

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

PCC Minutes

Date of Meeting: **Tuesday 21st May 2019** at 7.30pm in Church

Present:

Venerable Simon Baker	Liz Clarke	Mike Godfrey
Revd. Mel Clark	Ted Green	Brenda Liptrot
Lesley Allen	Steve Oliver	Anne Lingwood
Phil Clayton	Ray Allen	Viv Oliver
Trevor James	Maureen Brand	Alison Staines
Alan Toplis	Lynn Edge	
Lyn Shiel	David Easton	
Sue Jones	June Frayn	

Apologies: RB, PS, EA, KB, MJ, JS

1. **Opening Prayer** led by MC
2. **Apologies** were received and recorded. Simon reported that Peter Salt has undergone his knee replacement surgery yesterday. It is hoped that Peter would be discharged tomorrow. Peter is doing well so far especially with the exercises he is doing with the physiotherapist. Everyone was delighted to hear of Peters progress.
3. **Appointment of Officers 2019/20** The following were appointed officers of the PCC for the coming year:

Vice Chair:	Mike Godfrey
Honorary Secretary:	Phil Clayton
Honorary Treasurer:	Viv Oliver
Electoral Roll Officer:	Mike Godfrey
Standing Committee Rep:	Liz Clarke
Safeguarding Officer:	Maureen Brand
Health and Safety Officer:	Richard Brooks
Assistant Churchwardens:	Liz Clarke, David Easton, June Frayn, Brenda Liptrot

4. **Minutes** of the meeting on 28th April 2019 were approved and signed [Proposed: LA, Seconded: SJ]. Minutes of the meeting on 21st April were approved and signed [Proposed: AT, Seconded: EG]. Minutes of the meeting on 26th March were approved and signed [Proposed: AL, Seconded: LS].
5. **Notification of Any Other (Relevant) Business.** No items of business had been notified to the secretary before the meeting.

6. **Matters Arising.**

Environmental Group Simon reported that he had received several offers to join the Environmental Group. He would call a meeting in June when he had completed his Archdeacon duties.

Reader Licences for the over 70's Simon explained that all readers over 70 will be appointed as PtO (Permission to Officiate) and as such are not licenced to the Parish. He explained that this is similar to 4 clergy members of the Ministry Team (Christine, Chris, Jeyan and Stephen). The diocese has notified all parishes that only Readers licenced to the Parish (in our case Phil) can be ex officio members of the PCC. In the case of clergy this applies to himself as Rector, Mel as Curate and Ruth as NSM (Non Stipendiary Minister). PtO Readers are able to offer themselves for election to PCC as part of the laity members of PCC. It is not possible for PtO clergy to be elected to PCC. Both PtO Readers and PtO clergy can be co-opted onto PCC. The Church Regulations and Rules are currently being changed and approved by General Synod. When they have been promulgated, they are likely to be implemented from February 2020. When published we will study the rules on eligibility, number of PCC elected members and co-option's and make any necessary decisions at the March 2020 PCC meeting in time for the APCM in April 2020. Until this time the PCC will continue to have our Readers with PtO as members of the PCC.

Processional Cross Simon will apply for the necessary faculty for the cross when he ceases to be Archdeacon.

7. **Ministry.**

a) **Safeguarding.** Maureen reported that a number of routine DBS checks were underway. She was pleased to report that Lynn Edge has already completed her C0 and C1 safeguarding training. She alerted to PCC members present that there is a new Safeguarding Training Strategy document produced by the diocese.

+ Michael has written to all parishes about possible past cases review. The review is likely to take about 9 months and is in addition to the review that took place about 2 years ago. As part of this review at St Michael's nothing had come to light. Maureen asked if anyone knew of any past incidents that need to be reported to the diocese to let her know as soon as possible. It was noted that other organisations are going through a similar process for example the Girl Guides.

Maureen asked if you undergo a DBS check please look after the certificate. Maureen does need to know the certificate number and the date of the certificate for her records. This enables her to organise a new DBS as a certificate is approaching its expiry date.

b) **Music Report.** Ted had organised for a report to be circulated before the meeting. He invited questions from PCC on the report. A question was raised on our involvement with Scotch Orchard School. It was reported that we do indeed have a good relationship with Scotch Orchard and Mel is continuing with our link that was established by Linda.

Ted then moved on to the issues raised at the APCM. We have to be careful about what we ask of the school. Simon said that we have no right of access. We have to be invited in and only to do what we have been asked. Richard Brooks is hoping to become involved with some musicians that may lead to them becoming interested in our music group.

It was explained to PCC that the money that was previously for our Director of Music is now used to pay for organists as they are needed. The balance is used to fund choir activities and purchase of music. PCC were reassured that should we need to pay for a new Director of Music funding exists in the current budget to do this. It is just, at present, being used in a different way.

Ted explained some of the thinking behind the idea of a Choir Development Officer. He said that the music group leaders had yet to talk about their ideas on this with Simon. Ideas were discussed by PCC and suggestions were made as to looking at a model used by St Chad's. They use a student at the University of Wolverhampton who is studying a music PGCE.

Another idea was to consult with Cathy Lamb (Cathedral School) who could suggest strategies for moving forward and recruitment. There may also be a need to open up a choir session for our little ones. This will have to be properly safeguarded.

Ted also reported that our Girls' Choir would be singing at a wedding at St Chad's in June.

PCC agreed to continue having exploratory conversations and thanked Ted for his report.

8. **Mission.**

- a) **Streethay.** Mel reported that there has been a good response to the leaflet drops and cards on the Streethay development. Families have been coming to Messy Church and are organising baptisms at St Michael's. A useful contact has been made with a mum who is an event planner.

The school is galloping on and the fitting out of the school is now being witnessed. The school is now getting ready to be open in September.

The Oak Road development by Bovis Homes is starting to complete and upwards of 50 homes will become occupied shortly.

The survey has been distributed to all homes by the Parish Council. No decisions have been made yet as to how the section 106 money is to be spent. The area does need a community facility. However, there will be insufficient to build a new hall. It is expected that any spending will not happen for 2/3 years.

An approach will be made to the school in October time when the school has had a bit of time to settle in. This will be to establish links with the school and Church.

Planning permission has been applied for to create some flats in the old Anchor Pub. The ground floor will be used for a community facility as part of this application. It was also reported that there has been a change of Chair at the Parish Council and the Clerk has recently resigned.

- b) **Mission Action Plan.** A draft version of the Mission Action Plan had been circulated to PCC members before the meeting. Simon explained that the details at the beginning of the plan have been updated. Chris Baker had taken away the work of the Ministry Team and produced two Venn diagrams that formed part of the plan. Some detail had also been added. The vision statement has been updated to reflect the diocesan vision statement widely circulated by + Michael. It was explained that the plan in its current form is very much work in progress.

It was agreed that we need to do more on bible study and home groups. Our work on eco Church and the development of a community space (new hall) will also need to feature. It was agreed that we could not write the plan by committee, but all suggestions would be considered for inclusion. PCC agreed to email Simon with contributions to the plan. It is hoped that Simon will produce a further draft for the October meeting of PCC.

A query was asked about the worshipping community figure of 381 stated in the draft. Ted explained how this figure has been arrived at including the rationale for the decisions made. It was noted that whilst our average Sunday attendance was reducing slightly our worshipping community figure that takes into account activities like Messy Church and First Steps was increasing.

9. Resources

- a) **IT at the Rectors House** Simon explained that it is usual for a parish to provide IT services at the residence of its clergy. As a parish we have been fortunate that whilst Simon has been Archdeacon his IT has been provided by the diocese. This provision will cease on 31st May 2019. It was reported that PC was organising for a broadband service for his house and mobile telephony and iPad service. Simon will get his diocesan mobile handset and iPad at a knock down price. Simon explained that he would not be keeping his Archdeacon mobile number and a new mobile number will be provided to those that need it soon.

Simon explained that the way that parish surgery means there is a changing need and use of IT at Church. This will involve an upgrade of our office software to include SharePoint and the use of parish email addresses. Angie needs some additional work done on the parish database in addition to some corrections on the current version. It was agreed to delegate this to Standing Committee.

- b) **Health and Safety.** Nothing to report

- c) **Churchyard** At a previous PCC it had been agreed to plant some shrubs in the roundabout area in front of Church. Diana is able to source shrubs at trade prices and is able to purchase some on behalf of PCC. It is estimated that these will cost up to £250. When purchased Diana will plant them. PCC agreed to ask Diana to make this purchase [Proposed: SB, seconded: SJ].

The Jones family have made a request to purchase a bench in the new churchyard. Simon has agreed a suitable product with the family. An agreed form of words has also been agreed for a memorial plaque to be placed on the bench. The bench meets the churchyard regulations. PCC agreed with the proposal [Proposed: SB, seconded: AT].

The community payback team has not been to our churchyard for a number of weeks. After a considerable amount of effort Simon has managed to speak with the organisers of this service. Simon explained that the government has privatised the community payback service. Recent press announcements have indicated that the probation service is to be renationalised. This does not include the community payback team. It was reported that the community payback team are now requesting £70 plus VAT for each visit that they make to our churchyard. If we choose not to pay, then we will not see the team again.

It was agreed that we cannot maintain the churchyard up to its current standard without the help from the payback team as we do not have enough numbers in our working party that meets monthly. No one on the PCC wanted the churchyard upkeep to go backwards.

Several PCC members expressed a view that we were already paying for the payback service through taxation. It was said that the service needed to raise additional funds to operate in the current economic situation. It was acknowledged that we do a great deal to welcome the payback team and this was part of our evangelism. The payback team do enjoy coming to St Michael's because of the warmth of our welcome and the fact we treat them with respect.

Viv reported that the designated churchyard fund realises approximately £700 - £800 per annum. This money could be used to fund the community payback team sessions. It is also possible for the PCC to obtain grants to support the work of the payback team.

It was resolved that we ask the payback team to come twice a month for the next 4 months. Then ask them to come once a month after that depending on funding levels [Proposed: SB, seconded: EG].

PCC acknowledged the outstanding efforts of Michael Toplis for his work in our churchyard.

Ray said that the churchyard working party would be meeting on 17th July as this was the day that the judges would be coming for Lichfield in bloom. He told PCC that Gareth Hare would complete the tree condition survey by the end of this month.

The planning application has been made for the shed and also the additional parking in the Churchyard. It is expected that a decision will be made on this in mid-June. A £400 grant has been received for bio diversity aspects of the churchyard.

The arrangements for the bio blitz day are well advanced. The event has been well publicised. Volunteers were required for the serving of refreshments. The school is getting well involved in the churchyard and year 2 has made a visit which was very successful. There were a number of safeguarding concerns about the visit, but these were mitigated, and the outcome was a very interested group of children. It is planned for other year groups to make visits.

Nick Burton is looking at restoring the clock in the mausoleum. A picture of the original clock was sought. It was suggested that a sketch was available, and this was welcomed. TJ pointed out that there are concerns over the structure and that this would need to be investigated before any work commenced. It is thought that heritage lottery money might be available for this project.

A question was raised about a tap in the new churchyard. It was noted that this had not progressed as the number and amount of pledges was insufficient for this project to go ahead at present.

d) **Finance** Nothing to report

10. **Church Hall and new Hall** AT reported that the diocese has signed off the sale and contracts have now been exchanged. Simon would dismantle the display at the back of Church shortly and he would then analyse the responses. He explained that the July meeting of PCC will be devoted to the hall. He said that he was trying to engage the services of a facilitator so that all members of PCC could take an active part in the discussion. A process would be agreed with the facilitator before the meeting commenced.

11. **Application for graveyard reservation Green family.** An application for a double cremated remains plot has been received from Caroline and Ted Green. Simon reminded PCC of the decision that PCC had taken at its March meeting. Unlike the burial plots where there is limited space there is, at present, a considerable amount of space for cremated remains.

After discussion PCC resolved to support the application of Caroline and Ted Green for a cremated remains plot. [Proposed: BL, seconded: LE].

12. **Standing Committee matters not already considered in the agenda.** Some discussion took place on the Christmas card item that was discussed at Standing Committee. Liz Clarke explained what she had seen at another Church and thought that we could do something similar. Liz agreed to try and get some samples for those involved in designing the card. Ted agreed that it would be a good idea to get some pricing for the Christmas card this year because of the increased number we need and a possible change of design and size.

AT reported that Michael Toplis and David Edge were dealing with the cover at the back of Church.

PCC were told that we have received a notice to improve the housing of the gas meter.

13. **AO(R) B** There were no items of AO(R)B.
14. **Deemed Business** There were no items of deemed business.
15. **Closing Prayer** MC closed the meeting with prayer.

The meeting closed at 9:10pm

Signed

The Venerable Simon Baker
23rd July 2019