

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

PCC Minutes

Date of Meeting: **Tuesday 9th October 2018** at 7.30pm in Church

Present:

Venerable Simon Baker
Revd. Linda Collins
Revd. Ruth Bull
Revd. Mel Clark
Lesley Allen
Phil Clayton
Trevor James
Alan Toplis

Lyn Shiel
Ted Green
Brenda Liptrot
Ray Allen
David Athersmith
Kath Bird
Maureen Brand
Richard Brooks

Kath Bird
Liz Clarke
David Easton
June Frayn
Mike Godfrey
Viv Oliver
Alison Staines

Apologies: JA, SJ, MJ, AL, JS, SO

1. **Opening Prayer** led by LA
2. **Apologies** were received and recorded.
3. **Minutes** of the meeting on 24th July 2018 were approved and signed [Proposed: EG, Seconded: EC].
4. **Notification of Any Other (Relevant) Business.** One item of business had been notified to the secretary before the meeting. Camas
5. **Matters Arising.**

It has been noticed that there has been an increase in the number of hypodermic needles found in the churchyard. Linda had found one when conducting a funeral and Michael Toplis frequently finds several in his work in the churchyard.

PCC decided that we need to be letting the police know about the needles that we are finding. If needles are found, we need to know the exact location so that the police can patrol these areas of the churchyard. Simon and Linda would speak with Angie so that she can inform the police of our concerns.

6. **Mission.**
 - a) **Streethay.** Progress on the building of the school is advancing. The groundworks are in place. The school will be run by 'The Shaw Educational Trust' and will open in September 2019. The school is currently advertising places in Reception, Year 1 and Year 2.

The rest of the developments at both Roman Heights and Cathedral View are almost complete. A site for the care home has been identified.

It was therefore agreed to do another drop of our successful welcome packs. The discussion then moved on to the parish Christmas card. It was agreed that the Christmas card would be delivered to all home on the new developments. Extra help would be required to deliver the cards to the Streethay developments and also other areas of the parish. Ted would put a note in the magazine and pew sheets asking for volunteers to help with the distribution of the cards.

Mel reported on how successful the BBQ had been. About 100 people attended this event. Many individuals who had waved to neighbours actually got to meet them for the first time and many had agreed that there needs to be more social activities for the community to get to know each other better. Some came to the Macmillan coffee morning with some providing cake.

It was reported that there would be Christmas carol singing. This would be on 22nd December at 5pm. A suitable location has been found near the show homes as it is flood lit. It was agreed that hot drinks and mince pies would be served. Richard Brooks agreed to look into the supply of the Bethlehem Carol Sheet.

Last Sunday the first baptism from the development took place at St Michaels. A Facebook group for residents of the developments has also been created.

Mel expressed her thanks for all that individuals had done to involve the residents. It was felt that we as a Church have begun to sow seeds. It was hoped that we could be involved at an early stage in the life of the school.

7. **Ministry.**

- a) **Safeguarding.** Maureen reported that almost everyone has now completed the required C0 and C1 safeguarding training and she expressed her thanks to everyone for doing the training. Activity leaders have now been advised of the need to complete the C2 training. A number had already attended this course and thought that it was very interesting and a good use of time.

Maureen has been on a course for those involved in the organising of the DBS checks in a parish. It was reported that we need to be careful on why we are requesting a DBS check as there have been a number of rejections of applications for DBS checks by the diocese in other parishes. All those on the Pastoral Visiting Team (PVT) will need to be DBS checked and this is an acceptable reason for the diocese. It was agreed that Betty Bradbury would not need an additional check as she has a valid check through the Cathedral.

Concern was raised that we do not have a protocol for managing large groups that use the Church for activities. These fall into two distinct groups. The first group are events that we put on and the second group are external groups that use the Church for example the Cathedral School.

It was agreed that someone from the Church should always be present when external groups are using the Church. This person would be able to brief users on emergency exits and other important health and safety information. The external group would be responsible for providing stewards to help and guide their users. When agreeing the use of the Church to external groups it will be necessary to question the group on their arrangements for stewarding the function.

For Church groups we need to ensure that the person running the activity who will take responsibility for stewarding. They should have an identifiable deputy for the duration of the activity. Richard Brooks agreed to look at this matter further.

It was pointed out that there is some element of blurring and overlap with health and safety and safeguarding. As a responsible organisation we need to be clear that both need to be addressed when planning events and activities.

Maureen was thanked by PCC for all her hard work.

- b) **Graveyard Policy.** Simon confirmed that the graveyard policy as discussed at the last PCC meeting was correct. The Chancellor has received this information and has now granted the faculty for the graveyard reservation. The family have been advised that it is their responsibility to put a marker on the grave.

8. Resources

- a) **Church Hall.** Alan was pleased to be able to report that Lichfield District Council have granted outline planning permission for the Church Hall site. This now means that as a PCC we can now proceed with the sale of the land. It was reported that there are currently 15 expressions of interest in purchasing the land.

Alan, Simon and Richard would now begin the process of organising the sale of the land. We can sell by auction, the usual way of selling property or inviting interested parties to produce a sealed bid. No decision has been made on the best way to conduct the sale. Richard said that we need to have a Charities Act valuation. This has been carried out, but it was some time ago and the land was valued with outline planning permission at £440,000. It would be necessary for us to be able to demonstrate that as a PCC the proposed sale was appropriately advertised so to attract as many potential buyers as possible.

Simon indicated that he would hope to raise at least £500,000. This was because there would be some parties very interested in acquiring the land because of the access it would give them.

Discussion then progressed to the provision of a new hall. It is hoped to apply to organisations for some grants to provide a community facility on the Church site. The heritage lottery fund would, if successful, match fund any project. We have received an offer of help from someone who is used to writing bids for this type of purpose. Her offer has been accepted.

It is anticipated that the project will take about 2 to 3 years to complete. This is because of the various consultations that need to take place before planning permission and a Faculty obtained. We will need to demonstrate the community benefit from such a project to the lottery fund and the Chancellor.

It will be necessary to agree lots of detail in terms of what we propose to build and how it is to be built. We shall need to address the issues of harm that will be done to the present Church building and churchyard and how the benefits will outway these. There is a precedent known as the 'Duffield Conditions' that will need to be met. Whatever we intend to build it was agreed that there will need to be a consultation with the congregation.

PCC agreed to invite Adrian (the Church architect) to a meeting of the PCC where we can discuss the original ideas and vision and progress these to an identifiable project.

- b) **Health and Safety.** An issue has been identified at the bottom of the Church drive at the traffic light junction. Pedestrians are not aware that vehicles leave the Church site and there have been a number of close calls. Many other vehicles are jumping the traffic lights and causing Church visitors to take evasive action. Richard has asked Staffordshire County Council Highways Department for the risk assessment that was conducted when the traffic lights were installed.

- c) **Churchyard.** Ray reported on all the work that has been completed in the churchyard since the last PCC as part of the lottery grant that we have received. In August the first of 3 wildflower and tree surveys took place. 22 people took part in this survey and a successful day was had by all. Records have now been created on the items identified. It is thought that there will be between 140 and 160 records of wildflowers and trees when all the surveys have been completed.

In September the compost bays were installed. They are quite attractive and strong. One of the bays is currently being used for green waste. It is imperative that no plastic is put in this compost bay. Arrangements for plastic waste were currently being discussed. Notices will go in the bays as to what is acceptable. Signs were also to be put up in recognition of the support received from the lottery fund and Staffordshire Energy Fund.

The brambles have been successfully cleared by Michael Toplis. As a result, a number of wide paths have been created. The area now feels a much safer environment. A number of ash trees have been identified for felling. Some trees will need to be trimmed also. There are 4 lime trees that have also been identified for felling. We have the Chancellors permission to do this. Concern was expressed on how to manage this from a PR point of view. PCC were

informed that 10 new saplings are going to be planted. Ray is going to contact the Lichfield Mercury and notices are to be placed in the churchyard.

Ray and Lesley went to a conference at Lambeth Palace on green issues. The event was put on by the Church Times. They were told about 12 projects that have taken place and a winner was announced. The winner was St Pancras Church, London.

Simon has received an email from the city Council regarding the Chancellor Law Memorial. They are thinking about renovating it. PCC resolved to support this refurbishment. [Proposed: AT, Seconded: EC].

David Easton reported that as the churchyard has been cleared more of the churchyard is now being mowed.

Ray was thanked for his comprehensive report.

- d) **Finance.** Viv presented the printed finance report. It was explained that YTD meant year to date. This report included all items that Viv had processed up to and including the 30th September 2018. At present there is excess expenditure over income of £9,400.

Income was currently in line with the budget. Fees income is down. This is because there has been a lack of weddings during the summer months. We are not having a Christmas fayre this year. Income is expected to be in line with the budget.

Expenditure is more than expected. This is mainly due to the repairs that have had to be completed on the Church roof. Unfortunately, this work was due to wear and tear and not due to an insurable event. There will need to be a look at all the contingencies to see if any can be allocated to the shortfall.

One area of expenditure that needs looking at is the CCLI licence as this has increased in cost to an extremely large amount. Linda and Angie are going to look at this item and seek a breakdown of the total cost.

October is the month when we ask the congregation to look at its giving to the Church. Simon will speak on this subject at some of the services later in the month. Trevor will speak/write about the talent scheme which is where the Church community helps each other out in providing services such as a taxi to the airport. The recipient of the service makes a donation to the Church in lieu of the service received. The finance group are to be asked to look at possible ways of funding future repairs to the Church roof.

A comment was made that it was great that finance is not such a doom and gloom item at PCC meetings.

Viv was thanked for her report.

- e) **Guild Funding Request.** A request has been received from the Guild for some repair work that was needed to the mezzanine floor in St Mary's. There is a restricted fund that the PCC holds for repairs and maintenance at St Mary's and the Guild have been told that they are welcome to apply for money from this fund. At present the exact amount requested is not known as the Guild has not obtained an estimate. PCC agreed to the Guilds request subject to it not exceeding the amount held in the restricted fund. Estimates would be required, and PCC resolved to allow Simon and the Churchwardens approve the grant when exact details of the project were known. [Proposed: TJ, Seconded: DE].
- f) **Audio Visual Project.** Simon explained that when the sound system was quoted for we also received a quote for an audio-visual system to be installed which was a screen located behind the chancel ark and an associated projector. The quote had been distributed to PCC members before the meeting. Linda had put in a grant application for this work and we had received £4,000. There was a small amount of residual money from the sound system fundraising and this would cover the total cost. We will need a faculty for this work as it involves additional wiring.

In addition, there was some small work needed to sort out a few dead patches with the sound system together with some work to enable the music group to make full use of our new facility.

There was a query as to whether the screen size quoted for will be big enough and it was agreed that this would be looked into.

PCC resolved to go ahead with the installation of the audio-visual part of the sound system project subject to gaining a faculty for the work to be completed. [Proposed: LC, Seconded: LS].

- g) **Policy on Plate Giving.** Simon explained that the current system of giving on the plate at funerals and some of our charity services was confusing. Law makes it clear that giving that is left on the Church plate belongs to the Church. There was much discussion on this subject with a wide range of views and opinions expressed.

PCC resolved that any money left on the plate following a funeral service belongs to the Church. Money placed in a box for another charity organised by a funeral director is allowed for strong pastoral reasons. Ministers leading funeral services would make this clear at some point in the funeral service. [Proposed: SB, Seconded: TJ]

PCC resolved to have pink generic envelopes available on the charity Sundays and at the Christingle services. Money placed in the pink envelopes would go to the charity all other money would come to the Church. [Proposed: SB, Seconded: EG].

David Athersmith was asked to organise the purchase of the generic pink envelopes to be used.

Magazine Price. PCC resolved to put up the price of the magazine to 80p per copy or 12 editions for £8 commencing January 2019. The advertising rates would also be increased to the following rates. Full page £270, half page £145, quarter page £80, eighth page £45. [Proposed: EG, Seconded: RB]

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

10. **AO(R) B**

a) **Camas.** Ted presented his paper that had been distributed before the meeting. He explained some of the difficulties that had been experienced.

PCC resolved that there should be an annual trip to Camas. [Proposed: EG, Seconded: RB]

PCC resolved that in any year that there was a financial shortfall PCC would contribute a maximum amount of up to £500. The exact amount would be determined by Standing Committee should any shortfall exist. [Proposed: EG, Seconded: AT].

11. **Deemed Business.** None

12. **Closing Prayer.** LA closed the meeting with prayer and we all said the grace.

The meeting closed at 21:54

Signed

The Venerable Simon Baker
20th November 2018