

# Committee Meeting Minutes

Via Zoom

Monday, 18 May 2020

**Present:** Lynn Bassett, Peter Berners-Lee, Colin Bird, Rev. Dr David Chapman (Chair), Rev. Stephen Copson (Trustee), Doral Hayes, Andrew Jack, Iren Jasko, Cathy Limebear, Pip Austin (Secretary)

**Opening devotions:** led by DC

|  | <b>Action</b> |
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| <p><b>1. Opening devotion and prayers</b><br/>Led by DC<br/>Apologies: Janet Bird, Rosemary Fletcher, Paul Seymour (Trustee)</p>   |               |
| <p><b>2. Minutes of last meeting (27 January 2020)</b><br/>The minutes were agreed as a correct record and will be signed in due course.<br/>The Matters Arising are all covered on the agenda.</p>  |               |
| <p><b>3. Chair's Report</b><br/>This had been submitted in writing and DC just wanted to draw attention to the paragraph at the end of his report to record his personal thanks to Janet and Colin Bird for their services to Churches Together.</p>   |               |
| <p><b>4. Ecumenical Facilitator's Report</b><br/>DH had submitted this in writing and there were no questions.<br/>DC reported that PB-L wished to give congratulations to her for her MA and he would like to echo that, including a distinction for her dissertation. He thanked her for all the work she has done in the past year for Churches Together in Hertfordshire and the way she is able to bring people together. Last week's meeting was very interesting, with gathering the local groups.<br/>DH reported that there were almost 30 people there from a cross-section of the churches and from across the county. In future she would encourage them to talk more about the churches doing together. It was understandable that for the first meeting churches wanted to talk about they were doing in this particular, extraordinary circumstance. But it has shown that there is space for drawing people together from across the county in this way, perhaps around particular issues.<br/>PB-L congratulated DH on the meeting.</p> |               |
| <p><b>5. Treasurer's Report</b><br/>The report was submitted by CB. He reported that 2019 was self-explanatory, with just three issues that created a deficit which were completely understandable. The Accounts have been completed and signed off. Better news for 2020 all the denominations have paid their subscriptions and the URC have paid for 2019 as well. In 2020 CTHerts received £10,500 from the denominations. Letters for subscriptions went out on 1 March which was a good thing, given the start of lockdown on 18 March. By that date we had received £2,800, which is about 80% of all the expected subs. He is sure more will come in as the year progresses.<br/>As of today, we have about £23,000 in the bank and we hold nearly £4,500 for Thy Kingdom Come. So we have a lot of cash which is what is needed to see us through this quite difficult time.<br/>The Accounts were accepted.</p>  |               |
| <p><b>6. Election of Trustees</b><br/>DC reported that, at the January Committee meeting, CB and JB indicated their intention to stand down from their roles at the AGM in May. This meeting replaces the AGM for the time being, and so they will stand down now, so CB and JB will be leaving the</p>  |               |

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| <p>Committee and JB, who is a Trustee, will need to be replaced. The Chair is not a fixed role and it is not necessary for the Chair to be a Trustee. To maintain a denominational and gender balance, Lynn Bassett has been nominated by DC and DH as a Trustee. Approved by the Committee and DC informed LB that the Committee is delighted with her appointment.</p>   |  |
| <p><b>7. Appointment of Officers</b></p> <p><b>7.1 Appointment of Treasurer</b><br/>LB has received the nomination to be the new Treasurer to replace JB. She was duly appointed as Treasurer.<br/>To give Lynn's background: she is RC and from Hemel Hempstead, where she worships at Hemel West. She came to the January Committee meeting, having joined the Committee in the summer of 2019. She is retired and has been a hospital chaplain for 14 years. She met DH at TKC and has been involved in CT in Hemel Hempstead. She has been the treasurer for small organisations and for her husband's and her company. She is maths and spreadsheet competent and has experience of PAYE, although not an accountant. CB said that the handover can be gradual, especially given the current circumstances, as long as we continue the current banking arrangements until the new ones have been sorted out.</p> <p><b>7.2 Independent examiner</b><br/>Helen McCash will cease to perform this role and DC would like to write to her to thank for her work. A replacement is not immediately urgent because it will not be required until next year. Suggestions for a new Independent Examiner are welcomed by the Chair.</p> <p>As we have appointed a new Treasurer and Trustee, we need to record a technical resolution to enable the banks to know that the bank signatories have been changed: that Lynn Bassett will be replacing Janet Bird as signatory. CB advised that was sufficient in terms of wording, as long as we agree to the bank's standard resolution for that purpose. The account is with Lloyds Bank and online, so CB will look into that. The Trustees also need to agree that JB remains a signatory until the bank has processed the change.<br/>JB will therefore remain a signatory until such time as the bank mandate has been changed.<br/>CB also asked for formal authorisation by the Committee of the disposal of the old paperwork they hold. He and JB will go through the papers and shred those which are no longer required and pass on any necessary papers to LB.<br/>Agreed.</p> <p><b>Appreciations</b><br/>DC asked for a formal minute thanking JB and CB for all their hard work. The formal appreciation will also recorded at the AGM.<br/>Msgr Mark Langham was due to address the AGM and has agreed to do so at a later date. Other Committee members expressed their appreciation for JB and CB, saying they will be missed very much and that they have done a brilliant job. CB says it has been a pleasure and thinks it has been 15 or 20 years, so a long time.</p> |  |
| <p><b>8. AGM</b><br/>It is too early to agree a new date for the AGM.<br/>There is to be a Committee Meeting on 28 September at 11 am. This will be either in person at Panshanger or by Zoom.<br/>PB-L suggested that, depending on the situation, it may be the case that we will need a Zoom AGM.</p>   |  |

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| <p><b>Thy Kingdom Come</b></p> <p>This begins on 21 May and a lot of things have been planned to be online, including prayers from regional church leaders and representatives being posted every day, also family prayers being posted every day, an evening reflection video each day, and a slightly longer launch video and an online celebration for Pentecost Sunday. There is also a family resource which is currently being finalised. The planning group that put together last year's beacon event, involving six denominations across Herts and Beds, have been working tirelessly to bring everything together. There is a lot happening to encourage prayers, so a lot will be circulated in the coming days.</p> |  |
| <p><b>9. Closing Prayers</b></p> <p>The meeting closed with the Grace.</p>  |  |