

DRAFT –SUBJECT TO APPROVAL AT THE MAY MEETING

PARISH OF SANDERSTEAD

PAROCHIAL CHURCH COUNCIL

MINUTES OF A MEETING HELD ON 4th MARCH 2019

AT ALL SAINTS' CHURCH

Present: Canon Martin Greenfield (MG) (Chair for items 19/01-03), Rosemary Kempzell (RK) (chair for items 19/04-10), Rev. Susan Atkinson-Jones (SA-J), Rev. Jeremy Groombridge (JG), Lynne Davison (LD), Jeremy Dearden (JD), Veronica de Grasse-Grant (VdeG-G), Linda Etheridge (LE), Mike Fixter (MF), Piers Hubbard (PH), Gill Pates (GP), Marc Smith (MS), Barbara Webster-Dudley (BW-D), Kevin Wright (KW), Chris Babbs (CB), Secretary

Apologies: Indrani Balachandran (IB), Susan Thomas (ST), Richard Wragg (RW)

19/01 WELCOME, BIBLE READING & PRAYER

MG welcomed everyone to the meeting, and then led everyone in a Bible reading & prayer.

19/02 NOTIFICATION OF ANY OTHER BUSINESS

No items had been formally tabled.

19/03 MINUTES OF THE MEETING HELD ON 3rd DECEMBER 2018 AND SUBSEQUENT “VIRTUAL” MEETING OF STANDING COMMITTEE

The minutes were agreed as a true record and duly signed. The note of the subsequent “virtual” meeting of Standing Committee, to deal with the 1/1/19 pay review under 18/49 (A), was also formally noted & signed.

19/04 MATTERS ARISING/UPDATES

(A) GDPR (18/47): MF gave an update on GDPR at All Saints'. Thanks mainly to the efforts of Dick Hibberd, the recommendations from last year's review had been generally implemented, in terms of policies, consent forms etc. The creation of a new electoral roll was being used to tidy up some loose ends (eg people who had given telephone numbers but had inadvertently failed to give consent to their being given to other members of the congregation). A “spring clean” of unused data had been carried out, with records being brought to the Parish office for secure deletion/destruction.

- (B) SANDERSTEAD REVIEW (18/50): The Bishop of Croydon had said that he was not yet in a position to announce his conclusions following the report of the Review team.
- (C) GOVERNANCE (18/51): CB reported that the DCC exercise to replicate that done by PCC remained on hold pending the outcome of the Sanderstead Review (item (E)). The two year review had been diarised (item (G)). The leaflet was in draft and would be issued shortly (item (H)). **ACTION: Chris Babbs**
- (D) LIVE STREAMING (18/55): SA-J reported that numbers of views varied between 20 & 365, depending on the service and whether the diocese re-tweeted it. It was intended to live stream from St Antony's on selected occasions (eg Easter Day). St Edmund's DCC had agreed a plan to build on live streaming to increase attendance, including use of temporary banners, interviews etc. The "branding" needed to be changed to remove "live" as services etc did not necessarily need to be viewed at the time they took place.
- (E) UPDATE - COST APPORTIONMENT: CB reported that the treasurers had reviewed the cost apportionment formulae for 2019. Nothing had changed to warrant any adjustment of the usage-based formula for sharing Parish Office costs. Other costs were apportioned on the basis of income, adjusted to remove one-off grants, legacies etc. Any changes would have been trivial, affecting the balance between St Antony's & St Edmund's, so there had been no point in implementing them.

19/05 TEAM RECTOR'S NOTICES

MG mentioned:

- (A) Bishop David Atkinson's Lent Course on Thursday afternoons from 14/3 at 2,30 at Sanderstead URC. Leaflets were available.
- (B) St Antony's & St Edmund's would also be holding a lent course on Tuesday evenings from 12/3.
- (C) Mission Shaped Ministry courses were again available from May 2019-March 2020.
- (D) The March Sanderstead Team Newsletter had been issued.
- (E) Fairtrade Fortnight was now on (25/2-10/3).

19/06 PARISH REPORT & ACCOUNTS/APCM ARRANGEMENTS

- (A) CB reported that the Charity Commission had finally responded to our query about the treatment of St Mary's figures in the consolidated 2018 accounts. They had required that St Mary's figures should be included until the date of their formal departure from the Team, with no re-adjustment for 2017. This made year-on-year comparisons virtually meaningless. It would be as well to bring out this point in the APCM documentation, to avoid confusion. **ACTION: Chris Babbs**

- (B) CB apologised for the large number of communications about the R&A over the previous few days, reflecting a changing situation. He had thought that, due to some difficulties in pulling the figures together, he would only be able to submit the text element for approval at this meeting. However, our Independent Examiner (IE), Peter Saltiel, had pulled out all the stops so that it had been possible to submit a nearly complete Report & Accounts. Inevitably this meant that there were a few loose ends. The IE had said that a couple of financial paragraphs were required and had provided drafts, but one of them needed some work to calculate the required figures. He had also noted the odd correction which was required (eg in the sign-off paragraph).
- (C) PCC formally adopted the Report & Accounts, subject to:
- Insertion of the financial paragraphs once agreed by the DCC treasurers;
 - Any tidying up CB considered necessary.
 - Formal sign off by Ms Tutu Taiwo ACCA (as Peter Saltiel remained unable to carry out that final function)
- (D) It was confirmed that APCM would be at 11.45am on 28/4 at All Saints' following a Team communion at 10.00 and coffee at 11.15. The agenda would be limited to essential statutory business. **ACTION: Chris Babbs** (on both R&A and APCM)

19/07 SERIOUS INCIDENT REPORTING

- (A) CB explained that very recently a directive had been received from the diocese, following dialogue between the Charity Commission and the National Church about the reporting of Serious Incidents. We were required to report by 30/5/19 that PCC had passed an appropriate "Delegation" of responsibilities in this area. [See <https://www.parish.resources.org.uk/wp-content/uploads/SIR-Guidance-PCCs-NON-Safeguarding-FINAL-1-Jan-2019.pdf> for the definition of a non-Safeguarding Serious incident]
- (B) The various responsibilities and the roles proposed to fulfil them in the draft Delegation he had prepared were as follows:
- Reporting non-Safeguarding incidents (direct to the Charity Commission): PCC Secretary with Team Rector as back-up;
 - Reporting Safeguarding incidents (to the Diocesan Safeguarding Team who will report to the Charity Commission if appropriate): DCC Safeguarding Officers, subject to their agreement (this was envisaged in the diocesan document and would avoid potentially confusing additional structures/processes);
 - Group of Trustees to provide oversight and act as a sounding-board: PCC Standing Committee.
- (C) PCC approved the draft Delegation, with one abstention, subject to the agreement of the DCC Safeguarding Officers. **ACTION: Chris Babbs**
- (D) CB would then provide the required report to the diocese. **ACTION: Chris Babbs**

19/08 CLERGY HOUSING, PROPERTY & CHURCH FABRIC ISSUES

- (A) CLERGY HOUSING: the former rectory had recently been sold for £1.4m at auction. Apart from on-going work to make the conservatory water-tight, there were no issues with the new Rectory. Similarly, there were currently no new issues with St Antony's Vicarage.
- (B) ST EDMUND'S: The church had been awarded £4,000 in grants from the funds controlled by local Councillors for Sanderstead and Purley Oaks & Riddlesdown wards for the refurbishment of the William Goddard Room as a community resource. Roof-works had dealt with a leak, and also 11 of the recommendations from the Quinquennial Review. Other key points from the Review were dealing with issues arising from the latest electrical test, and monitoring a crack in the inside skin of the rear (stage) wall. A visit to Christ Church had revealed many useful pointers, particularly what could be achieved with labour from church members, if available.
- (C) ALL SAINTS': Quotations were being sought for works arising from the Quinquennial Review and for church hall windows.
- (D) ST ANTONY'S: The Quinquennial Review had revealed issues with the electrical system and with mould arising from ventilation/heating problems. A leak had been repaired in a roof which had survived the storm damage but it was reported to be "spongy".
- (E) RK asked if anyone had any spare garden tools for use by a charity she was involved in, which assisted in recovery from mental health issues.

19/09 DCC MINUTES & SYNOD REPORT

- (A) DCC MINUTES: PCC noted with approval the minutes of the following DCC meetings, which had been circulated:
- St Antony's & St Edmund's joint meeting 9/1/19
 - All Saints' 22/1/19
- (B) SYNOD: Synod had met on 27/2/19 and the minutes would be circulated when available. Key points from the meeting were the creation of a Deanery Leadership Team; and an inspiring presentation by Jay Colwill, the Canon Missioner, on the first theme of *Hearts on Fire – Walking with Jesus*.

19/10 GRACE & CLOSE

There being no further business, RK led us in further prayer and the Grace.

NEXT MEETINGS: APCM 28/4/19 11.45, All Saints'; PCC 22/5/19 8pm, St Antony's

CJB 8/3/19

