

**PARISH of BELBROUGHTON with FAIRFIELD**

**Annual Vestry Meeting of the Parish  
and Annual General Meeting of the Church  
Sunday 16th May 2021 at  
Holy Trinity Church, Belbroughton**

**MINUTES OF THE MEETING**

**VESTRY MEETING at 12.25 p.m. All Persons on the Church Electoral Roll and All on the Civic Electoral Roll for Belbroughton Parish may vote at this meeting**

There was a minute's silence for John Westley and all others who are no longer with us since the 2019 meeting.

1. Apologies

Peter Jones, Undine Yates, Linda Garvin, John & Jean Oliver, Heather Noble,

Attending: Pauline Jones, Carol Brogan, Mary Fairbairn, Robert Garvin, John Penlington, Glynn Ashman, Margaret Ashman, Iris Barker, Terry Barker, Pat Westley, Sharon Boss, Jill Edwards, Joanna Rowe-Kimp, Anna Hunt, Michelle Chavez

2. Minutes of the last Vestry Meeting

Glynn was elected as Churchwarden of Belbroughton and Mary Fairbairn for Fairfield.

Accepted as read

3. Election of the Church Wardens

For Holy Trinity, Belbroughton

Nominated: Glynn Ashman  
Proposed by: Wendy Penlington  
Seconded by: Pauline Jones  
Adopted

For St Mark's Fairfield

Mary has retired after many years, thanks were expressed for her time as churchwarden. As a token, a presentation of flowers was given to Mary.

No nominations and no-one volunteered to take on the role as churchwarden of St Mark's Fairfield.

Remains vacant.

#### 4. Election of Independent Examiner

Nominated: Mrs Jane Bailey, FCA  
Proposed: Pat Westley  
Seconded: Anna Hunt & Glynn Ashman  
Adopted

### **ANNUAL CHURCH MEETING AT 12.30 p.m.**

**All Persons on the Church Electoral Roll may vote at this meeting**

**Opened by John Penlington**

1. Adoption of conflict of interest Policy followed by declaration of interest by Hon. PCC Secretary  
The Policy was adopted.

This year Christine Thomas volunteered for the role as Hon PCC Secretary. As she is an employee, she has been asked to adopt the Conflict of Interest Policy.

Proposed: Mary Fairbairn  
Seconded: Terry Barker  
Adopted

#### 2. Apologies

See above from previous meeting.

### 3. Minutes of the last Annual Church Meeting

This was in 2019. For obvious reasons, it was not possible to have one in 2020; a dispensation was granted by the Bishop.

Robert Garvin – Omission 37 on electoral roll. 24 on Fairfield electoral roll.

Accepted as read, with the amendment.

### 4. Parochial Church Council Election

Members nominated as PCC Members:

Undine Yates has stood down as PCC member this year; thanks given.

Nominated: Rex Portman  
Proposed by: Pauline Jones  
Seconded by: Carol Brogan

Nominated: Terry Barker  
Proposed by: Wendy Penlington  
Seconded by: Chris Lofthouse

Nominated: Wendy Penlington  
Proposed by: Mary Fairbairn  
Seconded by: Iris Barker

Nominated: Anna Hunt  
Proposed by: Mary Fairbairn  
Seconded by: Pat Westley

Nominated: Iris Barker  
Proposed by: Terry Barker  
Seconded by: Wendy Penlington

Fairfield:

Nominated: Pauline Jones as exofficio  
Proposed by:  
Seconded by:

Nominated: Peter Jones in absence

Proposed by: Mary Fairbairn  
Seconded by: Carol Brogan

Nominated: Mary Fairbairn  
Proposed by: Anna Hunt  
Seconded by: Iris Barker

Nominated: Carol Brogan  
Proposed by: Mary Fairbairn  
Seconded by: Pauline Jones

Joanna Rowe-Kimp expressed an interest and may be co-opted at the next PCC meeting-

#### 5. Election to Deanery Synod – we are now Bromsgrove with Redditch deanery.

Nominated: Carol Brogan  
Proposed by: Mary Fairbairn  
Seconded by: Anna Hunt

#### 6. Wardens' Reports

See Appendix.

Holy Trinity Belbroughton

Our thoughts and prayers go with Sue Oliver  
We have entered the Best Kept Churchyard competition again.  
Thanks to Pat supplying flowers throughout pandemic. No coffee mornings but hope to resume soon.  
Rosie Marshall, Tower Captain, has rung the bells. She has moved to Ludlow but will continue to attend  
Thanks to Irving for his contribution on the piano and organ.  
Thanks to Heather and Undine clearing up.  
Thanks to Rex for keeping the boiler going.  
John & Wendy have done an amazing job with finance, and Wendy sorting out graveyards with upkeep and administration.  
Margaret and Wendy have been very active as vergers, for weddings and funerals.

Thanks to Anna Hunt for being safeguarding time leader, it is fortunate that she is an expert in that matter.

Finally, thanks to Christine Thomas and Christina Roberts for doing administration so efficiently.

Future – probably joining Bromsgrove & Redditch deanery. Had a few meetings with Rector of Bromsgrove and AD Nikki. As yet, terms and conditions have not been finalized. Looking to move in that direction (rather than Dudley).

Five churches in our benefice will have a new overseer Revd Wyn Beynon, a retired minister, joining in a non-stipendiary basis. He will help with PCC, administration, Canon Law and also take some services. Arriving 1<sup>st</sup> September.

Hope to restart the choir from school soon.

Would like to see more involvement of congregation with the church.

See Glynn if you think of constructive changes. You are all very good at welcoming people. Thank you all. Let's hope the church will grow in the future.

#### St. Mark's Fairfield

Mary – wrote her report in 2020. Been a sad year for St Mark's; the congregation is small and a large percentage affected by shielding. So has been closed for the majority of the time. With support of Canon Sue, Mary decided she could not continue as church warden. She has now retired. She would have liked a year off PCC, but feels she needs to help out this coming year and will stay on to help. She thanks everyone for all their support. Her husband's deteriorating health also a factor. She will continue to be a part of Belbroughton & Fairfield

JP – thanks to Mary for staying on the PCC; our thoughts are with you and thanks for all you have done. It is sad that no-one is standing as Churchwarden for St Mark's; examine your conscience. Legally speaking, somebody needs to take responsibility. There is a team behind the Churchwardens. Come and see us if you feel you can help.

## 7. Treasurer's Report

Accounts been published on the internet, signed by examiner. Copies available. In summary, B&F lost £8459 which, in the circumstances, is a little less than expected. Income lost; one of big ones is Scarecrow Weekend. Also, fact that we couldn't do many fundraising exercises. Therefore income is sadly reflected by current circumstances.

What has borne quite well; your donations. Quite a few people have done standing orders. That helps the church so much to know we are getting in a set amount. Some contribute directly to specific churches and the parish giving scheme. It all comes to the church through all these routes. In previous years compared two churches' income; no longer possible as some are anonymous donations. **PLEASE CONSIDER A REGULAR DONATION BY STANDING ORDER. THIS IS THE ONLY WAY THAT WE CAN KEEP THE CHURCHES GOING.**

Fees (benefice) for weddings and funerals at both churches have increased since last year. CT had clawed it back from previous years. Some paid to diocese in error, now refunded.

Fundraising is way down.

Magazine sales increased. Money held back now paid in, all up to date.

Sundry income is from Bournheath Trust.

Income stood up fairly well. Payments – we paid our parish share in full in 2020. £31,500. Diocese is very grateful for this; not sure of contribution this year due to lack of income.

Fabric and maintenance are down; quinquennial inspection the previous year. Not a lot of deterioration in the church.

Churchyard maintenance.

Benefice payments – figure increases yearly. Clent have left us and are no longer contributing to the office. Churchill, Blakedown & Broome contribute in a small way to the office, but mainly Belbroughton & Fairfield and the Bournheath Trust, for which we are very grateful.

Insurance. Music and organist fees – glad to say that Irving would like to donate back some of this to the church. Our sincere thanks go to him.

Recruitment amount from Bournheath Trust – Canon Sue had idea for a family worker for Belbroughton & Fairfield. Excellent idea, got as far as recruitment, but pandemic hit and had to postpone. Hope in the future to restart this.

Professional fees – paid accountant last time. This year, will be no charge.

RG – thanks for very much improved quality of report, welcomed. Puzzled by the accounts – RG wanted more detail and raised a few queries. He appealed for to PCC to improve the detail.

JP – insurance – spoke to Helen Archer-Smith. She argued for it moving through restricted funds. RG should speak to diocese treasurer. Recruitment – JP explained how it was represented on the accounts. Money for church office came through in 2021 from Bournheath Trust.

Pauline proposed, Glynn seconded adopting the accounts. Adopted.

## 8. Electoral Roll Report

Number of elected representatives in 2020

40 people on the roll for Belbroughton. 24 for Fairfield  
List available from the Hon PCC Secretary Christine Thomas and Electoral Roll Officer Margaret Ashman.

## 9. Safeguarding report and approval of Action Plan

Anna Hunt – included in annual report. See Appendix.  
In 2021, training online making it easier. Parish safeguarding toolkit is now available which simplifies the process.  
Everything updated to the best of her abilities.  
An action plan has been produced highlighting what needs to be done. Training is being simplified – people will be contacted individually to let you know what needs to be done.  
Anna or CT are available for questions regarding DBS.  
Training can be done by the office on their PC, if anyone has problems with using their own equipment.  
JP thanked Anna.

## 10. Church Fabric Report

See Appendix.

There were no major problems, just a few concerns.

State of organs discussed.

Fairfield has an electric organ supplied by Michael to use at the moment.

Cannot see use of the proper organ in future.

Boiler problems improving.

Fairfield is overgrown at the moment, but hope to improve soon.

JP: Had a meeting with a diocese adviser on finance, on how to save/make money. Some churches have established a 'Friends of.. graveyard', who help with work and contributions. Something to look at in our churches.

## 11. Organist Report

See Appendix.

Irving Horne does a wonderful job, he played the organ at Lozells – JP approached him and he now plays at Belbroughton. He is now doing this voluntarily. Appreciated. Irving – will take suggestions for hymns and/or music during service.

## 12. Bellringers Report

Obviously ringing has been very little this last year. We managed Sunday service ringing when lockdown eased, we chimed for the WW2 anniversary and even had one or two non-ringers outside listening, which was heartening as have been the comments and likes on the Belbroughton Facebook site, when I've made people aware of various ringing events. We were able to ring for John Westley on the day of his funeral to see an old ringer and one of the sparks behind Belbroughton's return to a regular band off his final journey. We chimed the Nine Taylors for the Duke of Edinburgh, just as we'd chimed all the WWI dead in the past, then tolled for his funeral alongside many towers nationwide. We have, as lockdown eased slightly, even managed over the last year to ring for two weddings. We were also allowed to ring for Christmas and Easter.

I have managed to put something in the magazine every month even if it was non-ringing related.

We can return to ringing on 17<sup>th</sup> May, when people can meet inside, so will restart 25<sup>th</sup> May as I am away on the 18<sup>th</sup> May – we are looking for new recruits and hoping all our previous band come back o- we have had regular zoom meetings and kept in touch with our WhatsApp group. We are all vaccinated and looking forward to the new world.

Rosie Marshall, Tower Captain, Belbroughton

### 13. Church Hall Report

See Appendix.

Not been used throughout 2020, unfortunately. PCC is talking to church hall committee about leasing the hall to them. This is with the solicitors atm. Short term, monitoring situation and will open when safe to do so.

### 14. Date and place of next Vestry Meeting and AGM

Hopefully next April/ May, we need to wait until the interim minister has arrived.

### 15. Any Other Business

none

## **New PCC MEETING AT after AGM**

Thanks to new members Iris Barker, Terry Barker and Joanne Rowe-Kimp (co-opted)

Thanks to Christine Thomas for taking on role as Hon PCC Secretary.

### 1. Dates of PCC Meetings (provisional)

JP doesn't propose making them now – usually every couple of months. By zoom of late; hopefully in person soon. In the church office usually – dates and time tbc. Anna prefers 7.30pm / Monday. TBC

Pauline suggested we meet in church instead, instead – venue TBC

Monday 28<sup>th</sup> June first meeting prov. 2pm

Further dates to be decided later.

## 2. Election of Officers

### a) Hon Secretary

Nominated: Christine Thomas

Proposed by: Iris Barker

Seconded by: Glynn Ashman

### b) Hon Treasurer

Nominated: John Penlington

Proposed by: Mary Fairbairn

Seconded by: Wendy Penlington

### c) Lay Vice Chairman

Nominated: John Penlington (hopefully until incumbent in Sept)

Proposed by: Mary Fairbairn

Seconded by: Pauline Jones

### d) Standing Committee

Nominated: Glynn Ashman, Churchwarden, John Penlington, Treasurer, Pauline Jones, Mary Fairbairn

Proposed by: John Penlington

Seconded by: Pauline Jones

AOB

GA dealing with the church hall. Solicitors only want to talk to one representative person.

PCC Contact with regard to the hall – is Glynn Ashman.  
Proposed: Pauline Jones  
Seconded Iris Barker  
Adopted by all

The meeting closed at 2pm

# APPENDICES

May 2021

## Organist's Report

Music plays an important part in most of our church services, enhancing our thoughts, words and prayers.

In this difficult year, we have continued with music accompanying our services. Hymns have been included with the congregation following the words from behind their masks.

It is sad to report that the church organ, which has long been in need of attention, has now developed a fault that makes it unplayable. A solution needs to be found as a matter of urgency. In the meantime, music will be played on the small, "Technics" instrument or piano as a temporary measure.

We are fortunate to have a delightful and talented choir, who have been severely limited in their performances this year. Although small in number, they lead the singing and occasionally perform an anthem when required. We are very proud of them for the manner in which they fulfil their duties. New members will always be made most welcome.

Hymns are selected according to the church season or the theme of the service. Incidental music is included as appropriate, but should not interfere with the service nor with moments of silent prayer and reflection. Suggestions for hymns and music are welcome and helpful.

Irving Horne

## APPENDICES

### CHURCH FABRIC REPORT 2021

No major expensive problems this year; but quite a few moderately expensive concerns.

#### ORGAN

The organ has been working intermittently and investigations reveal that the contacts associated with the blower are worn. Unfortunately, the electrical ancillaries are encased in asbestos and therefore the electricians will not attempt a repair until the asbestos has been removed.

The cost of this will run into many thousands of pounds and the consequences of this are still being debated within the PCC.

#### BOILER

During the winter, problems arose with the boiler failing to start on the timer. This has improved since December, but it is possible that the coming winter will repeat the problem.

#### DEBRIS FROM ROOF

Occasionally, debris falls from the roof indoors, and collects on the carpet just above the steps, adjacent to the organ keyboard.

This has not occurred recently; it is thought that it was either due to insect infestation (wasps?) or dry weather conditions.

Consideration has been given to employing a drone to view the roof from the outside, but no action, as yet, has been taken.

#### CHURCHYARD AND GRAVEYARD

The graveyard is kept in excellent condition by our gardener, Joe Whiteman.

Trouble is being experienced with dog-fouling, therefore a new noticeboard has been purchased and erected at the entrance to the graveyard to inform people of the rules and regulations of the churchyard.

Also, a fence has been erected at the west side of the graveyard, whereby no access is now allowed into and out of the graveyard from the new graveyard extension.

Four trees have been trimmed in the graveyard (on the path just past burial of ashes), but further work needs to be carried out on the trees in the churchyard next to the wall which is adjacent to the Cenotaph.

Without this work, the wall may fall over, with financial consequences and/or high cost liabilities.

## OFFICE

No trouble experience this year and none foreseen in the immediate future.

## CHURCH HALL

The responsibility for the Church Hall is currently being transferred from the PCC to the Hall Management Committee.

Glynn Ashman

## APPENDICES

### Safeguarding information to be included in annual report

**“The annual report referred to in paragraph (1)(b) shall include a statement as to whether the council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops’ guidance on safeguarding children and vulnerable adults). “ APCMs and Safeguarding Guidance 2019**

Belbroughton with Fairfield PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops’ guidance on safeguarding children and vulnerable adults).

**Table 1 Safeguarding activity**

Activity	2019	2020	2021 to date (01/01/2021- 07/05/2021)
DBS Checks performed	5	2	3
Referrals to DSA/ADSA	0	0	0
Advice from DSA/ADSA sought	0	0	0
DBS’s not renewed/lapsed	0	2	1
Safeguarding C0 training completed	7	0	2
Safeguarding C1 training completed	2	0	1
Safeguarding C2 training completed	0	0	0

- PCC members have been advised which safeguarding training they need to complete in 2021 and supplied with details so they can access training. Access to training during 2020 was restricted by the COVID pandemic.
- The PSO has been invited to network meetings and receives the minutes of these meetings.
- The Parish Safeguarding Toolkit has been completed using the online dashboard by the PSO and an action plan developed. Implementation is the responsibility of Church Officers and overseen by the PCC. A report on progress is available at each PCC meeting by sharing of the latest Dashboard report.
- Current children’s activities in the Parish (before COVID) included the Open the Book (Fairfield) and Children’s Choir (Belbroughton). Adult activities include visiting nursing and residential care homes (The Forresters and Breach House), Adult Choir (Belbroughton), Coffee Mornings (Belbroughton) and Bellringers (Belbroughton). It is still unclear how many activities will resume in 2021/2022.
- Role descriptions are in place where appropriate.
- Safer recruitment policies are followed.
- Social Media guidance has been developed for local use and an accompanying Social Media Policy. The first draft was considered at the PCC meeting 05/05/2021.

Anna Hunt [jimannahunt@hotmail.co.uk](mailto:jimannahunt@hotmail.co.uk) 07734 942 536  
 Parish Safeguarding Officer  
 Belbroughton with Fairfield PCC  
 06/05/2021

# APPENDICES

## **Belbroughton Church Management Committee**

### **2020 Annual Report for the Belbroughton & Fairfield PCC**

Attached are the minutes of the AGM which took place on 11 March 2020. These are awaiting approval.

Due to the pandemic and resultant restrictions, the Committee have decided to postpone this year's AGM. Approval was sought from the Church Warden in respect of this decision. With the exception of one member, the current committee have agreed to remain in post until such times as we can easily hold a meeting in the Hall. Jo Holman, Vice Chair has stood down because she is relocating away from the area. We thank Jo for all her hard work and enthusiastic support over the last few years. Stuart Trett has kindly agreed to take on the role for the time being.

For much of 2020, like many other venues, the Hall has been closed since the Government lockdown that came into force on 23 March 2020. During the first 3 months of 2020 the Hall operated as normal, with classes, meetings and events. A successful committee fund raiser took place on 14 March and this proved to be the last big event to take place before the pandemic restrictions put a stop to group activities.

Coronavirus hygiene and sanitisation requirements, along with legislative restrictions on activity has meant that the Hall has remained closed. The Hall is regularly inspected, the committee is complying with the insurer's terms for closure during the pandemic and has in place the legally required inspections and certificates. The Hall is in a stable position financially and is able to cover the fixed operational costs.

As the PCC is aware, the committee have increasingly felt that the running of the Hall, would be better achieved by being independent of the PCC. By forming a separate legally constituted body, it would be easier to obtain grant funding and sign off on contracts for work and maintenance. The quinquennial property review and the resultant quotes for work have shown that somewhere in the region of £300k needs to be spent to put the Hall in good working order. During the summer of 2020, the PCC and Diocese gave agreement for a Hall charitable incorporated organisation (CIO) to be set up and for a lease to be granted in due course. The committee appreciate that this was not an easy decision for the PCC to reach and are very grateful for the continued support of the PCC members. Stephens Scown Solicitors have been instructed to undertake the work of forming Belbroughton Village Hall CIO and will deal with the lease in due course. The Chair, Treasurer and Secretary will be the trustees at the inception of the CIO, with others being elected in due course.

As soon as the CIO and a lease are in place, then the committee will resume the planning and scheduling of the repair work that is required. In addition, concerted efforts will be made to raise further funds for all the very costly work that is required on the Hall. We are on a deadline with regard to some work. A full electrical re-wire is required by June 2022 and it is hoped that this can take place at time of other work so that the wiring can be concealed as far as possible (rather than surface mounted as at present).

In the short term, the committee continues to monitor the situation regarding the pandemic and public buildings and will reopen when it is safe and viable to do so.