



St. Mary's  
Highley  
[stmaryshighley.co.uk](http://stmaryshighley.co.uk)



Severn Valley  
Benefice

# ANNUAL REPORT AND FINANCIAL ACCOUNTS OF THE PAROCHIAL CHURCH COUNCIL FOR



## THE YEAR ENDED 2023

Image courtesy of <http://www.ewgreen.org.uk>

## APCM

## SUNDAY 21ST APRIL 2024

# **ST MARY'S PARISH CHURCH, HIGHLEY**

## **Diocese of Hereford**

### **Address:**

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**Website** [www.stmaryshighley.co.uk](http://www.stmaryshighley.co.uk)

### **Rector**

Rev. Kina Robertshaw

[Rector@stmaryshighley.co.uk](mailto:Rector@stmaryshighley.co.uk)

### **Bank**

Lloyds PLC, Bridgnorth (after 2024, previously Barclays)

### **Independent Examiner**

Peter Gibbons

### **Membership and Officers of the PCC**

Rector/Chair Rev Kina Robertshaw

Associate Clergy – Rev David Poyner, Rev Rosemary Lawley

Deanery Synod – Vacant

Church Wardens – Roy Adlington, Canev Clayton

PCC Members – Elected to 2026: Stewart Page, Gillian Law, Liz Smith, Mervyn Smith. Elected to 2025: Gay Lilley. Elected to 2024: Gillian Rees, Pat Whitefoot, Mark Williams

### **The following appointments were made by the PCC**

Church Warden – Canev Clayton

DBS Evidence Checker – Maggie Ritchie

Electoral Roll Officer – Gillian Law

Lay Chair – Mervyn Smith

Safeguarding Officer – Maggie Ritchie

Secretary – Maggie Ritchie

Treasurer – Mandy Homer

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# RECTOR'S FORWARD

## Thanks

As your Vicar, I am humbled by your warm welcome and graciousness towards my family and me. It feels like we arrived in the parish only yesterday.

The apostle Paul's words in 1 Timothy 1:12 serve as a poignant reminder that it is not our efforts or inherent goodness that make us faithful. Instead, God judges us faithfully and appoints us to His service. Like Paul, I am grateful to the Lord Jesus for giving me the strength and honour of serving in the four villages of Billingsley, Glazeley & Deuxhill, Chelmarsh, and Highley.

Getting to know the church and community members is an immense privilege, and I am grateful for this opportunity to serve. May we all find inspiration in the knowledge that our faithfulness comes from God and that we can all serve Him uniquely?

I am grateful to God and the family church for their love and commitment to God's service in our four villages. I cannot begin to imagine how I would have survived my first year without the support of many of you. Getting to know the congregations and community has been a remarkable journey.

I want to thank the Local Worship Leaders and Minister of the Severn Valley Benefice team. Working alongside such a diverse group of passionate and committed individuals is a blessing. I am deeply thankful for the dedication and enthusiasm displayed by our Churchwardens, PCC members, and volunteers who keep our parishes running. Our Reader and Clergies are a great asset to us and bring so much vitality to our team.

## Overview 2023

Looking back on my first year, I sought the Lord and listened to the church family in the first few weeks. There was a strong sense of establishing weekly Sunday worship services in Highley and Chelmarsh. Soon after, we started Thursday evening prayers to create a space to come together and pray. A Tuesday Bible study group led by local worship leaders was also established.

I firmly believe that engaging in corporate worship, corporate prayers, and Bible study groups is crucial in helping us grow in our discipleship journey and build a solid foundation to flourish as a community of believers.

## Leadership

I'm happy to share that we now have a diverse leadership team of four clergy members, one reader, seven local worship leaders, and one minister. The LWL/M have finished their training, which is a testament to their hard work and dedication. I am grateful for the appointment of Laura Jones as the churchwarden for Glazeley & Deuxhill and Canev Clayton for St Mary's Highley, as well as the appointment of Maggie Ritchie as the Benefice Administrator and Safeguarding Officer. I am grateful for our leadership's hard work and dedication, and I look forward to working with them.

## Mission and Vision

Last November, I had the pleasure of attending an Away Day with my leadership team and some PCC members, during which we explored our Benefice Church Mission and Vision. The day was held in a peaceful, serene location and facilitated by Smith and Linda Bowley. During the day, we had multiple open discussions and prayer sessions among the team and members, which allowed us to share our thoughts, ideas, and beliefs regarding our church mission and vision.

Our Mission is clear: "To know Jesus and make Jesus known." Our Vision, on the other hand, outlines how we intend to fulfil our Mission through Worship, Prayer, God's Word, Relationships, Hospitality, Serving, and **Generosity**. We had a productive conversation regarding our vision, and it was incredible to see how everyone shared the same passion and desire to fulfil our mission.

It was an encouraging time and experience, and I am thrilled to share our mission and vision with our church family in the coming months through our mission and vision series' preaching. This will enable us, as the body of Christ, to understand why we exist as a church, unify us around a common mission, and enable us to live out our core values as followers of Christ who seek to know Him and make Him known.

#### **Outreach and Mission partner**

I want to express my heartfelt gratitude to the selfless volunteers who drive our community outreach initiatives. Their unwavering commitment to ministries such as Open the Book, Messy Church, Friday Event, All Sorts, and Food Bank is truly inspiring. I am also immensely grateful to God for giving us the opportunity to partner with His work in Armenia and Uganda through Sarah and Simon Cawdell, as well as with Open Doors. I pray to God for the grace for all of us to journey together as we seek daily to know Jesus and to make him known in our villages and beyond.

May we ..." continue to grow in the grace and knowledge of our Lord and Saviour Jesus Christ. To him be the glory, now and forever! Amen". 2 Peter 3:18

Revd. Kina Robertshaw, Rector

## **WEDNESDAY ZOOM GROUP AND FRIDAY COMPLINE**

The Wednesday evening Zoom group is typically attended by five people. This year we have largely done a series of Bible studies; these include the letter to Titus, the epistle of James, The Song of Songs, Ezekiel and Job.

On Friday evenings at 9pm I say compline via Zoom and am usually joined by one other member of the congregation; we start with the words of the office and then end with a period of open prayer.

We normally finish by 9.30pm.

David Poyner

## **ANGIE FORSTER ORDINAND REPORT**

Wow! What a year! We have seen a lot of changes at CGH, with the retirement of Jacky Sewell, who was our centre tutor and Roger Latham, who was the director of CGH, leaving to take up a different role in Worcester. This did make all the ordinands feel a little uncertain to the future of CGH, but we now have a new director in place Sarah Brush and a new Centre tutor, Alison Walker, who are both very supportive and fonts of academic knowledge.

This year, has continued to be a challenge, still having the boys living with us and the endless meetings, paperwork and training that goes alongside this but it has again been a blessing, as I have seen glimpses of what my ministry will be like once I am ordained, through working with the school to deliver Open the Book and Messy Church. I have been leading the Wednesday Ladies Group through our Lenten journey looking at Tom Wright's Book Lent for all, looking at the Gospel of Mark and have been on placement with Christians Against Poverty (CAP), supporting some locals in the village and beyond by becoming a befriender. All really valuable experience and a privilege, when those you do not know open up to you and share their worries and concerns. I have also led a few informal services where, I hope, I have included something for all ages and stages of this wonderful journey we are all on with Christ.

I still cannot quite believe God has chosen me for ordained ministry and probably won't until I am kneeling in front of the Bishop in June but truly pray that I can be a blessing to the church and those in the village as I take the next step in my walking with Christ.

Thank you all for your continued prayers and encouragement, I cannot tell you how important they have been for me all the way through my training, but especially this last year.

Angie Forster – 3rd year ordinand.

## **CHURCH WARDEN REPORT**

The most momentous development in 2023 was the appointment on 18<sup>th</sup> April of our new Rector - Rev Kina Robertshaw. After 18 months of vacancy, we now have a leader to take the Severn Valley Benefice forwards. I thank all the Highley team of helpers who enabled services to run smoothly as well as the clergy who took on the extra workload.

Rev Kina has already brought back dormant Christians who frequented the Severn Centre before COVID as well as new converts. Attendance on Sunday mornings now averages 30-40 which is 10 more than before Kina. We are using the projector and screen every service and 'Mission Praise' is almost obsolete.

We are now in the last-chance saloon regarding future coffin burials in the churchyard. Only 2-3 years' space left, unless we can landscape the overgrown area and disperse the old grave soils. Drainage would be needed due to the waterlogging in this area but this would cost about £30,000. The drainage is not 100 per cent certain to solve the issue and I am unwilling to spend such a large sum of the church's money, particularly as burial fees are not a great money-earner and only just covers maintenance costs. At the moment, we are seriously considering the closure of the churchyard, except for cremated remains. Future coffin burials would then be carried out at cemeteries elsewhere in the county. I have concerns that our contingency (rainy day) funds were depleted by £8,000 down to £21,000 in 2023. Although our assets were £160,000, nearly all of this is restricted to how it can be spent.

## **FABRIC REPORT**

### **CHURCH**

Following the major repairs to the tower, nave, vestry and porch in 2020/1, the church is no longer on the 'at risk' list and is currently in a good condition. Only a small part of the vestry floorboards is unsafe but this is under the sink & is not subject to any human weight. Of the 2 lighting dimmer units, one is broken whilst the other is on its last legs. There are a small number of bulbs that have blown in the ceiling light fittings.

### **PARISH HALL**

Roof guttering leaking in places will cause water damage to the recently repaired wall on the main road. Two old water radiators have been replaced with more powerful ones to address the cold spots in the lounge area. However, draughts emanating from the kitchen ventilation ducting still affects the overall temperature levels despite 200mm insulation having just been installed in the ceiling void. A new water radiator has been fitted in the resource room replacing the electric wall convector. The remaining windows (side and rear) have received internal vertical blinds to match the ones already fitted elsewhere. There is water ingress through both flat roofs at the rear of the building. The first step at the main entrance is uneven in places and needs repairing with sandstone slabs.

## **BOTH THE ABOVE**

We have not had a P.A.T check for a few years now. Insurance with Ecclesiastical Ins renewed on a new 3 year contract. The gas and electric supplies are on a 2 year fixed rate contract. The fire extinguishers have been serviced on an annual basis. The gas boilers also have been serviced once again

## **CHURCHYARD**

Four trees bordering the bungalow on the main road need drastic trimming . Permission now granted & this will be attended to in 2024 (£1650). The overgrown area-which is preventing future coffin burials after 2025/6 -is still showing numerous water pools mainly in the winter months. Parish Council financial help towards landscaping & drainage is declined on the grounds that they cannot spend on private projects. Richard and Rosie Millington continue to provide a good grass cutting & strimming maintenance service . Richard's topiary skills are beginning to take shape with his version of a snail. Parish Council does cover 50 per cent of total annual cost of £7,600 pa due to long term historical covenants. The wooden shed roof is allowing heavy quantities of rainwater to soak the inside. In areas, paving slabs are uneven - mainly due to tree root growth.

Roy Adlington, Church Warden

# **CHURCH WARDEN REPORT**

## **Services**

Here at St Mary's Highley, we continue to have a service every week, with communion on the 1<sup>st</sup> and 3<sup>rd</sup> Sunday of the month. An all-age service takes places on the 4<sup>th</sup> Sunday.

## **Children and Young People's Ministry**

The children are catered for on the 1,2,3 Sunday's, with the young people on the 1<sup>st</sup> and 3<sup>rd</sup>. Y/P are encouraged to stay in church for the 2<sup>nd</sup> Sunday.

## **Mission Partners**

We continue to pray and seek the Lord on how we can best partner with our brothers and sisters in Christ in the area of Spitak in Armenia. They have found a building. It was agreed that we would collect 10 per cent of our overall income, as a tithe, and once it is a sizeable sum we would then release the funds to the ministry.

Supporting the Open Doors ministry for the persecuted church continues.

Continuing partnership with Simon and Sarah Cawdell from Gulu in northern Uganda. Regular updates and prayer requests are shared with church family.

## **Church Life teaching series**

We are looking to launch a series of teaching to explore our core values, which will underpin "Knowing Jesus and Making Him Known", our mission statement.

We are intending that this will take the shape of weekly teaching sessions, and we will have opportunity to "Go Deeper" in the weekly home group meetings. As well as the Ladies' Group and Zoom meeting.

## **Prayer**

Weekly gathering of people to pray as the powerhouse of the church continues on a Thursday evening 6:30-8pm with 5-10 people attending. We have covered various aspects of church, the community and life.

## **Toilet and kitchen renovations**

We have begun fundraising to install a disabled toilet possibly in the vestry and renovate the kitchen. We shall be having a meeting with diocesan building advisor Stephen Challenger head of church properties and Lorna Theophilus church buildings support officer, who can advise on potential funding streams and the process.

Canev Clayton, Church Warden

## TREASURER'S REPORT

This report covers the full year ended 31st December 2023. The accounts are presented in the usual format, with General, Designated and Restricted funds. The money in the General fund can be used for any purpose. Designated funds are those which have been set aside by the PCC for a particular purpose e.g. the Parish Hall. Restricted funds must only be used for the purpose for which the money was given.

We have had a steady year financially. There has been a significant reduction in loose plate collections, the Parish Giving Scheme has also reduced as some parishioners have left. We are down by £566.

Cost for gas and electricity has increased and this has had a significant impact on the church funds.

The Summer Fete and the Christmas Light switch on were both attended by the Church and the shop.

The shop is still doing well; it has donated £9854 over the year.

We have regular bookings for the Parish Hall from Pilates (Jane McNaughton), Highley Companions and the new Highley Seniors group. Showing a marked increase from last year's amount of £2,060 to £4,317.50.

The Parish Hall had 2 new radiators fitted this year.

Advertisers for the Parish Magazine recognised an amount of £3,485.00 and sales were £1,487.56. The total expenditure was £2,698.60 so we have an excess of just over £2,273.96, this is a substantial improvement from last year, this is mainly due to Val Smith, who has guided me as to when invoices needed sending, and I have kept a more thorough check on payments, something I hadn't realised previously was part of my role. I took over the delivery of magazines to the relevant distributors, and will continue to do this, the magazine is a very good part of outreach to the wider community.

Our Parish Share to the Diocese this year was £33,075.00 and this has been paid in full. The PCC, I don't think, has given to any charities this year, as in previous years. I have checked through the accounts and don't recall having a meeting regarding this. We have given to laptops for Uganda, but unfortunately this cheque has not been cashed.

We continued employing RJM Contracts for the churchyard maintenance.

We have had an anonymous donation of £10,000, which is designated to the instalment of a new toilet in the church.

Unfortunately, I feel I need to stand down as treasurer. Margaret Ritchie has agreed to take on this position which has been ratified by the PCC. I have said that I will help with the transition.

I would like to thank you all for the continued support and with the grace of God I feel I have completed this to the best of my abilities.

Mandy Homer, Treasurer for 2023

## PCC SECRETARY'S REPORT

There were a total of 5 PCC meetings during 2023: January, March, May, July, and September. Issues discussed routinely included safeguarding issues and in January Mandy McPhee, the Diocesan Safeguarding Officer attended in order to update the PCC with issues of concern and offered support in the relevant areas.

Other regular items addressed was church funds and discussions concerning the spending that needed to take place and the need to update the sound system in the church. Also discussed and planned was the support of outreach missionaries who visited the church and stayed in the Parish Hall during their time with us.

Plans were made to welcome the new Rector to her post and the Rev Kina Robertshaw took over the role of Chair to the PCC. Thanks were extended to Roy Adlington who had taken this role during the interregnum.

Maggie Ritchie, PCC Secretary



## **ELECTORAL ROLL REPORT**

The Electoral Roll now stands at 70, which is the same as last year. There have been three deaths (Janet Crossley, Dot Jones and Eric Edwards), one request to be removed and four new names added (Janis Rowe, Janet Harding, Kathleen Owen and Sue Williams).

Gillian Law, Electoral Roll Officer

## **PARISH HALL REPORT**

1. Two copies of each month's Forum church magazine dated from 1990-2022 have been kept in the attic at the Parish Hall. Last March 2023 we took one copy of the magazine from 1990-2022 to the archives in Shrewsbury. They already have two leather-bound copies which the Reverend John Britton gave to the church when he left in around 1987. These were from the time he was in Highley.
2. We had 28 new chairs arrived in July.
3. The shed at the side of the parish hall has been reroofed and painted.
4. The front wall of the hall was rendered in May.
5. Maggie is now taking the bookings for the Parish Hall.
6. A new radiator is to be fitted by the toilets and a large radiator will be fitted in the office in early 2024.

Pat Whitefoot

## **OPEN THE BOOK REPORT**

Due to the Covid pandemic, followed by several team members deciding to "retire" there followed a period of recruiting and training before being able to return to Highley School. We recommenced our Bible storytelling in school at the beginning of the Summer Term 2023.

We would like to thank the PCC for paying team members' full membership. This enabled us all to receive the newly-written material by Bob Hartman, author of The Lion Storyteller Bible which previously had been used for almost thirty years, and access additional resources on line.

The team attended the Bob Hartman Tour when it came to Wolverhampton in July. He is such a gifted storyteller and this also gave us opportunity to chat with other storytellers from the locality.

Going into Highley School each week and telling a range of Bible stories from both the Old and New Testament to all the pupils (244 on roll) is such a blessing to us all.

Jill Mansell

## **CHILDREN'S CHURCH REPORT**

In the alternating week at children's church, as we have no official guidance, we have been led by the Holy Spirit and sometimes followed the lectionary.

Apart from telling the Easter Story, we taught the children about characters from the Old Testament, Noah, Jacob, Joseph, Moses, Samuel and Daniel. We also covered many topics from both the old and new testaments, including 'Listening Ears', 'How much God Loves Us', and some of Jesus' miracles. We have had many 'feasts', turned water into wine and done a prayer walk. We generally start with a short video on YouTube, a passage from the Bible and some games and craft or colouring. All our sessions are meant to be

fun learning and we hope the children retain some of what they learn to give a good grounding for their future.

Risk assessments and a register are done. We mainly only have two or three children, one of whom will be transferring to the older group in September. We are always in need of helpers and as Canev is now churchwarden, Pat has been helping, albeit she is also doing the welcome.

Gay Lilley, Bev and Thelma

## **FRIDAY EVENT REPORT**

This year the Friday event has seen a growth in relationship building with the young people. After last year's challenging time with behaviour, we put some rules in place which has been a real success. We have a core group of around 15 young people each week, with others coming along too, making our attendance each week around 25. We've had great conversations about some of the young people becoming young leaders and the different opportunities we can give them.

We've had a few volunteers step back and a few new volunteers join the team. We are really grateful for the support, but more is always needed.

We have made positive links with Highley Community Project. We decided as a committee that we wanted to feed the children each week, this has been fantastic. The Community Project offered to provide us with some supplies each week and this has been happily received by the young people who have really enjoyed getting involved in preparing and serving the food to the other young people.

We are now affiliated with Shropshire Youth Association again. This gives us great resources that we can tap into. So far we've had a few different crafts from them and look forward to using their sports and silent disco equipment in the coming term. They provide lots of training opportunities and support from trained youth workers. This is really going to benefit the team and young people. We have gratefully received monetary donations this year, which will be used to update our much loved equipment.

We are looking forward to what God has in store for us and the young people in the next year.

Mary, Lisa and Rachel

## **MESSY CHURCH REPORT**

Last year we did 4 messy churches and made the move up to Highley School from the Severn Centre. Since moving to Highley school there has been a really lovely atmosphere and it has been well attended. Leaders like it at the school as it has a real family and community feel. We recently purchased 2 new banners to put at the school gates to advertise and make more families aware that it is happening. The last two sessions have included Open the Book, this has gone really well and it has been good for the children to see the stories come alive in the same way they do at school.

We have a small group of volunteers planning, preparing and running the events. It's a lot of work, but really worth it to be able to share the good news of Jesus with lots of families. We plan to run 4 each year and hope this will continue, volunteers are always welcome.

Mary and Rachel

## TUESDAY BIBLE STUDY REPORT

The Tuesday evening home group at Mervyn and Liz's continues to look at issues which both encourage and challenge our faith, the most recent being a video series called 'How to be (un)successful by Peter Portal of the 24/7 prayer ministry. Numbers in the group have fallen but there has been a growth in openness and trust within the group members.

Mervyn Smith

## ALLSORTS REPORT

Allsorts is growing and changing I believe. I believe also and pray that we are God's hands, feet and hearts to these lovely Ladies. We aspire to be a place where they look forward to coming to a place where they can be blessed and loved.

Last year (2023) Elaine Moore came to speak to us all about the amazing work that she and her team do at Companions.

Bev Bevan talked to us about her experience in coping with bereavement, a difficult subject for some, but Bev has lots of empathy and sensitivity.

We all enjoyed our get together in June, delicious cream teas and entertainment provided by "The Bluebird Bells" a great time was had by all.

In July and September Jane McNaughton, a qualified Physiotherapist, came to talk to us and to encourage audience participation with gentle exercises, apart from being great fun it was also very informative.

In November we had our early Christmas Dinner in the Parish Hall. We decided to self-cater this year and with a little guidance from Melvyn (Evans). After dinner entertainment was provided by Gabriela singing some songs from the Good Old Days.

2023 was a very encouraging year, we now look forward to 2024 and continuing to serve our lovely Ladies.

Lin Evans

## ST MARY'S CHARITY SHOP REPORT

2023 was a reasonably good year for the shop, with turnover being approximately £250 per week (£900 - £1000 per month. After rent and half to the Parish Hall, we are able to donate in the region of £300 to various charities, locally, regionally and nationally, which in some months has been split.

This year's charities being:

Caring matters now  
Motor Neuron Disease  
Ukraine  
Pop-in Club  
Allsorts  
Walking Football for dementia  
Bowling club  
MS Society  
Highley Carnival

Miners Playgroup  
Friday Event  
Highley Companions  
School equipment  
Brownies and Rainbows  
Miners Welfare Football Club  
Family of child suffering from leukaemia (expenses to and from hospital)

Dementia UK  
Laptops for Uganda  
Samaritans Purse Christmas boxes  
Together at Christmas meals  
PARISH HALL half share every month (which in 2024 will be donated for the new church toilet)

Plus, in December, due to the cost of living crisis, we purchased several Aldi vouchers and distributed them through the school scheme and the Food Share with just a note saying 'love from Jesus'. We do not know who received these, but we do know that the people were grateful. This was felt to be biblical and perhaps what we should be doing as a church "When I was hungry you fed me ..."

For this year, Friday Event will receive January's money towards some new equipment, plus so far First Responders towards their new vehicle.

We hope this all meets with your approval. We have not had very many applications for funding yet, but no doubt we will in the coming months and it would be good to have some guidance from the PCC as to who should receive the money. Kina has suggested that we save October-December for something big.

I should once again like to thank Roy for his unstinted support and all 15 of our volunteers, for their continued commitment, particularly Thelma for her help to me personally. Since January through illness and other commitments, it has been difficult to fully staff the shop for opening times, apart from shop window dressing and sorting/tidying and cleaning. Additional people who would be willing to spend an hour in an afternoon to carry out this task would be appreciated.

Also thank you to Carole Mills, who, new to the village, has taken on a 'Vinted' account successfully raising around £600 so far, which we count as 'extra' for any emergencies that arise. I must particularly thank Mandy for all her help with counting money every week and making sure it's distributed properly. I am most grateful and have enjoyed our weekly 'chats'!

We continue to have quite an amount of recycling which is collected every 2-3 weeks, the latest being over 300 kg! We receive 20p/kg for this. As you can imagine it's quite a task. It has to be collected from the shop daily and stored, then early in a morning, the van has to be met and bags hauled out! Any help with this would be very gratefully received. Also, we are desperate for storage as some items which go to recycle are new, but with such limited space, we have no alternative, as donations (some of them pure rubbish) arrive every day. Please if you know of anywhere suitable, let us know. Alternatively, if anyone would like to 'eBay' some things for us you are welcome to try. I have in my spare room several vintage items. I had been taking such things to auction, but with little or no return and given the cost of fuel, we have decided not to do this. Any suggestions for disposing of such items for more than we would get in the shop, would be appreciated.

Also, help with some better marketing (I just do not have the time!) We apparently have a presence on Google, which I knew nothing about and one of our customers showed me recently. It says we are open till 5pm! It may be that this is coming from our St Mary's web page, but certainly needs sorting with correct information.

Once again our thanks to Perry & Phillips for their continued generosity in allowing us to use the premises without hindrance and at such a low rent.

We hope we can continue to support and make a difference to the village and beyond with the help and love of Jesus in the coming months.

Gay Lilley, March 2024

# SAFEGUARDING REPORT

The Highley Safeguarding Dashboard indicates that we now have 62 per cent progress. This shows that there are more 'green ticks' than amber or red urgent action! marks. The current Safeguarding Action Plan is included with this report, which is an official requirement, and shows that good progress has been made on this. There are 19 Actions which need to be completed, all are amber and none are red. The two Urgent Red Actions, which were reported in last year's Annual Report, have now been fulfilled. This Report to the APCM fulfils the requirement, which will then be able to be marked as done.

A Recruitment of Ex-Offenders Policy I have developed and it was approved by the PCC.

The list of Church Activities that are organised by the church and focussed on children, young people or vulnerable adults have been made and entered on the dashboard. This includes activities such as Friday Event, Messy Church and the Sunday children activities. Other activities run by the church which involve those adults who are not vulnerable are not shown on the Dashboard, or may indicate that the activity has been suspended.

There have been meetings with the Diocesan Safeguarding Officer on several occasions and he is giving ongoing support and training to, hopefully, achieve a higher per cent completion of outstanding tasks by next year's Annual Report.

Maggie Ritchie, Safeguarding Officer

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## Highley

### SAFEGUARDING ACTION PLAN

## Level 2

### Introduction

The Church of England's safeguarding policy statement, *Promoting a Safer Church*, says:

*"All Church bodies should ensure that they have a 'Promoting a Safer Church' action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly."*

This Action Plan has been produced by an application called *Safeguarding Dashboards* for the consideration of the PCC.

**The PCC is invited to discuss, amend and approve this Action Plan.**

*Safeguarding Dashboards* has three levels:

- Level 1 - Safer Foundations;
- Level 2 - Safer Activities;
- Level 3 - Safer Practices.

Further information about these levels can be found at... <https://tinyurl.com/roadmap-safeguarding>

**This Level 2 Action Plan only covers Safer Foundations and Safer Activities.**

*Safeguarding Dashboards* can also produce a Level 3 Action Plan once sufficient progress has been made at Level 2.

Date approved by the PCC: \_\_\_\_\_

## Policies and Action Plan

	Status	Notes
<b>Safeguarding Policy Approval</b> The PCC must approve a parish safeguarding policy which complies with Church of England requirements.	The PCC has adopted 'Promoting a Safer Church' as its own safeguarding policy.	
<b>Safeguarding Policy Promotion</b> 'Promoting a Safer Church' must be publicised and promoted, and all Church Officers must have access to it.	Completed	
<b>Safeguarding Action Plan</b> The PCC must approve an action plan and review it annually.	The PCC last reviewed their Safeguarding Action Plan on 06/03/2024.	
<b>Recruitment of Ex-Offenders</b> The PCC must have a policy regarding the recruitment of ex-offenders.	The PCC last reviewed their policy regarding the recruitment of ex-offenders on 05/07/2023.	

## Safeguarding Procedures and Roles

	Status	Notes
<b>Responding to Concerns or Allegations</b>  The PCC must approve a procedure to deal promptly with any safeguarding concern or allegation (including any suspicion of abuse), this procedure is to be reviewed annually	The PCC reviewed this procedure on 25/9/2023	Updated 10/1/24 Procedure is to promptly notify Parish Safeguarding Officer who will notify Diocesan Safeguarding Officer and discuss any actions to be taken. Confidential reports to be written by PSO, cc DSO and kept updated.

<b>Parish Safeguarding Officer</b> The PCC must safely recruit a suitable person (not the incumbent or his/her partner) to the role of Parish Safeguarding Officer. The appointment is to be made in accordance with national 'safer recruitment' guidance.	A Parish Safeguarding Officer was appointed on 01/05/2023.	Maggie Ritchie appointed as Safeguarding Officer
<b>Churchwardens</b> The churchwardens must be made aware of their safeguarding responsibilities.	The churchwardens are aware of their safeguarding responsibilities.	
<b>DBS Verifier</b> The PCC must appoint at least one DBS Verifier who is responsible for the administration of DBS applications. This role may be carried out by the Parish Safeguarding Officer.	The PCC has appointed at least one DBS Verifier.	Maggie Ritchie has this role

## Learning and Development

	Status	Notes
<b>Foundation Pathway</b> This learning pathway must be completed by churchwardens, PCC members, vergers and anyone in a role which involves work with children, young people or vulnerable adults.	Training requirements were last reviewed on 10/01/2024.	training confirmation needed. (41)
<b>Leadership Pathway</b> This learning pathway must be completed by Parish Safeguarding Officers and anyone who significantly influences the culture of the church.	One person needs to complete the Leadership Pathway.	Leadership training is due to be completed this year.

## Displayed Information

	Status	Notes
<b>Safeguarding Policy Notice</b> Each church building must display a notice about its safeguarding policy.	Completed	
<b>Safeguarding Who's Who</b> Each church building must display contact details for people who have safeguarding roles.	Completed	

<b>Safeguarding Poster</b> Each church building must display a 'Promoting a Safer Church' poster.	Completed	
<b>Parish Website</b> Safeguarding arrangements must be clearly visible on the front page of a parish website (if you have one).	Completed	

## Church Activities

**AllSorts.** This activity is currently suspended.

**Ladies Social Group.** This activity is currently suspended.

### Friday Event

	Status	Notes
<b>PCC Authorisation</b> The PCC must authorise any church activity involving children, young people or vulnerable adults.	The PCC has authorised this church activity.	
<b>Risk Assessment</b> The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	Action is required.	Risk Assessment template sent and return requested
<b>Insurance Cover</b> The PCC must provide appropriate insurance cover for this activity.	This activity is covered by our standard church insurance policy.	
<b>Safer Recruitment</b> All new leaders and helpers must be appointed in accordance with the Church of England's Safer Recruitment and People Management Guidance. This must be reviewed annually.	Action is required.	
<b>DBS Checks</b> The PCC must ensure that all eligible leaders and helpers have up-to-date DBS checks. 5-yearly checks must be replaced with 3-yearly checks by January 2024 at the latest.	Some leaders or helpers need to be DBS checked.	Need to check all DBS checks are done.
<b>Safeguarding Training</b> The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Training was last reviewed on 10/01/2024.	
<b>DBS Checks (every 3 years)</b>		
The PCC must ensure that all eligible be DBS checked. done within last 3 years leaders and helpers are DBS checked every three years.	Some leaders or helpers need to	Need to confirm all DBS checks



## Open The Book

	Status	Notes
<b>PCC Authorisation</b> The PCC must authorise any church activity involving children, young people or vulnerable adults.	The PCC has authorised this church activity.	
<b>Risk Assessment</b> The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	A risk assessment was last reviewed on 13/03/2024.	Risk Assessment template sent and return requested
<b>Insurance Cover</b> The PCC must provide appropriate insurance cover for this activity.	This activity is covered by our standard church insurance policy.	
<b>Safer Recruitment</b> All new leaders and helpers must be appointed in accordance with the Church of England's Safer Recruitment and People Management Guidance. This must be reviewed annually.	This activity needs Role Descriptions for some volunteer roles.	
<b>DBS Checks</b> The PCC must ensure that all eligible leaders and helpers have up-to-date DBS checks. 5-yearly checks must be replaced with 3-yearly checks by January 2024 at the latest.	Some leaders or helpers need to be DBS checked.	
<b>Safeguarding Training</b> The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Action is required.	
<b>DBS Checks (every 3 years)</b> The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.	Action is required.	

## Messy Church

	Status	Notes
<b>PCC Authorisation</b> The PCC must authorise any church activity involving children, young people or vulnerable adults.	The PCC has authorised this church activity.	
<b>Risk Assessment</b> The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	Action is required.	Risk Assessment template sent and return requested

<b>Insurance Cover</b> The PCC must provide appropriate insurance cover for this activity.	This activity is covered by our standard church insurance policy.	
<b>Safer Recruitment</b> All new leaders and helpers must be appointed in accordance with the Church of England's Safer Recruitment and People Management Guidance. This must be reviewed annually.	This activity needs Role Descriptions for some volunteer roles.	
<b>DBS Checks</b> The PCC must ensure that all eligible leaders and helpers have up-to-date DBS checks. 5-yearly checks must be replaced with 3-yearly checks by January 2024 at the latest.	Some leaders or helpers need to be DBS checked.	
<b>Safeguarding Training</b> The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Action is required.	
<b>DBS Checks (every 3 years)</b> The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.	Action is required.	
<b>Pastoral Care</b> not active at present  This activity is currently suspended.		
<b>Children's Ministry</b> Sunday mornings		
<b>PCC Authorisation</b> The PCC must authorise any church activity involving children, young people or vulnerable adults.	The PCC has authorised this church activity.	
<b>Risk Assessment</b> The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	A risk assessment was last reviewed on 15/03/2024.	Risk Assessment template sent and return requested
<b>Insurance Cover</b> The PCC must provide appropriate insurance cover for this activity.	This activity is covered by our standard church insurance policy.	

<b>Safer Recruitment</b> All new leaders and helpers must be appointed in accordance with the Church of England's Safer Recruitment and People Management Guidance. This must be reviewed annually.	This activity needs Role Descriptions for some volunteer roles.	
<b>DBS Checks</b> The PCC must ensure that all eligible leaders and helpers have up-to-date DBS checks. 5-yearly checks must be replaced with 3-yearly checks by January 2024 at the latest.	DBS checks were last reviewed on 28/02/2024.	
<b>Safeguarding Training</b> The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Action is required.	
<b>DBS Checks (every 3 years)</b> The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.	Action is required.	

### Zoom Group

This activity is currently suspended.

### Wednesday Ladies' Group

Ladies Prayer Group no vulnerable adults attending this meeting This activity is currently suspended.

### Tuesday Bible Study Group

Adult Bible study group. No vulnerable people involved.  
This activity is currently suspended.

### Local Worship Leaders

	Status	Notes
<b>PCC Authorisation</b> The PCC must authorise any church activity involving children, young people or vulnerable adults.	The PCC has authorised this church activity.	
<b>Risk Assessment</b> The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	Action is required.	
<b>Insurance Cover</b> The PCC must provide appropriate insurance cover for this activity.	This activity is covered by our standard church insurance policy.	

<b>Safer Recruitment</b> All new leaders and helpers must be appointed in accordance with the Church of England's Safer Recruitment and People Management Guidance. This must be reviewed annually.	Safer Recruitment was last reviewed on 19/03/2024.	
<b>DBS Checks</b> The PCC must ensure that all eligible leaders and helpers have up-to-date DBS checks. 5-yearly checks must be replaced with 3-yearly checks by January 2024 at the latest.	DBS checks were last reviewed on 19/03/2024.	
<b>Safeguarding Training</b> The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Training was last reviewed on 19/03/2024.	
DBS Checks (every 3 years)  The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.	DBS status was last reviewed on 19/03/2024.	
<h2>Reviews and Reports</h2>		
<b>Reports to the PCC</b> The Parish Safeguarding Officer must give regular reports to the PCC regarding safeguarding in the parish.	The PCC last received a safeguarding report on 10/01/2024.	
<b>Reports to the APCM</b> At the Annual Parochial Church Meeting, the PCC must report on safeguarding in the parish.	The APCM received a safeguarding report dated 27/04/2023.	
<b>Review List of Church Activities</b> The PCC must confirm that the list of Church Activities on this dashboard is complete.	The PCC reviewed the list of Church Activities on 05/07/2023.	
<b>Safer Recruitment and People Management</b> The PCC must comply with the Church of England's Safer Recruitment and People Management Guidance.	The PCC needs to comply with the requirements of the House of Bishops.	