

HOLY TRINITY

Potten End

The Church at the Heart of the Village



ANNUAL REPORT

Year ending 31st December 2019

UPDATE FROM THE VICAR

Dear members of Holy Trinity,

This annual report and upcoming APCM is a strange one. Due to legal requirements, our annual report must sit alongside our financial statement (which can be viewed on our website) which cover the year of 2019. This invariably means that the report is usually at least a couple of months 'out of date' when the Annual Parochial Church Meeting traditionally comes round in the spring. However, in the light of the Covid-19 pandemic, with the closure of churches then gradual re-opening, this meant that APCMs haven't been able to happen until now. It is our legal duty to have this meeting but it is going to feel strange that we will be closer to 2021 and to next years APCM, than we are to 2019!

And yet we are where we are, so therefore here in this document is the agenda, past minutes, reports and financial review in readiness for our APCM on Sunday 18th October at 11.45am in church and via Zoom.

We hope that you are able to attend the meeting either in person or online (Zoom details below) but if not please send us your apologies (email vicar@holytrinitypottenend.org.uk) or any questions/comments that you would like to raise. With regard to the conduct of the meeting, in order to make it go as smooth as possible (especially as we're trying something new with also having it 'virtual') we will be taking the report as read and inviting any comments or questions that you may have.

Please make every effort to be present at the meeting. It is a significant occasion in our communal parish life.

Yours sincerely



the Revd. Joe Roberts and the PCC.

The Parochial Church Council (PCC) is composed of:

The Vicar;
the Churchwardens;
the Team Rector and Team Vicar;
Up to 3 Deanery Synod Representatives;
12 elected members (each elected for 3 years);
plus, up to 2 co-opted members.

Zoom login details

Join Zoom Meeting:

<https://us02web.zoom.us/j/83874556820>

Meeting ID: 838 7455 6820

Passcode: APCM

Dial by your location

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

Meeting ID: 838 7455 6820

Passcode: 431754

MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING
HOLY TRINITY CHURCH, POTTEN END
Held on Monday 1 April 2019 at 8.00pm in Holy Trinity Church Room, Potten End

1. Opening Prayers were taken by Rob Ferneyhough, Church Warden, who Chaired the meeting as Holy Trinity was in Vacancy
2. Apologies were received from Toni Butler. There were 20 Parishioners present

MEETING OF PARISHIONERS

3. Minutes of the 2018 meeting - These were agreed as correct and signed by Rob Ferneyhough.
4. Under the Churchwardens Measure 2001 to wave the 'six-year rule' if necessary
The 'six year rule' was used to allow Rob Ferneyhough to serve a seventh year as the parish is in Vacancy. Thanks were expressed to Rob for agreeing to serve another year.
5. Election of 2 Churchwardens
Rob Ferneyhough and Julie Griffiths were proposed and seconded and there being no other nominees were unanimously elected. Nigel Chadwick was welcomed back as our Deputy Church Warden.

ANNUAL PAROCHIAL CHURCH MEETING

6. **Minutes of the 2018 meeting** – these were agreed as correct and signed by Rob Ferneyhough.
7. There were no Matters Arising

The Annual Report had been circulated and all the Reports were received by the meeting.

8. Church Wardens Report

The full reports from the Wardens were included in the Annual Report.

The Wardens made special mention of Rev Penny's farewell and the 150th Year Celebrations which had been so successful in spite of only having an incumbent for four months of the year and thanked everyone who had contributed to its success. The retirement of Frank and Mary Mitchell was a great loss and the Wardens had quickly realised how much they had done in the everyday running of the church. The death of Alma Rodgers was also a great a great sadness to our church community. Alma had been a special part of our Church community. Rob also made special mention of all the hard work Gary Illingworth had done in organising and managing the churchyard for us.

9. Report on the financial affairs of the parish and the audited accounts for 2018

The accounts had been circulated and the treasurer's full report was included in The Annual Report. The treasurer, Katie Bett, highlighted that Holy Trinity has a very healthy level of reserves and the total deficit on the unrestricted general fund had been reduced again by using the 2017 fete proceeds to £2,182. She emphasised the success of the 150th celebrations resulting in a £750 profit towards church expenses and the contributions made to other local charities. She reported that continuing expenses year on year remain in line. The treasurer did warn that we may need to transfer funds from reserves during 2019. Katie was thanked for all her hard work in preparing the accounts.

10. Report on the Church Electoral Roll

The 2019 had been a full revision of the Roll. The Electoral Roll officer was very pleased to report that the number on the new roll was 104. This was particularly pleasing as there is always a drop when a new roll is done as people move away over the 5 year period and there is usually a drop during a vacancy. Thanks were expressed to Esther King Smith as the work involved in the full revision is onerous.

11. Report on the Deanery Synod

Carole Harrison reported that the Deanery Synod has had two meetings and one lecture this past twelve months.

In talk in March titled "Hope for Justice" which looked at the problems faced by people trafficked into the UK and kept as slaves. Local Churches were encouraged to "keep their eyes open" and be aware of any suspicious circumstances.

There was a presentation of the Reaching New People project being organised by the Diocese at the October meeting.

The Deanery Lecture was led by Terry Waite in May. A very popular evening and well attended. Unfortunately, a BBQ being planned for the late summer didn't materialise and the meeting to be held this month has had to be cancelled due to ill health of the speaker.

12. Safeguarding Report

The following report was submitted by Bev Hamilton our Safe Guarding Co-ordinator.

Our aim as a PCC has to be to keep the children and adults in our community safe from harm. To that end the notice board in the Church Rooms has been updated this year with up to date safeguarding policies etc. and there are phone numbers on the board for anyone who wishes to share any safeguarding matter. Penny, as Vicar, and Bev, as Safeguarding Coordinator are very happy to discuss matters individually with people whether personal or to share concerns about the welfare of others.

We receive a monthly update from CCPAS (The Churches' Child Protection Advisory Service) in the form of an electronic newsletter, received by Penny and Bev. This keeps us informed at a National level and gives help and advice to us as a church community.

In line with recommendations all members of the PCC have had a new DBS check in the Spring 2018. This is a check against police records and special registers to ensure that the people in positions of trust do not have inappropriate criminal records or convictions which would deem them unsuitable to work with children or vulnerable adults. Some people hold several DBS checks as they are usually specific to the role applied for, in this case a member of the PCC.

PCC members have also been carrying out an on-line training module from the Church of England on 'Safeguarding: Basic Awareness' in order to raise our compliance within the Diocese and to raise awareness as individuals of the responsibility that we hold and the role that we play in keeping our community safe. So far 7 member of the PCC have completed this and others will do so shortly. In addition, Julie and Bev have recently carried out higher level C2 Deanery Safeguarding training where we had to go in person for a 3 hour course.

We are also starting a new register for any child who attends Trinity Kids or Messy Church so that we are aware of any allergies, medical conditions and emergency contact numbers should we need to know such information in order to keep our children more safe.

Regrettably there has been one safeguarding incident during the last year which was reported on to the Diocese. It was dealt with beyond Holy Trinity by the appropriate authorities.

We hope that people in our lovely village and the community of Holy Trinity, Potten End, feel safe and supported as we strive to ensure that we take safeguarding seriously for everyone.

13. Elections

Mrs E Harris, Mrs C Harrison, Mrs C Norman and Mr A Smith have completed their 3 year term of office as elected PCC. They were thanked for serving and giving their time over the last 3 years.

- One representative to the Parochial Church Council 2018 – 2020
This was unfilled at the meeting. (Miranda Seldon was appointed at the first PCC Meeting for one year.)
- Four representatives to the Parochial Church Council 2019 – 2022
The following were duly proposed, seconded and elected:
Simon Barnard, Ann Charlton, Jorg Normann (1 Vacancy)
- Up to 3 representatives to the Berkhamsted Deanery Synod
The following were duly proposed, seconded and elected:
Jane Drake, Julie Griffiths (1 Vacancy)

14. Appointment of Sidesmen

The following were elected on block:

Col J Ansell, Mr R Charlton, Mrs A Barnard, Mr S Barnard,
Mr R Bull, Mrs T Butler, Mr A Butler, Mr R Ferneyhough

Mrs J Griffiths, Mrs C. Harrison, Miss S Heath, Mr D King Smith
Mrs E King Smith, Mrs H Matheson, Mrs B Mitchell
Mr M Mitchell, Mrs C Norman, Mr D Rodgers, Mr A Smith
Mrs D Turnley, Mrs R. Ward

15. Appointment of examiner of accounts to the Parochial Church Council

Mr Tim Cook, who has been the External Examiner of the accounts, has indicated that he is willing to continue for another year. He was proposed by Katie Bett and seconded by Ann Charlton and unanimously elected.

The Wardens expressed their thanks on behalf of the church for his continued support.

16. Reports from:

The full reports were printed in the Annual Report the following points were emphasised at the meeting. All the people who run the committees and serve on them were thanked during this part of the meeting for all their contributions and hard work on behalf of our church and the wider community.

➤ **Potten End Primary School**

Simon Barnard reported that it had been a challenging and interesting year. The Governors had appointed Mrs Denise Kennedy as interim Headteacher from after Easter. He explained that as the current Year 6 was a 'bulge' year group not many of the children from Potten End had gained places at Ashlyns. The effect of all the new housing in Berkhamsted was also contributing to the problem.

➤ **Families at HTPE including Trinity Kids**

Emma Harris emphasised the last paragraph of her report to the Families at HTPE as being the big challenge for us all. Ann Charlton expressed thanks for volunteers asked for a couple more helpers to run Trinity Kids once or twice a year.

➤ **Churchwomen's Fellowship**

Toni Butler had sent apologies. She had nothing to add to the report.

➤ **Social Committee**

Sara Raybould highlighted some of the huge successes of the year which had been sell out events and enjoyed by the church and wider community. She gave grateful thanks to Sue Barnett who had supported her through the last few years. Sara and Sue were both stepping down from the Social Committee and Sara made a plea for someone to step up and take over the role.

➤ **Pastoral Care Team**

Ann Charlton, who is chairing the meeting during the Vacancy period, reported that posies of daffodil had been delivered to all on the Pastoral care list for Mothering Sunday. There is also a new card for new homes and baby bereavements. Please let Lucy Tannett know if any appropriate card needs to be sent in the community.

There being no other business with a final thank you to everyone Rob closed the meeting at 8.55pm with the Grace.

ANNUAL MEETING OF HOLY TRINITY CHURCH, POTTEN END
Monday 18th October 2020 at 11.45am in Holy Trinity Church, Potten End
and via Zoom

AGENDA

1. Prayers
2. Apologies

MEETING OF PARISHIONERS

3. Minutes of the 2019 meeting
4. Election of 2 Churchwardens
(Nominations must be given in writing before the meeting)

ANNUAL PAROCHIAL CHURCH MEETING

5. Minutes of the 2019 meeting
6. Matters arising
7. Vicar's introduction
8. Report on the financial affairs of the parish (including up to the present day) and the audited accounts for 2019 *(followed by questions)*
9. Report on the Church Electoral Roll
10. Report on the Deanery Synod
11. Annual Fabric Report
12. Safeguarding Report
13. Elections:
 - *Up to 3 representatives to the Berkhamsted Deanery Synod*
 - *One representative to the Parochial Church Council 2020-2022*
 - *Four representatives to the Parochial Church Council 2020 - 2023*
14. Appointment of examiner of accounts to the Parochial Church Council
15. Questions and discussion on the annual report:
 - *Vicar's introduction (aims, objectives and activities)*
 - *Church Warden's report*
 - *Worship and prayer*
 - *Mission and evangelism*
 - *Families at HTPE including Messy Church, Trinity Kids*
 - *Potten End Primary School*
 - *Pastoral Care*
 - *Social Committee*
 - *Churchwomen's Fellowship*
 - *Any further questions/comments on the report?*
16. Any Other Business

HOLY TRINITY CHURCH OFFICERS

Vicar	Revd. Joseph Roberts (<i>from 2nd September 2019</i>)
Churchwardens	Mrs Julie Griffiths Mr Robert Ferneyhough
Deputy Churchwarden	Mr Nigel Chadwick
Hon. Treasurer	Mrs Katie Bett
Sacristan	<i>Position vacant</i>
Verger	<i>Position vacant</i>
Music	Mr Richard King and Mr Andy Smith
Team Council Representatives	Mrs Julie Griffiths Mr Robert Ferneyhough
Deanery Synod Representatives	Mrs Julie Griffiths Mrs Jane Drake

Members of the Parochial Church Council:

the Vicar, Churchwardens and Deputy Churchwarden,
Mr Simon Barnard (diocesan foundation governor), Mrs Katie Bett (Hon. Treasurer),
Mrs Ann Charlton (part year), Mrs Jane Drake, Mrs Bev Hamilton (Safeguarding),
Mrs Emma Harris (foundation governor, co-opted), Mrs Esther King Smith (Electoral
Roll officer), Mrs Hilary Matheson (Secretary), Mrs Chris Normann (part year),
Mr Jörg Normann (part year), Revd. Canon Timothy Pilkington (*ex-officio*), Ms Sara
Raybould, Revd. John Russell (*ex-officio*), Mrs Miranda Seldon (part year),
Mr Andy Smith (co-opted)

*The PCC is a body corporate (PCC Powers Measure 1956, Church Representation and Ministers
Measure 2019) and a charity excepted from registration with the Charity Commission.
Holy Trinity is one of five parishes which together constitute the Berkhamsted Team Ministry.*

Sidesmen:

John Ansell, Simon & Anna Barnard, Ray Bull, Alan & Toni Butler, Robin Charlton,
Julie Griffiths, Carole Harrison, Sigi Heath, Daniel & Esther King Smith, Hilary
Matheson, Michael & Barbara Mitchell, Chris Normann, Derek Rodgers, Andy
Smith, Doreen Turnley.

Vicar's Introduction

“See, I am doing a new thing. Now it springs up; do you not perceive it? I am making a way in the wilderness and streams in the desert.” (*Isaiah 43:19*)

‘Transition’ seems to be the buzzword that is running through Holy Trinity at the moment. A major transition out of an interregnum into a new chapter with a new incumbent. This change and shift can be felt in this very Annual Report, yet at the same time I am conscious as I put this together, that I came in *after* two-thirds of the year has passed. We find ourselves in that unknown period of the *now and not yet*: as I myself transition into this new ministry and role; as you all transition in journeying alongside a vicar who is someone different, and as we transition in finding our way forward together. Enthusiasm and excitement is bubbling under the surface.

Whilst it’s not change for just change sake, there seem to be a desire of trying to do ‘a new thing’: a chance to refine, refocus and drive forward the many great avenues that are undertaken as a part of the life of Holy Trinity. Yet at the same time to take stock and root ourselves in the soil that is already fertile and full of life – that of our prayer life, worship and community.

We are all in a period of adjustment and transition, and how that looks and plays out is a key focus to 2020, especially with the writing of a new Mission Action Plan. However, this looking forward and discerning our vision of what it means to be God’s church in serving Potten End gives us a great opportunity to look back, reflect and celebrate what has happened so far. Holy Trinity has done a fantastic job in maintaining the many varied areas of church life and we are blessed at having committed disciples who are working in their own ways to grow and reveal the Kingdom of God. This report draws out some of this work and I encourage you to read, pray and give thanks for all that has been undertaken. With all this on your heart and with God who is forever faithful and constant, here’s to the next new chapter of God’s unfolding grace, ever-present in the midst of us all.

Revd. Joe Roberts

*Please note that this Annual Report is a narrative to the **Annual Report and Financial Statements of the Parochial Church Council for the year ended 31 December 2019**. A copy of the Financial Statements will be available to view in church from Sunday 4th October and copies can be obtained by contacting our treasurer, Katie Bett: treasurer@holytrinitypottenend.org.uk.*

In this report we are trying to tell the story of what the church has done over the past year, providing a vision of what the church is here to do and how it has been managed and held to account by the PCC. As such it has slightly changed in format from previous years and will undergo further transition for next year.

Aim and Purposes

Holy Trinity's Parochial Church Council (the PCC) has the responsibility of cooperating with the incumbent (from 2nd September 2019), the Reverend Joseph Roberts, in promoting, sustaining and developing in the ecclesiastical parish the whole ministry and mission of the church (pastoral, evangelistic, social and ecumenical) in our village community. In fixing its aim, purpose and mission the parish has drawn on its Christian beliefs, faith and heritage, but is also conscious of the Charity Commission's guidance on public benefit and on for the advancement of religion.

In line with its Mission Action Plan (MAP), Holy Trinity has a vision to be a welcoming, inclusive all-age church where all are encouraged and nurtured on a journey of Christian faith, offering loving care and support of each other and the wider community by sharing God's love.

During the year the Parish has:

- Sought to enable all those in Potten End (and beyond) to discover and live out their faith in our church community through worship, prayer, preaching and study.
- Tried to demonstrate Christian love, care and concern for others by our pastoral care, social interaction, mission and outreach.
- Used and maintained the structure and fabrics of Holy Trinity Church, Church Room and Churchyard for the benefit of our wider community.

Objectives and Activities

The PCC is committed to enabling as many people as possible to engage and worship at our church and to become part of our parish community. The PCC maintains an overview of worship, mission, evangelism, pastoral care and outreach throughout the parish. The various sub-committees of the PCC make suggestions on how all our 'actions' can involve the many groups that live within our parish, mindful of our MAP priorities to 'go deeper into God' (through discipleship), to engage with young people and families, and to be both *a* community and *promote* community.

When planning our activities for the year we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

To facilitate this work, it is important that we maintain the fabric of the Church of Holy Trinity and the Church Rooms.

Church Wardens' Report

It's been a very busy, sometimes challenging and exciting year for us both!

We were very happy to welcome our new vicar Joe after what seemed like a long interregnum. Our thanks go out to everyone who supported us and our various church activities during this time.

Joe and his family arrived in the Summer and soon settled into the village. The service of induction for Joe was held in October and was certainly a high point in the year. As well as managing the interregnum and recruiting a new vicar, we had to ensure that church business continued as usual. This included:

- Churchwardens' routine visual inspection of the church buildings & grounds.
- Maintenance of the church logbook and inventory.
- Electrical repairs and annual maintenance of the boiler and required Gas Certificates.
- Annual testing of fire appliances and electrical apparatus.
- Gutter clearance and replacement of the drains suffering from root damage, through our insurance company.
- Trialling of the Parish Giving Scheme through PCC members.
- Coverage of the role of Sacristan coordinating the altar frontals, arranging washing of linen and ordering church requisites and vergers duties.

A faculty was obtained, and our beautiful new stained-glass window was installed to mark our 150th Anniversary.

Plans were finalised and a faculty obtained to introduce a new Garden of Remembrance, following discussions with the Diocesan Advisory Committee.

Sadly, the Church was broken into in April. Fortunately nothing was stolen, but there was considerable damage to the doors and the free will offertory box which has now been removed. The cost of repairs was largely covered by insurance, but it has taken a lot of time to arrange repair and replacement works.

Many people put in a lot of time and effort to make Holy Trinity such a beautiful and welcoming place. That the church is open for so long and remains a place of calm serenity is down to many members of the congregation and we all owe them a huge debt of thanks:

- the church cleaning team
- the flower arranging team
- all the Sidespersons, readers, intercessors and chalice servers
- the mowing & strimming volunteers who help maintain our church yard
- all those who freely give of their talents and time to make Holy Trinity the place it is today.

We would like to take this opportunity to thank you all. Without your tremendous support, practical help and good humour during the interregnum, we would have struggled. As we embark on a new chapter for Holy Trinity, we are delighted to have Joe leading us over the coming months and years.

Julie Griffiths and Rob Ferneyhough

Church Safeguarding Report

Our aim as a PCC has to be to keep the children and adults in our community safe from harm. Happily for us as a PCC the past year has brought us Rev. Joe and I am now able to share the Safeguarding bulletins and discuss any guidance to ensure we are compliant and this has been a huge blessing as it is such a responsibility. I continue to be the Parish Safeguarding Officer with Rev Joe's guidance, which is much appreciated.

Over the past year there have been no serious incidents to report to the Charity Commission (all PCC's are answerable to the Charity Commission).

As required to report, Holy Trinity Potten End PCC have complied with their duty under Section 5 of the Safeguarding & Clergy Discipline Measure 2016. This refers to our duty to have due regard for the House of Bishops' guidance on safeguarding children and vulnerable adults. There have been no safeguarding incidents to report during the last year.

- We continue to receive regular updates from ThirtyOne:Eight (formerly The Churches' Child Protection Advisory Service) in the form of an electronic newsletter sent to Bev. This keeps us informed at a National level and gives help and advice to us as a church community. We also have regular updates from the Diocesan Safeguarding Adviser, Jez Hurst to ensure that we are complying with guidance, focus on relevant training etc.
- Over the past year we have updated the information that we display with regard to Safeguarding in order to add Rev Joe's information and have adopted all the required policies, such as the Safer Recruitment Policy.
- We continue to compile a register for any child who attends Children's Church or Messy Church so that we are aware of any allergies, medical conditions and emergency contact numbers. This information is now kept in the Vicarage for security.
- Rev Joe has been working on tightening up on our Risk Assessments in relation to work with children and vulnerable adults for all appropriate activities. This continues to be a 'work in progress' as we strive to have all risk assessments in place asap.
- All PCC members and those with sole contact with children have been DBS checked and I have carried out four new checks over the past year. As these checks are valid for five years some members of the PCC will be due for a renewal over the next year.
- We continue to seek relevant training for all people relative to their position, including CO and C1 (on line) and C2 (three hour classroom course), although

some courses are currently ‘on hold’ as they are being rewritten, such as the Safer Recruitment training and the Domestic Abuse training.

We hope that people in our village and the community of Holy Trinity, Potten End, feel safe and supported as we seek to make our church as welcoming as it can be to all, yet as safe as is possible. As Safeguarding Officer, I am very happy to discuss matters individually with people whether personal or to share concerns about the welfare of others.

Beverley Hamilton

Worship and Prayer

Worship is at the heart of Holy Trinity and the PCC is keen to offer a range of services during the week and over the course of the year that our community can find both beneficial and spiritually fulfilling. For example the traditional rhythm of Evensong (from the Book of Common Prayer) sits along bi-monthly Celtic Worship which provides a quiet, intimate and reflective environment, whilst opportunities are provided for people to engage in more ‘outgoing’ worship such as that provided by Messy Church and all-age worship. This is alongside our regular pattern of sung Holy Communion and the many seasonal services that mark the liturgical year. It is worth noting that the average Sunday attendance has remained fairly static (55 adults, 5 children) and in the latter part of the year saw an increase. This is strong testament to all those who helped keep the programme of morning and evening services ongoing.

Since the arrival of the new incumbent, the pattern and content of worship has remained almost the same (for example the services during Advent) mainly to get a ‘feel’ of the church’s year and how the rhythm of worship plays out over time at Holy Trinity. However, Morning and Evening Prayer have been introduced and often it is not just me present! There has been reflection on our orders of service and in the light of the new Mission Action Plan, further consideration and consultation will be taking place into 2020 around service start times, worship patterns and types of service.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God’s blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's safe-keeping. This year there have been no weddings, only one baptism and three funerals. It could well be that the interregnum has impacted these numbers, because at the time of writing this report, four weddings are booked for 2020 and so are five baptisms. We’ve also started interring ashes in our new Garden of Remembrance, which we hope will add to our care and support around the end of life.

At present there are 109 parishioners on the Church Electoral Roll. 7 names were added during the year and two were removed. The roll remains open to any new members throughout the year. Please let Esther King Smith know if you’d like to be included

even if you've missed the deadline for this year or are newcomers to the church. You can only vote at our Annual Parochial Church Meeting if you are on the roll.

Prayer (in many different forms) undergirds much of what we do at Holy Trinity and a special mention must be made about our monthly Prayer Group. This group, coordinated by David and Yvonne Neville Rolfe, faithfully meets in church and not only prays for those who leave requests in the box, nor just those on our prayer list, but also for all that is happening in the church, the wider village community, our country and the world. As 'going deeper in our discipleship' is a priority in our current MAP, these opportunities for specific, set-aside time for prayer will be further encouraged.

Revd. Joe Roberts

Mission and Evangelism

Christians follow Jesus, who said, "As the Father has sent me, so I send you." (*John 20.21*). Christians are called to serve God's mission by living and proclaiming the good news – *Lambeth Conference 1998*.

At Holy Trinity there are different ways in which people can deepen their own faith and also participate in the mission of God's church. The weekly House Group continues to be an important time of fellowship in learning, engaging with different parts of scripture and biblical themes. Lent and Advent courses have been once again led by Richard Hackworth and it's encouraging to see those who are present belong not just to Holy Trinity but also from churches across the team. Our social media presence is not just a good tool to advertise what we do but also has been used to draw attention to prayers, resources and reflections that people can undertake in their daily lives – many of whom have little or no engagement with Holy Trinity. The same could be said for our church newsletter which is delivered to 800 houses in parish. The magazine keeps parishioners informed of the important matters affecting our Church and our community and includes articles that help develop people's knowledge and to grow in their faith. How we build on this is another focus for 2020.

Helping those in need is a demonstration of our faith and it should be noted that once again Holy Trinity has generously given approximately 10% of its income towards various mission and charitable works such as St. Francis Hospice, DENS, Christian Aid and the Children's Society to name but a few. Regarding our community outreach, Tuesday Gathering which started in October continues to be a truly inter-generational stay and play and social. It demonstrates our mission to serve and shows compassion to all in providing a safe space for anyone to come along, socialise and have a good time.

As we move into the new year, plans are developing for a 'deepening discipleship' course for those who want to further theirs, and for an enquirer's course for those who just want to ask questions about the Christian faith.

Revd. Joe Roberts

Families and Young People at Holy Trinity

Families at Holy Trinity has had another mixed year, the first six months within the Interregnum Bev and I managed to maintain a “Business as Usual” approach but witnessed significant decline in numbers.

These numbers cannot be attributed solely to Penny’s departure and indeed we see many of our older children who have been coming since the beginning have now got to an age where they don’t want to come or feel that it is too young for them, one of the challenges of an all age celebration is to ensure we can meet the needs and appeal to as broad a spectrum of ages as possible without alienating anyone.

Our volunteer numbers also dwindled, and we often did not have enough helpers to cover tables, food preparation and serving as well as set up and tidy away.

We were extremely grateful for the continued supported of Mrs Heather Tisbury from Great Gaddesden who assisted us with celebrations. Thanks all to our existing volunteers.

One highlight to mention was at the end of the School Year in July we enjoyed an open air Messy Church held up at Fuzzy’s Farm in Pouchen End, complete with crafts in the TeePees and a celebration and picnic tea held outside, reminding us of the beauty of God’s creations. Much fun was had by all that attended and we are fortunate enough to have already booked in to repeat this again this July, huge thanks to Nigel Durrant for his generous offer and of course to those within the congregation who supported by making the picnic food for the tea!

With the arrival of Rev Joe and his wonderful family there has without doubt come a huge amount of experience and energy for Messy Church which has been most welcome and already an enormous change of tempo has been enjoyed by both the children in our congregation and at school.

Under his guidance we have moved the whole of Messy Church to the Church Rooms – with only an average of 10-12 children attending it was felt that the School Hall was unnecessarily large and added to the complications for set up and tidy away.

With Messy Church now being held in the Church Room and the celebration in Holy Trinity it invites those families into a smaller, potentially less intimidating space and allows them to (briefly) experience the church as well.

With Rev Joe’s support we have begun to see new families coming to Messy Church and we hope this will be a trend that continues!

Trinity Kids has now been taken over by the lovely Jaime and her team of wonderful volunteers and now is labelled instead as Children’s Church and regularly attended by a small number of our young people. Numbers however, for both Messy Church and Children’s Church are lower now, reflecting the growing age of the children of our ‘core’ families, which will be a challenge that needs to be addressed.

Joe and Jaime have also introduced the lovely Tuesday Gatherings which is, of course an all age social group but is attracting a good number of young families taking advantage of a warm welcoming and inclusive environment for themselves and their little ones after dropping their older children to school. It has been extremely well received by them and a wonderful inclusive space for all.

Our Uniform Groups have joined us for a number of special events but especially the Remembrance Sunday service which was packed to the rafters which only served to make it even more special. The relationship between Uniform Groups and Holy Trinity will, I hope, continue to flourish.

Our calendar year ended as it always does with gloriously fun and very well attended Crib Service with a “Pop Up” Nativity and Joe dressed in a Star Wars Christmas Jumper, feathered wings and a slightly wobbly halo!! As always it was a memorable service and well attended and a fabulous way to bring the wider community into church and to experience Joe’s energy, humour and love of God.

Emma Harris

Potten End Church of England Primary School

I am pleased to report that following a period of uncertainty our lovely village school, under new leadership, is now flourishing again. Pupil numbers remain steady, although our Nursery Class still has a lower number than we would wish for – so please spread the word and promote it to your friends and neighbours, to help ensure that we can have a thriving Nursery during the current academic year. A point worth mentioning here is that a breakfast club has now been established in order to help working parents/carers with their childcare issues before the start of the school day.

After our previous Head Teacher left us at Easter last year, we employed an Interim Head Teacher, Denise Kennedy, initially on a fixed term contract until Christmas. However, the governors were so impressed by her performance during the summer term, that they agreed to employ her on a full-time basis. I am delighted to report that we haven’t been disappointed! Overall, the school is moving forward well academically, with any potential shortcomings being rapidly addressed through good management and staff training. Furthermore, morale throughout the school has notably risen following our two or three years of instability, and pupil behaviour has also improved. Further new faces at the school include a new and experienced Deputy Head, Vicki Ford, two new class teachers, a sports coach and (at last!) an experienced part-time caretaker.

As you know, we have also been blessed by the arrival of Rev. Joe who rapidly and enthusiastically made his presence known to our children. Joe now carries out collective worship at school every Thursday, and at Holy Trinity church on a monthly basis. Several church festivals are also celebrated either at school or in church and a Remembrance Day Service was held in school in November, with residents of the local

community being invited. Furthermore, Andrew Masters continues to visit us monthly, providing practical bible storytelling at collective worship and we have also had occasional and welcome visits from Olivia Davies from the Berkhamsted team.

Penny Wager continues to lead R.E. within the school, and she liaises closely with the other teachers and school governors to ensure that our children receive a well-rounded and inclusive Christian education.

As in previous years, there has been a number of enrichment opportunities available for all year groups including residential trips for years 4 and 6, Forest School sessions at Hudnall, a variety of school trips designed to enhance the curriculum as well as several 'themed' days in school. Sporting activities continue to grow, and we have fortunately been able to employ a sports coach who has helped us achieve the Sports Silver Achievement Mark.

As well as the Hudnall visits, our focus on outdoor learning continues to be enhanced by further development of our own 'Wonder Wood', thanks to our wonderful 'Friends of School' who help us so much in providing the school with many 'additions' to learning that our limited funding could never provide.

Many of our challenges for the future remain the same as in previous years! Funding is always an issue, but our priority is, as always, to balance our budget in a manner that does not jeopardise teaching, safety and wellbeing of our children.

Both Ofsted and SIAMS have altered their inspection frameworks, and as we now consider ourselves 'in the window' for inspection from both organisations, we are making sure that both staff and governors are fully aware of the new expectations.

As usual, I would like to end this report by thanking Rev. Joe, the PCC, the Friends of School, the local community, my fellow governors – and indeed all volunteers – for the terrific assistance and valued support they provide to our wonderful Church of England school. Furthermore, during my regular visits to the school over many years, I cannot fail to be impressed and thankful of the hard work and total dedication of the teachers, and indeed, all the staff of the school.

We have a great new website: www.pottenend.herts.sch.uk.

Simon Barnard

Pastoral Care

The pastoral care team is a small group of volunteers. The members of the team visit those from the church and wider community who are struggling with being housebound, sick, bereaved or just need a friendly chat over a cup of tea. Occasionally a talk on the telephone is preferred to a visit. The team is now led by the Revd. Joe Roberts who has visited many of those who are housebound and taken home communion to people in Potten End Village as well as Castle Village. Revd. Joe Roberts also socially visits Annette House and Castle Village at least monthly.

I would like to thank the six members of the pastoral care team for their valuable contribution to our work in the community.

All those who had been recently bereaved and had had services at Holy Trinity were sent personal letters of invitation by the Revd. Joe Roberts to a service of remembrance with thanksgiving held on the afternoon of November 3rd All Souls Day. It was made known that the service was, of course, open to everyone whatever their stage of grief and the service was well attended. Following the service refreshments were held in the church room.

If anyone would like to join the pastoral care team or is aware of someone who might appreciate a visit from a member of the team, please let Joe or myself know.

Ann Charlton

Social Committee

Since the last APCM we had umpteen volunteers ensuring that there is always a cuppa and biscuit on offer after Sunday services. Many thanks to all of you that participate and to those that haven't yet volunteered, please do consider it.

We had a lovely June day for our Patronal Service which was followed by Pimms and cake on the lawn. This was a very popular event and I think this more relaxed approach to post-service gatherings work.

In September we had the installation for Rev Joe. The refreshments for this were a true demonstration of community, with many people contributing to this. This was not only cost effective, but it also gave people who would not normally be included in organising social events an opportunity to participate and feel valued. It is also gave Andy and me an excuse to do a France run to get the wine. Jean and Toni kindly volunteered to do the tea and coffee as our guests arrived from Marston Green. Everyone that attended seemed very happy and complimentary about our hospitality. I had planned and booked a Barn Dance on 14th September; however we had to cancel due to a lack of ticket sales. A lot of people made it clear that it was just the date that was a problem and that if we could do it later in the month they would definitely support. I would like to try this at school to reduce costs if we do it this year.

We then had our much-cherished King Smith concert on 25th October "Around the world in 80ish minutes" followed by cheese and wine. A firm favourite which is also a great fund raiser for the church. This is already being planned again for this year. Rev Joe and I had a very small social committee meeting of two people and agreed some dates before the year end.

3rd November was the Service of Remembering followed by tea, coffee and cake. We again had a signup sheet for this as per the installation and again it worked very well. Many thanks to all involved again.

December 19th was Nine Lessons and Carols with mulled wine and mince pies afterwards. Emma and Bev volunteered for this, which finally gave Sue and Jane a chance to enjoy the service and music after many years of mulled wine and mince pie service. Thanks to Mandy also for the refreshments for the choir and musicians.

December 22nd was the first time for a pre-Christmas church social gathering in the Church Rooms – the calm before the main event. It included the Muppet's Christmas Carol, games and light refreshments. It was a really chilled event with a real mixture of ages. Definitely a format that we should repeat in the future.

Coming up is the Bluebell walk which is back by popular demand. This year it will end in the Church Rooms with a hearty bowl of soup. It is a great opportunity to invite new members of the village along to discover the beautiful surroundings and have a 'good old natter' on route.

Also coming up is the Patronal Festival, VE Day tea party/picnic and beer festival among other things that I will leave as a surprise.

However, if we are to sustain a social committee, I suggest that we need to think about breaking down the social events into the following areas:

- 1 – business as usual (coffee, 9 lessons, etc.)
- 2 – community focused events (no profit required)
- 3 – fund-raising events

This leaves aside things such as Tuesday Gathering, Tuesday Lunches, Church Women's Fellowship, Trinity Kids and Messy Church. However, all need considering as it is part of the above and takes the workload for various members. There are also key criteria that we must address: inclusivity, affordability and diversity of events.

All of this can only be successful if people are willing to be part of this committee (as per the 150 committee) or take responsibility for a small event or job from time to time.

I personally enjoy the joy and fellowship that is enabled through these social events and I feel truly blessed to be part of them, but I would love some more company please.

Sara Raybould

Church Women's Fellowship

The Fellowship's Programme of meetings began in February this year with an interesting presentation by Kerry Anne Cooper about the new Liberty Tea Rooms in Hemel Hempstead that she runs, aided by a veritable army of dedicated volunteers that includes one of our members. The Tea Rooms serve a variety of snacks and meals throughout the day and provide an agreeably informal meeting-place for locals and others. There are no set prices, payment being left to customers' discretion. In March a return visit by Ivy Silk gave us an inspiring update on the work of her Charity, 'Indian

Mother and Child'. On her most recent visit there, Ivy was accompanied by her Granddaughter. For Easter this year, we had a 'Hot-Cross Bun and Coffee Morning'. There was no meeting in May as the due day was a Bank Holiday. In June, Eve Davies regaled us with 'Some People Do Win Competitions!' As a result of her win she had enjoyed an interesting, extended stay in Japan. July treated us to 'Another Long Walk'. This was shared with us by our dear friend Richard Hackworth. In September Stella Glenn, the member mentioned above, spoke to us courageously. The title of her moving talk was 'Depression – Not Me!' In it she emphasised her gratitude for the support she had received from her friends at the Church and through her work at the Liberty Tea Rooms. Our friend Mike (Wallis) talked to us again in October, this time about the work he and Jane Hazard (our Treasurer) undertake as 'Response Pastors'. Much of this is giving advice on various domestic issues. Visits are made regularly throughout the area, including to 'locals' whose homes are narrow boats moored on the Grand Union Canal. Our November meeting was a 'Christmas Tea Party' – great fun! The highlight was undoubtedly the visit by Year 6 of Potten End School who not only sang some lovely Christmas Carols to us but gave us delicious mince-pies that they had made at school. Our programme ended with the usual 'Christmas Charity Coffee Morning' in December at which the Refreshments, Stalls and other fund-raising activities were well supported. As a result, the Fellowship donated a total of £400, shared between the following – the Salvation Army, our Holy Trinity Churchyard, Age UK, Mary's Meals, and Ollie – the Charity of a family in the Village.

The Winter Warmer Lunch, held in February as usual to raise funds for the local Charity 'Hope for Children', was as well supported as ever. The menu was largely the same as in previous years – home-made cottage pie and deserts, then coffee – and it went down with appreciative gusto as before. As a result of this event, well attended and thoroughly enjoyed by all, a cheque for £365 was sent to the Charity.

Following the usual pattern, Tuesday Lunches were served from April onwards, although this year they ended in October. They attract a regular attendance of Fellowship members, villagers and friends from other churches and further afield. We all meet together to eat and chat in a welcoming and relaxed atmosphere of Christian fellowship. In this way the Lunches play a not insignificant role in the life of our Church (although perhaps, somewhat in the manner of a 'light under a bushel'). In addition, they continue to raise funds for the Church Room. Thanks, continues to be due from the Church to all members and non-members of our CWF on whose unfailing efforts and support the Lunches depend. Special thanks are due yet again to Jean, Lucy, Maureen, Shirley C, Shirley R and other helpers.

It is good to be able to report that in terms of interesting and enjoyable meetings, of fund-raising and above all, of warm and rewarding fellowship, for our CWF this has been another fulfilling and successful year. Thank you all. We look forward to the coming year with confident and happy anticipation.

Toni Butler

Church Yard

We are very lucky to have a wonderful band of volunteers, who help to keep our churchyard looking so good throughout the year. The 2020 plan is now being prepared and this will commence in the first week of April and run through to the end of October with the final act being the annual leaf pick and garden tidy ready for Remembrance Sunday on 8th November.

I should also register a huge special thank you again to all the volunteers of all generations who came forward to support the 2019 annual leaf pick and churchyard tidy up, in preparation for the Remembrance Day Service back in November. We were again supported by our local uniformed groups and by parents and children from our village School. The morning was great fun, and having a tidy churchyard greatly enhanced the Remembrance Day Service.

As always – any new volunteers are most welcome, and we would particularly like to thank the new volunteers who came forward in 2019. Please do let me know if you wish to find out more about this role or wish to volunteer to help with mowing or strimming.

Rob Ferneyhough

Finance Review

2019 was a year of transition for Holy Trinity. Much of the year was spent in interregnum, with the arrival of our new incumbent, the Reverend Joseph Roberts in September.

Total incoming resources from unrestricted funds were £67,766 (2018 £68,084), of which £46,895 (2018 £47,194) were giving and associated gift aid, £1,231 (2018 £2,753) were PCC fees receivable and £17,501 (2018 £13,670) were income received from letting the Church hall and Newsletter adverts and donations. The Newsletter appeal, which was launched at the end of 2018, was particularly successful and £1,921 related to this is reflected in income from operating activities to generate funds in 2019. This, together with an increase in Church hall lettings has offset the reduction in 2018 income from PCC fees and social committee income raised by the 150th anniversary committee in the prior year.

Total planned giving through the Parish Giving Scheme, envelopes and standing orders was £26,482 which remained in line with the previous year (£26,654). This is a very positive outcome given we were without a Vicar for much of the year.

£72,687 (2018 £73,609) was spent from unrestricted funds, £5,300 (2018 £5,777) for Missionary and Charitable giving and £67,387 (2018 £67,832) for activities directly relating to the work of the Church. We paid our total Parish Share contribution in full, which accounted for 65% of the total expenses relating to the work of the Church.

During the year the Church contributed £2,500 to the Vicar for costs related to the redecoration of the Vicarage. £2,000 of this was paid from our designated funds. This is an unrestricted fund derived from bequests to be used at the discretion of the PCC. A further £395 was paid from the Endowment fund, in particular from funds received from the Williams Trust to be paid directly to the Vicar. The balance was paid from unrestricted funds.

During 2019 we needed to make significant repairs to our Organ and this was funded from the Organ Restoration Fund, a restricted fund.

A new boiler was installed during the year and this was partly funded from designated funds (£4,972) and partly from Endowment funds (£1,995) which were bequeathed by Mrs Sheila Harris to be applied as the PCC thinks fit. Lastly £1,675 was transferred from the Church fund (a designated fund) to the unrestricted fund. This relates to income earned from the 2017 Church Fete which is transferred to the general fund on a six-monthly basis.

The net movement in unrestricted funds after transfers from reserves was an increase of £4,116 (2018 £5,525 decrease). Overall the net movement in total funds for the Holy Trinity was an increase of £3,662 (2018 £5,239 decrease). The increase is mainly attributable to the unrealised gain of £9,523 recorded as a result of the increase in market value of our investments. Last year the value of our investments decreased, resulting in an unrealised loss of £2,019.

We are fortunate that we continue to maintain a healthy level of cash and reserves, which is reflected in our balance sheet; however we need to be mindful that as our expenses continue to exceed our income we may need to utilise these reserves in order to maintain the operating activities of the Church.

Reserves policy

The PCC aim to maintain a balance on free reserves (net current assets), which equates to at least three months' unrestricted payments. This is equivalent to around £18,000. It is held to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at the year-end was £68,343 (2018 £79,642) which is well in excess of this target.

It is our policy to invest our fund balances with the CCLA Church of England Investments and Savings accounts.

The PCC also holds reserves against the potential risk of losing a major donor of the church, a regular church room letting or newsletter advertiser.

Katie Bett