St Andrew's Church, Sandon

The Church of England in Essex and East London
Diocese of Chelmsford

PCC Meeting Minutes
Thursday 16th October 2025 at 7pm
in the St Andrew's Room

1 Opening prayers were led by Alison Read

2 Present: Christine Mennie, Lisa Wiseman, Janet Terry, Alison Read, Nick Bobeldijk, Cathie Horne, Andy Horne, Cedric Calmeyer, Colin Bryan.

Apologies for Absence: Richard and Judy Cecil

3 Minutes of the PCC meeting of the 4th September were proposed as a true record by Christine Mennie, seconded by Alison Read and agreed by all

4 Matters arising: Alison has not been able to contact Denise Carter. She will try again to phone or visit her.

Action: Alison to attempt to contact Denise Carter

5 Notification of any other business:
Andy raised four items which were discussed in Item 16: Any other business

- Funeral of Jane Marshall
- Cremated remains flowers
- Land to west of the churchyard
- Items introduced in Any other business

6 Parish Council: Cedric Calmeyer raised two points.
a. All applications for housing and warehouse planning have been submitted and now waiting the results from the Planning Committee.
It seems likely that the Travellers' site at Butts Green will be approved. (This site is for one static caravan, one touring caravan and an amenity block). Concern has been expressed that land adjacent to the proposed site could be bought by travellers and the site enlarged.

b. Cedric reported that he had attended a RCCE conference (Rural Community Council of Essex). Bishop Guli spoke about building affordable homes on glebe land rather than selling it. A new development would have to include social housing. Cedric raised the point to the PCC that there is no definition of 'affordable' housing as opposed to social housing. Also from the conference – "The Church should be helping people rather than making a profit".

7 Finance:
Nick reported that he has yet to finish detailing the different 'headings' in the unrestricted funds.

Action: Nick to finalise these 'headings' for the next PCC

Banking Arrangements:

Nick is progressing with the new CAF bank account. All details have been obtained from the PCC and he hopes to apply by the end of this month (October).

Action: Nick will continue with opening a CAF account

Parish Share:
Andy noted that this report was discussed at the last PCC meeting on the 5th of September and remains the same as at that time. At the moment this includes 0.25 of a priest. For the time we don't have a priest that money will be refunded.

8 A new priest with Boreham Church:
The two appointed representatives from Sandon Church (Christine and Nick) have completed Sandon's parish profile. The next step is for the Sandon representatives and the Boreham representatives to meet with Andy Griffiths to finalise the joint profile. Christine has a list of possible dates from Andy Griffiths and is going to contact Peter Horton to work out a date for this but does not know his email address.

Action: Cathie to provide email addresses

Action: Christine to contact Peter Horton to arrange meeting

Joint Sandon PCC and Boreham PCC meeting with Jonathan Croucher at 7pm on the 10th of November at Boreham Church.

9 Five marks of Mission: Tell, Teach, Tend, Transform, Treasure
Claire Jefferies has provided a schedule for the delivery of prayer letters to every house in the parish over a calendar year (March to October). The first two batches have been delivered – 8th of September and 13th of October.
The prayers from the prayer box and for the named roads will be included in the prayers on the 4th Sunday of that month.

Action: Andy and Richard ensure these are said

10 Churchwardens' report:
Tower: Christopher Barker to provide a specification for the work to be carried out on the tower. He has contacted the DAC to find out whether the work needs a Faculty or whether it can be carried out on list A or B.

Action: Andy to follow up if no reply next week

Pax: We have applied to the DAC for a Faculty to move the Pax to the V&A museum for assessment.

Handbells: Not back from Glasgow yet.

Paschal Candle stand:
Lesley Worboys approached Andy, on behalf of the flower arrangers, about the possibility of the flower arrangers providing a new Paschal candle stand. (The present one is rusty). During discussion among members of the PCC the suggestion was made that the wooden pedestal, at present in the north aisle unused, could be used as a base. Andy mentioned that a patten and chalice kept in the chancel and used for mid week Communion had been produced by students at Sandon School and suggested that the metal work department might be able to help work on this with the church.

Action: Andy to email the school to discuss this possibility

New cremated remains area:
Richard and Andy have been looking at the churchyard. In time a new area for cremated remains will be needed. The suggestion was made that a second area could be made between the graves and the shed along the east fence of the churchyard.

11 Safeguarding Report:
The notes about the Pastoral Care Meeting held on the 8th of October had been distributed before the meeting and no comments or questions were raised.
Alison had little to report. She reminded people to keep track of their training courses and keep them up to date. (She has a spreadsheet to keep track of everyone). A DBS check is no longer needed by all members of the PCC.
The five policies accepted at the previous PCC meeting have been printed and put in a file in the church. An appropriate location has yet to be decided. The policies are on the website.

12 Forthcoming Worship:
Time to Remember: 2nd of November at 4pm led by Andy Griffiths.
The list for names to be remembered is on the welcome table and names are being added.
Alison reported that letters have been emailed, delivered or sent to all the names on Judy's list.

Remembrance Day Service: 9th of November at 10am. Cubs / Scouts to be invited.
No one sure of who to contact.

Action: Andy and Cathie to find out and invite

Christmas Plans:
Carol Service: 21st December at 6.30pm
Propose Christmas tree lighting at 6.00pm followed by the service at 6.30
Beer and Carols: 23rd December at 7pm at the Crown using the Crown's PA system
Crib Service: 24th December at 4pm
Christmas Day Communion: 25th December at 10am led by Keith Anderson

13 Pastoral Care:
Judy had proposed running a seven session course 'Bereavement Journey' in January / February 2026. A meeting was held on the 8th of October to discuss this but only Judy, Lisa and Gill Hodge attended. A larger group, at least six but preferably 10, would need to sign up before the course could go ahead.

14 Autumn and Christmas Planning
Advent Bible Study:
Pilgrim Course: The Lord's Prayer
This will be held on Tuesday mornings at 10.30am from the 11th of November to the 16th of December in the St Andrew's Room.
Alison had asked other people if they would like to attend the course on a Wednesday evening but there was no interest.

Christmas Fayre: 22nd of November from 12 to 3 in the Village Hall.
Alison reported that all plans are going ahead with no problems. Any donations or gifts would be welcome. She also mentioned that the quantity of cakes has diminished over the years so maybe a request to bake cakes could be made.

15 Future PCC meeting dates:
Monday the 10th of November at 7pm: Joint PCC meeting with Boreham PCC and Archdeacon Jonathan at Boreham Church.
Thursday 27th November 2025 at 7pm in Church
Thursday 15th January 2026 at 7pm in Church

16 Any other business:
Funeral of Jane Marshall at Sandon Church on the 5th of November at 2pm.

Rev. Terry Brown (previous rector) was approached by the family and agreed to take the funeral at Sandon Church before the churchwardens knew anything about it. The family should have requested a funeral at the church via the churchwardens (as in vacancy) or the undertaker.
Andy spoke to Simon Pearce (area dean) at length and he advised that pastorally we should go ahead with the funeral, but with the agreement of the PCC.
This is not setting a precedent. In future all families requesting a funeral in Sandon Church should approach this through the undertaker or with the church directly (via the incumbent, or, in a vacancy, with the churchwardens).
Proposed by Andy Horne, seconded by Janet Terry and agreed by all.

Flowers in the cremated remains area.
People like to leave flowers on the site of the remains of loved ones (ornaments, cards or images are not allowed). Flowers are to be left in the containers along the back (east) fence.
Proposed by Christine Mennie, seconded by Janet Terry and agreed by all.

The land behind the west end of the churchyard. Some trees have been felled. Not sure if anything else is proposed. Sandon is a Conservation Area. No planning permission has been sought.

Action: Cedric Calmeyer to investigate

Any other business.
There was a debate about the difficulty of 'Any other business' being introduced into the meeting without having time to think or read anything about it before being asked to vote. It was suggested that PCC members should receive information about an item to be included as 'any other business' a week before the meeting.
To be added to a future agenda.

17 Opening prayer for the next PCC meeting: Nick

18 The meeting closed at 8.40pm with the Grace