

**The Parochial Church Council of the  
Ecclesiastical Parish of Lichfield: Saint Michael and Saint Mary**

**PCC Minutes**

Date of Meeting: **Tuesday 24<sup>th</sup> July 2018** at 7.30pm in Church

**Present:**

Venerable Simon Baker	Alan Toplis	Kath Bird
Revd. Linda Collins	Sue Jones	Maureen Brand
Revd. Ruth Bull	Lyn Shiel	Kath Bird
Revd. Jeyan Anketell	Ted Green	June Frayn
Revd. Mel Clark	Brenda Liptrot	Mike Jones
Lesley Allen	Steve Oliver	Viv Oliver
Phil Clayton	Ray Allen	
Trevor James	David Athersmith	

**Apologies:** EC, DE, MG, AL, AS, RBr

1. **Opening Prayer** led by RB
2. **Apologies** were received and recorded.
3. Mel was introduced to PCC members and welcomed to PCC. Individual PCC members introduced themselves to Mel. Simon reported that Mike Sheridan-Jones has resigned from PCC. Simon had written to Mike to thank him for his service to the PCC.
4. **Minutes** of the meeting on 22<sup>nd</sup> May 2018 were approved and signed [Proposed: TJ, Seconded: LS].
5. **Notification of Any Other (Relevant) Business.** Two items of business had been notified to the secretary before the meeting. Graveyard Policy and Camas
6. **Matters Arising.**
  - a) Simon reported that for various reasons he had not managed to meet with Rod Clark at St Chads. It was suggested that the Churchwardens should meet with the Churchwardens at St Chads together with Simon and Rod.
  - b) **GDPR (General Data Protection Regulations).** Information was still required from one or two areas of our Church in order to complete the GDPR audit that was required by all organisations. This would mean that our audit could then be described as comprehensive.
  - c) There would be a patronal festival concert by the Needwood Singers. SJ was in contact with the music group who would handle all the publicity for the event. SB is still trying to organise

a guest speaker for the Sunday morning service at 11:00. It was agreed that Church would be open during the day on the Saturday of the patronal weekend.

- d) A question was raised about St Michael's Trust. TJ explained that the trust was completely independent charity trust.

## 7. **Mission.**

- a) **Streethay.** The development continues, and the occupancy rates increase as time moves on. Two more blocks have now been completed. A new planning application has been submitted for the school. The development is close to reaching the number of units sold when the section 106 money comes to life. Despite the PCC best efforts it is unclear how this money is to be spent as SB has had no response to his emails to the Parish Council.

MC has successfully moved into her new house on the development and is in contact with the new community. Mel reported that there is nothing organised yet to bring the community together and she therefore proposed to have a community BBQ towards the end of August. This would enable St Michael's to raise its profile but most importantly for the community to have an event of coming together. PCC agreed to support the event.

## 8. **Ministry.**

- a) **Safeguarding.** MB reported that many of the members of PCC had completed the necessary safeguarding training. A small number of PCC members were partway in completing C0 and C1.

An updated version of the safeguarding policy has been produced and PCC members were asked to take a copy with them and read before the next meeting of the PCC. There would need to be written job roles for the leaders of the various groups at Church and there would need to be a risk assessment for all of our activities. The policy had been written following the guidelines from the diocese. A template for job roles and risk assessments would be obtained in order to reduce the workload and Angie would be asked to put these on the parish website.

Maureen was thanked by PCC for all her hard work.

**Pastoral Visiting Team.** June gave a brief talk on the work of the pastoral Visiting Team. She explained that the aim of the team was to ensure that those members of our Church who were not able to attend Church are not forgotten. The team regularly visits both Beechfield and Darwin Court to lead worship and attendance at these services was good.

The pastoral visiting team also visits members of the congregation and others who ask who are sick and offers extended communion to these individuals. June explained that these individuals still feel very much a part of the Church as they often deliver the magazine and pew sheets.

There is also a prayer group that is an extension of the pastoral visiting team. This meets on a monthly basis and is an opportunity for intercessions, prayer and coffee and a chat. Often this meeting is held in Church but increasingly it is held in individual homes. June asked if PCC members knew of anyone who would be interested in joining the prayer group to pass on names to her. An information leaflet on opportunities for prayer at St Michael's was to be produced.

The safety and welfare of members of the PVT was discussed in relation to safeguarding. The point was made that for first time visits to individuals it may be appropriate for two members of the PVT to make the visit until a risk assessment has been completed.

There are 7 or 8 members of the pastoral visiting team. A poster in the Church porch has the names of those involved.

June was thanked for her report.

## 9. Resources

- a) **Church Hall.** The application for outline planning permission has been submitted. Unfortunately Lichfield District Council changed the rules and some additional work was required on the planning application before it could be accepted. So far there had only been one objection. It is expected that a final decision will be made on 18<sup>th</sup> September.
- b) **New Church Hall.** As we have not sold the old Church hall plot yet it was decided to wait on this item.
- c) **Health and Safety.** Nothing to report except that 2 fire extinguishers failed the last inspection and have been replaced.

Questions were asked about putting a lid on the steps to the old boiler as this was attracting some undesirable behaviours. TJ was asked to speak to a man who attends his property as to the possibility of this happening. David Edge was also to be consulted.

- d) **Churchyard.** RA reported that there had been lots of cutting back and pruning. Whilst this work was welcome Ray said that he had not been told about this work. He also reported that a dead tree needed to be felled but authorisation was required for this.

Michael Toplis has completed the work in removing the brambles and had levelled this portion of land. PCC thanked Michael for this work and the continued contribution that Michael makes in the upkeep of our churchyard.

The working party has continued to meet on a monthly basis and has completed much valuable work. New lawn rakes have been purchased for the use of the working party.

The new tower garden is also looking nice and thanks were expressed for the work of Diana Baker. Ray reported that the national citizenship scheme had cleaned some of the graves. He also said that the new compost bays were due to be delivered on September 10<sup>th</sup>.

A botanist is due to visit the churchyard in late August and the first day of the wildflower survey was due to be completed in August too. The ash trees were not looking good and some advice would need to be taken on these. The meadow is not looking as good as we had hoped and this was put down to the weather conditions. Advice was to be taken on how the meadow could be improved.

Free lottery materials were to be obtained to put up publicity for the National Lottery involvement in the churchyard project.

Ray was thanked for his comprehensive report.

**Finance.** At present there was a bit of a hole in the finances with expenditure exceeding income by about £10,000. This is mainly due to the repairs that were required to the Church roof. Unfortunately none of this money is recoverable from insurance as the damage cannot be attributed to an insurable event.

Some of our costs are front loaded for example the insurance premium and CCL licence. Whilst these are accountable as prepayments we pay them every year.

Thanks were expressed to Viv for all her hard work.

Simon reported that as a parish we have been chosen by the diocesan finance board to trial a scheme for contactless payments in Church. This would be an alternative to cash giving on the plate and could be used at weddings and funerals when individuals do not generally have spare cash available.

**Car Parking at St Michael's.** Nothing to report

10. **Standing Committee matters not already considered in the agenda.** No items were discussed

11. **AO(R) B**

a) **Graveyard and Burial Policy.** Simon explained that following a recent application for a Faculty for a reserved grave space the Chancellor has asked some questions of the PCC as the number of possible grave spaces is now somewhat limited.

PCC resolved not to open the churchyard to reburial. [Proposed: SB, seconded: RB]

PCC resolved to re confirm the existing policy for burial in the churchyard in that the application must satisfy one of the following criteria

The deceased must have lived in the parish

The deceased must have been on the electoral roll

There must be strong pastoral reasons to bury the deceased in the churchyard

There is a child of the deceased buried in the churchyard

PCC resolved to confirm the existing policy for grave reservations in the churchyard in that the application must satisfy one of the following criteria

The applicant must live in the parish

The applicant must have be on the electoral roll

There must be strong pastoral reasons to bury the applicant in the churchyard

There is a child of the applicant buried in the churchyard

Both resolutions were proposed by SB and seconded by RB

b) **Camas.** Ted reported that he would be taking a group of 18 to Camas this year but the dates had been changed as camas has changed their booking dates to fit in with Scottish school holidays more. He explained that he would take the group to Iona on the day of checking in so the group would not miss anything he has included on previous trips. With all the fundraising including £734 from the strawberry tea and raffle over £2000 has been raised to support the group going to Camas.

There would be 3 completely new members of the group and so this year the group would be well experienced Camas members. The group would work with Linda to prepare the Camas Family Praise service on Sunday 9<sup>th</sup> September.

Ted also gave details of how he hoped that the Camas programme would continue in the future.

12. **Deemed Business.** PCC dates for 2019 were approved.

**Please note that Phil's phone number has changed to 01543 308331**

13. **Closing Prayer.** RB closed the meeting with prayer at 21:33

**Signed**

**The Venerable Simon Baker**

**9<sup>th</sup> October 2018**