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| Aldenham – St John the BaptistBricket Wood – St LukeColney Heath – St MarkFrogmore – Holy TrinityLondon Colney – St PeterRadlett – Christ Church and St JohnShenley – St Martin |  *St Albans city parishes*AbbeyChrist ChurchSt LukeSt Mary, MarshalswickSt Michael with St Mary | St PaulSt PeterSt SaviourSt Stephen with St Julian |

**ST ALBANS DEANERY STANDING & PASTORAL COMMITTEE**

**Meeting** held at 7.30 pm on Wednesday 21st September 2022 at St Saviour’s vicarage.

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| *Ex officio* | *Parish Reps* |
| ***Rural Dean*** RW – Fr Richard Watson ***Lay Co-Chair*** MD – Meriel Dixon***Assistant Rural Dean***KH – The Revd Kylie Hodgins | ***Treasurer******Secretary***JP – Julia Pyburn | BL - The Revd Becky Leach DR – David RobertsMJ – Michael JamesonCllr RD - The Revd Cllr Robert Donald  |  |

1. OPENING PRAYERS

The meeting began with Prayer.

1. APOLOGIES FOR ABSENCE

AS - Andy Sharp

PF – Pam Fox

PH - Philip Habershon

QK – Quentin Keeling

1. Minutes of the Standing Committee Meeting held on 12th May 2022

Cllr RD had 2 queries relating to the Minutes. He will liaise with JP so that she can amend them and recirculate.

Minutes of Deanery Synod on 8th June 2022 had been circulated ahead of the meeting. There were no questions arising.

1. **Live Issues**

Parish Share Review – Revd Kenneth Padley had done most of the work before leaving the Deanery. Some recommendations have been made and we are now awaiting a decision from the Diocese.

Funerals – BL has not yet met with Revd Corniel Quak, curate at St Saviour’s, to take up management of the project. Chapter has been updated with this change. The planned meeting with Phillip’s was postponed due to Kenneth Padley’s departure from Deanery. There has been large turnover of staff at the Co-op. BL plans to set up meeting with both these Funeral Directors. KH said that people are thinking about Church funerals at present following the late Queen’s State Funeral.

BL asked if the electronic version of the Funerals leaflet needs to be update? People have asked if the hard copy version could be personalised for the Parish? BL suggested that personalised ones per parish be produced as well as generic ones for Care Homes, GP Surgeries, Funeral Parlours. RW suggested a Poster. All parishes are signed up to “Our Commitment to You” – agreement with Funeral Directors in the area.

**Action – BL to liaise with Corniel Quak; update Funerals leaflets both electronic and hard copy**

EIG Claims – AS asked JP to make DSSC aware of how insurance claims work under the EIG policy. As most parishes have EIG as their insurer, it should help smooth the process and prevent delays in case of a claim. St Stephen’s was recently broken into (nothing taken, damage to windows and doors only) but a misunderstanding about payment of the Excess has caused delays to remedial work being done.

**Action - JP to email information to all Incumbents and Treasurers.**

Policies List – KH thinks there has been a note from Archdeacon Jane about this following Revd Kenneth Padley raising it earlier in the year.

**Action - RW to pick this up with Archdeacon Jane and the Rural Deans’ meeting in October.**

Deanery Directory – Revd Kenneth Padley said at DSSC in May 2022 that Danielle, Deanery Administrator, would complete work on the Directory in July. Nothing has been heard. DSSC agreed that both hard and electronic copies of the Directory would be useful subject to meeting GDPR.

**Action - RW to pick this up with Danielle**.

Agreed Actions

* Licensing of Charitable collections – AS brought this to the attention of DSSC in May 2022.

**Action – JP to chase AS for feedback.**

Instrument of Governance, Townsend School

There is currently no Clerk/Secretary to the Governors to MD and JP have been working with Belinda Copson of the Diocesan Board of Education to manage the appointment of 2 Governors. DSSC has not been able to obtain a copy of the Instrument of Governance nor details of existing Governors and their terms of office. DSSC had intended to set up a Timetable of Appointments so that notice of forthcoming vacancies could be given to Deanery Synod and parishes. This would encourage new people to apply and bring fresh ideas to the Board.

**Action – RW to contact Head of Townsend School requesting IoG and terms of office.**

1. **SYNOD – 8th October St Luke’s Church, St Albans**

Speakers – Main presentation will be from Richard Farmborough who is a Trustee and the Treasurer of the Clergy Support Trust. The subsidiary presentation would be on SIM (Support in Ministry) by Chris Swain, Lay Rep on Deanery Synod from St Luke’s, St Albans. DSSC discussed timings and it was agreed that Richard Farmborough would be given 30 minutes presentation time with 15 minutes for Q&A afterwards. As Chris Swain is known to have leaflets and display materials that he can hand out to Deanery members and guests, it was agreed that his presentation time would be 5 minutes. Chris has asked if he could contact Richard Farmborough ahead of Synod.

**Actions**

1. **DR to contact Richard Farmbrough confirming timings and to ask what A/V equipment he would like St Luke’s to provide.**
2. **DR to ask Richard Farmbrough if he can put him in contact with Christ Swain**
3. **JP to update Chris Swain**

Potential Speakers

RW went through the list of Potential Speakers. His approach is to invite speakers on topics that are current and relevant.

DSSC discussed issues that are coming up at Diocesan and General Synod. With the Climate Crisis and cost of living problems, it was decided that a presentation on Carbon Reduction would be appropriate for Deanery Synod in March 2023. A presentation on Equality & Diversity to be scheduled for Synod in June. By June, any decision made by General Synod in February would be known. The topic for autumn Synod to be decided at the next Standing Committee.

**Actions**

1. **BL to contact Rachel Johnston, DEO, for suggestion who could best speak on Carbon Reduction**
2. **RW to source speaker on Equality & Diversity**
3. **FINANCE**

PF asked JP to report the following:

1. BL to provide receipt for Kenneth’s leaving present so that PF can set up reimbursement payment
2. All Lay subscriptions having been received, the Deanery account is fine. There are very few outgoings.
3. **PASTORAL MATTERS**

Clergy – Current Vacancies

* St Michael’s with St Mary’s – closing date for applications is 25th October, interviews take place on 21st November
* London Colney, St Peter’s – closing date for applications is 23rd February 2023, interviews take place on 21st March 2023.

Forthcoming Parish Vacancies

None.

1. MATTERS ARISING (Not Covered Elsewhere in Agenda)

None.

9. AOB

* Agenda for October Synod
* Presentations open to public
* Business
	+ PCCs to nominate an Environment Rep so that parishes can network, share best practice etc as they work towards Carbon Net Zero
	+ Finance
	+ Pastoral
	+ Matters Arising
	+ AOB
	+ Meeting dates

8th March – Carbon Reduction – St Stephen’s

15th June – Equality & Diversity? – St Paul’s

17th October – topic to be decided – Holy Trinity or Christ Church, St Albans?

* Book of Condolence for her late Majesty, Queen Elizabeth II. Parishes are unsure what to do with their Book of Condolence following the State Funeral. RW confirmed that parishes should keep hold of them for now. They will be contacted in due course and probably asked to send them to the County Archives.

Action – JP to contact Church Administrators

* KH asked if other members of DSSC had received a letter from St Albans District Council (SADC) about bidding for the installation of solar panels? Nobody had. KH had personally received one but had then contacted the Diocese to see whether this was something that churches could also bid for. The Diocese had responded that it was possible for churches. Deadline for bids Monday 26th September 2022 so only 5 days after the DSSC meeting.

Actions

1. KH to forward email correspondence to JP relating to the bidding process and include replies from the Diocese
2. JP to email this information to all members of Deanery Synod highlighting deadline date

10. DATE OF NEXT MEETING

 Wednesday 25th January 2023. St Saviour’s vicarage

12. CLOSING PRAYER

RW led the closing prayer. The meeting ended with all saying The Grace.