

## **Minutes of the PCC of the Parish of Moseley**

**Monday 20 May 2024 7:30pm**

Attended: Revd Magdalen Smith (MS), Angela Brown (AB), Rob Brown (RB), Jill Adams (JA), Fran Rowley (FR), Danielle Edwards (DE), Janet Thorne (JT), Tom Brodie (TB), Peter Alcock (PA), Pam Rhodes (PR), Scott Smith (SS), Mike Midgley (MM), Jean Lindley (JL), Jenny Daniels (JD), Bridget Langstaff (BL), Neil McLeod (NM), Kate Stocks (KS), John Gray (JG), Karen Gray (KG)

The meeting opened with a welcome and prayer from MS

### **1. Apologies**

Received from Stephen Alabaster and Sabrina Bealt

### **2. Minutes**

Minutes of the last PCC meeting – 12 Feb 2024

The minutes were reviewed.

JA proposed that the minutes be accepted as a true record. This was unanimously agreed.

Matters arising not on the agenda.

i) Verger role.

MS advised that a job description and checklist for the position of church verger could now be obtained from the Parish Office. Whilst some approaches have been made to individuals, no one has applied yet so any further suggestions or expressions of interest would be welcome.

ii) Health & Safety training

MS advised that, whilst she has looked into getting H&S training for PCC and other key staff members, most of these options she has found are a bit over the top and time consuming.

Ryan Creighon (Site Manager) has kindly offered to run a course which could be tailored to our specific needs and perhaps last 1-2 hours.

SS clarified that H&S trainers must be able to satisfy the requisite tests of competency and experience. He would be wary of taking Ryan up on his offer unless we have assurances that he is sufficiently qualified.

BL queried what other churches did in this regard.

MS agreed to revert back to Ryan to explore his suitability and/or whether there may be scope for him to undertake training for example, to obtain any necessary status. She also said she would try and find out what other churches do.

## Minutes of Standing Committee – 8 April 2024

The minutes were reviewed.

JA proposed that the minutes be accepted as a true record. This was unanimously agreed by those who attended.

It was noted that an ‘action tracker’ had been prepared to help Standing Committee manage and monitor the ongoing actions. This had been circulated to all PCC members for information.

### Matters arising not on the agenda.

#### iii) GPDR & CCTV

MS advised that it was a requirement for office staff to be trained on GPDR requirements, as they relate to church matters. Both Fiona and Trish (our Benefice Support Managers) have completed their training - albeit some time ago.

Ryan Crieghton (Site Manager) has raised a question about our CCTV monitoring system and suggested a plan be adopted to ensure appropriate usage and diligence, including password protection.

### **3. Election of Officers**

#### i) Lay Vice Chair

Jill advised that she was happy to stand down from her current role as Lay Vice Chair.

Neil McLeod advised that he was happy to take on the role and be Jill's replacement.

AB proposed that Neil be appointed. This was seconded by FR and unanimously agreed.

NM then chaired the meeting from hereon.

MS took the opportunity to thank Jill for all her support and hard work and presented her with a gift on behalf of all PCC.

#### ii) PCC Secretary

Fran Rowley had agreed to take on the role of PCC secretary. JT proposed that Fran be appointed and this was seconded by AB and unanimously agreed.

#### iii) PCC Treasurer

A note on ‘Appointment of Treasurer’ had been circulated to all PCC Members. This set out a proposal for John Clarkin to be appointed as Treasurer for the remainder of this calendar year. This appointment would be in the context of John *not* now being a member of PCC (having stood down at the last APCM). John has

indicated his willingness to attend PCC as necessary, to advise on specific financial matters.

MS advised that she had been in contact with the Diocese finance advisor who had confirmed that this form of arrangement was acceptable.

Jill Adams proposed that JC be appointed as our Treasurer, in accordance with the briefing note. This was seconded by JD and unanimously agreed.

There followed a discussion where various members of PCC noted the importance of identifying a new Treasurer as soon as possible - well before the end of 2024. MS said there may be scope for John to remain involved in a 'strategic' capacity, supported by a book-keeper (to take responsibility for day to day transactions etc) but this was not confirmed. DE suggested that we might consider paying someone to do the role.

It was also suggested that a 'champion' should be identified from PCC to proactively seek to fill this post.

It was agreed, given the importance of this role, that the matter should be deferred to next PCC to enable a fuller discussion.

DE raised a point of clarification; the Appointment of Treasurer report states that "*in the absence of an appointed Treasurer, the current Church Wardens would act as ex officio treasurers to the PCC*". RB responded to confirm that the responsibility for financial matters rested with PCC – wardens would not be expected to prepare accounts etc.

iv) Standing Committee

RB advised that Standing Committee comprises our 3 churchwardens – and that at least 3 other appointments were needed. MS clarified that Standing Committee was a sub-group of PCC, who took responsibility for making decisions on behalf of PCC in between PCC meetings. Meetings generally take place 4-5 times per year.

NM advised that he would be happy to join Standing Committee (given his role as Lay Chair) and that Magdalene (as Associate Vicar) would be the other natural candidate.

JD advised that she was also happy to join this committee.

RB proposed that MS, NM and JD be appointed to Standing Committee. This was seconded and unanimously agreed.

DE raised a concern regarding financial decision making at Standing Committee given that John Clarkin will no longer be attending. MS clarified her understanding that JC is happy to be called on to advise Standing Committee, as necessary (as he will be for PCC matters). She agreed to check this with John.

- v) Electoral Roll Officers  
NM confirmed his expectation that the Parish Office team would continue to have responsibility for this area.

Trish Everett (Benefice Supper Manager) was duly proposed by JG and this was seconded by AB and this was carried.

- vi) Churchwarden Vacancy - St Mary's  
MS reiterated her view (previously expressed at the APCM) of the importance of identifying another churchwarden to support Angela as soon as possible – and that we should try and bring in an ‘under warden’ system going forward where incumbents are shadowed by a prospective replacement.  
AB advised that she had been in post 5 years and that she can be expected to step down at some point too.  
RB clarified that Churchwardens do not have to be drawn from PCC.

There were no nominations from PCC at this point.

MS agreed to issue a job description for the churchwarden role at St Mary's and to liaise with the Parish Office with regard to circulation.

#### **4. ‘Prayers for Love & Faith’ and ‘Inclusive Church’**

Two background papers had been circulated to PCC for review:

- I. Prayers for Love and Faith
- II. Inclusive Church

MS explained that ‘Prayers for Love & Faith’ and ‘Inclusive Church’ are separate initiatives, but that they do relate to each other.

Inclusive church is a charity which some members of our congregation have suggested we sign up to. It is a network of churches, groups and individuals who share a vision of celebrating and affirming that every person is welcome in church and that there is no discrimination. It is one way of demonstrating to anyone visiting our churches that a warm welcome can be expected – whatever their background or circumstances.

Prayers for Love & Faith is an initiative put forward by the Church of England. It seeks to enable inclusive liturgy to be followed within church services, if ministers chose to use it, ideally for relationships which are same sex or covenanted friendship.

Some members of PCC expressed their views on these 2 papers. These views included:

- having a logo/badge indicating we are ‘inclusive’ is a fairly token gesture and would do little to assure gay people of a warm welcome – given that the church doesn’t allow for same sex marriage.
- Whilst being part of IC may be just a small gesture, we do have to start somewhere
- We already consider our churches in Moseley to be inclusive. It wouldn’t fundamentally change anything

- On an occasion when gay relationships have been acknowledged during a church service, this has been appreciated by some members of the congregation
- It would be good to have a visible commitment in place
- Imagine not signing up to this, what message would that send?!
- If MS would like to use the prayers of Love & Faith then we should support her
- At the moment, we may not be being inclusive with regard to hearing impairment – given that we don't have a decent sound system

Following discussion:

NM proposed that we adopt Prayers of Love & Faith. This was seconded by FR and unanimously agreed.

JT proposed that we join Inclusive Church. This was seconded by JD and the majority of PCC members agreed. It was also agreed that a sum of £200 would be donated to support the work of Inclusive Church, as a voluntary donation.

MS agreed to take this forward.

## 5. Organ Update

AB gave an update to PCC, based on a note provided by Mick Perrier.

She said that work was progressing well with some parts now dismantled and/or removed. Heavy duty scaffolding had had to be brought in to facilitate the removal of the sound board – and this work had also impacted on the church sound box, meaning that we were now relying on the portable system from St Anne's, which was on loan.

RB clarified that work was progressing based on an agreed staged payment plan, linked to work in progress/work completed. Paul Hale (who has been appointed by PCC to oversee the work) will be reviewing all invoices, prior to payment, to ensure these reflect work to date.

## 6. Finance

Two briefing notes had been circulated to PCC in advance of the meeting:

- i) Financial Report
 

This set out the financial position for both St Mary's and St Anne's churches – taking account of income and expenditure in the first quarter.

At St Mary's the church has made a loss of £12.2K to date, which is broadly in line with the estimated loss of £24K for the year as whole. At Anne's the estimated loss for the year has risen to c£35K, against £25K budgeted.
- ii) Summary St Anne's Financials
 

This set out a financial comparison for St Anne's for each year between 2018 and 2024 and highlighted changes in income and expenditure over this period. It

highlighted that, in order to break even, going forward - the hall and all other church activities need to generate at least £42-45K (after all costs).

There were no matters for PCC approval in either of these briefing notes. However, NM invited PCC to consider the matters raised and to ask any questions.

JG asked whether it was still appropriate for St Anne's and St Mary's financial position to be handled as separate items. RB pointed out that this was a legacy arrangement, dating from when the two parishes amalgamated.

MS suggested that this question, alongside the other financial matters raised in both reports needed full consideration and that it was important that we put time aside as a PCC to ensure we identify a sustainable financial strategy for the Parish. She suggested that we should return to this at the next PCC meeting – by which time we should also be a bit clearer on any new vicar appointment. All agreed.

RB provided an update to PCC on the properties on St Mary's Row (4 residential flats and 4 commercial lets). He explained that there had been a delay with the conversion of the flats above Rice Chamberlain – but he was hopeful that this *could* potentially be resolved by the summer, at which point we should expect to see rental income once again. Based on latest forecasts, the final refurbishment costs should be in line with the initial estimate.

MS thanked Rob for his continued role managing these properties.

## **7. St Anne's Church Hall**

DE provided an update. She reminded us that two quotes had previously been provided to refurbish the church hall and bring it back into use. Prior to making any decision, PCC had decided to seek further quotes, based on a reduced scope of work – ie solely for works *necessary* to enable St Anne's hall re-open (as opposed to 'bells and whistles' refurbishment). She is still awaiting responses.

She made the point that the £80K bequest from Graham Underhill had been given to support a legacy project for the Parish – and that it shouldn't be used to fund operational costs. She was keen to ensure this was reflected in the accounts.

JA expressed the view that the hall may never generate enough revenue to cover its costs and could be a constant drain on the Parish. She felt there were plenty of other function spaces to rent in Moseley – and that we should consider partnering with groups such as Riverside or Rutleigh Ballet.

JG pointed out that the hall used to make more money than it cost – and has historically been considered to be a valuable asset.

RB felt we needed a proper business plan before spending any further money on the hall.

NM drew the discussion to a close. He suggested we wait until the latest quotes had been received and then we would be better placed to re-open the discussion on the hall's future.

## 8. Appointment of New Vicar

AB reported that a number of applications have been received for the post of vicar and that interviews were scheduled for 5 June. On this date applicants would visit school and the vicarage and have lunch – before being interviewed. If anyone from PCC was interested in joining the lunch, they should get in touch with AB.

JD emphasized that if there isn't a candidate that feels right, then we shouldn't feel pressured to appoint.

NM said we should put our faith in the appointment panel and look forward to an update in due course.

## 9. Safeguarding

The following documents had been circulated to PCC members.

- I. Safeguarding Report
- II. Safeguarding Action Plan – Summary
- III. Yasmaa Meetings and Café Visits
- IV. Yasmaa Pizza Party

In relation to the Safeguarding Action Plan, Janet Thorne highlighted to PCC members that they are responsible for *all* activities which take place in church (whether church or external users) so everyone should take note of the provisions in place and ensure they are satisfactory.

The Safeguarding Action Plan is an evolving document and is constantly updated.

Janet also confirmed that all volunteers have to complete basic safeguarding training and that two (in person) safeguarding training course had been arranged in June. This training would be open to anyone, whatever their form of involvement and would be run by Janet and Angela Brown (Churchwarden). She urged anyone who hadn't yet completed their training to attend.

In response to a question from JD, it was clarified that volunteers are only required to complete one training course, irrespective of how many different church activities you were involved in.

JT asked for copies of any certificates to be sent to her, following online training courses; this is to ensure she has an accurate record.

AB suggested that the full action plan report should be circulated to everyone – not just the summary report. It was agreed that, by the next PCC meeting, we would aim to ensure safeguarding training for all PCC members, completed. This will enable the 'red box' on the plan to be turned to 'green'.

JT expressed her thanks to Angela for helping on many levels with safeguarding action plan.

PCC's approval was sought in relation to two proposed Y@smaa activities. Both of these proposal documents were reviewed and approved – subject to one minor modification, to correct the date of the pizza party (from 2023 to 2024).

## **10. Vision 13**

MS reported that an update on Vision 13, had been omitted from the APCM Report this year. To address this, a report had now been circulated to PCC members for comment. She also advised that 'Benchmark Archaeology' had now been instructed to commence archaeology investigations.

Becs Ray is due to set up a meeting up shortly with the Vision 13 group – members of the group are keen to get this diarized and to bring a fuller update to next PCC.

MS reported that, she had sought advice from the Diocese about the leak in the lady chapel. Arising from these discussions, one option might be to glaze in the chapel and install UFH as a 'standalone' project.

RB expressed the view that, given the current issues around the sound system, it may be prudent to explore this as a separate project too.

## **11. Reports**

### People & Places

No update

### Charitable Giving

AB reported that:

- a meeting of the Charitable Giving group is scheduled for this week.
- £518 was raised for Christian Aid from the Parish Lunch
- Our chosen charities are as set out in the APCM report. These reflect local, national and international charities as well as specific choices for St Mary's and St Anne's. It was intended to invite charity representatives to speak at church services to raise profile and interest within our congregations.

### Deanery Synod

No update

### Churches Together

No update.



### Pastoral Team

MS reported that:

- a new monthly event is being arranged in church, for older people. To kick this off there will be an initial trip to Temple Balsall.
- An afternoon tea event is being arranged to take place in the vicarage garden (15 Park Hill)
- A bereavement café lunch was held in March

### Churchwardens Reports

i) St Annes Church

DE reported that:

- St Anne's would be 150 years old next year and it was hoped that a series of celebration events could be planned. This might include a fashion show, a choir event and a history exhibition, for example.  
JG commented that it would be great to invite back people who may have had a link with St Anne's in the past (eg former choristers or clergy). Also to arrange a special service on 22 Sept to mark the anniversary of the first service.  
DE said all ideas were welcome at this stage.
- The church heating problems are ongoing.
- There had been an incident of someone sleeping rough at back of church hall.

ii) St Mary's Church

AB reported that:

- Some structural movement had been identified in an arch in the North Aisle. This is under investigation.
- Scaffolding in church, arising from the organ works is in situ.
- There had been a fault in the telephone system which had now been rectified.
- The problems with the sound system had been temporarily addressed thanks to borrowing equipment from St Anne's.

### **AOB**

- i) AB reported that a request had been received from Mick Perrrier – asking if Bishop Michael could be invited to our evening service, for Patronal Festival in September 2025. This could be a great opportunity to celebrate and endorse the new organ. All agreed.
- ii) SS advised that NM would need to be a new signatory on our Parish Health & Safety policy, as the new Lay Vice Chair of PCC. He also reminded PCC that H&S should be a standing item on PCC agendas.

MS noted this and said there had been one minor accident she was aware of, in church and that she would ensure the requisite records would be completed.

The date of the next PCC meeting was confirmed for 10 July.

The meeting closed at 9:30pm with a prayer and grace.

Post Script.

*Some members of PCC asked NM whether we could have a closer seating arrangement or a microphone at the next PCC meeting (if in St Anne's); it was hard to hear individuals at times and keep pace of discussions. NM agreed to take account of this next time.*