

**DRAFT – SUBJECT TO APPROVAL AT THE MARCH MEETING**

**PARISH OF SANDERSTEAD**

**PAROCHIAL CHURCH COUNCIL**

**MINUTES OF A MEETING HELD ON 3<sup>rd</sup> DECEMBER 2018**

**AT ST EDMUND'S CHURCH**

**Present:** Canon Martin Greenfield (MG) (Chair for Items 18/43-49), Rosemary Kempzell (RK) (Chair for items 18/49-57), Revd Susan Atkinson-Jones (SA-J), Lynne Davison (LD), Jeremy Dearden (JD), Linda Etheridge (LE), Mike Fixter (MF), Piers Hubbard (PH), Gill Pates (GP), Mike Rowland (MR), Marc Smith (MS), Susan Thomas (ST), Barbara Webster-Dudley (BW-D), Richard Wragg (RW), Kevin Wright (KW), Chris Babbs (CB) Secretary

**Apologies:** Revd Jeremy Groombridge (JG), Indrani Balachandran (IB), Veronica de Grasse-grant (V de G-G)

**18/43 WELCOME, OPENING BIBLE READING & PRAYER**

MG welcomed everyone to the meeting. GP then read from Matthew 11 and led us in prayer.

**18/44 FAREWELL TO MIKE ROWLAND**

This would be MJ's last meeting of PCC as he was moving to take up a role at St Mary's. PCC thanked Mike for all his contributions over the years, and wished him and Anne all the best for the future.

**18/45 NOTIFICATION OF ANY OTHER BUSINESS**

Two items had been identified: live streaming of St Edmund's services and the 2019 Episcopal Area Lay Conference.

**18/46 MINUTES OF THE MEETING HELD ON 9th OCTOBER 2018**

The minutes were agreed as a true record and duly signed.

**18/47 MATTER ARISING – GDPR**

MF provided an update on the GDPR work at All Saints' (which the other churches would then use as a model). The data audit programme was satisfactory. Appropriate policy papers were in draft. It was recommended that parish e-mail addresses should be provided for all whose duties required them. Support would be provided, including a Saturday training event, for those with limited technological skills, to whom the transition might be difficult.

**18/48 TEAM RECTOR'S NOTICES**

- (A) MG reported that All Saints' had provided support, with the local Rotary Club, for the switching on of the Sanderstead Christmas Lights on the Gruffy on 1<sup>st</sup> December.
- (B) Bishop David Atkinson would be holding an afternoon series of Lent talks in 2019, under the auspices of Churches Together in Sanderstead, on the Book of Revelation.
- (C) ADVENTure had begun extremely well, with attendances on the first three evenings ranging from nearly 70 to over 200.

#### **18/49 DEVOLUTION OF DETAILED ITEMS**

- (A) As was standard practice, PCC agreed unanimously to devolve consideration of the 1/1/19 Pay review to Standing Committee.
- (B) CB suggested that, as All Saints' was, effectively, the only church now concerned with setting charges for those optional items (flowers, music etc ) for weddings and funerals which were additional to the nationally set fees, it would be a neater solution to devolve the issue to All Saints' DCC, with PCC approval being through noting of the minutes in the usual way. This would avoid the previous, rather tortuous, process of putting the issue to PCC Standing Committee. PCC unanimously approved this approach.

#### **18/50 SANDERSTEAD REVIEW**

It was understood that the target date for submission of the report to the Bishop of Croydon had been Advent Sunday (2nd December). Bishop Jonathan would then need some time to consider the report and decide when, how and to what extent to make it public.

#### **18/51 GOVERNANCE AND CONTRACTING PRINCIPLES FOR THE PARISH**

- (A) CB spoke to his paper, explaining that it embodied the two key points made at the last meeting: that the recommendations made in the paper considered then needed to be put into a wider context; and that it was important that we did not accidentally require complex processes for transactions which did not warrant them. The latter would be mainly achieved by requiring DCCs, who covered a much wider range of decisions and transactions, to carry out a similar exercise to that in which PCC was engaged. The paper had also provided an opportunity to pull together a lot of basic governance material from disparate sources.
- (B) PCC noted the background governance material in paragraphs 1-5 of the paper.
- (C) PCC endorsed the principles in paragraphs 6 & 7 of the paper, with the addition of the requirement to seek specialist advice in appropriate cases.
- (D) PCC agreed to the application of the principles in paragraphs 6 & 7 of the paper (with the addition above) to PCC controlled activities and projects.
- (E) PCC agreed to require DCCs to carry out similar exercises, as set out in paragraph 9 of the paper, with the important rider that timing of such exercises was best left until the implications of the Sanderstead Review were clearer. **ACTION: DCC Chairs & Secretaries (at the appropriate time).**
- (F) PCC endorsed the employment provisions set out in paragraph 10. However,, it was noted that, as a separate issue, the operation and management of the Parish Office required review.
- (G) PCC agreed that the principles and processes agreed at this meeting should be reviewed in two years' time (or earlier if the results of the Sanderstead Review so dictated). **ACTION: Chris Babbs (to diarise).**
- (H) It was felt that it would be helpful to produce a leaflet setting out the basic principles of the paper, as amended at this meeting. This could include a standard form of words to ensure that there were no misunderstandings as to when a contractual relationship would exist with a supplier; key points about contractual terms & conditions etc. **ACTION: Chris Babbs**

#### **18/52 PARISH REPORT & ACCOUNTS AND APCM ARRANGEMENTS**

- (A) CB explained that, as there had been no response from the Charities Commission to our query about whether St Mary's accounts should be included in the 2018 consolidation up to the date of their formal departure from the parish, Peter Saltiel, our Independent Examiner, had sought guidance from the Association of Charity Independent Examiners (ACIE). Their recommendation was that St Mary's accounts should not be included for 2018 but that the

basic 2017 accounts should also not be re-stated on a three church basis (with the appropriate comparative figures and explanations included in notes to the accounts). The Charities Commission had also responded with a question, but had not yet produced a formal ruling. It was agreed that the accounts would be produced on the basis recommended by ACIE, unless the Charities Commission ruled to the contrary. **ACTION: Chris Babbs, DCC Treasurers & Independent Examiner.** *[Since the meeting we have received a ruling from the Charities Commission. They require St Mary's accounts to be included in the 2018 consolidation up to the date of formal departure. We therefore have no choice to but to proceed on that basis; and this is in hand. CB]*

- (B) PCC agreed Mr Saltiel's proposed fee of £2, 900 (£2,799 in 2017).
- (C) CB would need to re-write the text of the report to reflect the departure of St Mary's, other changes, and the basis of the 2018 accounts. **ACTION: Chris Babbs**
- (D) It was agreed that, because the planned date for the APCM, 28/4/2019, was a key one in the development of the new pattern of worship at All Saints', the APCM would be held there, rather than at St Antony's, as originally decided. It would be at 11.45, following coffee at 11.15.
- (E) It was agreed that the APCM would comprise only required formal business.

#### **18/53 FUTURE MEETING DATES & VENUES**

- (A) The following PCC meeting dates for 2019/20 were agreed:
  - 4/3/19 All Saints' (already set)
  - 22/5/19 St Antony's
  - 29/10/19 St Edmund's
  - 14/1/20 All Saints'
  - 31/3/20 St Antony's
- (B) It was noted that, depending on what came out of the Sanderstead Review, it might be necessary to vary the dates of meetings, or hold additional ones.
- (C) It was agreed that the 2020 APCM could be held on Sunday 26/4/20 or Monday 27/4/20, to be determined, along with the venue, when the 2020 situation was clearer. Members were requested to hold both dates in their diaries.

#### **18/54 CLERGY HOUSING AND CHURCH FABRIC ISSUES**

- (A) **CURRENT & FORMER RECTORIES**

The diocesan property department was performing better as regards the maintenance of the current Rectory. However, there were significant issue with the former Rectory at 1 Addington Road where they needed to take urgent action. Problems with squatters had resulted in screens being put up on the ground floor, but a recurrence had resulted in a plan to board the upper floor windows as well. But a more permanent solution was required.
- (B) **ST ANTONY'S VICARAGE**

Despite the promise of intervention by the Archdeacon, no substantive reply had been received to the PCC's letter about the handling of the problems with the building. However, the current situation was tolerable.
- (C) **ALL SAINTS'**

A report on internal decoration was expected within the next two weeks. The faculty for the measures to baffle the noise from the telecommunications equipment in the tower would come into effect in nine days' time.
- (D) **ST EDMUND'S**

The Quinquennial Inspection had taken place. Whilst the report was awaited, no significant issues had appeared to emerge.
- (E) **ST ANTONY'S**

The Quinquennial Inspection had also taken place. There was some evidence of water ingress but nothing of really great significance. There was an issue of mould growing in the chancel, due to lack of air circulation when the area was shut off.

#### **18/54 DCC AND SYNOD MINUTES**

##### **(A) DCC MINUTES**

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

St Antony's 1/11/18

St Edmund's 12/11/18

All Saints' 19/11/18

##### **(B) DEANERY SYNOD**

PCC also noted the minutes of the Croydon South Deanery Synod meeting on 2/10/18, which had been circulated with the last PCC minutes.

#### **18/55 LIVE STREAMING AT ST EDMUND'S (AOB)**

SA-J reported that an unplanned live stream of St Edmund's Remembrance Service (very successful, attracting more than 120 people) had attracted more than 200 viewers so far. Therefore St Edmund's DCC had agreed to the planned streaming of the main service on 2/12/18, via a new Twitter account. This had attracted 246 views so far. This had attracted quite a lot of interest in the diocese, as it was the first venture of this kind on a regular basis. The diocese had re-tweeted it. It was planned to continue on a regular basis from 16/12/18, possibly including services at St Antony's. It had been established that the activity was covered by existing licences, provided that we did not actually host it (eg on our website), as opposed to providing links. Consent issues had been addressed and would continue to be so. This was a possibility also being considered by All Saints' Communications Group.

#### **18/56 EPISCOPAL AREA LAY CONFERENCE 2019 (AOB)**

Members were asked to hold 14/9/19 in their diaries for the Episcopal Area Lay Conference at St Bede's School, Redhill. Those who had attended the previous event could testify that it was a very informative and inspiring day.

#### **18/57 GRACE & CLOSE**

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

**NEXT MEETING 4/3/19 AT ALL SAINTS'**

CJB 10/12/18

