

**THE PARISH OF SANDERSTEAD  
(SANDERSTEAD TEAM MINISTRY)**

**YEAR ENDED 31 DECEMBER 2015**

**Registered Charity number 1130319**

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THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

Trustees' Report

Year ended 31 December 2015

*Administrative information*

The Parish of Sanderstead is a Team Ministry comprised of the four churches located in the Parish of Sanderstead. The Parish is part of the Diocese of Southwark.

PCC members who have served from 1<sup>st</sup> January 2015 until the date this report was approved are:

**Clergy:** Revd Canon Martin Greenfield, Rector Designate  
 Revd Susan Atkinson-Jones  
 Revd Grant Cohen  
 Revd Jeremy Groombridge (from June 2015)

**Readers' Representative:** Mrs Penny Bird (until 2015 APCM)

**Laity:**

	From 1/1/15 until 2015 Vestry/APCM (19/4/15)	From 2015 Vestry/APCM, or subsequently elected
<b>Diocesan Synod</b>	Mrs Lynne Hale (St Mary's)	Mrs Lynne Hale (St Mary's) (until 31/7/15, following the election of 2015-18 Diocesan Synod) Mrs Rosemary Kempzell (All Saints') from July 2015
<b>All Saints' Churchwardens</b>	Mrs Anne Halliday Mr David Chillman	Mr David Chillman Mrs Maria Linford
<b>Deanery Synod</b>	Mrs Rosemary Kempzell Mrs Janet Heath Mr Bala Balachandran Two Vacancies	Mrs Rosemary Kempzell (until July 2015 – see above) Mrs Janet Heath Mr Bala Balachandran

Elected Members	Mr Piers Hubbard Mr Marc Smith Mrs Susan E Thomas One Vacancy	Mrs Gerie Knights One vacancy  Mr Piers Hubbard Mr Marc Smith Mrs Susan E Thomas One vacancy
<b>St Antony's</b> Churchwardens	Mr Derek Funnell Miss Gill Hanson	Miss Gill Hanson One vacancy
Deanery Synod	Mr David Prothero (Lay Vice-Chair of PCC) Mr Grant Shapland	Mr David Prothero Mr Grant Shapland
Elected Members	Mr Jeremy Dearden Mrs Caroline Harper	Mr Jeremy Dearden Mrs Caroline Harper
<b>St Edmund's</b> Churchwardens	Mr Richard Wragg (also Deanery Synod representative) Miss Gill Pates	Mr Richard Wragg (also Deanery Synod Representative) Miss Gill Pates
Deanery Synod	Mr Chris Babbs (PCC Secretary)	Mr Chris Babbs (PCC Secretary)
Elected Members	Mrs Win Collis Mr Peter Banks	Mr Peter Banks Mrs Julia Rider
<b>St Mary's</b> Churchwardens	Mr Paul Carter Mr Mike Whittaker	Mr Mike Whittaker Mrs Deborah Rastall
Deanery Synod	Mr Nevile Henderson (from November 2014) Two vacancies	Mr Nevile Henderson (lay Vice-Chair of PCC) Two vacancies
Elected Members	Mr Clive Christensen (PCC Treasurer) Mr Tim Crump One Vacancy	Mr Clive Christensen (PCC Treasurer) Mr Tim Crump One Vacancy

**Bankers:**

National Westminster Bank Plc  
P.O.Box 957  
Warlingham  
Surrey  
CR6 6DZ

The CBF Church of England Funds  
80 Cheapside  
London  
EC2V 6DZ

**Auditors:** MHA MacIntyre Hudson  
Rutland House, 148 Edmund Street  
Birmingham  
B3 2FB

(Note: following merger of Bloomer Heaven Ltd with MHA MacIntyre Hudson in July 2015)

**All Correspondence to:** All Saints' Parish Office  
All Saints Church Hall  
Onslow Gardens  
Sanderstead  
Surrey  
CR2 9AB      Tel: 020 8657 0665

### **Registered Charity Status**

The Parochial Church Council of the Ecclesiastical Parish of Sanderstead is a charity number 1130319 registered with the Charity Commission of England and Wales.

### **Structure, governance and management**

#### *Constitution*

The Parochial Church Council (PCC) is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

#### *Appointment of Trustees*

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral roll and stand for election to the PCC.

#### *Organisational Structure and Decision Making*

The current Sanderstead Team Ministry came into being in December 2005. Its constitution is governed by a Pastoral Scheme issued by the Church Commissioners and a detailed scheme issued by the Bishop of Southwark. The latter document sets out the membership of the lay representation of the Parish on the Croydon South Deanery Synod (subject to changes in the rules for the allocation of representatives, subsequently adopted by the Diocesan Synod), of the PCC, and of the District Church Councils (DCCs) of the four churches. It further provides for the delegation to the DCCs of all matters relating to the daily working and finances of the churches, subject to the reservation of certain matters which cannot be legally devolved.

The rules for the proceedings of the PCC are set out in the Church Representation Rules; the above scheme provides that the same rules apply, as far as may be, to the DCCs.

Because its role is essentially strategic and co-ordinating, rather than day-to-day management, the only permanently constituted committee of the PCC is the Standing Committee, which meets as necessary to conduct urgent business between full meetings. Temporary groups are appointed from time to time to carry out specific pieces of work.

## **Risk management**

The PCC categorises risk as follows:

**Financial risk** is the most common category of risk and it is possible to measure many non-financial risks in terms of financial impact. Financial risks can be managed through budgets and internal financial procedures as well as through strategic business and development plans and management accounts.

**Reputational risk** can have an impact on parishes if, for example, unwelcome publicity hinders the mission of the Church.

**Statutory and legal requirements** such as health and safety, employment law, Charities Act, child protection and associated difficulties, which could lead to high compensation payments arising from equal opportunities or health and safety claims.

**Operational risk** relates to threats to the Church's ability to deliver its objectives owing, for example, to damage to a church building.

Management of risk is delegated to the DCC of each of the churches in the parish, which undertake risk assessment on a low, medium or high likelihood of an event occurring and the high, medium or low impact. Contingency plans, controls or preventative measures are put in place by each DCC.

## **Bribery Act 2010**

This Act came into effect 1<sup>st</sup> July 2011.

The Ministry of Justice "Quick Start Guide" is clear that because the churches' affairs are entirely UK based with very little risk of bribery being committed, then we may feel no need for any procedures to prevent bribery.

We believe that our present procedures of requiring three quotes for major works, with the decision on which quote to accept taken by the Standing Committee and/or the PCC, and of using Southwark recommended firms for major projects, mean that we have sufficient procedures in place. We have agreed that the DCC/local Standing Committee may accept quotes below £10,000. Any quotation above £10,000 is approved by the PCC.

## **Objectives and activities**

The Parish of Sanderstead PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for each of the churches within the parish – responsibilities that are delegated to the District Church Council (DCC) of each of the four churches within the Parish, which are All Saints, St. Antony's, St. Edmunds, and St. Mary's.

The PCC has ultimate responsibility for a wide range of matters affecting the Parish, including such matters as compliance with health and safety, disability discrimination legislation and child protection. Appropriate training procedures have been adopted, including training courses arranged by the diocese or deanery which are attended by PCC representatives who report back to the PCC as a body, and the dissemination of reading matter. Almost all of these responsibilities are delegated to the District Church Council of each of the churches in the parish. Each DCC has a similar approach to training as the PCC.

The PCC and each DCC is committed to enabling as many people as possible to worship at our churches and to become part of the parish community at any of the churches in the Parish of Sanderstead. Each DCC maintains an overview of worship at its church within the Parish and makes suggestions on how services can involve the many groups that live within the Parish. In each of the four churches our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, the Rector and the PCC as well as each incumbent and DCC of the four churches in the Parish have considered the Commission's guidance on charities for the advancement of religion. In particular we try to enable ordinary people to live out their faith as part of our parish community through:

Worship and prayer; learning about the Gospel and developing their knowledge and trust in Jesus.

Provision of pastoral care for people living in the parish.

Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of each of the four churches and two separate church halls.

### **Achievements and Performance**

The PCC and each DCC are keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. For example St. Mary's uses its redesigned entrance lobby to provide a quiet, intimate and reflective environment for personal and small group prayer and worship throughout the day and early evening.

The churches offer a range of services on Sundays. These include traditional ('classic') Common Worship services and also 'contemporary' Parish Praise, Sanderstead Light, Celtic Worship and a reflective monthly 'Fresh Encounters' in the evening. There is a choral evensong once a month. The aim is to provide both for those who have been Christian worshippers for many years, and also for those who are newer and not so used to Anglican tradition.

All are welcome to attend our regular services. At present there are a total of 387 parishioners on the combined Church Electoral rolls (2013: 384).

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend it to God's keeping. We have celebrated 16 baptisms and nine weddings and held 38 funerals this year.

Deanery Synod.

In the year under review three (later four) clergy and up to nine lay members of the PCC (including one member of Diocesan Synod *ex officio*) sat on Croydon South Deanery Synod. (Lay members should be 12 but there were three vacancies at the year end.) (Mrs Lynne Hale, as a member of Diocesan Synod, was also an *ex officio* member of Synod until 31/7/15.) Synod provides the PCC and each DCC with an important link between the parish and the wider structures of the church.

Pastoral Care.

The St Edmund's Lunch Club provides a fortnightly meal for elderly residents. The St Edmund's Caring Group provides a wide range of services for disabled & vulnerable people.

Sunday Lunch is continuing at All Saints' Church Hall on the first Sunday of each month. It is run by a team of volunteer cooks and volunteer helper/drivers. In 2015 we had an average of 18 guests. We are always pleased to welcome new members from any church or none. Booking for the lunch is through Sanderstead Neighbourhood Care. The guests attend not just for the excellent hot lunch but also for the chance to meet and socialise. It is a valuable outreach to the elderly in our community.

*Summer in Sanderstead*, based at All Saints', provided a range of activities for older residents 1<sup>st</sup>-3<sup>rd</sup> September 2015.

A variety of activities for children & young people is offered. Some of the Churches provide summer holiday activities to any who wish to attend, whether churchgoers or not. Three Scout groups, four Rainbow/Brownie groups & one Guide group are affiliated to Churches in the parish. St Antony's Summer Club provided holiday activities for children 20<sup>th</sup>-24<sup>th</sup> July 2015. St Antony's also runs children's activities on Good Friday. The development of work with children and families is a key priority for the Team.

During the week All Saints Hall is used by two church organised mothers and toddlers group, whilst St Antony's & St Edmund's facilitate meetings of similar independent groups.

At St Mary's *Seven Whole Days* project, has proved their worth. The Jubilee Room now hosts a wide range of church activities & meetings of other groups.

Whilst these activities tend to be led by one of the churches, it is noteworthy that they also tend to be resourced by people from across the Team.

All of the Churches offer informal opportunities for people to meet, through meetings over coffee, house groups and a variety of social activities. There is a very active Mothers' Union branch and a Women's Social Group at St Antony's. St Mary's hosts a "CAMEO" (Come And Meet Each Other) Group. At particular times of the year, particularly Lent, specific study activities are offered and, as with all pastoral and outreach activities, are available to all and any who care to participate.

St. Mary's also holds a 10am Thursday morning Eucharistic service followed by coffee and biscuits. St Antony's holds a Communion service on two Mondays a month, followed by "T4U". There is a service of Morning Prayer at All Saints' every Monday.

Some members of our parish are unable to attend church due to sickness or age. Clergy & lay people of the four churches visit all church members who request it, either at their homes or in hospital, celebrating or administering Communion where appropriate.

#### Mission and evangelism.

Helping those in need is a demonstration of our faith. During the year the parish made charitable donations of £35,949 of which £8,132 was to missionary societies abroad, £5,000 to relief and development agencies abroad, and £22,817 to local and church charities.

St Mary's, St Edmund's and St Antony's (the latter in association with Hamsey Green Co-operative Store) support the Foodbank run by Purley United Reform Church, & St Mary's has continued to support the Cold Weather Floating Shelter.

Work has continued on developing communications, both internal and external, with a particular emphasis on the website, Facebook and electronic media generally.

During Advent 2015, the *ADVENTure* project was organised. Between 1<sup>st</sup> and 24<sup>th</sup> December, a garage made available by members of the churches opened up each evening, like an Advent calendar, to show the real meaning of the Christmas season. St Mary's hosted another highly successful Christmas Tree Festival in December, attracting nearly 900 people, and drama performance by *Riding Lights* during Easter. All Saints' is hosting an *Alpha* course in early 2016.

#### **Trustees' Report**

The full PCC held four full meetings in 2015 with an average attendance level of 70% per cent – one before the 2015 APCM and three after. There has been one meeting so far in 2016 (at which this report

is to be adopted). The Standing Committee did not need to meet formally in 2015, but had one “virtual” meeting by e-mail in October to provide formal authorisation for the appointment of an auditor for the 2015 accounts, following the merger of the previous incumbent with another firm. There has been one “virtual” electronic meeting in December 2015/January 2016 to carry out the 1/1/16 pay review under standard arrangements.

The measures introduced in 2011 to ensure that PCC, as the only legally constituted body in the parish, provided adequate oversight for key issues, particularly to avoid any personal liability for DCC members, worked satisfactorily. We believe they provide the right balance between meeting legal requirements & allowing the maximum church autonomy, which is so much part of our Team ethos.

The PCC provided general oversight and formal authorisations for a variety of significant building and property projects.

Following repairs to St Antony's after major storm damage in December 2013, the main contractor handed the building back in December 2014. Following a further phase of internal refurbishment and re-ordering, the building re-opened for worship from Easter 2015. A further phase of improvement to areas which had not been damaged in the storm, particularly the kitchen and the acoustics, is now being undertaken.

Following the re-opening of the church, the congregations of St Antony's and St Edmund's continued to share their main Sunday worship, using St Edmund's on three Sundays of the month and St Antony's on one (plus any fifth Sundays). Services at Great Festivals were also shared between the two buildings (a practice which also to some extent applied to the whole Team). The collaboration between St Antony's and St Edmund's has proved fruitful, and a review will be carried out in early 2016.

A substantial programme of repair, refurbishment and improvement works was also carried out at All Saints', including provision of flat access through the south porch and removal of the step in the north aisle and re-roofing the flat roof of the vestry. While these items were carried out, in late winter/spring 2015, the church was out of action, with services being held in the halls.

St Edmund's received a Licence by Faculty to regularise the use of the building by third parties. The area to the side of the church was also re-developed as a play area (funded by the Nursery which uses the building four days a week). The William Goddard Room was also re-decorated and provided with replacement heating but, sadly, has recently suffered yet another problem of water ingress.

St Mary's have embarked on a substantial project to replace the hall, funded by a developer who will use some of the available land for housing.

The PCC expressed concern about the progress of the diocesan project to redevelop the rear of the Rectory site, including building a new Rectory, but recent discussions have provided some confidence.

Whilst Safeguarding of children and potentially vulnerable adults is a DCC responsibility, the issue is so important that PCC plays an important oversight role and endorses parish-wide policies on these issues on an annual basis.

The PCC also carries out a number of administrative tasks on a regular or ad hoc basis. Among these tasks in 2015 were approval of a revised formulae for apportioning the costs of the Parish Office and the parish element of the fees for weddings and funerals.

As the formal employer of all lay workers within the parish, PCC has a key role in ensuring that DCCs, to which management of almost all employees is devolved, operate within a framework which ensures equitable treatment of them all. An example of this was the adoption of a policy framework for the determination of salaries and bonuses.



Communications within and from the Team have been a key concern of PCC during the year, particularly the website which was the subject of two major debates. A way forward has now been determined and will be carried forward by the PCC Mission Action Planning (MAP) group.

The MAP group met four times in 2015, concentrating on communications issues and also how the Team could operate more effectively, particularly in view of the possibility of one clergy post not being filled when a vacancy arose (as part of the overall need to reduce the diocesan clergy complement by 30 over five years). There has been one meeting in 2016, devoted to the further development of the website.

**Approved by the PCC on 23<sup>rd</sup> February 2016 and signed on their behalf by Revd Canon Martin Greenfield (PCC Chair)**