

**DRAFT**

**PARISH OF SANDERSTEAD**

**PAROCHIAL CHURCH COUNCIL**

**MINUTES OF A MEETING HELD ON 6<sup>th</sup> FEBRUARY 2018**

**AT ST ANTHONY'S CHURCH**

**Present:** Canon Martin Greenfield (in the Chair), Rev Susan Atkinson-Jones, Rev Jeremy Groombridge, Indrani Balachandran, Tim Crump, Lynne Davison, Jeremy Dearden, Linda Etheridge, Piers Hubbard, Maria Linford, Gill Pates, Deborah Rastall, Michael Rowland, Barbara Webster-Dudley, Kevin Wright, Richard Wragg, Chris Babbs (secretary)

**Apologies:** Fr Grant Cohen, Kim Brown, Clive Christensen, Veronica de Grasse-Grant, Rosemary Kempzell, Sylvia Keats, Julia Rider, Marc Smith, Susan E Thomas

**18/01 WELCOME AND THANKS TO ST ANTHONY'S**

Martin welcomed everyone to the meeting and, on behalf of all, thanked St Antony's for their hospitality.

**18/02 OPENING BIBLE READING AND PRAYER**

Barbara Webster-Dudley read from Philippians 4 and then led us in prayer.

**18/03 AOB - PARISH OFFICE COVER**

Cover for the Parish Administrator's forthcoming period of sick leave would be covered under AOB.

**18/04 MINUTES OF THE MEETING HELD ON 4/12/17 AND RECORDS OF STANDING COMMITTEE "VIRTUAL" MEETINGS**

The minutes of the previous meeting were agreed as a true record and duly signed. PCC approved the records of two "virtual" Standing Committee meetings held by e-mail in January: on the 1/1/18 pay review and locally set fees for 2018 marriages and funerals.

**18/05 MATTERS ARISING**

**(A) (17/45 (A)) PCC Treasurer:** We still had not been able to recruit a PCC Treasurer and urgently needed a volunteer for the role; the Secretary could supply details of what the job entailed.

**(B) 17/45 (C)) St Mary's Safeguarding Self-Audit:** The document had been received and circulated.

**18/06 NOTICES**

Martin mentioned:

- The Churches Together in Sanderstead meeting on 7/2/18 at 4.30pm at Sanderstead Methodist Church;
- Synod at Christ Church, Purley, at 8pm also on 7/2/18; the meeting would focus on Baptism and all were welcome.

## 18/07 PASTORAL ORGANISATION

### (A) CREATION OF THE PARISH OF ST MARY'S, SANDERSTEAD

The Church Commissioners had approved the draft Pastoral Scheme creating the Parish of St Mary's for public consultation. Notices for display would be issued by the diocese. *[Now received; any objections must be communicated to the Church Commissioners by 3<sup>rd</sup> April. CBJ]* Once the timing of the implementation of the Scheme was known, the implications for the Meeting of Parishioners ("Vestry") for the election of churchwardens and the Annual Parochial Church Meeting would need to be thought through. Financial aspects had been agreed between Treasurers. Payroll arrangements needed to be finalised following a meeting between Clive Christensen and Chris Babbs. **ACTION: Chris Babbs**

### (B) ST AUGUSTINE'S MISSION PROJECT TEAM

Jeremy reported that the team from St Augustine's Theological College had met with clergy and wardens on 13/1/18. They had done a great deal of research on the Hamsey Green area. They had developed a questionnaire on attitudes to Christianity and the Church etc which would be used with a sample of the population on 15 & 17/2/18 (some street research and some on the doorstep). Anyone who could help with that should approach Jeremy. The team would be reporting to the APCM.

## 18/08 PARISH REPORT & ACCOUNTS

PCC approved the draft report, subject to the filling of gaps when information was available etc. It was agreed to devolve approval of the final version and the accounts to Standing Committee.

## 18/09 ARRANGEMENTS FOR THE MEETING OF PARISHIONERS AND ANNUAL PAROCHIAL CHURCH MEETING (22/4/18 AT ALL SAINTS')

The exact business to be transacted would depend on the timing of the implementation of the Pastoral Scheme. The following sequence was agreed:

- 10am Team Eucharist
- Coffee
- Formal Business of the two meetings (as expeditiously as possible!)
- Report back from the St Augustine's Mission Project Team.

## 18/10 GENERAL DATA PROTECTION REGULATIONS AND THE PARISH DIRECTORY

Chris Babbs spoke to his paper and the background material which had been issued. It was agreed that:

- DCCs should take the lead on the issue, under PCC oversight, starting with a Data Audit: **ACTION: DCC Chairs & Secretaries**
- The Parish Office should be treated as a separate unit for GDPR purposes and also carry out a Data Audit: **ACTION: Parish Administrator**
- The next revision of the Parish Directory should include a specific mechanism for obtaining consent to (clearly defined) publication of personal data. **ACTION: Rector's Admin Assistant**

## **18/11 PCC & APCM DATES & VENUES 2018/19**

The following dates/venues were agreed;

16/5/18 All Saints'

2/10/18 St Antony's

3/12/18 St Edmund's

4/3/19 All Saints'

APCM 28/4/19 St Antony's

## **18/12 CHURCH FABRIC ISSUES**

### **(A) ST ANTONY'S**

It had been confirmed that the accumulation of water on the chapel windows was due to condensation, rather than leaks and could be solved by use of a dehumidifier.

### **(B) ST EDMUND'S**

The William Goddard Room roof repairs had successfully solved the problem of water ingress; works to make good the consequential damage would now take place. However, another roof leak had been found in a different area. A blocked downpipe had been cleared. The lightning conductor would need significant work as it was otherwise expected to fail its next test.

### **(C) ALL SAINTS'**

The windows and the fire door had been replaced in the small hall and kitchen. PCC approved the project to install double-glazed windows and doors in the large hall at a cost of £13,800.

### **(D) ST MARY'S**

Now the surveyor's valuation report had been received, the hall project could be progressed; the buildings team had accordingly re-convened. The organ bellows had been replaced. Both boilers needed to be replaced, one having failed completely. The diocesan heating adviser was being consulted.

## **18/13 CLERGY HOUSING ISSUES**

### **(A) ST ANTONY'S VICARAGE**

Work on a new kitchen should have started the previous day – but had not. Apparently the necessary units would not be available for three weeks. The diocesan team were considering options such as changing suppliers, but the choice of units and how to get the associated building work done were among the issues to be resolved. PCC expressed great concern at this turn of events, and extended sympathy to Susan and her husband. *[The saga has continued: re-painting and replacement of the lights are being carried out in week beginning 19/2/18 but everything else is unresolved. Standing Committee authority is being sought for a PCC letter in support of a formal complaint. CB]*

### **(B) FORMER RECTORY**

Concern had been expressed by occupants of the neighbouring flats about the situation in the former Rectory. It was understood that the diocese had placed tenants in the house.

### **18/14 DCC MINUTES**

PCC noted with approval the following DCC minutes which had been circulated:

St Antony's & St Edmund's joint meeting 10/1/18

All Saints' 21/11/17 and 10/1/18

St Mary's 9/1/18

### **18/15 AOB – PARISH OFFICER COVER**

The Parish Administrator required an operation on his other hand, which would hopefully take place on 26/2/18. PCC authorised the offer of a temporary contract for up to four weeks to Ms Sue Carter. Ms Carter would work up to 20 hours per week but, because she could not attend during all the periods for which the Office was normally open, there would be closures on some days.

### **18/16 CONCLUSION**

There being no further business, the meeting concluded with further prayer and the Grace.

**Team Eucharist and APCM 22/4/18 10am at All Saints'**

**Next meeting 16/5/18 8pm at All Saints'**

CJB 20/2/18