

The Parish of Saint Andrew and Saint Mark, Surbiton
Parochial Church Council
Minutes of a Meeting of the Parochial Church Council
on Wednesday February 8th, 2023 via Zoom

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

1. Robert welcomed the PCC and gave an opening Prayer

2. **Apologies:** Helen Goepel

3. Approval of minutes of the October meetings

Item 5: The phrase “learning about” replaced the word “sorting.”

Item 4, paragraph 2: “we pointed out” replaced “he pointed out.”

Item 4, paragraph 3: “electric lights, which had been moved” replaced “electric lights.”

The vicar signed the minutes with these amendments.

4. Matters Arising.

Property Management update St Marks:

The Churchwardens and Property Management Committee decided to arrange for full remote access maintenance of the thermostat control system.

5. Financial situation and budget

Andrew Miskin prepared provisional financial statements for 2022 and Diana prepared a budget for 2023. Diana pointed out that our electricity bills are expected to rise from £8,700 in 2022 to £30,000 in 2023, while gas expenses are expected double from £16,000 to £28,000. If there are no major expenditures beyond the new boilers at St Andrews, church maintenance is expected to drop from £66,000 to £20,000. Lettings income is expected to rise from £79,300 to £95,000. We ran a deficit of about £34,600 in 2022 and expect to run a deficit of about £39,600 in 2023.

Andrew Miskin noted that while the numbers are provisional, he believes that they are broadly correct. Both Diana and Andrew explained that we cannot continue to run deficits of this magnitude. The PCC needs to figure out how to make substantial changes to income and expenses. *Andrew intends to submit final financial statements at the March PCC meeting, respond to PCC queries and approve the statements at the April meeting, and present the audited accounts to the APCM on 14th May. He would like to meet with the Finance Committee in late February or early March.*

Robert thanked Diana and Andrew for their work. He noted that we are expecting to receive a large legacy in the future. *He will try to find out when the payment is expected.*

Lettings rates are normally raised over the summer. *Clare will investigate what other buildings are doing and the PCC will consider a larger than usual increase in June.*

In the future, major expenditures such as organ and stained-glass window repair could require grant applications and fund-raising drives. Gary pointed out that single, measurable, achievable and time-bound fund-raising efforts tend to be more successful.

With our utilities expenses rising from £30,000 to £50,000 year on year, The PCC ought to consider changes to how we operate as two churches, potentially major ones.

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6. Solar Panel possibility

Terezie Wickenden prepared and Robert submitted an application for a grant of £12,000 from Kingston Council to consider the feasibility of installing solar panels at St Marks. Should the grant application be successful, the PCC needs to review the terms and conditions very carefully before accepting any funds. Michael JP spoke with a representative of one company about installing solar panels in the main roof at St Marks. He advised Michael that the panels could be installed in a manner sympathetic to the church, and that the project would pay for itself within a few years. A faculty application and council permission would be required.

7. Annual Report

Mary has only received two replies to her request for material for the Annual Report. *She will re-send her request.*

8. APCM

The APCM will be held on Sunday May 14th after the 11.00 service. *Robert asked the PCC to continue encouraging members of the congregation to join the PCC.*

9. Staff salary review

The PCC will review Simon Harvey's compensation at the March meeting.

Clare Chesterman's job description has changed because she has more financial matters to deal with and she is supervising the new Parish Administrator. Robert reviewed the salaries for similar jobs in other churches and decided that it would be appropriate to offer Clare a 10% increase, back dated to January 1st. Diana, as Treasurer, and Clare would both be satisfied with this increase. Andrew H proposed, Anne seconded and the PCC approved the increase. Diana will inform Clare Mannall of the change in the payroll.

10. Children's Committee

Robert asked for volunteers to reconstitute the Children's Committee.

11. Eco Committee

The Eco Committee will report at the next meeting.

12. Renew Health and Safety Policy

Katherine will re-circulate the Health and Safety Policy for renewal at the next meeting.

13. Review of Parish activities and forward planning

Robert hopes to organise the following events over the next few months.

March 19 - Bring-and-share lunch with a Scottish theme following Michael's last service

May 6 - Coronation breakfast

June 3 - Eco fair

June 24 – Choir trip to Rochester Cathedral

July 16 at 4.00 - St Andrews 150th anniversary celebration. Robert plans to invite former clergy and the choir will sing the anthem we commissioned from Russell Hepplewhite

The PCC broke into small groups discuss these plans. After discussion, the PCC concluded that these events would offer good opportunities for fund-raising in the community, but some should be pared back because the Churchwardens are already overstretched.

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13. Urgent AOB

Michael JP, Valerie and Toni will be on pilgrimage at the next meeting.

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