

**The Parish of Saint Andrew and Saint Mark, Surbiton
Parochial Church Council**

**Minutes of a Meeting of the Parochial Church Council
on Wednesday 12th January 2022 via Zoom**

Attendees: Anne Barker, Valerie Baxter, Carole Bourne, Gary Buckley, Mary Elliott, Hugh Evans, Helen Goepel, Andrew Horn, Michael Johns-Perring, Diana Lewis, Chris Madden, Andrew Miskin, Toni Mitchell Dan Nmadu, Rod Pearson, Janice Price, Katherine Reed (minutes), Michael Smith, Robert Stanier (Chair), Ian Wilson, and Eileen Wingrove.

1. The Vicar welcomed the PCC and gave an opening prayer.

2. Apologies: Jackie Robbs

3. Approval of minutes of previous meeting

After Anne Barker was added as the person who seconded the adoption of the budget in item 12, the PCC approved the minutes of the November meeting and the Vicar signed a copy as correct.

4. Matters Arising

The Vicar thanked the PCC for proposing to hold both indoor and outdoor Christmas services. The combination worked well.

Property Management update

Heating at St Andrews: Aaron from Dunamis looked at the pressurization unit and supplied and reset the boiler's float valve. The Churchwardens believe this will make the heating respond to the thermostat program. Mike Smith proposed, Rod Pearson seconded, and the PCC ratified the Standing Committee's authorization to pay £694 plus VAT for parts and £577 plus VAT for labour.

Gutter at St Marks: Sue Kent is happy with both quotations from Telsons and Weighing. *Anne Barker will provide Rod Pearson with the contact details* for a third contractor who done superb work for her. It is considered best practice to obtain three quotes but as long as the PCC has tried hard, there is no binding need to do so.

Organ Blower motor at St Andrews: *The Vicar will ask Martin Taylor to chase up the firm he contacted about the repair.*

Ecclesiastical Insurance inspection: Our insurance company inspected St Andrews and submitted a comprehensive report. Michael Smith has requested an electronic copy to circulate to the PCC and also asked them to inspect St Marks. Except for flammable material in the boiler room which has already been removed, the inspection will not affect our premium.

5. Charities and Social Action Committee Report

The Charities and Social Action Committee is currently in a state of transition as Carole resigns and Janice takes over as chair.

The CSA Committee proposed the following criteria be used for assessing charitable support:

The charity is registered with the Charity Commission and has public, working policies in the area of safeguarding and GDPR.

The charities supported represent a mix of local, national, international, secular and church-based charities working in area of health, education, environment, humanitarian support, justice and spirituality.

The Parish of Saint Andrew and Saint Mark, Surbiton
Parochial Church Council

The charities supported broadly reflect the ethos of St Andrews and St Marks as an Anglican and inclusive church community

Four new charities are being considered: Christians Against Poverty, Inside Out, Princess Alice Hospice and Malawi Association for Christian Support. Hestia assists victims of violence. Inside Out supports ex-prisoners. The CSA committee has not yet been able to obtain the charitable registration and safeguarding policy for Inside Out. The Malawi Association is a specific project for one year to install solar panels for a girl's school. Other short-term project-based charitable causes will be identified in future years.

The Committee is considering dropping support for the Bishop's Lent Appeal. The Vicar has informed the Bishop repeatedly that a more concise list of charities in the Lent Appeal would be easier to explain to the congregation.

Jackie Page may not be able to continue organising support for Fircroft.

The CSA Committee will return to the PCC with a final list of charities next month. The Vicar thanked the committee for their hard work.

6. First Call: Annual Report

The APCM has been set for May 8th. Mary Elliott agreed to continue organizing the Annual Report. Sections of the report will be allotted next month.

The Treasurer gave a brief financial report. We ended the year slightly better than expected; The bank balance stood at £53,000. This was a decline on the £60,000 at the start of the year, but not as significant as anticipated. Interest and rental income were higher than expected and cleaning expenditure was lower. Utility bills were slightly higher because of the switch to green gas. The full accounts should be ready by the next meeting.

7. Renew Complaints, Domestic Abuse policies

The dates and the names of the churchwardens need to be changed. Mike Smith proposed, Chris Madden seconded and the PCC approved the policies. *Katherine will ask Clare Chesterman to make the changes and post the amended documents on the website.*

8. Review Parish Risk Register and financial controls

Michael Smith will arrange a fire drill at both churches. *The Vicar will make the following amendments to the Risk Register:* Mike Smith has been appointed health and safety officer and fire safety officer.

The reference to the Big Picture Committee needs to be changed. The reserves policy was approved by the PCC on 8th July 2020. The procedure for obtaining and recording DBS certificates should be added to the risk register.

The Vicar will ask Clare to create a Reserves Policy document using the minutes of the July 2020 meeting.

9. Children's Society and Welcare donations

While Christmas services normally raise a sizeable sum for the Children's Society and Welcare, the pandemic reduced the amount raised in 2021. The Charities and Social Action Committee will use funds from the Charities Fund to top up the donations. The Treasurer will provide the Vicar with the figures to pass along to the CSA committee.

10. Employee renewals

The Parish of Saint Andrew and Saint Mark, Surbiton
Parochial Church Council

The Parish Administrator's job has changed to include posting to Facebook, the website, and some accounting roles. Clare Chesterman has asked for clarification of her job description. *The Vicar will organise a meeting with the Treasurer, Parish Administrator, Diana Lewis and himself and bring the new job description and proposed salary to a future PCC meeting.* The increase in salary will be backdated to January.

11. Covid Assessment

No outbreaks have been traced back to church services. Case rates are still quite high. The number of Covid patients in Kingston Hospital has risen to about 60 per day compared to 30 in December. The number of patients in intensive care beds has fallen. One member of the PCC pointed out that we do not yet know the impact of school opening because it takes 4 to 5 days to test positive after exposure to Covid and another 5 days for the data to be collected. The Vicar asked the PCC to break into small groups to discuss whether we should reduce Covid restrictions.

After discussion, while some members of the PCC wished to go back to tea and coffee with no masks right away, the broad consensus was to remain more cautious for another week at least. Servers were not enthusiastic about returning to communion in two kinds.

12. Review of Parish activities and forward planning

The Vicar asked members to break into small groups to discuss which of the new services introduced this year should be kept, which should remain a one-off, and what did they miss most when services cancelled because of the pandemic.

After discussion the PCC wanted in particular to keep outdoor activities that bring in members of the wider community. The Christmas Fair should be scheduled for the same day as the Farmers' Market. The litter pick brought new members to the congregation. The crib was a focus for the community for several weeks. The outdoor carol service was much enjoyed, despite the rain.

The Not So Merry Christmas Service was greatly appreciated and should be advertised more widely. One member of the PCC missed the Christmas play.

13. Urgent Any Other Business

Next Tuesday, the clergy and churchwardens will discuss whether to purchase another carpet, put the toys out, and how to manage the 9.15 service on the first Sunday of the month.

The next meeting will be on Wednesday 9th February at 8.00pm at St Marks Church or via Zoom tba.