

**Parochial Church Council of the  
Ecclesiastical Parish of Lichfield: Saint Michael with Saint Mary  
Meeting: Monday 5.2.2024 at 7.30pm**

**Minutes**

**Present**

Abbie Walsh (Rector – Chair)	Brenda Liptrot	Sue Jones
Trevor James	Alan Toplis	Richard Brooks
Ruth Bull	Edward Green (Ted)	Maureen Brand
David Easton	Steve Oliver	Veronica Morris (Secretary)
Alison Stevens	Mike Godfrey	Viv Oliver

1. **Opening Prayer** led by AW
2. **Apologies** - Mike Jones, Sheila Irvine.
3. **Declaration of Interest** - there was none
4. **Notification of Any Other Business** – there was none
5. **Minutes and Action List of previous PCC meetings: 20.11.2023.** These were approved.  
**Proposed by TJ and Seconded by EG**
6. **Matters Arising**
  - AW advised PCC that Ray Allen had stepped down from the PCC. It was agreed VM would draft a letter for Ray thanking him for his contributions.
- 7.3 **Pastoral**
  - a) Safeguarding – MB advised the previous 5 year clearance was now every 3 years. Relevant DBS checks were in the process of being cleared or had been completed.
  - b) Health and Safety – AW confirmed that she had completed a risk assessment prior to the Christmas services for big services and advised PCC that all the services had gone well. The risk assessment was on the office noticeboard and covered services where large numbers of people were expected. The RA had also been circulated to people who needed to see it. RBr said he was happy with how things had gone and thanked AS for supplying him with an RA for Messy Church. AW also advised she was in contact with the school about arrangements for the Harvest Services.  
AW agreed to send MB a copy of the risk assessment. **Action:**
  - c) Social activities – AW said she hoped something could be arranged for the summer.

EG said the choir would be holding a fundraising event to support a choir visit to Limburg at the end of July.

- d) Pastoral visiting – BL said that HB had agreed to coordinate this. HB and MB had produced guidelines for the visits. We hope some of the people visited by the Pastoral Visting Team will be able to come to the Fellowship meeting on March 21<sup>st</sup>. AW said she needed to check dates as there was a diary clash with a school event. She would talk with the school.

**Action AW**

- e) Bake and deliver – This had gone well and positive feedback had been received. PCC thanked SJ for coordinating this.
- f) Church Fellowship – BL said numbers were holding up.

## 9. Finance

- a) 2023 accounts – VO said that she had done an analysis of bank transactions and there had been a drop in income for Q1, in part caused by people moving away.
- b) R&P accounting – VO said she would talk to the diocese about what the impact of income for the Parish Rooms would mean.
- c) Gift Aid Stewardship recorder – VO reported she had got to grips with Sandy's spreadsheets. The data needs to go into an open source format for uploading to HMRC. Gift aid should fetch us around £4K per quarter. She said she was working on Q4.
- d) Giving – AW advised that this had been discussed at Standing Committee. She advised that Mothering Sunday would be used as a 'Generosity Sunday, to encourage giving to the 'Mother Church'. There were a range of ways people could give, including legacies. She would give Information on income and expenditure. Conversations would also be held with Messy Church and other church groups.
- e) Charity Sundays 2024 – BL said there was nothing further to report.
- f) Energy usage – SJ said that discussions with SSE were ongoing but they were going to refund some direct debit monies, hopefully £3K. JP was continuing to take metre readings. At the end of this month we would be looking to change gas suppliers.

**Action SJ**

## 7. Ministry

### 7.1 Worship

- a) Family Communion – The Mission statistics for 2023 had been submitted to the diocese; these show the numbers and breakdown of the church community. Overall the statistics show a gain mainly due to the increase in numbers of the junior choir and their families.
- b) Advent and Christmas – A review of attendance showed all the services had gone pretty well and had been well attended. SJ said there had been something for all age groups. There had been one very big Christingle service and one smaller one; AW proposed changing the times next year to earlier times of 3pm and 5pm to try and get a more balanced spread of congregation numbers.
- c) Lent and Holy Week - AW reported that this year's Lent course would follow the new version of West Side Story and would run on a Wednesday morning as before. She was also exploring running a course in an evening for people who work/or can't attend in the morning. The film had been aired at Film Club and fliers about the course had been handed out. EG said people could get the accompanying books from the office.

- d) Ash Wednesday services would be publicized and would be added to the Pew Sheets. There would also be a Palm Sunday Eucharist which would start with people gathering outside churchyard then entering together. On Palm Sunday evening there would be a reading of St John's gospel (it would take about 3 hours to read the whole gospel). The pattern of services for Holy Week would follow a similar pattern to last year with Evening compline in the evenings.

## 7.2 Mission [AW]

- a) Inclusive Church – nothing to report.  
b) School – all Ok  
c) Junior Choir – numbers had stabilised. EG said that more hoodies needed to be ordered.  
d) Shaping for Mission - AW advised that a vacancy would be coming up at Christchurch and Longdon in the summer and that she hoped St Michael's could support the vacancy in a similar way as with St Chads.

## 8 Church buildings and churchyard

### 8.1 Buildings

- a) Church Maintenance – SJ reported that she had a date (Monday 4<sup>th</sup> March) for Alliance to start preparatory work for the tree removal growing in the guttering. Alliance would return on the 16<sup>th</sup> or 18<sup>th</sup> to remove the foliage. **Action SJ**  
b) Heating – AW said no heat cushions had been ordered yet as it had not been very cold and there was less of a need for them last year. To keep under review.  
c) Audio Visual System Update – AT said he had submitted plans to the Diocesan DAC who were happy with the proposals. The next step was to apply for a Faculty. When he had all the information PCC agreed to seek approval by email. PCC gave their approval to this. **Action AT**  
d) Electrification of church clock - MG reported that he had been in contact with the Diocesan clock advisor who said everything was fine. But as he hadn't heard anything he had been in touch with the Archdeacon who knew nothing about it. She said she would follow it up. In the meantime MG was keeping in contact with the company. **Action: MG**  
e) Parish Centre – 2 documents were circulated with the papers providing information on recent meetings. VM said that Greenwoods and BHB wanted to move things along and secure planning permission for the centre. This would involve gathering together a lot of information. Elanor from Greenwoods had prepared a Gantt chart of actions for the next 18 months. VM also said that she had agreed to be the point of contact for Greenwoods and BHB to send out information. RBr confirmed that the Land Registry application had been curtailed.

### 8.2 Churchyard

- a) Report – BL advised that we were missing the Payback Team because at the moment they haven't got the people. However, Michael Toplis had done some work that needed doing. The churchyard working party started work again in January.  
b) New Church Bench - AW said she had submitted a Faculty for the new bench.  
c) Elizabeth Logan Grave – AW said she needed to get on with the Faculty application. **Action AW**

## 10. Deemed Business

a) SC Meeting Minutes 22.1.2023. These were noted.

11. **Any other Business**

- a) Access to Charity commission info – AT reported that he had done some work on this.
- b) APCM – EG said he would send the dates around again for report deadlines.

12. **Date of next meeting:**

**SC** 18 March 2024

**PCC** 15 April 2024

**APCM** 19 May 2024

13. **Closing Prayer** [AW]

Meeting finished 8.30pm