

# St Luke's Parish Church - Holmes Chapel

Minutes of the Parochial Church Council meeting held on Monday 5<sup>th</sup> November 2018

7.30pm, Massey Room, Church Hall

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| <p><b>Present:</b> Revd Paul Mason (Chairman), Rachel Copley, Alastair Cragg (Vice-Chairman) Peter Cotton, Val Cragg, Tim Fryer, Stephen Haigh, William Hall (Treasurer), Wendy Macdonald, Anne Smith, Steve Smith (Secretary), Jane Thomson and Jayne Weaver.</p>   |                                     |
| <p><b>1 Welcome and Opening</b> – the Chairman opened the meeting by reading from Colossians 3, v 12-17 followed by prayer.</p>  |                                     |
| <p><b>2 Apologies for absence</b> – Alison Dale, Ray Davies, Trevor Jenkins, John Oram, Bill Paton, Fiona Pullé, Alan Rickards and Barbara Smith.</p>  |                                     |
| <p><b>3 Minutes of previous meeting held on Monday 3<sup>rd</sup> Sep 2018</b> – on a proposal by Peter Cotton, seconded by Wendy Macdonald, these were accepted as a true record of the meeting. The minutes were then signed by the Chairman.</p>  |                                     |
| <p><b>4 Matters arising from previous meeting</b> - not dealt with elsewhere in the agenda.</p> <p>a) <b>11.2 Pianos</b> – Wendy Macdonald reported that she has discussed with Stephen Haigh potential instruments to replace the church electric piano. Stephen will be trying the selected instrument in the next few days. It costs about £2,000 and is capable of automatically transposing key. If it proves satisfactory, it will be purchased and the current piano in church moved for use in the church hall.</p> <p>b) <b>10 Website</b> – the Secretary, Steve Smith, reported that he and Trevor Jenkins were continuing to work on the replacement website at <a href="http://www.stlukesholmeschapel.uk">www.stlukesholmeschapel.uk</a>. Further content is being added over the next few weeks. Feedback on the replacement site is requested from Council members. Once enough content has been added, the temporary website at <a href="http://www.stlukesroof.net">www.stlukesroof.net</a> will be withdrawn.</p>   | <p>Wendy</p> <p>Council members</p> |
| <p><b>5 Standing Committee Report</b></p> <p>The Committee has met twice since the last Council meeting to conduct routine Church business.</p> <p>The Committee agreed to donate £250 to Olivia Middleweek, part of Genesis, in support of her fundraising (£2,000 needed) to go to Slovenia as part of International Opportunities in Girlguiding - she recently sold home-made chutney after a 10am service.</p> <p>The Standing Committee decision was fully supported by the Council.</p> <p>Peter Cotton our Person Responsible for Fire Safety has developed a Church Fire Procedure for St Luke's which has been approved by the Standing Committee and circulated to Church Council members for review and formal approval.</p> <p>Peter explained the rationale behind the new Procedure and proposed that it be adopted by the Church Council. The proposal was seconded by Alastair and agreed unanimously. The Chairman signed and dated the Procedure for the record. Peter will be arranging for suitable training to be provided for wardens and sidesmen.</p> | <p>Peter</p>                        |
| <p><b>6 Churchwardens' report</b> – Alastair Cragg reported for the Wardens' Team:</p> <p>Overall the church and hall remain in good condition and there have been no significant incidents or issues to report. As we enter the autumn period, attention will turn to winter type jobs and in particular the priority will be scheduling the servicing of all boilers in church and church hall.</p> <p><b>6.1 Church Lighting</b> – The faculty application for our lighting project is still before the Chester DAC. Following our early submission and their review we had received a series of queries and information that required attention. Although these were answered, we are now working through additional questions that have been raised with the hope that we will be able to submit all these for the November DAC meeting.</p>  | <p>Alastair</p>                     |

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| <p><b>6.2 Knutsford Road Churchyard Extension Land</b> - We have now received the grant from the Parish Council of £2,500 towards the cost of our improvements to the Knutsford Road churchyard. The area beside the pave-stones on which memorials for cremated remains will be placed has been turfed in readiness for use. Amendments to the churchyard rules are being prepared in conjunction with the Chairman, including specifications (dimensions) for memorial headstones for cremated remains. Once adopted by the Church Council it is intended to enforce the churchyard rules more stringently so that we can achieve consistency.</p> <p><b>6.3 Inspection by Archdeacon, the Venerable Ian Bishop</b> – The Archdeacon’s Inspection took place on 7th Sep 2018 before the Chairman, Jayne and Alastair. The inspection was very thorough and, although the final written report is yet to be received, he commented favourably across all aspects of the inspection and gave us a clean bill of health. It was a team effort, but thanks are due particularly to Jayne, William, Peter and Steve for their support in the preparation.</p> <p><b>6.4 Ride &amp; Stride Day – Sat 8<sup>th</sup> Sep</b> – We opened the church with refreshments for the National Ride and Stride event on 8th Sep but, with very few people visiting, we closed the church earlier than planned. Based on this, we do not propose to participate in the R&amp;R Day event in 2019. However, we will continue with occasional manned Saturday “Open Church” events but without refreshments. The next event will be scheduled towards Easter 2019.</p> <p><b>6.5 Holmes Chapel Youth Council</b> - The Parish Council is launching a Youth Council to better represent the views and ideas of young people in Holmes Chapel. A task force has been created to ensure the new council is launched with a solid operational foundation. This includes the secondary school and uniformed organisations who encompass most of the target young people. St Luke’s (represented by Alastair) and the Methodist church are also included. There has been an initial task force meeting and work will continue on the launch date and the first general open meeting.</p> <p><b>6.6 Disabled Access to Church</b> - Whilst we await the outline options from our Architects for our ‘big project’ West end access, we need to consider now improving safe access in church for wheelchair users. We envisaged that the raised Lady Chapel area would be a suitable area as the flexible seating could be quickly adapted for wheelchairs. We propose to explore this further and contact suitable suppliers about providing a temporary/moveable ramp to access the raised area.</p> <p><b>6.7 Parish Weekend 2020</b> - The next Parish Weekend is now less than two years away and we are still looking for someone to manage the organisation of this event. At present we have a reserved booking for the whole of Willersley Castle but as we proceed closer to Sept 2019, we need to confirm expected numbers and arrange entertainment etc. A full handover from the previous organisers will be available but the urgent action now is to identify who is willing to organise the event.</p> | <p><b>Secretary</b></p> <p><b>Wardens</b></p> <p><b>Council Members</b></p> |
| <p><b>7 Financial Matters</b></p> <p><b>7.1 Treasurer’s Report</b> – William Hall reported:</p> <p>Our combined income for September and October was £14,595 against expenditure of £17,728 – a shortfall of £3,100 leaving us in deficit at the end of October. Hopefully we can keep discretionary expenditure over the next two months to a minimum to avoid eating significantly into our reserves. I shall be looking at ways to balance income and expenditure more effectively in 2019 but this may be challenging in view of the 2.5% rise in our Parish Share.</p> <p>St Luke’s Brinnington is going through a challenging period. The church building, erected in the 1950s was demolished in September and the site redeveloped for a retail outlet, much to the obvious sadness of those who been part of the worshipping community for many years. Bishop Libby has shown her personal support for the congregation by taking some Sunday services in the small chapel created in the remaining Parish Centre. There are early stage plans to enlarge the worship area in the Centre.</p>  |   |

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| <p>In response, William proposed that we maintain our annual cash donation to St Luke's Brinnington of £1,250. Alastair seconded this proposal which was agreed unanimously.</p> <p><b>7.2 Planned Giving Officer's Report</b> – Jayne Weaver reported:</p> <p>Our Planned Giving Scheme is forecast to raise about £75,000 by the end of December. Unlike previous years this will not quite cover our 2018 Parish Share payment of £76,700. In 2019, as William has reported, our Parish Share will rise to £78,620. Planned Giving would need to rise by 4.8% to cover our Parish Share solely from this source of income.</p> <p>There are currently 109 people in the Scheme, 51 using weekly brown envelopes and 58 donating by regular standing order. Four new people have joined during 2018 replacing four who have left.</p> <p>If the number of people and their donations in the Scheme remain the same for 2019, we will need to raise an additional £3,600 (£300 per month) to cover the Parish Share. I will be promoting the Planned Giving Scheme in the coming months with the intention of increasing the level of income.</p> <p><b>8 Deanery Synod Matters</b> – William reported on significant items discussed at the Deanery Synod on 9<sup>th</sup> Oct 2018 at Church Lawton which he and Barbara Smith had attended:</p> <p>The meeting was chaired by the new Rural Dean, Revd Steve Clapham and centred around discussion of a paper from Bishop Peter - <b>Supporting and Developing Missional Communities</b><sup>1</sup>. The Bishop's paper was designed to promote a discussion on the purpose of deaneries and to consider whether another organisational structure and funding body might provide better support for parishes and clergy. The paper was dated May 2018 but only reached the Deanery Synod in October requesting comments by 31<sup>st</sup> Oct for consideration by the new Bishop's Council in December.</p> <p>Many in the Synod felt that the suggested reduction in the number of deaneries from 18 to 10 would be a retrograde step. Larger groupings were likely to become more distant from the parishes and their influence would decline. If deaneries were removed from their current role, parishes would need greater powers to use their funds for local initiatives.</p> <p>The paper suggested creation of a Parish Development Fund of about £1.25 million built up from higher Parish Share contributions over a period of about 5 years. There was some Synod enthusiasm for this but concern that further increases in Parish Share would have a detrimental effect on small rural parishes. Overall it was felt that such a Parish Development Fund could only be created from the Strategic Development Fund, centrally administered by the Archbishops Council and Church Commissioners, rather than by adding a further burden to hard-pressed parishes. The secretary was asked to write to the Diocesan Secretary summarising the Deanery Synod's comments.</p> <p>The Synod was advised of the following appointments:</p> <p>Revd Bernard Sword to Wheelock parish (now within the Nantwich deanery); Revd Michelle Goodrich to St Mary's Alsager; Revd Sandy Fisher to St Oswald's Brereton.</p> <p><b>9 Any Other Business</b></p> <p><b>9.1 Remembrance Sunday</b> – Alastair indicated that he had a small quantity of clear plastic "Tommy" cut-outs. These had been obtained from the "There but not there" Foundation for use by local Girlguiding in their activities for the Remembrance Centenary but they were now surplus. It was decided to review at the Flag-bearers rehearsal on Sat 10<sup>th</sup> whether there was some way they could be used on Remembrance Sunday.</p> | <p><b>William</b></p> |

<sup>1</sup> Download the discussion paper here: <http://www.chester.anglican.org/content/pages/documents/1527756028.pdf>

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| <p>Val Cragg mentioned that the arrays of knitted poppies prepared by Michelle Carter and her associates were being installed in church ready for Remembrance Sunday.</p> <p><b>9.2 Charity Commission</b> - Steve reported that the required Annual Return and Annual Report of the Trustees for 2017 (already circulated to the Church Council) had been filed online on 27<sup>th</sup> October 2018</p> <p><b>9.3 Church Hall Tablecloths</b> – Val informed the Council that the missing tablecloths had not been returned and that John Murfin was now checking through the Hall bookings to narrow down when and by whom they were last used.</p> <p><b>9.3 Retirement of Chairman</b> – Paul announced that he would be retiring and leaving the parish at the end of December 2018. This was greeted with shock and disappointment. However, Jayne on behalf of all the Council, proposed a sincere vote of thanks to Paul for all that he had done during his 15 years as incumbent at St Luke’s and wished him well for a well-deserved retirement.</p> <p><b>12 Dates of meetings:</b><br/> Monday 7<sup>th</sup> Jan 2019, 4<sup>th</sup> Mar 2019<br/> Annual Church Meetings: Sunday 7<sup>th</sup> April 2019</p> <p><b>13 Close of Meeting</b> – there being no further business, the Chairman closed the meeting with the Grace at 8.20 pm.</p> |         |

**Attachments:**

1. St Luke’s Fire Procedure as adopted by Church Council.

# St Luke's Church Fire Procedure

## **1. Preliminary Activities**

These initial activities are the responsibility of the Wardens.

- Set up microphone at back of church to enable a Warden to announce evacuation in case of fire
- Set up register of fire safety activities (including records of e.g. electricity checks)
- Fire notice to be placed (see Appendix A) in porch, North and South Aisles, Balcony.
- Review state of Fire Exit signs in church and replace if necessary.

## **2. Annual Activities**

- Various aspects of the church, such as electrics, gas boiler, fire equipment etc are to be inspected regularly. These must be recorded in a register giving name of checker, company and date together with any issues/comments.
- New Wardens and Sidesmen must acquaint themselves with this procedure, understand when and how to use fire-fighting equipment and be fully aware of their responsibilities. The necessary training will be arranged by the existing Warden(s) in conjunction with the Responsible Person for Fire Safety for those newly appointed.

## **3. Monthly Activities (Wardens)**

- Check for unnecessary paper or other flammable material in church and arrange removal and storage off site (e.g. Christmas Decorations when not in use).
- Torches to be checked and batteries replaced on a regular basis.

#### 4. Church Services and other large events held in church

| Activity  | Church services responsibility                                 | Large events responsibility                       |
|---|--|---|
| Carry out brief risk assessment of event  | N/A  | Nominated event organiser                         |
| Ensure mobile phone at hand in case of Fire   | Duty Warden  | Duty Warden                                       |
| Have working torches to hand in case of need  | Duty Warden Sidesmen   | Duty Warden, helpers nominated by event organiser |
| Announce Evacuation arrangements at start of event  | N/A  | Duty Warden                                       |
| Unbolt all doors (inc. Balcony if in use)   | Sidesmen   | Duty Warden and nominated helpers                 |
| Encourage/invite those with mobility issue to sit near exits  | Duty Warden/Sidesmen   | Nominated helpers                                 |
| Sit close to all exits (inc. Balcony if in use) equipped with working torch ready to fully open doors   | Sidesmen   | Nominated helpers                                 |
| <b>In case of Fire</b>  |  |   |
| Assess situation  | Duty Warden  | Duty Warden                                       |
| Phone fire brigade/ contact via station emergency button  | As nominated by Duty Warden                                    | As nominated by Duty Warden                       |
| Announce calm evacuation using microphone; signal alarm to Tower Ringing Room pressing bell-push x3   | Duty Warden  | Duty Warden                                       |
| Immediately open all doors fully  | Duty Warden and Sidesmen                                       | Duty Warden and nominated helpers                 |
| Usher people through each door, helping those who need it. Exit from Balcony via outside steps -internal stairs NOT to be used  | Sidesmen and any other Wardens present                         | Nominated helpers and Duty Warden                 |
| All to assemble at the Barclays Bank end of Churchyard. <b>Note:</b> any evacuated from the balcony or South (Red Lion) door to be directed around the back (East end) of the church <b>NOT</b> past the front West door. | Sidesmen and any other Wardens present to ensure this happens. | Nominated helpers                                 |
| Check to ensure all have exited   | Duty Warden  | Duty Warden                                       |

**Note that for all activities, this must never be at expense of personal safety. The Balcony must be roped off when not in use.**

#### 5. Other notes for consideration

It is not planned that there will be any evacuation drills. However, if the Wardens consider for any reason that this is advisable, then this will be arranged by the Wardens. The Church Council will be informed and details of any such drill will be recorded in the register.

# ST LUKE'S FIRE ESCAPES AND POSITION OF EXTINGUISHERS

**In the event of fire please exit via the shown exit points when instructed and assemble at Barclays Bank end of the Churchyard**

