

Minutes of the PCC of the Parish of Moseley

Wednesday 10 July 2024 7:30pm

Attended: Revd Magdalen Smith (MS), Neil McLeod (NM), Angela Brown (AB), Rob Brown (RB), Fran Rowley (FR), Danielle Edwards (DE), Janet Thorne (JT), Pam Rhodes (PR), Mike Midgley (MM), Jean Lindley (JL), Jenny Daniels (JD), Kate Stocks (KS), Stephen Alabaster (SA), John Gray (JG), Karen Gray (KG)

The meeting was opened by NM and it began with a prayer lead by MS.

1. Apologies

Received from Scott Smith, Jill Adams and Tom Brodie

It was noted that John Clarkin had been invited to attend PCC, but that he was unable to join us.

2. Minutes

Minutes of the last PCC meeting – 20 May 2024

The minutes of the last PCC were reviewed.

Regarding the election of an electoral roll officer, the minutes record that Trish Everett had been appointed to this post. NM advised PCC that Trish has previously held this post *jointly* with Fiona Chew and that the pair have expressed their preference to continue on this basis. In this context NM asked PCC to confirm they were happy with appointing both Trish and Fiona to the role. This was given.

Two typographical errors were highlighted in the draft minutes. Subject to these being amended, PCC confirmed they were happy to accept the minutes as an accurate reflection of discussions.

NM clarified that, once the minutes were amended in line with the above discussion, he would sign a copy for formal record. He would liaise with the parish office to ensure a copy was then uploaded to the parish website and also placed on the welcome desks at both churches.

Matters arising not on the agenda.

i) Ryan Creighton.

AB advised that Ryan Creighton had resigned his post of Site Manager. She intended to meet with him to review his workload and priority actions. A recruitment process would be started to replace him – and in the meantime, an interim cleaning contractor would be hired in.

ii) Peter Allcock
MS confirmed to PCC that Peter Allcock had resigned his post of Lay Reader. Whilst Peter did not want any sort of leaving event, MS felt it was appropriate to mark his decision with a gift, which had now been sent. PCC noted their thanks and gratitude for all Peter's work.

iii) Verger Role
RB asked if there was any update in relation to finding someone for the verger role. MS reported that the post was still vacant.

KS suggested there may be scope for the role to now be combined with the vacant Site Manager role. DE commented that the role did not need to be filled by a member of the congregation and that there was opportunity for a lay person to be appointed.

MS said she had in mind someone who she intended to speak to and she would update PCC in due course.

Minutes of Standing Committee – 8 April 2024

The minutes of the last SC were reviewed.

SA pointed out a typo in the spelling of his name.

NM proposed that, subject to the one amendment above, the minutes be accepted as a true record. This was unanimously agreed by those who attended.

Matters Arising:

i) Action Tracker.
With regard to the 'Action Tracker', NM noted that this needed to be reviewed in light of Ryan Creighton's departure. AB highlighted that one priority, which she was happy to pick up was to ensure ongoing continuity on the billing issue with British Gas; which Ryan has been leading on, along with John Clarkin. Another priority was the metering issue at St Anne's, where a meeting has been scheduled with the Diocese. SA advised that he would be happy to cover this.

ii) GDPR Training.
MS advised that a date had been set (1 September 2024) for GDPR training. We would need to confirm who should attend and the level of training they need.

Following discussion, it was agreed that the training would be given to all the staff team and the churchwardens – and anyone else who has access to personal data. This would need to include our Financial leads and our Safeguarding Lead.

iii) CCTV

A CCTV policy had been drafted by Ryan Creighton (Site Manager) and circulated in advance to PCC members. The policy is intended to help ensure appropriate usage, management and diligence in the use of CCTV on church premises – and, if agreed, would be adopted by PCC.

A number of questions and comments were raised in relation to this.

NM noted there were various typos and edits needed. He asked if the document had been drafted using a standard template. RB noted that the document was first drafted in 2020 and that, whilst the intent was to follow it, we had not been doing so. For example, CCTV recording takes place during church services. RB also queried whether we have the necessary license to operate CCTV.

MS offered to check whether we had a license and also whether it was possible to switch off the cameras on an individual basis – to ensure appropriate levels of surveillance, at different times. She also confirmed that recordings made by CCTV last for 2 weeks and are then deleted.

NM confirmed that he would be happy to review the policy in more detail and answer the queries raised – before reverting back to Standing Committee, and PCC in due course.

4. Treasurer Role

At the last PCC meeting, it was agreed that finding a new treasurer should be a priority and that this action warranted further discussion.

NM advised that, since then, he has started a conversation with John Clarkin – who has confirmed that he still wishes to be of service but that he needs time to consider what he can offer. John has confirmed his view that we must prioritise a plan to address the continuing budget deficit and the deterioration of St Anne's Hall – and that these issues necessitate the appointment of someone who can take a strategic view. The day-to-day bookkeeping associated with the Treasurer role, is not in itself a particular challenge.

MS advised that she had spoken to the Diocese financial advisor. This hadn't been particularly informative – although they had advised against paying someone to take on the Treasurer Role.

NM suggested we get an advert for a Treasurer in circulation as soon as possible – and this could be an action for Standing Committee.

KG asked whether it was worth exploring the purchase of a financial software package to assist with the accounts. NM said he would seek JC's view on this – alongside continuing his discussions on the broader strategic issues and areas of responsibility.

5. Health & Safety

NM confirmed that a Health and Safety training session had been arranged to take place on 12th October at 12:30pm (in the Lady Chapel). This would be delivered by Scott Smith and its purpose was to ensure all key personnel were familiar with the adopted Policy and to ensure it was embedded in day-to-day activities.

DE queried whether the latest fire risk assessment had come back to PCC for review. This had been undertaken by an external assessor and identified a number of recommendations and actions.

DE agreed to re-send the document to the office and NM said he would check its status.

6. Organ Update

AB advised that work on the organ was continuing to progress.

NM advised that 35% of the overall fee had now been paid. Work is currently a bit behind schedule – but Paul Hale, the project manager, is ensuring that any new invoices are in line with work undertaken.

NM agreed to seek clarification from the Organ Committee regarding the implications, of any slippage in the schedule, for the completion date.

7. Finance

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

- i) **St Mary's Property Note**
This note had been prepared by RB and provided a summary of the background and status of the properties which are owned by the parish, on St Mary's Row.

NM invited questions and comments.

A number of PCC members (including SA and JL) thanked RB for the note; saying it was really helpful to assist their understanding.

DE asked when the flat conversion works would be completed. RB advised that there had been an issue with the windows which was almost now resolved and that he was hopeful the flats would now be ready for occupation by 'late summer'.

MS commented that the properties are in a prime location and that there shouldn't be any problem finding tenants. RB suggested there may be scope to market the flats 'off plan' and that he would discuss this option with the letting agents.

NM queried whether there was scope to negotiate extended lease terms and secure a longer-term tenant. RB confirmed that the tenancy agreement was expected to be for a 12 month period.

AB noted, as an aside, that the courtyard had been open as part of the Open Gardens event and that it looked beautiful. She expressed her thanks and appreciation to the team who were involved in tidying and planting this space, including the Brownies.

ii) General Finance Update

A report had been prepared by John Clarkin and circulated to PCC in advance of the meeting. This report provided a summary of the principal financial matters which have arisen during the period January – June 2024. It confirmed that overall, the performance of the parish is broadly in line with the forecast plan save for 3 areas:

1. Energy consumption needs better moderation and control in both churches.
2. Whilst early signs are encouraging, both churches need continued sustained efforts on stewardship to continue to increase income
3. Both churches, but particularly St Anne's are very exposed should material funds be committed to structural investments without lost dividend income being replaced. For St Anne's this will be on the hall, for St Mary's it will be Vision 13 expenditure.

Thanks were expressed to JC for the update and, in John's absence, RB offered to take any questions.

MS was pleased to hear that giving has gone up – and that the pay terminals at St Mary's are generating almost as much income as the envelope scheme. DE noted this success and said she would look at whether terminals could also be acquired for use at St Annes.

8. **St Anne's
Church Hall**

DE said she was still awaiting quotes to undertake the 'priority works' which include completing the toilets, electrics, fire doors and front doors – most of which had previously been actioned and materials had already been bought. She reminded PCC that £15K had been liquidated for this purpose and was currently 'sitting there'.

SA noted the benefit in getting this work done in time for the anniversary celebrations.

DE advised PCC that Ryan C had been really helpful and done a great job prior to his departure. AB agreed she would follow up with Ryan to see if she could find out where things had got to with regard to the revised quotes.

DE suggested, once the works are done, we would need to have a deep clean. It would be an idea to invite members of the congregations to come together to help with this task and get the job done.

With regard to the longer-term options, NM reminded PCC that, once we have received the latest quotes, we would be better placed to re-open the discussion on the hall's future. DE advised that the Rutleigh Norris Ballet School were still keen to return to St Annes.

Anniversary Celebrations

SA reported that he had contacted Alan Reynolds and Alison Joyce (former vicars) to attend our anniversary service on 22 September. Unfortunately however, neither is available. His next option is to try Rosemary Donovan. MS suggested that, if Rosemary was not available, an option would be to celebrate with our new incumbent.

MS proposed that this celebration service would be a joint occasion for all St Annes and St Mary's congregations (ie there would be no separate morning service at St Mary's that day). The service could be followed by a bring and share lunch.

AB proposed that we accept this proposal. This was seconded by SA and unanimously agreed.

It was suggested that Alison Joyce and Alan Reynolds could be invited to send video messages – which could then be played to our congregations on the day. Other vicars, including Avril, Duncan and any others could also be invited. SA agreed to investigate and action.

DE confirmed that a fashion show has also now been arranged for 23rd November. Tickets will be purchased in advance and anyone attending the event will have an opportunity to model and/or purchase a range of high end clothes.

SA also advised that he is planning a concert in church on 15th March. This will feature Alcester Male Voice Choir (where his brother is a member) as well as a number of other performers. There is a cost of £190 to cover equipment and van hire. MM made a suggestion of a potential performer, which SA was happy to consider.

DE and KG offered to circulate an invitation on the Park Hill and Chantry Road WhatsApp groups, to publicise all the celebrations.

SA asked PCC to confirm that they were happy with all these plans and this was unanimously given.

9. Appointment of New Vicar

AB confirmed that the Revd Angela Hannafin has been appointed as the next incumbent of the benefice of Moseley. Angela is currently the incumbent of Bardsey with East Keswick, and Lay Training Officer in the diocese of Leeds.

Angela will be coming to Mosely on 22 July to meet with AB, Richard Hall and the Arch Deacon and to also visit the vicarage. She suggested that SA also attend this visit, and this was agreed.

MS confirmed that 10 September had been suggested for the date of Angela's licensing – this still needs to be confirmed.

DE asked whether Angela had any family moving in with her. AB said she had a husband (Gerard), a stepson, and a cat!

MS recalled how, when she first moved to Moseley, the congregations had given her a 'welcome hamper' and that this had been really appreciated.

NM suggested we should think of ways to help Angela feel welcome when she first moves in and that he would be happy to take a lead on this, in liaison with AB.

10. Safeguarding

Safeguarding Report

A Safeguarding Report had been circulated to PCC in advance of the meeting. This provided an update on the safeguarding training which had been delivered on 6th June as well as the additional training requirements for our Commissioned Pastoral Team.

JT reiterated the need to have all PCC members registered as fully DBS compliant. She expressed her aim to ensure this is the case, before the arrival of our new vicar and certainly before our Diocese Safeguarding visit in the Autumn!

Recruitment Policy

JT advised PCC that a Policy Statement, on the topic of 'The Recruitment of ex offenders' had been circulated in advance of the meeting. This covers the checking, training and responsibilities of those involved with the recruitment process. PCC's approval was sought to adopt this.

As there were no questions arising, FR proposed that the policy be adopted. This was seconded by SA and unanimously approved.

JT agreed to liaise with the parish office to ensure the document is now finalised and put on record.

11. Vision 13

MS reported that there wasn't much to update on Vision 13.

An issue has arisen in St Mary's in relation to the flooring at the back of the church. Our architects have had a look at this and a probe has been inserted in the floor through a vault. A response on this is now awaited.

No archaeological investigations have taken place yet.

12. Reports

People & Places

MS advised PCC that two members of our oversight churches came along to meet our new vicar last month.

MS also attended the Windrush Service at St Mary and St Ambrose church on 25 June.

Charitable Giving

AB reported that:

- Speakers from our nominated charities have been invited to speak at our services in October.
- KG had delivered an excellent presentation on the work undertaken at St Chad's Sanctuary
- Information on all our parish charities has now been displayed on the panel notice boards (around the organ area) in St Mary's

Deanery Synod

JD advised that, at the last meeting, the focus had been on young people – and how we can create opportunities for more young people, to share what they do.

Churches Together

No update.

Pastoral Team

MS reported that:

- The annual parish away day took place in June and was a success.
- A bereavement tea party had been held at the vicarage, which was very well attended. One of the attendees had now started coming to church. The next one is planned for October.
- AB is promoting a regular 'Tuesday Teas' session for older people (over 50's). It is an open invitation to anyone to attend. Frank Berry has agreed to be the unofficial chaplain.
- MS had attended 'pastoral supervision' training with the Diocese which is intended to help enable clergy to help other clergy. It was an amazing event – really positive and pioneering!

Churchwardens Reports

- i) St Annes Church
Nothing to report which has not already been minuted above.
- ii) St Mary's Church
Nothing to report which has not already been minuted above.

AOB

- i) NM raised the protocols for reporting and circulating PCC documents. He proposed that items to form part of the agenda should be notified to him 2 weeks in advance of meetings – and that all relevant documents should be circulated at least 5 working days in advance. This would allow all members sufficient time to read and raise any issues, before participating in discussions.

RB suggested that these protocols should also be publicised in both churches so that our congregations could contact PCC members and express their views, if desired.

These suggestions were both seconded by FR and agreed by all Members.

- ii) KG asked about doing Christmas cards this year. She reminded PCC that, at one time, there was a team from ‘churches together’ card who would be responsible for designing and organizing the distribution of cards to all houses in the parish. However, this has disbanded.

MS queried whether the time has now passed for paper Christmas cards – a lot of people no longer value them.

KS pointed out that as a ‘green church’, producing a card may be a negative action.

KG gave her view (based on her experience over the years) that, doing a card was probably still worthwhile - but only if we start planning now and ensure that it is effective.

NM asked if KG could prepare a note for September’s Standing Committee setting out the timeline, resources and costs associated with producing a card – and that this could be used as a basis for enabling PCC to make a decision.

- iii) MS advised that almost all members of PCC have now had a ‘headshot’ photograph taken and the intention now is to create a display in both churches so all congregations are aware of who we are.

The date of the next PCC meeting was confirmed for 16 October at 7:30pm.

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