

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

PCC Minutes

Date of Meeting: **Tuesday 20th November 2018** at 7.30pm in Church

Present:

Venerable Simon Baker
Revd. Linda Collins
Revd. Mel Clark
Revd. Jeyan Anketell
Lesley Allen
Phil Clayton
Alan Toplis
Lyn Shiel

Sue Jones
Brenda Liptrot
Ray Allen
David Athersmith
Maureen Brand
Richard Brooks
Kath Bird

David Easton
June Frayn
Mike Godfrey
Mike Jones
Anne Lingwood
Alison Staines

Apologies: RB, TJ, PS, EG, SO, EC, VO

1. **Opening Prayer** led by LC
2. **Apologies** were received and recorded.
3. **Minutes** of the meeting on 9th October 2018 were approved and signed [Proposed: RBr, Seconded: DE].
4. **Notification of Any Other (Relevant) Business.** Three items of business had been notified to the secretary before the meeting. PCC Volunteers 2019, Dates for Charities Collections and Sunday Rotas
5. **Matters Arising.**

There was a feeling that the number of hypodermic needles has not been as bad as it was at the last meeting of the PCC.

The contactless terminal is being used at services. It worked very well at the funeral of Ray Allen as did the arrangements regarding the collection plate and donations to the charities specified by the family.

The envelopes for charity Sundays have been ordered. Unfortunately, they are not available in pink. DA reported that a parcel has arrived that could not be delivered. Angie is currently arranging delivery. It is hoped that these are the envelopes. Brenda has already organised the notices for Angel Tree referring to blue envelopes and this would go ahead as planned. The new envelopes will be used at the Christingle services for the first time.

Clarification was sought about the funding request for the Guild. This is expected to be for the first-floor work that is required whilst the Church is renovated into the new Lichfield Library. A detailed request for funding with estimates has not yet been received.

6. **Ministry.**

- a) **Safeguarding.** Maureen reported that all except 2 PCC members have now completed C0 and C1. There was a magnificent response to her request.

There are 6 individuals whose DBS is shortly due to expire. Electronic applications are now being completed for those who need to renew their DBS clearance.

It is important that any safeguarding issue is also reported to the Charity Commission. This is to ensure that PCC members as Trustees fulfil their duties to alert the commission when appropriate.

Maureen reported that some of our PTO (Permission to Officiate) members of the ministry team were finding it difficult to access the C3 module as dates are booked up. This is also the case for Readers.

A question was asked about whether the Pastoral Visiting Team (PVT) felt safe (in a safeguarding sense) when visiting individuals at home. Maureen repeated her advice that when visiting a new individual that is not known there should be 2 visitors. This is understood by all PVT members and would be emphasised at the next meeting of the PVT.

Brenda has looked into the issue of whether people giving lifts to others as part of the transport rota and other events are insured. Her husband found some information on this on the Big Society web site. There is a list of many insurers listed and whether an individual is insured to drive for charitable transport. Brenda has a link to this list which she will make available to those needing to check insurance cover.

7. **Mission.**

- a) **Streethay.** The school is rapidly being built. There are 3 buildings that are making good progress. These will be linked together. The playing fields have been planted. The school is due to open in September 2019.

Plans are well on their way for the carol singing on 22nd December at 5pm. Miller Homes have given permission for the grass and gravel areas to be used. Streethay Parish Council have been in touch to ascertain what was being planned it has been decided to hold a joint event. This will facilitate the joining of the original Streethay with the new development. A joint meeting is planned for 21st November. Streethay Parish Council will be publicising the event with a newsletter.

The welcome packs have been delivered to more of the new homes that have recently become occupied. We have good relationships with the sales office who let us know when properties are becoming occupied. The welcome packs contain a wide variety of information including information on the Methodists and Catholics.

- b) **Inclusive Church.** Linda outlined what an inclusive Church we are at St Michael's. Many examples of good practice were described on how well we welcome individuals and the positive responses that have been made.

At Churches in general some individuals have had a less than perfect experience. This has been off putting. An organisation known as Inclusive Church has been set up that has a mission statement about inclusivity. It enables individuals to identify Churches that have put their heads above the parapet and claimed to be inclusive.

There are 6 areas of inclusivity. Mental health, disability, race, gender, sexuality and economic power. Many PCC members spoke in favour of exploring the becoming an Inclusive Church. We do however need to ensure that the congregation is also on board.

Some words of caution were also expressed as we do not wish to be seen as a 'advice bureau.' We would be there to signpost individuals if it was felt appropriate to other organisations and places if help was asked for.

It was felt after a good discussion that we should explore becoming an Inclusive Church. A planning group would be set up to look at ways of progressing this further. There will be a report back at our next PCC meeting.

8. Resources

- a) **Church Hall.** Alan reported that we are now in the final stages of having all the documents available to sell the Church Hall site. Lichfield Diocesan Trust have agreed that the PCC can sell the site on its behalf. The trust would then keep the money from the sale until the PCC requested the money. It was explained that this is the case for all land in the diocese.

We have to have a new charity valuation on the site this is because the previous valuation was done over 2 years ago. This is important as land prices have increased since the last valuation. We also have outline planning permission.

Laura Mynott from Antony Collins Solicitors has been appointed to act on behalf of the PCC for the sale of the land. She is an expert in the sale of ecclesiastical property. Her parents were married at St Michael's and she was baptised here. Richard Brooks declared an interest here as he is a partner in this firm of solicitors. Simon explained that Laura will be acting completely independently from Richard. Laura will organise for all interested parties to be advised of the sale and advertise in appropriate places that the site is for sale. The sale process will be by sealed bids.

The Church Hall was closed to all on 31st October 2018 and Angie was collecting keys from keyholders. Extensive work has been taking place at the Church Hall to clear out all items that are currently stored there. Whilst doing this work it became apparent that some individuals still had access to the hall. Alan has therefore changed the locks. Since doing so 6 people have asked for a key!!

Lots of rubbish has been taken to the tip. More will be sent to the tip this weekend. It was made clear that no one is to promise anything from the hall to anyone. Plenty of time has already been made available for people to claim items stored in the hall. Some of the records are due to be stored in safe places and these were currently being organised.

The Churchwardens, Simon and Linda are to meet with Alan Toplis this weekend at the hall to determine what needs to be kept and what can be sent to the tip. Anything left at the hall now belongs to the Church.

David Athersmith was informed that the utility contracts for the hall can now be terminated.

The Rector will keep all informed of any important developments before the next PCC meeting if appropriate.

Richard and Alan were thanked for all their hard work in getting us to this point.

- b) **Health and Safety.** There has been a material change in the use of the church in that the office is now located in Church. This has meant there has been a need to update the fire risk assessment.

Richard presented a document that had been distributed to PCC members before the meeting. He went through the document highlighting the need for each part.

The key part is what we are going to do to mitigate the risks that have been identified. Our biggest risk was the use of candles. These are used at Baptism welcome, Candlemas and Christingle services when members of the congregation have candles.

A problem that was identified when we suddenly lost power at a service was the need for emergency lighting. This was now in place so that there will not be a complete blackout when the lights go out.

Richard has identified 4 types of events where we need to plan for an emergency evacuation. Most of the events are Church services where the minister leading the service will take the lead. Richard is to come and speak to the Ministry Team at one of its meetings on their responsibilities.

Some discussion took place on there being a muster point in the Churchyard. It was decided that there would be a sign put up on crab apple avenue to identify this point. It was

emphasised that upon evacuation it was important that congregation members did not congregate outside the entrance to the Church as this would impede the emergency services.

Richard will conduct a training session with the school staff as they will be key when the school is using the Church building. A practice run will be organised when the school staff have been trained.

It is very important that the back doors are unbolted and unobstructed during services and events in case there is a need to evacuate.

There will need to be the purchase of some plastic cradle trays for the storage of fire extinguishers. There is a need for a CO₂ extinguisher and this will be purchased. 5 high viz vests and 4 fire blankets are also to be purchased.

Richard was thanked for his comprehensive report and fire risk assessment.

- c) **Churchyard.** Ray reported that it was now time to purchase the metal shed as per the lottery bid. £730 had been allocated for this purchase. A suitable supplier has been found. The cost of the shed would be £505. In addition, there would be a cost for the base, installation and security. The shed Ray recommended would be 7ft by 3ft.

Some concern was expressed as to whether the shed would be able to store all the tools for the community payback team as well. It became apparent that a larger shed would be required. There needs to be an assessment of the space required. Ray, the Rector and the leader of the community payback team would meet to discuss the exact requirements.

PCC agreed to spend up to an additional £800 on the shed so that it would accommodate all the tools and equipment. [Proposed: SB, Seconded: RBr]. This spend is in addition to the £730.

The location of the shed will be to the left of the compost area. Depending on the size of shed purchased there may be a need to level some of the land.

Ray reported that he has also identified a supplier for the interpretation board. This would cost £1506. The board would have a reference to the Chancellor Law Memorial and the various plants that were in the churchyard. Various design would be created, and these would be distributed to PCC members before the next PCC meeting. PCC members would then be invited to make comments and suggestions on the design so that a final version can be created and presented to the next PCC meeting.

A list B faculty permission will be required once the board has a final design before it can be ordered. It is hoped that installation will be in April/May. There is a precedent for approving similar installations.

Crab apple Avenue – Some of the trees were coming to the end of their useful life. There are currently 4 gaps also. It is important that we embark on a plan to replace the trees with the same variety of tree. These would be at a cost of £16.50 per tree and £16 delivery charge. The variety chosen was Wisley Crab. Ray indicated that some individuals had indicated that they would be willing to purchase a tree for the avenue.

PCC resolved to make the purchase of 4 trees of the Wisley Crab variety. [Proposed: RA, Seconded: AT].

Work on the trees by the health club has had to be postponed until the spring. Ray said that the churchyard is to become part of 2019 Lichfield in Bloom. He also said that there would be a bioblitz in June 2019. Various individuals would organise fun activities in the churchyard. There will be an emphasis on what nature can be seen in the churchyard.

Ray was thanked for his comprehensive report.

The Rector distributed plans of the churchyard indicating the specification of the additional car parking to be created. A faculty application would be required. Adrian (Church Architect) would be asked to prepare specifications and quotes. The contractors would also be asked to quote on how much it would cost to do some repairs to the Church drive.

d) **Finance.** As Viv had sent her apologies there was no report.

e) **Audio Visual Project.** The faculty for this project has now been submitted and this will be discussed at the next meeting of the DAC (Diocesan Advisory Committee). This is due to be held on November 26th. Simon thinks that the diocesan advisor will be supportive. Some additional electric work will be required which Sue Jones is currently organising.

The propose work will enable an input to the screen and sound system at the back of Church or by the sound system box.

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

10. **Linda Leaving.** Individuals were sad that Linda was retiring. We all wish her well.

A lot of questions were asked regarding the appointment of a replacement. Simon has alerted Bishop Michael and Bishop Clive about our situation and a conversation is due to take place soon. As soon as further information is known Simon will announce things to the congregation.

11. **AO(R) B**

a) **PCC Volunteers 2019.** The list circulated the meeting several times. There is still one vacancy to write a magazine report for the May meeting.

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| February 12th | Prayers Sue Jones | Report Kath Bird |
| March 26th | Prayers Lesley Allen | Report Richard Brooks |
| April 28th (APCM) | Prayers Mel Clark | Report Mike Godfrey |
| May 21st | Prayers Jeyan Anketell | Report ? |
| July 23rd | Prayers Ruth Bull | Report Mel Clark |
| October 8th | Prayers Brenda Liptrot | Report Alison Staines |
| November 26th | Prayers June Frayn | Report Mike Jones |

b) **Charity Days 2019.** The charity Sundays will be on the equivalent dates to 2018 in 2019.

c) **Sunday Rotas.** Kay is experiencing some difficulties in compiling the rotas as there is a lack of volunteers. There are particular difficulties with servers, intercessors and transport. We are currently 3 servers down although David Shiel is due to return in the new year. Intercessors are currently down, and Kay is having to use members of the ministry team. More people are requiring transport to Church and so more than one car is needed, or transport volunteers are having to do double trips. We might have to look at alternative ways of organising this aspect of our work by nearby congregation members offering lifts to those who need transport.

It was agreed that the Churchwardens, Brenda and Kay should meet to look at some of the issues that we currently have.

12. **Deemed Business.** The PCC fees for 2019 were approved.

13. **Closing Prayer.** LC closed the meeting with prayer and we all said the grace.

The meeting closed at 21:40

Signed

The Venerable Simon Baker
12th February 2019