

DRAFT

PARISH OF SANDERSTEAD

PAROCHIAL CHURCH COUNCIL

MINUTES OF A MEETING HELD ON 16th MAY 2018

AT ALL SAINTS' CHURCH

Present: Canon Martin Greenfield (MG) Chair for items 18/17-19 & 18/24-26, Rosemary Kempzell (RK) Chair for items 18/20-23 & 18/27-31), Revd Susan Atkinson-Jones (SA-J), Revd Jeremy Groombridge (JG), Indrani Balachandran (IB), Lynne Davison (LD), Jeremy Dearden (JD), Veronica de Grasse-Grant (VdeG-G)), Piers Hubbard (PH), Gill Pates (GP), Michael Rowland (MR), Marc Smith (MS), Susan Thomas (ST), Barbara Webster-Dudley (BW-D), Kevin Wright (KW), Chris Babbs (CB), Secretary

Guest: Michael Turner, Treasurer, All Saints'

Apologies: Linda Etheridge (LE), Richard Wragg (RW)

18/17 WELCOME/OPENING BIBLE READING & PRAYER

RK welcomed everyone to the first meeting of the PCC of the reconstituted Team, following the creation of the Parish of St Mary's, Sanderstead, on 23/4/18. Then, assisted by IB, she led us in prayer, based on a reading from the Beatitudes and contemplation of a picture of the Lion & Lamb statue in Farnham.

18/18 NOTIFICATION OF ANY OTHER BUSINESS

An issue had arisen about GDPR consent for the London Borough of Croydon for Mother & Toddler Groups. It was agreed that this would best be dealt with under the general GDPR head.

18/19 ELECTION OF OFFICERS AND STANDING COMMITTEE

(A) OFFICERS

Rosemary Kempzell & Chris Babbs, being willing to continue as Lay Chair & Secretary, respectively, and there being no other candidates, were declared to have been elected into those roles. However, we remained desperately in need of a PCC Treasurer.

(B) STANDING COMMITTEE

Susan Thomas was willing to continue as a member of Standing Committee, and Jeremy Dearden was prepared to join it. There being no other candidates, they were declared to have been elected as members of Standing Committee, in addition to the *ex officio* members (senior clergy, wardens & PCC officers).

18/20 MINUTES OF THE MEETING HELD ON 6/2/18 AND RECORDS OF THE STANDING COMMITTEE "VIRTUAL" MEETINGS HELD IN FEBRUARY & MARCH 2018

The minutes of the previous meeting were agreed as a true record and duly signed. PCC approved the records of two "virtual" meetings held by e-mail: February 2018 (sick pay for Parish Administrator) & March 2018 (final approval of the 2017 Report & Accounts).

18/21 MATTERS ARISING

(A) ELECTION OF ST MARY'S 2018/19 CHURCHWARDENS (18/07(A))

It had been decided, and endorsed by the Archdeacon, that it would be “safest” to elect St Mary’s 2018/19 wardens at the 2018 Meeting of Parishioners (“Vestry”) of the former Team, because the new parish of St Mary’s, Sanderstead, would not have come into legal existence at the time of the election. This had been duly done.

(B) PAYROLL ARRANGEMENTS (1807/(A))

Thanks to the efforts of Michael Turner in liaising with HMRC, payroll arrangements separate from St Mary’s in HMRC terms were now in place.

18/22 MINUTES OF THE “VESTRY”/APCM HELD ON 22nd APRIL 2018

Endorsement of the minutes for formal approval at the 2019 meeting was proposed by GP, seconded by ST, and agreed unanimously. There were no Matters Arising for PCC action.

18/23 GENERAL DATA PROTECTION REGULATION (GDPR)

(A) BACKGROUND

GDPR had been discussed at the last meeting. The Regulation would come into force on 25th May. However, the Information Commissioner’s Office had made it very clear that, as long as organisations could demonstrate that they were addressing the issue, they would not expect full compliance from that date. The situation was a developing one, so that, to some extent, the approach agreed at the last meeting had been overtaken by events.

(B) PRIVACY STATEMENTS & CONSENT

The diocesan standard Privacy Notices (one for role holders and one for members of the general congregation) had been placed on the website. Paper copies, together with Consent Forms for the general congregation, had been made available at All Saints’. The other churches would follow suit. **ACTION: CB** [*Note: done for 27/5/18. CB*]

(C) GENERAL APPROACH

Whilst it remained true that a lot of the actions needed to be taken at church level, because that is where personal data was generally held, it was important that we acted in an integrated way under the PCC ambit. This would be more efficient and also ensure that everything was in the name of the legally constituted body in the parish. It would be symbolised by using the parish logo on all documentation.

In practice this would mean that All Saints’ would lead (through its Communications Group and/or other mechanisms, as desired) and the smaller churches would buy in. Whilst the Parish Office had particular characteristics, in terms of personal data held in respect of weddings & funerals, it would make sense for it to come under the All Saints’ ambit.

(D) PROFESSIONAL ASSISTANCE

Having dealt with the “outward facing” issues like notices and consent, it was possibly even more important that we addressed the issue of our internal systems, to make sure the personal data held was secure and properly handled. For that we would need professional help. KW had a contact in this area, Peter Slack of Orbital Technology. It was agreed that KW would convene a meeting between Mr Slack and representatives of each church to explore how Orbital Technology could help us. If that meeting was successful, we would consider engaging Orbital Technology to carry out the appropriate tasks, at a cost not to exceed £5,000 (to be apportioned according to the standard formula for non-Parish Office shared costs). Final approval would be given by Standing Committee, with particular consideration to be given if the quotation exceeded £5,000. **ACTION: KW**

[Note: Representatives of all the churches had a meeting with Mr Slack on 24/5/18. This was very useful, with a refreshing emphasis on ensuring our systems were secure and compliant,

rather than on formal consent etc. However, the subsequent formal proposition from Orbital Technology came to £6,240 (including VAT). There will therefore need to be further consideration before any proposition is put to Standing Committee. CB]

(E) APPROACH TO FINANCIAL COMMITMENTS

It was noted that the approach to financial commitments noted above was a new departure. Previous practice would have been to remit the issue to DCCs for specific agreement, prior to taking any action. However, it was agreed that, in our new situation, this approach was appropriate in the right circumstances.

(F) APPROACH FROM THE LONDON BOROUGH OF CROYDON ABOUT MOTHER & TODDLER GROUPS

London Borough of Croydon had approached All Saints', seeking consent to continued contact and use of data in respect of childcare issues, specifically Mother & Toddler Groups. The issue also applied to St Edmund's, in respect of Scallywags which was now under church management. It was agreed that consent would be given, with the contacts being MG for All Saints' (to be replaced by Annalie Taylor when in post) and SA-J for Scallywags. **ACTION: MG/SA-J**

18/24 TEAM RECTOR'S NOTICES

MG mentioned:

- Annalie Taylor had been appointed as Children & Families Pastor from September. She would need a formal contract of employment in due course. **ACTION: MG/CB**
- The parish weekend away at Ashburnham had been highly successful.
- Everyone had been delighted to hear that JG would be continuing as Assistant Priest in the parish. His formal licensing by Bishop Jonathan would be on 20/5/18. *[Note: St Antony's/St Edmund's 10am service was cancelled on 20/5, to allow as many people as possible to attend. CB]*

18/25 MISSION & MINISTRY IN THE PARISH

(A) REVIEW TO BE COMMISSIONED BY THE BISHOP OF CROYDON

MG had been approached by the Archdeacon who informed him that Bishop Jonathan was minded to commission a review of the Sanderstead Team by an Archdeacon from a neighbouring diocese. The draft terms of reference area attached at Annex A. Comments from the PCC were invited by 15/6/18. PCC welcomed the initiative – change was needed and an external perspective would be very helpful. General comments were that the ToR needed to be more directed towards change and growth (both in numbers and spirituality). How we used our administrative resources, both paid and volunteers, to support Mission & Ministry should also covered by the review. However, we should aim for a much tighter timescale for comment. It was agreed that revised ToR, reflecting the above, would be circulated, with comments to be with CB by end of 25/5/18, with a view to amendments being suggested to the Archdeacon immediately after that date. **ACTION CB:** *[Note: Revised TOR circulated; comments received; and a suggested form of words sent to the Archdeacon on 28/5/18.]*

(B) BISHOP OF SOUTHWARK SCHEME FOR THE GOVERNANCE OF THE PARISH

Besides the Church Commissioners' Scheme setting up the current Team Ministry (now amended by that re-establishing the Parish of St Mary's), our governance arrangements were set out in a Scheme by the Bishop of Southwark, setting out the role & composition of PCC, the DCCs etc. In theory this needed amendment to reflect the departure of St Mary's. However, it was agreed that any action on this should be deferred, pending the outcome of the review to be commissioned by the Bishop of Croydon.

(C) ST AUGUSTINE'S MISSION TEAM REPORT AND FURTHER CONTACT WITH ST AUGUSTINE'S

The Mission Project Team Report would now become a very valuable input to the review to be commissioned by the Bishop of Croydon. However we did need to do the same kind of work in other parts of the parish, using the tools developed by the team, so we really understood the context in which we were working. The offer of another Mission Project Team had been made, which PCC very much welcomed. St Augustine's were also considering whether Sanderstead would be an appropriate place for an individual 6-8 week pastoral placement. PCC would also very much welcome this, if it came to fruition.

18/26 REVIEW OF PARISH ADMINISTRATION

A review of parish administration (both paid staff & volunteers) had been considered and draft Terms of Reference prepared for consideration. However, the review to be commissioned by the Bishop of Croydon meant that it would be premature to put this in hand now, as structural changes might be suggested, which would produce an entirely different context. The need for a review, when appropriate should not be lost sight of, however, and this did not mean that urgent or simple improvements should not be made, eg arising from the GDPR activity. The analysis for GDPR of where & how we used data would be a useful input to a future review.

A meeting of clergy & wardens was needed to go over many of these issues. *[Note: Arranged for 5/6/18. CB]*

18/27 SAFEGUARDING

Adoption of the three revised PCC Safeguarding policies, which had been circulated, was proposed by MG, seconded by LD, and agreed unanimously. DCCs needed to take similar action.

18/28 CLERGY HOUSING ISSUES

(A) RECTORY

A new drive was to be laid and defective guttering replaced.

(B) ST ANTONY'S VICARAGE

There were a number of points of concern:

- The kitchen had been repainted and new lights installed. The prospect of a new kitchen remained but SA-J was very reluctant to contemplate further disruption without a clear demonstration that the diocesan property department could liaise effectively with contractors.
- CB had written to the Diocesan Secretary expressing the PCC's deep concern about the situation regarding the kitchen. This had been acknowledged and, after a reminder, a substantive reply had been promised for this meeting. It had not been received. PCC expressed extreme disappointment at this: it was a deplorable situation. CB would follow up. **ACTION: CB**
- There was an incipient problem with water ingress through the roof. *[Note: This has now become a really serious issue. CB]*

18/29 CHURCH FABRIC ISSUES

(A) ALL SAINTS'

- The public notice for the faculty authorising installation of screens and removal of the north aisle pews was put on display on 9/5/18, with objections to be sent to the Diocesan Registry by 8/6/18. The detailed paperwork could be viewed in the Parish office; a small display about the project had also been set up in the Green Room at the end of All saints' Halls.
- New double-glazing had been installed in the large hall, and fire doors replaced, in the week after Easter. This was proving extremely effective.
- Sludge had been cleared off the roofs and downpipes cleared – with further work to be done on one which was affected by tree roots.
- Noise from the telecommunications equipment installed in the tower had been a problem for a year. This had been taken up with the operator, QS4, with the threat of not agreeing a required novation agreement – or even terminating the entire arrangement - if necessary. There was now a scheduled “outage” over the weekend. PCC endorsed KW’s proposal to employ Environmental Equipment Corporation Ltd to carry out a full assessment of the issue and to recommend appropriate measures. The cost would be some £1,000, to be met by QS4.
- All Saints’ Quinquennial Inspection was due on 6/6/18.

(B) ST EDMUND’S

- A further roof leak had been repaired.
- A new water boiler had been installed.
- With the Archdeacon’s verbal agreement, the kitchen door would be replaced (with removal by licensed contractors as there was asbestos present in the current door).
- A few issues had arisen from a Health & Safety inspection of Castle Day Nursery, mainly the need to replace the kitchen extractor fan, which could well mean a replacement window.

(C) ST ANTHONY’S

- There was still a condensation issue in the chancel.
- It was likely that one heater would have to be replaced.

18/30 DCC & SYNOD MINUTES

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

All Saints’ 16/4/18

St Antony’s 12/2/18 and special meeting 12/3/18

St Edmund’s 12/3/18.

The minutes of the Synod meeting on 7/2/18 were also noted. The Deanery Service on 13/5/18 had been a very successful and uplifting experience.

18/31 GRACE & CLOSE

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

NEXT MEETING 2/10/18 AT ST ANTHONY’S

**SANDERSTEAD TEAM MINISTRY REVIEW
TERMS OF REFERENCE**

The Archdeacon sent me this as an illustration of the kind of Terms of Reference suggested (these were used in a previous instance). As he says, *“This is one that we used before in another place. This is illustrative – not just to be rolled out again with the word ‘Sanderstead’ inserted”*

1. The review is made at the request of the Bishop of Croydon who shall share the findings, as appropriate, with the Team Council
2. The purpose of the review is to identify structural, organizational and relationship developments that would contribute to the churches currently comprising the SANDERSTEAD Team to flourish in mission.
3. The review will include looking at the formal structures, the effectiveness of its current operation, areas of good practice to celebrate, consideration of areas of good practice from other places or other models that could contribute to flourishing, constraints on mission and ways to overcome them.
4. The reviewer will have access to all necessary paperwork, reports, minutes and such people as he considers helpful to undertake the task.
5. It is expected that the report will be complete xxxxxxx

Illustrative material to make available:

Pastoral Scheme and Constitution establishing the Team Ministry
Parish Profile for appointment of most recent Team Rector (2013) and Team Vicar (2014)
Annual Meeting Report and Accounts (2016 and 2017)
Spotlight and Parish Dashboard