

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

**PCC Minutes**

Date of Meeting: **Tuesday 26<sup>th</sup> March 2019** at 7.30pm in Church

**Present:**

Venerable Simon Baker  
Revd. Jeyan Anketell  
Revd. Ruth Bull  
Lesley Allen  
Phil Clayton  
Alan Toplis  
Lyn Shiel

Sue Jones  
Brenda Liptrot  
Ray Allen  
Maureen Brand  
Richard Brooks  
Liz Clarke  
David Easton

June Frayn  
Mike Godfrey  
Mike Jones  
Anne Lingwood  
Viv Oliver

**Apologies:** MC, TJ, KB, JS, AS

1. **Opening Prayer** led by LA
2. **Apologies** were received and recorded.
3. **Minutes** of the meeting on 12<sup>th</sup> February 2019 were approved and signed [Proposed: LS, Seconded: AL] with the addition of SJ to the list of attendees at the Inclusive Church meeting.
4. **Notification of Any Other (Relevant) Business.** Two items of business had been notified to the secretary before the meeting. Processional Cross and Appointment of Stewardship Secretaries.
5. **Matters Arising.**

**Inclusive Church.** The lent groups are proceeding as planned and there has been a good attendance at the meetings so far. Linda also preached on the subject and was very thought provoking.

**Contactless Payment System.** The payments collected around Christmas time do appear to have been collected as one person who donated has in fact had their bank account debited.

6. **APCM 2019.** Simon thanked David Athersmith, Liz Clarke, Mike Godfrey and Joe Sneddon for their service to PCC over the last 3 years. He advised that after over 40 years of serving PCC many as Churchwarden David Athersmith would be retiring from PCC.

Phil reported on the preparation for the APCM. He suggested that the finance reports although in draft form should be included in the booklet so attendees at the meeting and others have all the necessary documents in one place and each item can be referred to by page numbers to make discussion much easier at the APCM. PCC agreed this format. Nominations have been received for all the positions available.

The agendas for the two meetings had been distributed and so were the minutes. Liz noted there was a slight confusion in the dates and Phil agreed to look at this and advise Angie.

Simon noted that in the draft report Christine Polhill, Chris Baker and Stephen Barton are included as PCC members. This is not the case. Phil agreed to advise Angie of the changes. Simon advised PCC that it can co-opt up to three people to PCC and this may be necessary in the future.

There will be a pre meeting of the PCC at 11:15am on Sunday 28<sup>th</sup> April in the choir stalls. This will be to formally approve the audited accounts in time for the Archdeacon Visitation.

## 7. **Ministry.**

a) **Safeguarding.** Bishop Michael has asked all safeguarding officers to look at the information we publish on safeguarding on our website. As a result, our policy is now published on the website. Information is also available on the noticeboard and the magazine. It is also possible to register any safeguarding concerns via the website. These concerns are confidential, and the concern is sent direct to Maureen. The Rector and Maureen will then investigate the concern. Should there be any concern regarding the Rector Maureen will refer the matter automatically to the Diocesan Safeguarding Officer.

There is always a need to promote a safer Church. There is a requirement to agree the statement from the House of Bishops. This statement had been circulated to PCC members before the meeting. PCC agreed to adopt the statement [Proposed: MB, Seconded: SJ]

Last Sunday at Linda's leaving lunch concern was raised about children running around especially near the prayer corner candles. Whilst parents should be looking after their children all members of PCC need to take a careful watch. It was agreed in future candles should be blown out when events like this one are happening in future.

b) **Election of Churchwardens.** Simon explained that despite considerable effort since January no one has yet agreed to take on the role of Churchwarden for 2019/20 in addition to Sue Jones. It was agreed that as a Church we should always endeavour to have 2 Churchwardens. Simon suggested that we suspend the 6-year rule at our meeting just before the APCM in order to solve the issue of not having 2 wardens.

It was felt that as a PCC we were sensible and mature enough to tackle a problem that may arise which the 6-year rule was designed to prevent. After discussion two proposals were made.

The first proposal was to decide that we could decide on the 6-year rule tonight rather than wait for the pre meeting on 28<sup>th</sup> April 2019. This was proposed by BL and seconded by SJ. PCC agreed to make the decision on whether to remove the 6-year rule or not tonight.

The second proposal was to decide to remove the 6-year rule for 2019/20 only. This proposal was made by SB and seconded by MJ. PCC agreed to remove the 6-year rule for 2019/20.

This means that any person duly nominated and seconded to the post of Churchwarden for 2019/20 can have been Churchwarden for a period of 6 or more consecutive years.

## 8. Mission.

- a) **Streethay.** Alan reported that the Parish Council were now looking at the community facilities for the Streethay development. It looks like the section 106 monies raised from the new development will be in the region of £250,000. Simon, Mel and Alan have been asked to join the group that is looking at how to spend this money. Some land has been identified for a children's play area and it is understood that an area will be allocated for allotments. Diana Baker has been asked to advise on the allotments.

Every house in Streethay has received an Easter card informing them on what is happening at St Michael's for Mothering Sunday, Palm Sunday and over Easter. A real buzz in the community is that they are wanting another BBQ. The community are affectionately calling it the Churches BBQ. They would like to organise some stalls and take part a bit more at the event this year.

A question was raised about whether our efforts in Streethay has had any impact on our attendances. Whilst it is still early days it is difficult to tell now if there has been any real increase. It is thought that the opening of the School in September 2019 will be a potential watershed moment. There have been a couple of baptisms booked from residents.

A questionnaire from the Parish Council is to be launched to find out more about the demographics of the estate and the needs of residents. Mel has several followers on her twitter account for the parish. Some of these followers do engage in dialogue.

The Anchor Inn was talked about. There are several possibilities for its use. It was suggested meetings of the Parish Council could take place here. It was going to be a use or lose facility.

- b) **Mission Action Plan.** Simon reported that the MAP was going to be discussed at the Ministry team away day in May. With the appointment of a new Bishop there has been a change in emphasis and there are now three areas of focus in the vision for the diocese, Discipleship, Vocation and Evangelism. Ministry team would work on these at its meeting and bring draft proposals to PCC for discussion.
- c) **Eco Church.** + Clive has presented a new policy on Eco Church for the diocese. As a PCC we are responsible for teaching on this matter about our Church and in our churchyard. Simon proposed that we should create a working group on Eco Church. Chris Baker and John Polhill have already agreed to be on the group and if agreed Simon would be looking to their PCC and congregation members to join.

There are 3 possible levels of award. Bronze, Silver and Gold. + Clive is keen that Churches register as eco-friendly. The importance of being eco-friendly will be key in our discussions on how to construct the new build.

PCC agreed to form a group [Proposed: SB, Seconded: RB]. It was also agreed to consult the children and involve the school through school worship.

## 9. Resources

- a) **Health and Safety.** Some of the fire extinguishers from the hall have been rescued as they are fully functional and serviced. These have been strategically placed now at St Michael's.
- b) **Churchyard.** The tree in memory of Ray Allen has taken well and was beginning to come into play. The interpretation board has now been delivered and installed in the churchyard. The sowing of the meadow will take place on Saturday 6<sup>th</sup> April.

Surveys of the churchyard are due to take place on April 11<sup>th</sup> and June 12<sup>th</sup>.

The planning for the BioBlitz day is well advanced. Several experts have already agreed to take part. These include walks and talks on birds, botany, mammals, moths and bugs, bugs and fungi, and bumble bee walks. It is hoped that there will be a bat walk and a tree walk this will depend on Ray receiving confirmations from individuals who have been invited. Work will now need to take place on the publicity for the event which will run from 8am to 7pm on Saturday 15<sup>th</sup> June. Brenda will organise publicity on Churches Together network and it was also suggested we contact the diocese.

The judging for the Lichfield in Bloom event will be on 17<sup>th</sup> July.

There have been some additional enquiries from individuals regarding the planting of a tree for a loved one. Whilst in principal this was possible each individual application is required to come before PCC. Permission will need to be requested and it will be necessary for it to meet the requirements of the diocesan tree officer. The type of tree needs to be like those already in the Churchyard and not ornamental ones.

The shed and the extension to the car park will need planning permission from Lichfield District Council. This has been applied for and was initially thought to be £251. The council has now put this charge up to £500. There is nothing we can do about this charge. A tree survey will need to be carried out. This cannot be completed by the diocesan tree officer as it would create a conflict of interest. This will have to be paid for too. All these costs would be coming from the Churchyard Fund.

Ray was thanked for his comprehensive report.

- c) **Finance. Outturn 2018.** The draft accounts for 2018 had been circulated to PCC members before the meeting along with Viv's report. Viv reported that the housekeeping or general fund needs boosting as we had overspent by just over £8,100. The reasons for this were highlighted. £7,900 has been spent on Church roof repairs. None of this can be claimed back

from our insurers. Income was £3,500 down on 2017. This also meant that our gift aid claim from HMRC was also lower than 2017.

The most important thing now is to try and boost income as it is very difficult to try and reduce current expenditure. It was noted that our fee income for 2018 has also reduced and we only have 4 weddings in 2019 which means fee income will reduce further.

The balance sheet shows a notional amount for many items. Some of this fund is restricted though. Viv is looking to collapse some of our accounts so that there are 3 main accounts. A current account, a deposit account and an investment account.

Decorating costs are going to be looked at after the APCM. Whilst no decorating is currently planned it was prudent to build up a fund for the future as the fund currently only stands at just over £500.

There is money in the Assistant Curate of the Parish Fund. This can be used to support any minister in the parish who is not the Rector. It was agreed to use this fund to support Mel rather than the general fund.

Viv was thanked for all her hard work.

- d) **New Cleaners.** The new cleaners have now been working for 3 weeks and it is already clear that they are doing a super job. There have been no real issues and many of the cobwebs have now disappeared. Each week they have a general clean and complete additional tasks on a rota basis. Lyn was thanked for her work in organising this new contract.

10. **Graveyard Policy.** Simon outlined the background to this item. Currently the new churchyard has only limited space that equates to about 8 years needs if burials continue at the current rate. This has arisen because it is not possible to have double or triple depth graves because of the rock that is present in the ground. As a Church if a family request a double depth grave then we automatically reserve two side by side graves. This does not require a faculty.

The last grave reservation that PCC supported questions were raised by the Diocesan Chancellor as to why PCC has a policy of allowing grave reservations when space is now limited. The Chancellor supports a view that anyone who resides in the parish should be able to exercise their right in law to be buried in our churchyard whilst space is available.

This has prompted a review of PCC policy that was discussed at the last PCC meeting and it was agreed that PCC would decide on its policy at this meeting. An opportunity was then given for discussion. It was made clear that this policy is for full body burials only also that the policy regarding side by side graves instead of double depth graves would continue.

The following proposal was then voted on: 'The PCC of St Michael and St Mary, Lichfield will continue to support applications for grave reservation in the new churchyard.'

18 members of PCC were eligible to vote on this proposal. Time was taken to cast votes in a secret ballot. Mike Godfrey was asked to independently count the votes. These were cast as follows: Yes, continue to support graveyard reservations 2, No stop supporting graveyard applications 14, abstentions 2. The motion was therefore defeated, and PCC will no longer support any applications for grave reservation in the new churchyard.

11. **Application for graveyard reservation Swan family.** A decision on this matter had been deferred from its February meeting. As PCC have now decided to no longer support applications for grave reservation this application was not supported. It was noted that the family can appeal to the Chancellor if they wish. The Chancellor will consider the matter and consult the PCC. In view of our decision he would be informed that PCC does not support the reservation. Simon would write to the family informing them of the PCC decision and what options were available to them
12. **Reader Licences for the over 70's.** PCC agreed to support the application to re licence Lesley Allen, Trevor James, Peter Salt and Alan Toplis. [Proposed: BL, Seconded: SJ]. It was noted that this is an annual requirement for Readers over 70. It is only necessary for Phil to renew his licence as part of the 5-year cycle for renewing Reader Licences. This would be in 2021.
13. **Church Hall and new Hall.** Alan reported that 2½ years ago the Rector asked him to undertake a little job that would not take too long! Here we are now after a very long process with many obstacles some very challenging about to finally sell the Church Hall site.

Alan reported that there was very little furniture in the hall and that this was in the process of being disposed of. Some of it was currently being sold on eBay. Simon, Alan and Phil had gone through the old records and determined which needed to be kept. These would be transferred to the cupboard in Shirley Trelfa's garage. Some records are of historical interest to St Mary's and would be given so that they could be potentially displayed. Unfortunately, there is no home for 60 years' worth of parish magazines. They would have to be disposed of unless a home can be found for them quickly.

4 bids have been received for the land. 3 of the bids are over £500,000. These would now be checked for due diligence with a view to establishing the best bidder based on criteria set by our solicitor. This may not necessarily be the highest bidder. The ability to proceed financially will also be considered. A special PCC meeting may need to be held to agree which bid to accept.

Simon drew PCC's attention to the document on the processes we now need to go through to get the new build project underway leading to the period of construction. A board has now been placed at the back of Church with the original drawings for the project together with the questions that were raised at the February PCC meeting. It invites congregation members to add further questions and may be answer a few of them too.

One we have the proposals there will need to be statutory consultations and a consultation exercise with the wider community. It is intended to create a working party to steer the project process forward and make regular reports to PCC. Ultimately it will be for PCC to make the final decisions on the project. It was emphasised that apart from the decision to build on the Church site nothing else has been decided. It is therefore important that all at St Michael's actively engage with the project moving forward.

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

15. **AO(R) B**

a) **Processional Cross.** Doug Little is willing to purchase a lightweight processional cross together with the necessary clips and fitting for it to be present during some services. A proposed design was shared with PCC members prior to the meeting. It was noted that this may be a little fragile should it be accidentally damaged. It was agreed to accept this kind offer from Doug [Proposed: RB, Seconded: AT]. Assurances would be sought from the proposed supplier regarding its potential fragility.

b) **Appointment of Stewardship Secretaries.** Thanks, were expressed to David Athersmith for his many years as stewardship secretary. PCC agreed to make a presentation to David at the APCM. It was agreed to appoint Sandy Baker and Alison Staines as stewardship secretaries from the new tax year. [Proposed: VO, Seconded: AT].

16. **Deemed Business.**

The following reports were received

- (a) Report on the Electoral Roll
- (b) Report on the working of the PCC in 2018
- (c) Report of the Treasurer for the year 2018
- (d) Draft final accounts for 2018
- (e) Audited report on the PCC Fees Account 2018
- (f) Report on the Deanery Synod 2018
- (g) Synopsis of the Deanery Synod February 2019

17. **Closing Prayer.** LA closed the meeting with the grace.

The meeting closed at

**Signed**

**The Venerable Simon Baker**

**21<sup>st</sup> May 2019**