

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

**PCC Minutes**

Date of Meeting: **Tuesday 22<sup>nd</sup> May 2018** at 7.30pm in Church

**Present:**

Venerable Simon Baker	Sue Jones	Elizabeth Clarke
Revd. Linda Collins	Lyn Shiel	David Easton
Revd. Ruth Bull	Ted Green	June Frayn
Revd. Jeyan Anketell	Brenda Liptrot	Mike Godfrey
Lesley Allen	Ray Allen	Mike Jones
Phil Clayton	Kath Bird	Anne Lingwood
Trevor James	Maureen Brand	Viv Oliver
Alan Toplis	Richard Brooks	Alison Staines

**Apologies:** JF, SO, MS-J, JS

1. **Opening Prayer** led by SJ
2. **Apologies** were received and recorded.
3. **Officers of the PCC were appointed.**

Lay Chair	Mike Godfrey
Honorary Secretary	Phil Clayton
Honorary Treasurer	Viv Oliver
Electoral Roll Officer	Mike Godfrey
Safeguarding Officer	Maureen Brand
Standing Committee	Liz Clarke
Health & Safety	Richard Brooks
Assistant Church Wardens	David Easton, June Frayn, Caroline Green, Brenda Liptrot
4. **Minutes** of the meeting on 10<sup>th</sup> April 2018 were approved and signed [Proposed: LA, Seconded: RB].
5. **Notification of Any Other (Relevant) Business.** Five items of business had been notified to the secretary before the meeting. Camas, Music Group Trip, St Michael's Trust, Song Select, Magazine Write Up.

## 6. **Matters Arising.**

- a) Simon will visit Rod Clark regarding the parish boundary matters discussed at the April Meeting of the PCC.
- b) Work has been completed on the Church Roof. Some flashing on the Church tower looks in a poor state of repair. This is being looked at by Crofts while the scaffolding is in place. A drone has been used to examine the state of the Church roof and this has enabled inspection of the roof to be much easier.
- c) The sound system has now been installed and although there are some initial teething issues it is generally felt to be working well. The ministry team will undergo training in using the new system. It is important that no one changes the settings or positions of the microphones.
- d) Simon is part way through the application of the faculty for the extension to the car park.
- e) **GDPR (General Data Protection Regulations)**. This comes into force on 25<sup>th</sup> May 2018. Simon shared with PCC members an audit that has been undertaken of the current situation regarding data that was held for Church. Members of PCC added to this audit. The Rector made it very clear that we are not passing our data on to third parties and that our forms are being updated to reflect the new regulations.

GDPR will be on the May Agenda every year and also when it is felt necessary to discuss matters relating to the regulations. The benefice web site has been updated to reflect the new rules. Any breach of the regulations must be reported to Phil Clayton. The GDPR Officer is Simon.

## 7. **Mission.**

- a) **Streethay**. The development continues, and the occupancy rates increase as time moves on. More welcome packs have recently been delivered. Melanie's house has recently been measured for curtains.
- b) **Thy Kingdom Come**. The work of the schoolchildren had proved to be very successful. The year 5 children in leading this activity was excellent. The work of the children will be left displayed in Church until after the Bower service.

The main activity of daily morning prayer service was well attended, and thanks were expressed to Lyn and her team for providing the refreshments. Morning prayer will now continue at 8:15 Monday to Thursday.

## 8. **Ministry.**

- a) **Safeguarding**. The current policy needs updating to take account of the training requirements. This will be done by Maureen and Simon and brought back to PCC.

Safeguarding training has been completed by a number of PCC members. Some members of PCC have yet to start the training. All PCC members must complete CO and C1. Churchwardens and others will need to complete C2 and ministry team will need to complete C3.

- b) **Patronal Festival.** This will take place on Sunday 30<sup>th</sup> September. PCC agreed that it should take the same format as 2017 with breakfast from 10:00am the service at 11:00 and a patronal lunch after the morning service. Simon was asked to see if he could get a guest preacher for the service.

Discussion took place regarding the possibility of opening up the Church on the Saturday and it was agreed that flowers should be prepared on the Friday for this week. PC to let Angie know so that Church is not booked for weddings/funerals etc on 28<sup>th</sup> and 29<sup>th</sup> September.

## 9. Resources

- a) **Church Accounts 2017** VO reported that the signed audited accounts have now been received.
- b) **Church Hall.** Outline planning permission has now been submitted to the council and we await the outcome. It is not known how long this process will take. As a PCC we will need to identify a group to manage the sale of the land. It was not thought that we need an agent as we have already identified a number of interested parties in making a bid for the land. The PCC will need to ensure that the sale of the land is widely advertised.

The advice from the Chancellor is that the building of the room will need to be an extension in order to satisfy the legal precedents that exist for building in a closed churchyard.

Our architect is to be invited to PCC to discuss ideas for the hall so that we can draw up a specification and plans for the new hall.

- c) **Health and Safety.** Nothing to report
- d) **Commonwealth War Graves Signage.** PCC resolved to put up a sign in accordance with the scheme available to indicate that Commonwealth War Graves exist in the closed Churchyard. The sign would be the larger of the two available and would be fastned to the Church gates. [Proposed: SJ, Seconded: VO].
- e) **Churchyard.** There has been a lot of activity in the churchyard recently. Branches have been taken off the overhang in Burton Old Road. The bird boxes have been put up. The brownies were visiting the churchyard on Friday. Last Saturday 17 turned up for the working party in the churchyard which was very pleasing.

RA distributed a 4 page document on the Awards for All Project. He went through all the finances of the project and what we had been approved to spend the money on. Ray also described each of the 10 mini projects that had been approved and when each was due to start. This was found to be very interesting and several questions were asked. Ray was thanked for all his hard work.

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

11. **AO(R) B**

a) **Camas.** EG reported that there would be 17 going to Camas this year. There may be the possibility of one or two extras from our connections with Churches Together. PCC supported this trip

b) **Venice.** A proposal for a trip to Venice had been circulated to all PCC members. This trip would be at October Half term. PCC agreed to the trip in outline as more detail was required especially regarding the finance of the visit. [Proposed: RBr, Seconded: EG]

c) **St Michael's Trust.** TJ reported that Mike Godfrey would become a new trustee.

d) **Minutes of PCC Meetings.** Some debate took place as to whether a report in the magazine was appropriate or whether this could be better served by putting draft minutes up in Church. EC agreed to put something together for the July magazine and would liaise with PC re content of the report.

e) **Song Select.** The music group would like to subscribe to this service which will give them access to the words and music for over 100,000 songs. Performance of this music would be covered by the CCLI licence that we currently have as a church. The cost will be £121 for an annual subscription. PCC agreed to a subscription for one year [Proposed: RB, Seconded BL]

12. **Deemed Business.**

An application has been received from Mr Michael Page for a single plot grave space in the churchyard. PCC resolved unanimously to accept the application as it fulfilled the conditions of our burial policy for a reserved grave space. [Action: Rector and PC] (Proposed: Rector, Seconded: PC)

13. **Closing Prayer.** SJ closed the meeting with prayer at 21:37

**Signed**

**The Venerable Simon Baker**

**24<sup>th</sup> July 2018**