

**DRAFT**

**PARISH OF SANDERSTEAD**

**PAROCHIAL CHURCH COUNCIL**

**MINUTES OF A MEETING HELD ON 4<sup>th</sup> DECEMBER 2017**

**AT ST MARY'S CHURCH**

**Present:** Canon Martin Greenfield (Chair for items 17/48-54), Rosemary Kempsell (chair for items 17/41-47 & 17/53-55, Rev Susan Atkinson-Jones, Fr Grant Cohen, Kim Brown, Clive Christensen, Tim Crump, Lynne Davison, Linda Etheridge, Piers Hubbard, Sylvia Keats, Maria Linford, Deborah Rastall, Julia Rider, Marc Smith, Barbara Webster-Dudley, Richard Wragg, Kevin Wright, Chris Babbs (secretary)

**Guest:** Corrie Hibberd

**Apologies:** Rev Jeremy Groombridge, Indrani Balachandran, Jeremy Dearden, Veronica de Grasse-Grant, Gill Pates, Michael Rowland, Sue Thomas

**17/41 OPENING BIBLE READING AND PRAYER**

Fr Grant Cohen read from Ephesians 4, and then led us in prayer.

**17/42 WELCOME AND THANKS TO ST MARY'S**

Rosemary Kempsell welcomed everyone to the meeting and, on behalf of all, thanked Grant and the congregation of St Mary's for their hospitality.

**17/43 DIOCESAN REVIEW/AOB**

The secretary had copies of the 2016 Diocesan Review, if anyone wished to consult it. No other items of AOB were suggested.

**17/44 MINUTES OF THE MEETING HELD ON 6<sup>th</sup> SEPTEMBER 2017**

Following correction of some typographical errors, the minutes were unanimously agreed as a true record and duly signed. It was clarified that, although the note at 17/37 (A) about the cost of the re-glazing at All Saints' was accurate, a deposit of £1,000 had also to be taken into account, so PCC authorisation had been required.

**17/45 MATTERS ARISING**

- (A) PCC Treasurer (17/33 (A)):** Carried Forward
- (B) Employee Handbook (17/33 (B)):** The revised Handbook had (just!) been sent to line managers for issue to employees.
- (C) St Mary's Safeguarding Self-Audit (17/35):** The Self-Audit had been completed and would be forwarded to the secretary for circulation. **ACTION: Fr Grant Cohen**
- (D) Rector's Administrative Assistant (17/39):** In Martin's absence on sabbatical, Rosanne Morris had been given a temporary contract as Rector's Administrative Assistant, with a permanent appointment to be made now Martin was back,

**17/46 NOTICES**

Martin reported on the new Rectory and on his sabbatical. He and Emma had been able to move into Glebe Hyrst at the end of August and were delighted with the move, although the works to allow this had been somewhat hurried and some things remained to be done. Sadly the beginning of his sabbatical had been dominated by the death of his mother whose funeral had taken place in early September. The highlight of the sabbatical was a four week locum chaplaincy at St Mark's church, Versailles, which he and Emma had found very rewarding. The welcome back to All Saints' had been very pleasing.

## 17/47 PASTORAL ORGANISATION

### (A) Update

PCC noted the update in Chris Babbs' paper, particularly noting that the timescale would be beyond the end of the parish's reporting year on 31/12/17.

### (B) St Mary's Vicarage

The secretary would check with the diocese on the precise meaning of the paragraph (4) of the draft Scheme about St Mary's Vicarage. *[Done: The paragraph restores St Mary's Vicarage to the normal status of the "parsonage" of an independent parish. As church law allows only one "parsonage" per parish, Team Vicars' houses have to be held as Diocesan "Glebe". Maintenance and repair responsibilities remain with the diocese. CB]*

### (C) Reporting and Accounting

PCC agreed the propositions in the paper regarding accounting:

- All existing cost apportionment systems to be ceased on 31/12/17, with charges for any residual use of parish resources by St Mary's, pending the setting up of separate systems (eg for dealing with marriage/funeral fees), waived for reasons of simplicity.
- The treasurers of the three remaining churches to agree revised cost sharing arrangements. **ACTION: Chris Babbs (to organise).**
- Other financial matters to be agreed between the treasurers of the four churches. **ACTION: Chris Babbs (to organise).**
- Chris Babbs to discuss pay arrangements (currently done through St Mary's) with Clive Christensen, with a view to setting up an appropriate system for the remaining three churches. **ACTION: Chris Babbs**
- The proposed reporting and accounting arrangements would need to be agreed with the Independent Examiner. *[With many thanks to Clive Christensen for carrying out the technical discussion, this has been agreed. CB]*

### (D) Electronic Media

It was intended to set up a separate website for St Mary's, and this was in hand. The parish Facebook page had been set up, and was largely used, by St Mary's people. It was agreed that this would remain with St Mary's (with an appropriate change of title), with the remaining churches setting up new social media facilities as required. E-mail addresses in the "sanderstead-parish" domain would need to be changed in due course.

### (E) Interments

One issue which would need to be settled was what should happen if an interment was required for a resident of St Mary's parish, because the right to interment was strictly speaking limited to residents of the parish of Sanderstead and those on its churches' electoral rolls. St Mary's intended to make provision for the burial of ashes but not for full interments which were, however, extremely rare. *[From further discussions, a provision that those with a **strong** connection with the parish can also be interred in the Lower Graveyard may be of assistance. CB]*

### (F) St Augustine's Theological College Mission Project in the Remaining Parish

Two meetings had been held with the students. It seemed likely that the focus of the project would be at the Hamsey Green "end" of the parish.

## 17/48 PARISH WEBSITE – ANNUAL REVIEW

**(A) Welcome to Corrie Hibberd**

PCC had agreed that, at least, an annual review of the website was required and welcomed Corrie to report.

**(B) Usage Data and Costs**

The new website had been running for about a year. During that year 4,941 individuals had visited the website – 698/month or 33/day. The comparative figures for the previous year were 730/month and 23/day. So we had had more daily, but fewer monthly, visitors. There had been more regular users but fewer new visitors. However, the most recent monthly figures showed 57% new visitors and 43% returning. The average stay on the site was only 2 min 15 seconds, so we needed to get our message over quickly. Saturday evening was the most popular time. 43% of visitors used mobile phones, 43% personal computers and 14% tablets. Among the most popular pages were St Mary's, All Saints', Events and Contacts.

The cost of hosting the site was \$7 per month (£5.50 in sterling with non-sterling fees); that for maintaining e-mail addresses is £8.99/month; and Cloud storage 6p/month.

**(C) New Version**

The new version of the site was designed to be easy to navigate and this objective had been achieved. Corrie found the administrative function easy to use and had been delighted that Alice Price, and now Rosanne Morris, had been able to upload material on a regular basis.

Corrie would like to implement a few “tweaks” on the home page, and provide a solution which made the notices responsive on mobile phones, in the same way as on other devices – in the same way that pages responded to screen size.

**(D) Issues**

- The main issue continued to be provision of information, which was still rather patchy; it would be so much better if Corrie could be automatically included in the circulation for all events and news items.
- Rosanne Morris was now putting the All Saints' Notices on the website. This was not possible for St Antony's and St Edmund's; Corrie was therefore having to do it on the basis of the draft, and subsequent amendments were not necessarily being picked up.
- St Mary's Notices had rarely been sent for inclusion on the site. This was a short-term issue, of course, but Corrie would be grateful for as much notice as possible of when the St Mary's site would be up and running, so she could update the Sanderstead site accordingly.

**(E) Refinements**

- With help from her son, Nick, Corrie had installed an audio uploading feature, so that sermons could now be uploaded, particularly from MP3, MP4 or MP4A formats (others were also possible). This had produced a favourable response.
- Safeguarding information had been added for each church.
- A page had been created for Sanderstead Light, but there was more to do to keep it updated.

**(F) The Way Forward**

Corrie had found a book called “Church On-line – Reach Out” very helpful. Key points included;

- The importance of having more than one person who could understand and update the site. Updating via the administrative system was fairly easy and Corrie would be very glad to train additional people in this function. Working with the server-side code was another issue.
- Consistency of “branding”, logos and “tone” across all forms of communication was very important – for example using the same images on the website as on posters, flyers etc. This was an issue which the new All Saints’ Communications Group was looking at.
- It was important to remember that there were two audiences for the site: the existing congregations, and those who did not attend church but were looking for wedding/funeral information; new arrivals in the area; and those wanting to explore Christianity. We needed content which appealed to both groups.
- The website was more useful for new information than for reporting past events, but some content of that kind was needed to show that we were interesting, lively and engaged congregations.

#### **(G) All Saints’ Communications Group**

The group had produced some useful ideas for additions at a meeting Corrie had recently attended:

- Real-time hall availability information;
- Pages for Family fun, Coffee Pot & Jigsaw – to be maintained by those running the activities;
- Diary of events to avoid clashes;
- Members’ section for access to paperwork etc (but not so as to put off non-members);
- A search facility – but this could be covered by good navigation links.

The Group were planning a website workshop in January.

#### **(H) Corrie’s Conclusions**

Corrie spent time on the website on most days and sometimes felt she was working in a bit of a vacuum. We really did need someone else who could help manage the site. The absence of such a person meant that updates would inevitably be slower when Corrie was away, as she would be during Lent.

#### **(I) Discussion**

PCC were extremely grateful to Corrie for an informative and comprehensive presentation. Points made in discussion included:

- Having someone to support Corrie was clearly a vital need.
- Whilst the All Saints’ Communications Group was a very welcome development, the other churches also needed to be considered. The Group was invited to consider whether representatives from St Antony’s and St Edmund’s should join them.
- The secretary would check that there was a link from the diocesan website to the parish one. **ACTION; Chris Babbs.** *[Done: the link does seem to work, eg from the “Find a Church” function. CB]*

#### **(J) Conclusion – Thanks to Corrie**

PCC expressed their heartfelt thanks to Corrie for all she did on the website, which was such a vital part of the life of the parish, particularly outreach.

Chris Babbs spoke to his paper. PCC agreed that the circulation of the 2018 Parish Directory should be covered as part of the consideration of GDPR which looked as if it could be a major issue. The Association of Church Accountants and Treasurers was running a training course in January if nothing was forthcoming from the diocese. *[In my capacity as Synod Secretary I had been asked to enquire of the diocese what was being provided. Material will be available in the New Year and advertised in "Noticeboard". It might still be an idea to send one or more representatives to the ACAT training course. CB]*

## **17/50 DEVOLUTION OF DETAILED ISSUES TO STANDING COMMITTEE**

In accordance with normal arrangements, PCC agreed to devolve consideration of two issues to Standing Committee:

- 1/1/18 Pay Review;
- Locally set marriage funeral fees 2018.

**ACTION: Chris Babbs (to organise)**

## **17/51 CLERGY HOUSING ISSUES**

### **(A) Former Rectory**

It had been learned at Diocesan Synod, and confirmed by discussions at Trinity House that the intention was to sell the former Rectory as a house. There would be development on the lower portion of the site, about which there was considerable interest from developers.

### **(B) Others**

See above for the new Rectory. Nothing of significance to report on the other houses.

## **17/52 CHURCH FABRIC ISSUES**

### **(A) All Saints' Screens**

PCC considered the paper which had been issued. It was explained that it had been decided to split the re-ordering proposals into two phases and to deal with the uncontroversial issues in the first phase. This included a proposal to install display screens. Following a competitive tender process, a quotation from PROMotivations Ltd had been accepted at a cost of £20,373 including VAT. This was within the £25,000 budget set for this aspect of re-ordering, even when account was taken of the separate spend of £2, 876 (including VAT) on two mobile screens for the Remembrance Sunday service. Funds for the whole screens project were available from the Herbert Legacy.

PCC unanimously approved the proposal set out in the paper.

### **(B) All Saints' Halls – Glazing**

Quotations were being sought for double-glazing the main hall.

### **(C) St Mary's Hall Development**

A report was imminently expected from Richard Pillow to satisfy the Charities Act requirement for certification that full value was being obtained for the land being provided for development. The land value had increased to £610,000 from £540,000. Then the project would move to the pre-planning stage. The Buildings Team had reconvened and made a few "tweaks" to the design, eg a platform lift rather than a wet room.

PCC reaffirmed its endorsement of the project and agreed that any specific authorities which might be required could be given by Standing Committee.

**(D) St Antony's**

One new heater had been installed. An accumulation of water within the building was thought to be due to condensation – to be solved by use of a dehumidifier.

**(E) St Edmund's**

Whilst the main site of water ingress to the William Goddard Room was now dry, there were a couple of other damp patches which needed to be eradicated before re-decoration could be done.

**17/53 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 12/9/17
- St Antony's 6/11/17
- St Edmund's 7/11/17
- All Saints' 13/9/17, 21/11/17
- St Mary's 12/9/17, 14/11/17.

It was clarified that the reason for All Saints' switching to Trinitas as insurer was purely price; there had been no dispute with Ecclesiastical (item 8 of 21/11 minutes).

**17/54 SYNOD REPORT**

PCC members were encouraged to look at the video from the Diocese of Toronto shown at the 10/10/17 Synod meeting (YouTube link in the minutes). It did provide many good outreach ideas.

**17/55 PRAYER, GRACE AND CLOSE**

There being no further business, Rosemary Kempself led us in prayer, and the meeting concluded with the Grace.

CJB 15/12/17

**NEXT MEETING 6/2/18 AT ST ANTONY'S**