

# St Luke's Parish Church - Holmes Chapel

## Minutes of the Parochial Church Council meeting held on Monday 4<sup>th</sup> March 2019

### 7.30pm, Massey Room, Church Hall

	Actions
<p><b>Present:</b> Alastair Cragg (Chairman), Rachel Copley, Peter Cotton, Val Cragg, Alison Dale, Tim Fryer, Stephen Haigh, William Hall (Treasurer), Trevor Jenkins, Wendy Macdonald, John Oram, Fiona Pullé, Alan Rickards, Barbara Smith, Steve Smith (Secretary), Jane Thomson and Jayne Weaver (Vice-Chairman).</p>	
<p><b>1 Welcome and Opening</b> – the Chairman welcomed everyone to the meeting and set the context by reading from Luke 10, v38-42, followed by prayer.</p>	
<p><b>2 Apology for absence</b> – Ray Davies, Bill Paton, Anne Smith.</p>	
<p><b>3 Minutes of Council meetings on 7<sup>th</sup> January dealing with (a) matters concerning the parish vacancy and (b) general parish matters</b> - both sets of minutes were accepted as a true record of the meetings: (a) proposed by Barbara Smith and seconded by Peter Cotton; and (b) proposed by Fiona Pullé and seconded by Alan Rickards. The minutes were then signed by the Chairman.</p>	
<p><b>4 Minutes of Council meeting on Monday 11<sup>th</sup> February</b> – with two minor amendments, the minutes were accepted as a true record of the meeting on a proposal by John Oram, seconded by Val Cragg, and were then signed by the Chairman.</p>	
<p><b>5 Matters arising from previous meetings</b> - not dealt with elsewhere in the agenda.</p>	
<p>a) <b>Amended Churchyard Regulations 2007</b> – the Secretary confirmed that copies of the amended regulations have been sent to local firms of funeral directors.</p>	
<p>b) <b>Organ</b> – Wendy reported on further discussions with Carter &amp; Carter about their estimate of £35,000 for maintenance, repair and refurbishment of the pipe organ. They envisaged that the work would be carried in four phases with pricing valid until February 2020. She stressed that none of the work is yet urgent but might become so. It would be prudent to anticipate this, and grants may be available towards the cost. The Treasurer confirmed that there is an existing Organ Fund of about £3,000 which could be reactivated. The Council agreed that this should be done and that any profits from the coming Music Festival could be allocated to the Organ Fund. Wendy was authorised to investigate further fundraising in consultation with our other organists, Stephen Haigh and Peter Cotton, and report back. She also agreed to write about the need for the work on the organ in a future article in the Magazine.</p>	<b>Wendy</b>
<p>c) <b>Parish Profile</b> – the profile has been finalised and submitted to the Diocese together with the required parish Fact Sheet and the vacancy advertised nationally in the Church Times at a cost of £725.84. The final version<sup>1</sup> was substantially the same as the printed version provided to the Council on 11<sup>th</sup> Feb but with a reworked Section 8, two Appendices with attendance and financial statistics as well as some corrections and minor rewording, following suggestions from Council members.</p>	
<p>d) <b>Parish Weekend 25-27 September 2020</b> – the Chairman reminded the Council that it was becoming urgent to find someone to take over organisation of the 2020 weekend booked at Willersley Castle. The Council had unanimously agreed to the new booking and payment of the deposit at its meeting on 14 Nov 2017. Unless someone can be found to organise the event by June/July this year, it may be necessary to abandon the booking<sup>2</sup>.</p>	<b>Council Members</b>
<p>e) <b>Bishop Libby's farewell service</b> – our former vicar Paul will be representing the parish at the Eucharist service in Chester Cathedral at 11am on Saturday 30<sup>th</sup> March.</p>	

<sup>1</sup> A copy of the final version of the Parish Profile was sent by email to the Church Council on 18<sup>th</sup> Feb 2019.

<sup>2</sup> **Post meeting development:** a couple has now volunteered to coordinate the 2020 Parish Weekend.

	Actions
<p><b>6 Standing Committee Report</b> - The Committee has met twice since the last January Council meeting to conduct routine Church business and manage aspects of the Interregnum where good progress is being made.</p> <p>The draft Parish Profile, shared with the Council at the special meeting on 11<sup>th</sup> Feb, was further revised and agreed by the Standing Committee and submitted to the Diocese for publication. The vacancy has been posted in the Church Times as well as on the Church of England vacancy list to ensure national exposure. The closing date for applications is 2<sup>nd</sup> April. The Chairman and Jayne as the parish representatives will then join the other selection panel members to shortlist the candidates for interview possibly in early May.</p> <p>Formal thanks were recorded to all Council members for their submissions and input to the Profile and to the Secretary for his effort in helping its creation. A lot of time was spent on it and the finished product looks professional and truly representative of St Luke's and Holmes Chapel.</p> <p>No other significant items arose needing further consideration by the Council.</p> <p><b>7 Churchwardens' report</b> – Jayne Weaver reported for the Wardens' Team:</p> <p><b>7.1 Church Lighting</b> – We have received further clarifications from the Diocesan Advisory Committee (DAC) regarding material still required in our faculty application and have now engaged the services of Bench Architects to assist with providing final answers so that we can progress this project.</p> <p><b>7.2 Church Heating</b> – Only one of the two church gas boilers is currently operational but has recently been serviced at the same time as the Church Hall heating system. Parts are awaited to repair the second church boiler which failed over the Christmas period.</p> <p><b>7.3 West end development project update</b> – We have recently met with Bench Architects to continue discussions about our potential 'Big Project' at the west end of the church. They are preparing some high-level conceptual drawings/designs to help shape our thinking about possible project options. We plan to visit the Chester Records Office with them in April to review the information held there about St Luke's architectural heritage, as this would be needed in support of any future development option.</p> <p>We are still very much in the early stages and we will be sharing the conceptual plans with the Council in due course. There is no commitment for the Council to proceed with any of the options proposed. However, the underlying key requirements, for example safe access to, and within, the church for everyone, will have to be addressed in some way, and the specialist surveys by Bench Architects will be of value in relation to any future west end project.</p> <p><b>7.4 Retirement Party</b> – We were delighted that so many people attended Paul's retirement party on Sat 26<sup>th</sup> Jan. The event had a very relaxed and casual feel and enabled us to celebrate Paul's time with us at St Luke's and to wish him well in his retirement. The final collection for Paul was in the region of £2,000. We would like to thank Val for arranging the catering (from Jane Rudd), Fiona and Genesis for creating a lovely retirement card and Rich from the Bottle Bank for the donation of the beer. The Secretary will write to Jane Rudd and Rich formally thanking them for their help with the event.</p> <p><b>7.5 Thanksgiving Event for Sidesmen</b> – We held an evening meeting to say "thank you" to our Sidesmen on Friday, 1st March. The evening was an opportunity to update them on developments in church, including our fire safety procedures and to share cheese and wine. This was well attended and something we propose to hold on an annual/bi-annual basis.</p> <p>Val Cragg formally proposed a vote of thanks to Jayne for organising such a successful evening. This was echoed by the rest of the Council.</p>	<p style="text-align: right;"><b>Secretary</b></p>

	Actions
<p><b>7.6 New 2019 Electoral Roll</b> – A new Electoral Roll is required for the Annual Parochial Church Meeting on 7th April 2019. Everyone including those already on the current roll needs to complete a new enrolment form. A letter and form have been sent to everybody on the present Electoral Roll inviting them to enter the new Roll. Information about the new Roll has appeared in the Sunday Link and been announced before Sunday services for the past month and articles published in the February and March magazines, and on the website. Forms need to be returned to Wendy Bond, Electoral Roll Officer, or to a Churchwarden by Sunday 17th March so that the new roll can be completed for display in church from the following Sunday 24th March.</p> <p>Council members were urged to encourage all church members to complete an enrolment form.</p> <p><b>8 Treasurer’s Report<sup>3</sup></b> – The full set of accounts for 2018 is awaiting examination by Mike Cooke and is expected to be available shortly.</p> <p>In 2018, day to day expenditure resulted in a year end deficit of £1,084 when fabric/project expenditure is added the overall deficit was £10,495.</p> <p>The 2018 budget estimate in January was for a surplus of £8,650 in day to day expenditure whereas a deficit of £1,084 resulted. The 2018 budget estimate for income was £131,000 whereas over £138,000 was achieved, in part because of additional funeral fees received (gross £17,318 against £12,000 budget estimate). Similarly, both the Gift Aid tax repayment of £17,000 and sundry income of £2,739 were higher than the budget estimates.</p> <p>Parish share increased by 2.5% over 2017 as budgeted to £76,626 but vergers’ fees including organists for weddings and funerals at £4,419 exceeded the budget of £2,000. Expenditure on utilities for the church and vicarage was lower than budget, perhaps due to a warmer summer. Council tax payments for the vicarage were also lower than budget, benefiting from a belated claim for a 25% reduction for single person occupancy. Our extra expenditure came from an increase in Diocesan fees of £6,000 and churchyard maintenance and gardening costs by £3,500 over the budget estimates, the latter partly due to additional work in setting up the Knutsford Road churchyard new extension land.</p> <p>Expenditure on projects and fabric in 2018 totalled £17,239. This was partly offset by a grant of £2,500 from the Parish Council towards establishing the new churchyard land, a legacy of £1,000, further donations of almost £2,000 in 2018 towards the cost of the new chancel chairs, and a refund of VAT from a claim under the Listed Places of Worship Scheme for the chancel reordering work. The deficit of £8, 875 was provided by dipping into our fabric account reserves. These reserves are insufficient to pay for the fabric projects already under way (Bench Architects west-end options study - £6,512 outstanding) or scheduled (church lighting project – estimated in 2018 at £26,400) for 2019 and will require us to use general account monies reducing our overall level of reserves.</p> <p>The position at the end of February this year shows a net surplus of £11,000 following a recent Gift Aid tax repayment. However, it is not yet clear what extra expenditure will result from the interregnum and so the budget for 2019 has not yet been finalised. The possibility of releasing monies from one or more of the restricted funds will be considered.</p> <p>The Chairman thanked William for his report and for preparing the annual accounts and asked for questions. Tim Fryer asked what was envisaged in the £3,000 project shown for improvements to the church sound system. The Chairman explained that such a project is not currently scheduled<sup>4</sup>. He believed the current system was performing adequately, feedback problems having largely eliminated after adjustments to speaker and microphone positions.</p>	<p><b>All Council Members</b></p>

<sup>3</sup> This report was given after distribution of sheets showing summary income & expenditure, outcome against budget and project/fabric expenditure for the calendar year 2018 – see Appendix with minor amendments at 17 Mar 2019

<sup>4</sup> Consideration of improving the church sound system deferred at Council meeting on 8 Jan 2018

	Actions
<p><b>9 Preparation for Annual Parish Meetings – Sunday 7<sup>th</sup> April</b> - The Secretary outlined arrangements for these meetings which will be held consecutively at 9.30am and will be followed by a service of Holy Communion conducted by the Revd Rick Gates. This will be the only service that day.</p> <p>The first, the Meeting to elect Churchwardens for the coming year, may be attended by anyone on the new Church Electoral Roll or who lives in Holmes Chapel and is on the local government Register of Electors. The second, our Annual Parochial Church Meeting (APCM), will follow. At this meeting, only those on the new Church Electoral Roll may vote to elect members of the Parochial Church Council (PCC), Assistant Churchwardens and Sidesmen. Nomination forms for these positions have been available at the back of church since Sunday 3<sup>rd</sup> March.</p> <p>It is already clear that our new Electoral Roll (which will be compiled by Wendy Bond after the final applications are received on Sunday 17<sup>th</sup> March) will have less than the 200+ members needed for us to continue to have our current level of 15 elected lay Council members. A third of the current Council is due to retire on the 3-year annual cycle this year: Peter Cotton, Alison Dale, Ray Davies, Trevor Jenkins and John Oram. All are eligible for re-election but only three may be elected taking us to the maximum of 12 lay members allowed for an Electoral Roll number of 100-199.</p> <p>In order to avoid the disruption and potential upset of a competitive election but ensure that we can retain the contribution of all these individuals on the Council, particularly while we are managing the interregnum, the Secretary proposed the following solution be adopted:</p> <ol style="list-style-type: none"> <li>a. A motion is proposed for adoption at the APCM to permit the Council to co-opt as a member thereof any appointed Assistant Churchwarden (not being an elected Council member) for the period of their appointment;</li> <li>b. The three retiring Assistant Churchwardens seek nomination for election for the coming year in the usual way – note: two of these are already elected Council members;</li> <li>c. Three of the five currently retiring Council members seek nomination for re-election at the APCM for a 3-year term in the usual way; and</li> <li>d. At the first meeting of the new Council, it co-opts until the next APCM the Assistant Churchwarden not already an elected Council member and also the remaining retiring Council member – note: the Council may co-opt a maximum of two people.</li> </ol> <p>After some general discussion, Tim Fryer seconded the proposal which was then unanimously approved by the Council.</p> <p>An advance copy of the Annual Report and of the Summary Accounts for 2018 will be available for inspection in church from Sunday 31<sup>st</sup> March. The leaders of Church groups have been requested to send their reports of activities since the last APCM to the Secretary for inclusion in the Annual Report. The new Electoral Roll will be displayed at the back of church from Sunday 24<sup>th</sup> March until the APCM for checking for errors. It will then come into effect from the start of the APCM.</p>	<p><b>Secretary</b></p>
<p><b>10 Deanery Synod Matters</b> –The Treasurer reported that the Synod had met at St Mary’s Alsager on 13<sup>th</sup> February, chaired by the Lay Chairman in the absence of the Rural Dean, Revd Steve Clapham. Barbara Smith had also attended as a representative from St Luke’s The Treasurer, Albert Crew, had presented the Synod’s financial report showing a net cash balance of about £3,500 after payment of all expenses. It was decided that no fee levy would be made on deanery parishes during 2019 unless it became unavoidable.</p> <p>Various personnel changes were announced: Paul Withington is now at Weaverham; David Taylor retires from Congleton in March; Darrell Speedy retires from Barthomley after Easter; Darren Ward is the new vicar at Christ Church Alsager; Bishop Libby has now left to become Bishop of Derby; and Bishop Willy of Gawsorth retired at the end of 2018.</p> <p>There is to be a band concert at Elworth in aid of the Agricultural Chaplaincy in the deanery on 23<sup>rd</sup> March.</p> <p>Revd Jeff Cuttell of Astbury gave a presentation about when (and why) faculty fees are charged. In our diocese there is considerable uncertainty even at the DAC secretary and Archdeacon level about when they are to be charged and as to what constitutes “fabric” – Astbury have been</p>	

	Actions
<p>charged for repairs to church gates and organ. Evidently at least 12 of the 41 dioceses in England have already decided not to charge any faculty fees. In view of this and the high level of fees charged by Chester, it was agreed to write to the DAC in time for its next meeting urging that the diocese should follow suit and not levy any fees on the parishes in connection with faculty applications.</p> <p>The next meeting of the Synod is scheduled for 13<sup>th</sup> June 2019.</p> <p><b>11 Any Other Business</b></p> <p><b>11. Setting God's People Free</b> – Tim Fryer drew attention to this Church of England initiative to change the culture of the church locally and nationally to more clearly recognise and use the faith of ordinary Christians in their everyday lives and workplace. More information and resources can be obtained at <a href="http://www.churchofengland.org/sgpf">www.churchofengland.org/sgpf</a>.</p> <p><b>11.2 Locking of Church</b> – Jane Thomson asked that arrangements for locking the church be reviewed to ensure that anyone taking the opportunity to lock the church earlier than the allotted time informed the person rostered to do so in advance to prevent unnecessary journeys.</p> <p><b>12 Date of next meeting:</b></p> <p>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 at 8.50 pm with the Grace.</p>	<p>Chairman</p>

**Appendix**  
(Church Council Minutes Mtg 4th March 2019)

St Luke's Church Hulme  
2018 Day to day Income Expenditure  
Jan forecast versus Dec actual

INCOME	Forecast @Jan18	Comments (Jan18)	Actual @Dec18	Comments (Jan 19)
Planned Giving (includes white envelopes)	£75,000	based on 2017	£74,245	PG down by 4 or 5K (leavers)
Collections	£7,000	ditto	£6,334	
Donations over £100	£ 4,000.00	all sources inc legacies	£3,119	
PCC Fees	£12,000.00	based on average last 5 years	£17,318	gross
Magazine Sales & Advertising	£4,000.00	approx break-even position	£4,288	
Gift Aid Repayments 2017/18	£17,000.00	including GASDS	£18,310	
Sundry Income	£1,000.00		£2,739	
Church Hall Income	£11,000.00	based on average last few years	£11,460	
Dividends & Interest			£566	
<b>Other - not forecast</b>				
	<b>£131,000</b>		<b>£138,379</b>	

EXPENDITURE	Forecast @Jan18	Comments (Jan18)	Actual @Dec18	Comments (Jan 19)
Vicar's Expenses	£5,000	based on 2017	£4,980	
Vergers fees	£2,000	includes locums etc	£4,419	inc organists for weddings + funerals
Council Tax	£2,250	allowing for s/d 25% discount	£1,020	s/p allowance used for 2018/19
Water Charges	£500.00	average £50 pcm	£529	church + vicarage
Gas/Electric	£6,500.00	church + vicarage	£4,672	£2007 vicarage £2665 church
Insurance	£2,400.00	church cost only	£2,314	
Church Hall Expenses	£ 10,500.00	based on recent years	£11,021	
Magazine Costs	£ 4,000.00	break-even position	£4,656	
Diocesan fees	£600.00	based on 2017	£6,603	faculty fees not included
Admin expenses	£1,000.00	newsletters + local mission	£1,720	includes new copier
Alter Expenses	£800.00		£1,505	inc organ tuning
Music festival etc	£1,000.00	includes organist's honorarium	£600	
Youth & Sunday School	£ 1,500.00		£926	
Gardening - Church & Cemetery	£4,000.00	regular works not laying out churchyd extn	£7,557	
Charity giving	£1,800		£6,675	
Parish Share	£76,700.00	increased by 2.5% from 2017	£76,626	
Church Repairs & Maintenance	£1,800	small items only- test from Fabric fund	£3,640	
<b>Other - not forecast</b>				
	<b>£122,350</b>		<b>£139,463</b>	

Projected surplus/loss

£8,650

-£1,084

INCOME

<u>Ref</u>	<u>2017</u>	<u>INCOME</u>	<u>2018</u>
	<u>£</u>		<u>£</u>
101	66,049	Planned Giving	65,960
201	7,155	White Envelopes	5,333
601	17,398	Gift Aid tax repayments	18,310
3+501	9,683	Collections	9,285
410/550	6,241	Donations, appeals etc	6,954
701	100	Legacies	0
8A1	4,079	Non-recurring grants	5,384
	467	Insurance claim received	0
901/230	7,535	Other receipts	2,101
910	686	Social activities	727
1250/60	3,961	Magazine	4,287
1001/20	475	Dividends + interest	566
1101	15,797	PCC fees	17,318
1230	13,617	Church Hall lettings etc	12,696
	<b>153,243</b>	<b>Total £</b>	<b>148,921</b>
	<u>£</u>	<b>EXPENDITURE</b>	<u>£</u>
1901	4,843	Diocesan fees	6,488
2370	950	Locum fees	656
120/30/4	5,167	Vicarage expenses	3,519
2101	4,980	Vicar's expenses	4,980
2001	8,479	Other staff costs	8,268
1910	74757	Parish Share	76626
1710		Survey Costs	1248
1801/5	4825	Charities	6794
2170	27	Education	0
2201	38	Training & Mission	115
2320/4	2951	Upkeep of services	1568
2301	2198	Insurance	2314
2330	438	Church maintenance	1469
2560	2410	Hall maintenance	2788
2350	5731	Churchyard upkeep	7557
1730	1034	Social Committee	561
2501	4812	Magazine +other exps	6266
2601	35	Governance costs	35
2401	2408	Church utilities	2702
530/4/7/	2985	Church Hall utilities	2967
2550	706	Hall insurance	717
2360	904	Administration	1685
#####	24910	Church repairs	2423
2820	195	Hall repairs	0
2840		Churchyard extension	9800
		Chancel furniture + piano	7870
	5290	Parish Weekend	0
	<b>161,073</b>	<b>Total £</b>	<b>159,416</b>
	<b>-7,830</b>	<b>Income less Expenses</b>	<b>-10,495</b>

**St LUKE's CHURCH PROJECTS and FABRIC EXPENDITURE for 2018**

<b><u>Projects and expenses incurred</u></b>	<b><u>Paid</u></b>	<b><u>Outstanding c/f</u></b>
Security cameras (and associated hardware)	£ 1,218 =	nil
Lighting Works in church (est)	nil	£26,400 =
Faculty fee for lighting	£ 293.80	nil
Organ renovations (to launch in 2019)	nil	£36,000 =
Treske- balance of chancel furniture costs (includes final sum to Beech & Co etc)	£ 6,166.32	nil
PTSG- lightning conductor inspection	£ 84 =	nil
Churchyard extension works:-		
Cheshire East – fee for planning etc	£ 289 =	nil
Path & foundations for ashes plots	£ 6,100 =	nil
Bench = report on possible access & west end works	£ 3,088 =	£6,500 =
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	£17,239.12	£68,900 =

**Additional funding obtained in 2018**

LPOW claim	£2,883.67
H/C P C grant re churchyard	£2,500 =
Gift from estate of Doris Whelan	£1,000 =
Donations for chairs etc	£1,980 =
Balance from church funds	£8,875.45
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	£17,239.12