

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

**Minutes of a Meeting of the Parochial Church Council
on Wednesday May 11th 2022 at St Marks Church**

Attendees: Anne Barker, Valerie Baxter, Gary Buckley, Hugh Evans, Diana Lewis, Chris Madden, Andrew Miskin, Rod Pearson, 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: Mary Elliott, Helen Goepel, Andrew Horn, and Michael Johns-Perring

3. Approval of minutes of previous meeting

The Vicar signed the minutes as correct.

4. Matters Arising

Property Management update

St Marks

Update on gutter work: Weighill builders, a firm Sue Kent trusts, offered a quotation that was substantially cheaper than Telson's last December. When Sue asked for an update, the quote increased by only £800. The Standing Committee approved the expenditure and asked Sue to instruct Weighill to proceed with the work.

Damp in porch and renovation: Chris Lawrenson contacted three firms for quotes. Two national companies said that the problem was rising damp and quoted £3000 to £4000. The third quote, a local firm, pointed out that the gutter was leaking and offered to repair it for £450. The plaster is sound but the paint is flaking and will need to be painted. *Michael Smith will provide Diana Lewis with the name of the local firm.* Gary Buckley proposed, Eileen Wingrove seconded and the PCC approved expenditure of up to £1000 for the gutter repair and decoration of the porch.

The Vicar has arranged for a team of volunteers to paint the hall on Sunday 29th May. *We need a liaison to oversee the work.*

Nigel Knowles has repaired the notice board outside St Marks and Tony the builder fixed the base. *The Vicar will purchase a selection of coffee as a gift to Nigel.* The PCC thanked Nigel with a round of applause.

St Andrews

Organ blower: James Robertson, one of the two firms in Britain that specialises in organ blowers, has taken the blower away for repair. It should be returned with the next four weeks. The quote offered a year ago has not been updated so we are not clear how much this will cost.

Boiler replacement: After consulting with the Diocesan expert, Christ Church, and Dunamis, Mike Smith has concluded that both boilers need replacement and a chemical-free water filtration needs to be installed. He has one quotation for £35,000 including VAT. *The PCC instructed him to look for two more quotes and report at the next meeting.* The work needs to be done before September. Night storage heaters are not appropriate because they do not provide hot water and take 24 hours to warm up if it suddenly gets cold.

Toilets at St Andrews: After the plumber fitted a new system the toilet started and stopped working approximately ten times. Water has got under the vinyl flooring and the present toilets are encased so that it is very difficult to make repairs. *The PCC asked that Clare Chesterman obtain quotations for installing new free-standing toilets that are easy to repair and flush. Everything below the top of the tiles should be replaced.*

The PCC did not discuss the repairs to the organ seat.

5. Confirm appointment of PCC Secretary and Treasurer

Gary Buckley proposed, Hugh Evans seconded and the PCC confirmed the appointment of Katherine Reed as Secretary. Mike Smith proposed and Rod Pearson seconded, and the PCC confirmed the appointment of Andrew

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Miskin as Treasurer. Andrew intends to move to Brussels shortly but will continue to serve as Treasurer until we find a replacement.

6. Confirm individual spending delegations and delegation to the Standing Committee

The spending delegations remain the same as last year.

7. Review bank signatories

At present the persons with electronic access to our CAF bank account are Andrew Miskin, Jackie Page, Clare Chesterman, Martin Taylor and Diana Lewis. Martin has authority to look at and authorise transactions. Diana has authority to look at transactions. Andrew, Jackie and Clare have authority to approve, authorise, and look at transactions. Signatories are Andrew Horn, Andrew Miskin and Jackie Page. Jackie Page needs to be replaced. As a temporary solution, Andrew Miskin suggested that Diana Lewis be given authority to initiate and authorise transactions. *Andrew Miskin will remove Jackie Page's name.* Two people are needed to authorise a transaction. In practice these have always been the Treasurer plus another. *We should look for someone to become a signatory instead of Diana.* Signatories on the NatWest account are Gary Buckley, Andrew Horn, and Jackie Page. That account is a secondary account.

8. Confirm Deanery Synod members

The PCC thanked Anne Barker, Valerie Baxter, Helen Goepel and Ian Wilson. We are entitled to four representatives on the Deanery Synod. There is a vacancy on PCC.

9. Annual Review of subcommittee membership and terms of reference.

The amended list of subcommittee members is attached. *Michael Smith will ask Chris Lawrenson and Nigel Knowles whether they wish to join the property management committee.*

10. Wifi at St Andrews

In the latter half of 2020 we had problems with the broadcast from St Andrews. A professional from Glynebourne who attended John Perry's funeral explained that we needed Wifi with booster bandwidth. Martin Taylor arranged for this and he and Linda have been paying £35 a month for the past 18 months. Now that the initial contract is over, he would like the PCC to take it on. The cost now is £39 a month. Andrew Miskin proposed, Hugh Evans seconded and the PCC approved, with thanks to Martin and Linda.

11. Governing body nomination for SASM Junior School.

Ruth May, a member of the 8.00 congregation, is willing to become a foundation governor. Her own children went to SASM. Anne Barker said she would be a wonderful governor. Diana Lewis proposed, Valerie Baxter seconded, and the PCC approved the appointment.

12. Tea towel expenditure

The PCC authorised the expenditure of £350 to commission 200 tea towel to commemorate the 150th anniversary of St Andrews. It was anticipated that the towels will be sold at a profit over the Jubilee weekend.

13. Job descriptions for 'split out' parish administrator/ operations manager post

The additional demands caused by the pandemic and the increased communication channels have overstretched the Parish Administrator and the Churchwardens. The Vicar, Parish Administrator and Churchwardens presented two job descriptions that divide the present parish administrator's duties between two people: The Parish Administrator and the Operations Manager. Clare Chesterman would prefer to become Operations Manager. The Vicar would like to begin advertising for the Parish Administrator position as soon as possible. The position would require 12 to 15 hours per week, with a commitment from the PCC of about £9000 per year. The exact salary would depend upon the candidate. The Treasurer suggested that we explain the situation and appeal to the congregation for funding in order to balance the budget. Gary Buckley proposed, Diana Lewis seconded and

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the PCC approved starting advertising this summer. The PCC also agreed that if the contract needs to be concluded in August, the Standing Committee has the authority to approve it.

Additionally, Clare would like to work for 2 or 3 extra Monday's as she is feeling under pressure to get everything done. Diana Lewis proposed, Gary Buckley seconded and the PCC agreed to pay for the extra hours.

14. Covid Assessment

Cases of Covid are coming down. There were no changes to our arrangements.

15. Review of Parish activities and forward planning

The Parish plans to celebrate the 150th anniversary of St Andrews Church on St Andrews Day, 30th November. As part of that event, The Vicar proposed that the Director of Music, Simon Harvey, commission Russell Hepplewhite to compose a piece of music that the choir and the children's choir will sing. A payment of £200 is required up front, with another £200 paid when the composition is finished. Valerie Baxter proposed, Chris Madden seconded and the PCC approved.

16. Urgent AOB

The Vicar plans to begin his Sabbatical on Wednesday 18th May. The clergy team will discuss how to manage services in the Vicar's absence with Michael Johns-Perring still somewhat unwell.

The next meeting will be on Wednesday 8th June at 8.00pm at St Marks Church.