of not less than 30 days, not counting the day on which it is put up or the day on which it is taken down, (or for such other period as the Court may direct) in each of the following places:

1. on a notice board or in some other prominent position inside the church; and
2. on a notice board outside the church or in some other prominent position (whether on the outside of the church door or elsewhere) so that it can be read by the public.



## Additional phoneline and highspeed broadband capability

### Rationale

Internet access is required in the church building for the livestreaming of Services , as well as general use by those attending services. Whilst there is internet/WiFi access in the Church Centre, the signal is not strong or stable enough for the purposes required.

### Method

New telephone line and internal cabelling to be fitted by BT Openreach

1. Existing telegraph pole to be used (East end of Churchyard)
2. New phone line to be 'attached' to East end of Church Centre (Photograph 1)
3. Cable to follow existing cable line for other utulities both inside and outside church and Church Centre buildings (Photographs ????)
4. Final phone point to be place in Organ 'loft'



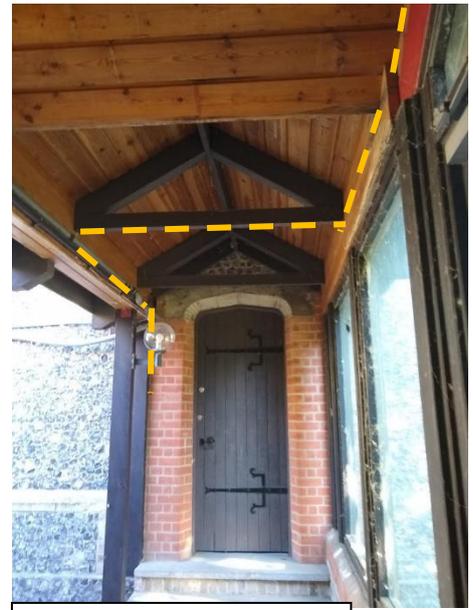
Photograph 1



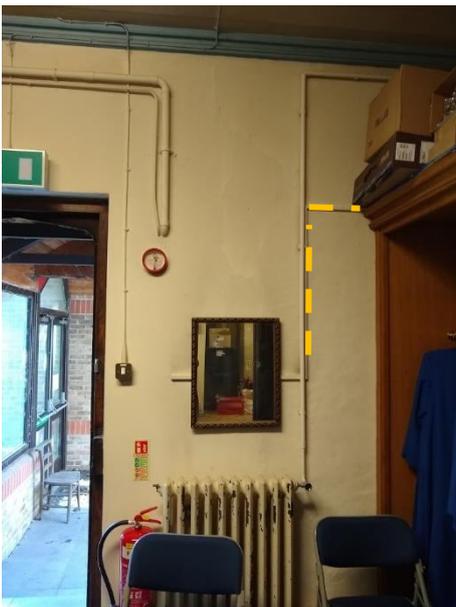
Photograph 2



Photograph 3



Photograph 4



Photograph 5



Photograph 6



## **Minutes of the Meeting of the United Church Council Held on Monday 13 July 2020**

Meeting held on Zoom

**Present:** David Carruthers, Buzz Coster, Jane Earl, David Gilbert, Martyn Gowing, Petra Hedges, David Hibbert, Sue Hillier, Rob Kay, John Payne, Adam Shiels, Revd Deborah Snowball

**In attendance:** Helen Swain

The meeting was chaired by Vicar and the Lay vice-Chair, Jane Earl

**1) Opening prayer:** Led by the Vicar.

**2) Apologies for absence** were received from David Edney and John Rhodes

**3) Minutes of meeting held on Monday 9 March 2020:**

The minutes of the meeting were agreed and signed as a correct record.

**4) Matters arising**

- a) *Fire alarm (item 4c):* Information had been sent to the DAC for approval. The DAC had enquired as to the reason the additional roof beam had not been included; this had been explained. It was unanimously agreed that, if the DAC insist the roof beam be included in the installation, that this should be added to the project.
- b) *Roof alarm (item 4c):* DJS will follow up progress. **Action: DJS**
- c) *Nursery (item 4f):* There has been no progress on letting the Church Centre to a new nursery. Mavitob had not been able to have an OFSTED inspection yet. Building Bridges had declined to pursue their enquiries during the pandemic. David Gilbert will contact both companies for updates on their individual situations. **Action DG**
- d) *Tree work (item 6c):* Nothing further had been heard about the proposed works. **Action: DJS**
- e) *Contactless giving (item 9b):* Online giving has now been set up and two donations have been received. Contactless giving will need to be set up before services resume in church, by which time WiFi should be available in the church building. AS will follow this up with John Rhodes who had started to make enquiries about contactless giving. **Action: AS.**

**5) Minutes of Standing Committee meetings**

The Standing Committee had met on 25 March 2020, 20 April 2020 and 11 May 2020. The minutes of these meetings had been circulated to the UCC and were received.

**6) Vicar's remarks**

- a) Deborah thanked everyone for their prayers for our church during this time. She also thanked everyone for their commitment to keeping in touch with the church community and the wider community. She highlighted the fact that housebound members of the congregation have been enabled to be in better contact than in 'normal' times and intends to ensure that communication continues in the future.
- b) Deborah reminded everyone that, when we return to worship in church, things will not be as they were before. It will be time of change, transition and learning as we try different ways and continue to be creative and adaptable. Planning for many special services, eg, Remembrance Sunday, will need to start early in order to anticipate with the logistical issues that will arise.
- c) Deborah continued to be impressed at how many people have sought to get online and join services and activities.
- d) Jane Earl expressed everyone's thanks to DJS for everything she has done over the last few months in challenging circumstances.

## 7) Safeguarding

- a) *Report from Safeguarding Officer:* DBS checks are completely up-to-date. Training is outstanding for one individual but no courses are currently planned. Group risk assessments have not been completed due to the pandemic.
- b) *Deputy Safeguarding Officer:* It was unanimously agreed that Sue Johnson be appointed to this role.
- c) *Safeguarding Officer:* Helen Swain is moving out of the area and therefore will be stepping down from this role. Thanks were expressed to her for the outstanding work she has done.

## 8) COVID-19 pandemic update

- a) *Returning to worship:* A draft of the Risk Assessment had previously been circulated, together with guidance from Churches Together in England and West Hertfordshire & Borders Circuit. It was noted that any decision about returning to worship needed to reflect the views of both denominations as well as follow Government guidelines. There was wide-ranging discussion:
  - i) *Proposed services:* Deborah proposes holding three Eucharist services each week (two on Sunday mornings, one on Wednesday mornings). Communion in one kind will be given at two standing points. There will be no sermon.
  - ii) *Maximum number of attendees:* A plan of the church, identifying potential seating arrangements, had been circulated. St Mary's is able to set the maximum number of people who can attend. Booking in advance will be necessary. It was provisionally agreed that a maximum of 60 people be able to attend at any one service. It was further noted that Government guidance on this may change in the coming weeks.
  - iii) *Online services:* It was agreed that, even when services resume in church, they continue to be livestreamed to enable those unable to attend in person to participate. There is currently no WiFi in the church building and steps are being taken to rectify this situation. Services will not resume in church until livestreaming is working, aiming to give all worshippers the same experience whether online or in the church. It was noted that there are a number of people who are not online who will welcome the opportunity to return to worship in church.
  - iv) *Face masks:* Under current guidelines, the wearing of face masks is at the discretion of the church.
  - v) *Logistics:* Plans will need to be made for bookings, stewarding, pathways and general guidance. These will be flexible to enable us to adapt to changes in national guidelines.
  - vi) *Proposed date:* It was unanimously agreed to aim to re-open St Mary's for public worship in September 2020 with the first services taking place on Sunday 6 September. This accords with the Circuit advice. This timing will enable plans to be developed and put in place.
- b) *Suspension of requirement to hold services:* Under Canon Law, there is a requirement to hold certain services in church each Sunday. The UCC unanimously passed the following resolution: The Vicar and the parochial church council of Rickmansworth acting jointly authorise dispensing with the reading of Morning and Evening Prayer as required by Canon B 11 and the celebration of the Holy Communion as required by Canon B 14 on the following occasions: Sundays 19 July 2020 to Sunday 30 August 2020 inclusive.
- c) *Church opening for private prayer:* There is a rota of people who will be in the church during opening hours. Everyone was urged to encourage others to visit.
- d) *Church opening for occasional offices:* All previously booked weddings have been postponed. No baptisms have been booked. For funerals, the current maximum number who may attend is 60 (specified by St Mary's) and attendees must sit in socially distanced household 'bubbles'.

## 9) Mission Action Plan (MAP)

This item will be considered at a future meeting.

## 10) Financial report

- a) *Current financial status:*

	10 July 2020	15 June 2020
Current & Deposit accounts	£75,686	£77,459
Epworth (Myers & other bequests)	£217,067	£214,391

CBF	£6,515	£6,515
CBF Plate Fund	£88,993	£88,993

- b) The Treasurer had previously circulated a report showing income and expenditure have both fallen over the past three months. Planned income continues to come in but there are no cash collections and income from Church Centre lettings has ceased. Investments have made a modest recovery.
- c) *Donations*: A number of donations totalling approximately £2,800 have been given specifically towards the shortfall caused by the pandemic.
- d) *Fundraising*: Deborah is keen for people to undertake fundraising activities. She suggested a sponsored walk with each participant undertaking their challenge independently. David Gilbert will undertake investigations. Adam to reinvestigate Justgiving membership. **Action: DG, AS**

#### 11) Reports from sub-committees

Minutes from the recent meetings of the sub-committees had been circulated prior to the meeting.

- a) *Community & Outreach*
- b) *Fabric & Churchyard*: It was noted that the policy document for fire risk assessment had not been circulated to UCC as it had not yet been approved by the Fabric & Churchyard Committee.
- c) *Stewardship & Finance*

#### 12) Proposed building projects

- a) *Minor works in churchyard*: Details of three minor projects had been circulated. These are not in the budget:
  - i) Replacement/extension of concrete plinth to existing bench area
  - ii) Extension of paved area to bin store
  - iii) Extension of paved area for courtyard
 It was agreed to accept the quote of £1,068 + VAT from D C Garden Services. DJS will check the depth required for bench. **Action: DJS**
- b) *Access project*: Plans had been circulated. These include access by the north and west doors.
- c) *Lady Chapel altar*: Illustrations had been circulated but were not warmly received.
- d) *Tower plans and pew removal*: The architect would normally meet with interested parties on site to discuss but this is not currently possible.

#### 13) Diocesan, Deanery and Circuit news

- a) *Diocesan*: No report
- b) *Deanery*: The Rural Dean has stepped down with effect from end July. His successor is being sought.
- c) *Circuit*: No report

#### 14) Patronal Festival celebrations

- a) It is currently too early to know what form these celebrations may take this year.

#### 15) St Mary's 750

- a) *Trees*: The 'I Dig Trees' scheme is being repeated this year; Tim Tims is coordinating orders.
- b) *Timeline*: This has now been put on the website. Thanks were expressed to Martyn Gowing and Helen Haigh for their work on this.
- c) *Other events*: It is presently not possible to confirm whether or not any other planned events will take place.

#### 16) Any other business

- a) *Charitable giving*: The list of charity disbursements based on giving in 2019 had been circulated. The amounts proposed were unanimously agreed. Chair of the Charitable Giving Committee, Jane Earl, thanked Rob Kay and Sue Hillier for their commitment.
- b) *Extension of WiFi into the church*: An estimate of approximately £400 has been received to extend WiFi into the church building. An alternative provider would charge approximately £40 per month. It was agreed that the Standing Committee be empowered to make final decision.
- c) *Church Centre*: This building will remain closed until September. DJS and Martyn Gowing will work on the Risk Assessment. It was agreed that the Standing Committee be empowered to approve it in order that the Centre can be opened.

**17) Date of next meeting**

The Standing Committee will meet in August

The next meeting of the UCC will take place on 14 September

The meeting ended with the Grace.



**Meeting of the United Church Council  
Monday 9 September 2019  
7.45pm at Cloisters Hall**

**Minutes**

Present: David Hibbert, Petra Hedges, Rob Kay, John Payne, Adam Shiels, Martyn Gowing, Sue Hillier, David Gilbert, David Edney, David Carruthers, Deborah Snowball (Vicar)

The meeting was chaired by Jane Earl, Lay Vice Chair

- 1) Opening Prayer: Led by Jane Earl
- 2) Apologies for absence: Buzz Coster, John Rhodes, Andrew Bilton, Judith Haigh
- 3) Minutes of the Meeting held on Monday 8 July 2019
- 4) Matters arising from the Minutes not covered elsewhere on the Agenda
  - a) *Church administrator (Item 4a)*: Deborah has confirmed to Katrina Bond the successful outcome of her probationary period.
  - b) *ChurchSuite (Item 4b)*: Not yet started – no time!
  - c) *Bench by new Garden of Remembrance (Item 4c)*: Now in place, and Garden of Remembrance complete as well – having been Dedicated on Sunday 8<sup>th</sup> September.
  - d) *Noise complaint (Item 5a)*: The Vicar has heard nothing further.
  - e) *Vicarage re-development (Item 5c)*: The Vicar has heard nothing further.
  - f) *Allocation of Safeguarding Policies (Item 6f)*: To take place at meeting in coming weeks
  - g) *Visit of Diocesan Children’s Advisor (Item 7a)*: She did not come but a useful meeting took place. Disappointing how few UCC members were present. With regard to this area of church life, we need to give particular consideration to Children’s Church and J Club and what to do next.
- 5) Vicar’s Remarks
  - *Season of Welcome*: All were encouraged to participate fully in this by taking packs, spreading the word, encouraging others to do the same.
  - *START Course*: All were encouraged to come and to bring others along.
  - *Archdeacon’s retirement*: Discussion took place as to a monetary gift, should a request be made from the Diocese. It was agreed to give £25. The Service to give thanks for his ministry as Archdeacon will be on Saturday 11<sup>th</sup> January 2019.
  - *LINK*: As no-one has joined the Editorial Team, production of LINK is likely to stop in December. It will be important to thank the Editorial Team fully.
  - *LEP*: Meeting with Methodist members on 22<sup>nd</sup> September. The matters for discussion are very important for the future, and these were commended to the prayers of UCC members.
- 6) Correspondence:
  - a) *Bishop of St Alban’s: The Big Conversation 2025*. The Vicar read a letter relating to this matter – which will see representatives of a Team from Diocese coming to St Mary’s (and all PCCs) in 2020 to talk about reaching out to the ‘missing years’.
  - b) *Architect*: Initial notes had been sent through indicating that the work at present is focussed upon the North Porch access. This has proved more tricky as the ground level rises from the churchyard path already by enough to be considered a slope. May just be able to achieve the access in the form of a slope rather than a ramp but it is very tight. We are also therefore preparing a ramped scheme for comparison. Part of the current approach we measured to the West doors is already steeper than the 1 in 12 that is the steepest pitch allowed for a ramp under current regulations and reviewing our options here too. Hope to be able to issue preliminary documents in relation to the Access Project and the QI repairs in the next few weeks.

## 7) Safeguarding Report

- a) Deputy Safeguarding Officer: Margaret West has now been approved by the Diocese of St Albans and 31:8 therefore eligible to conduct DBS checks.
- b) DBS checks: To date one outstanding.
- c) Training: C2 training on 23<sup>rd</sup> and 24<sup>th</sup> July was attended as required by the two remaining volunteers enabling them to take up their roles fully. Training by all volunteers is currently up to date.
- d) Safeguarding Folders: With the start of the Autumn term it is intended that all Safeguarding folders held by group leaders will be updated. Registers of volunteers will be checked and amended where necessary. The next Safeguarding Meeting is scheduled for Wednesday 25<sup>th</sup> September 2019

8) Mission Action Plan: This is to remain as a Standing Item as we complete the remaining actions on the current MAP and plan for the new one in the Spring.

## 9) Finance Report

	<b>09/09/2019</b>	<b>07/07/2019</b>
Current & Deposit	51,220	64,559
Epworth (Myers & other bequests)	184,506	182,237
CBF	6,480	6,468
CBF Plate Fund	74,958	74,958
	317,164	328,222

- Fall in value of Current Accounts as payments out to Charitable Giving of around £15k. Monies moved from CCMC Account across to cover these.
- Income is down against Budget by £1,269. The hoped for (in Budget) increase in Planned Giving was not as high as hoped. Expenditure is over Budget by £7,719 at end of Month 6. This is due to unexpected Electrical costs, the cooker hood for the Church Centre, the increase in hours and pay for the new Church Administrator.
- The Treasurer advised that we shall need to give thought as to how we spend money leading to the end of the year as we are likely to be over Budget by more than was agreed. We need to be setting balanced Budgets for the coming years and ensure we keep to it. The draft Budget will be presented to the next S&F Committee meeting and then brought to the UCC in November for approval.

## 10) Reports from sub-Committees

- a) Fabric & Churchyard: No questions were raised. Deborah asked if people could ensure the internal doors to the Tower are left open all the time – to provide a welcome for those with children. Also, the internal light to the North Porch – so that people who can't see so well are able to!
- b) Stewardship & Finance: Hire charges for the Church Centre were agreed from 1<sup>st</sup> January 2020: £17 per hour min 3hrs a weekend, £16 during week, £9 for Room 1. It was agreed to have a discussion at the November meeting as to the wider matter of Mission/Finance.
- c) Community & Outreach: David highlighted the item re work for Older people/Carers, and the item re a Christmas Lunch. For both initiatives, some more investigation is to take place.

11) Procurement Policy: The delegated limits were discussed, and clarification was requested as to the one-off spending limits. Also, 'trusted contractors' was discussed. We have some Contractors who we use regularly, and it was agreed that using regular contractors is helpful – but that it is also important that there is regular review as to costings and companies. The Policy was agreed – noting the requirement for the slight change to the wording.

## 12) Annual Review of Charitable Giving Policy

Discussion took place as to whether we should continue to give away 20% of Planned Giving. It has been 20% for a very long time and it was recognised that members of the congregation may have some strong views about this if the decision is taken to reduce the amount. The Treasurer recalled the discussion at the S&F Committee which reflected that we need to look at whether or not we can

increase the Planned Giving before making the difficult decision to reduce how much of it we give away. The proposals in the S&F Minutes re informing the congregation of the current state of finances were noted. The current Policy (and amount to be given away) was agreed. It was also noted that, as at present, the 20% will need to be reviewed when future Budget-setting takes place.

13) Diocesan/Deanery/Circuit news

- a) Diocesan: Archdeacon to retire. See above.
- b) Circuit: Three new Ministers (including one in Croxley Green and environs).
- c) Deanery: No particular news.

14) St Mary's 750: A paper was presented with many proposals for the coming year. A discussion took place as to the use of monies that are raised over and above expenditure for the year. It was agreed that these monies (if there are any!) should go to two of the charities proposed by the Vicar – an Orphanage in Bethlehem and a local Organisation in Rickmansworth. It was also agreed that the following wording be used in the Booklet telling people about the year, 'As this is a year of thanksgiving, any surplus income from events that take place during this year of celebration will be given to charities supporting the work of children and families – to reflect Mary's devotion to her son, Jesus. One will be in the Holy Land, the other local to Rickmansworth.'

15) Any other business: The Safeguarding Policy is usually reviewed in March of each year, and will be brought before the UCC in November.

16) Items to be publicised: Financial position; 750 events; New Ministers in the Circuit

17) Date of next meeting: 11<sup>th</sup> November 2019

18) Closing Prayers: The Grace was said.