

# Parish Church of St Luke – Holmes Chapel (Church Hulme)

## Minutes of the Parochial Church Council

### held in The Massey Room

Monday 13<sup>th</sup> November 2023, 7.30 pm

		Actions
	<b>Present:</b> Canon Rob McLaren (Vicar and Chairman), Janet Chettle, Rachel Copley, Peter Cotton, Tim Fryer, Stephen Haigh, William Hall, Trevor Jenkins, Steve Smith, Charlotte Webb, Allan Whiston	
1.	<b>Welcome and Opening:</b> – Rob welcomed everyone and set the context by focusing on Article 20 from the 39 Articles of Religion of the Church of England – Of the Authority of the Church Prayers were said.	
2.	<b>Apologies for absence:</b> – Yvonne Janvier, Wendy MacDonald, Fiona Pulle, Alan Rickards, Barbara Smith, Jayne Weaver	
3.	<p><b>Chairman’s Report</b></p> <ul style="list-style-type: none"> <li>a) It has been an encouraging year for new people joining us. However nearly all these people have been Christians elsewhere. This highlights how hard it is to attract new people to Church.</li> <li>b) The growth is good, but we are due to meet some challenges for next year. We need two new Church Wardens, and we are likely to need a new Genesis leader at some point next year.</li> <li>c) Christmas Services were very well attended last year. There was weaker attendance at the 9am service on Christmas Day. The invitation cards that we used helped in addition to the Churches together Christmas card. This year people will be coming into Church during the Christmas Market so I propose to use invitations again and the same banner. We just need to alter the date.</li> <li>d) At the next PCC Meeting we will look at the Diocese of Chester vision statement and see how helpful it is for us.</li> <li>e) BT Openreach visited the vicarage and the spent the day in the vicarage garden replacing old cable. They mentioned that we are eligible for a payment. We could have a one-off payment which seemed a better deal. Rob will donate this to the Church.</li> </ul>	<b>Steve offered to alter the date on the banner.</b>
4.	<b>Minutes of the meeting Monday 11<sup>th</sup> September 2023</b> – these had been circulated. Their acceptance was proposed by Steve and seconded by Peter, with one absentee and accordingly adopted by those present as a true and accurate record of the meeting. The Minutes were signed by the Chairman.	
5	<b>Matters arising from the previous meeting (not dealt with elsewhere on the agenda).</b>	

	<p>a) The Knitted Bible was a great success, particularly the school visits.</p> <p>b) The CCTV cameras are up and running. It was noted that we need to be aware of privacy.</p> <p>c) Discussion around the stone wall repairs and the tree removal. We can lower the step to give disabled access, but Diocesan approval will be needed.</p> <p>d) Rob has been working hard to find clergy to stand in when he is unavailable and has booked some already.</p> <p>e) As part of the AV upgrade, it was discussed that we may need to replace the projector. It was agreed that those running the project should consider this.</p> <p>f) Peter mentioned that there is nowhere else to put the flower decorations that are currently stored in the gallery.</p>	
6.	<p><b>Treasurer's Report</b> – A report outlining the current financial position was given out. Trevor went through the reports, invited questions, and highlighted the following: -</p> <p>We may have a surplus in the general fund due to increases in planned giving, last year. However, we still must bear the full cost of energy increases going into the winter. Also, we have the cost of tree removal and wall repairs. Steve has asked for quote for the wall repairs and is expecting this in the next few days.</p> <p>Our reserves policy of 3 months is now approaching 4 but given the works that need doing will leave this for now.</p>	
7.	<p><b>Charitable Donations</b></p> <p>Trevor had sent out a chart showing charitable donations for the last three years.</p> <p>Added to this it was agreed: -</p> <p>£571 for the Royal British Legion</p> <p>£1250 for St Lukes Brinnington</p> <p>£500 Salta Parish of St Andrews Argentina</p> <p>£500 Church Planting Initiative Argentina</p>	
8.	<p><b>Standing Committee and Church Warden's Report</b></p> <p>Jayne had sent a report out and as she was unable to make the meeting asked for any question to be sent to her or Janet.</p> <p><b>Harvest Festival</b></p> <p>Generous donations were received at the Harvest Festival services on 1<sup>st</sup> October. Fresh fruit and vegetables were taken to the Middlewich and District Food Bank and tins and dried goods were delivered to the Storehouse Food Bank in Congleton. Thank you to Janet Chettle and the flower arrangers for the decorations in church and for the wheat sheaf and bread decorations arranged by Mike and Barbara Street and supplied by Mandevilles.</p> <p><b>Audio/Visual equipment for church</b></p> <p>The mixer desk for the upgraded church audio system will be installed in the week beginning 20<sup>th</sup> Nov. The installation of the new cameras for live streaming of some services and new monitors in the gallery to improve</p>	

visibility of services awaits faculty approval. We will need to involve an architect to oversee aspects of the installation following approval.

**Smart thermostat**

The Standing Committee agreed to the purchase of a smart thermostat to control the church heating remotely at the one-off cost of approximately £200. This would enable the heating in church to be set for additional services such as funerals and weddings or if the outside temperature changed suddenly, without the need to go into church and adjust the timer.

**Repairs to stained glass windows**

Some erosion to the lead has been identified on the stained-glass windows on the Red Lion side of the church. A specialist-stained glass restorer will be approached to advise on repairs.

**Damage to the boundary wall**

Steve Smith is liaising with the Diocese about the necessary removal of beech trees near the gate beside the Red Lion causing the stone boundary wall to bulge out into Church View. The wall is bulging due to pressure caused by tree roots, possible poor drainage, and the result of a vehicle collision. As the trees are in the village conservation area, permission to fell the trees will also be needed from Cheshire East.

**CCTV notice**

A notice will be displayed in the Church Hall to advise that CCTV is in operation.

**Tesco Window display**

Peter Cotton has arranged for St Luke's to have use of the Tesco window for a display from 12<sup>th</sup> December – 2<sup>nd</sup> January 2024. The subject of our display is to be agreed.

**DBS checks**

DBS checks for all PCC members and those leading Exodus, Genesis and Early Birds are being updated. Thank you to all who have submitted their documents for checking. DBS certificates are required to be renewed every 3 years.

**Bellringer's 65 years' service**

Dave Phillips 65 years' service as a bellringer at St Luke's was acknowledged at the 10.30am service on Sunday 5th November. Flowers were presented to Dave's wife.

It was noted in the meeting that given the urgency separate applications for the tree removal and wall repairs may be made quickly by List B (Archdeacon's approval) rather than by full faculty.

It was also noted that the wiring routes for the new streaming cameras and monitors are important to gaining the necessary faculty approval and will need architect advice and involvement during installation.

**9. Safeguarding:** - Allan had provided a report which had been circulated to PCC members.

There has been limited activity to improve safeguarding training compliance since the September meeting. In fact, the PCC compliance for “Basic” training has dropped from 100% to 94% since the September report. The process I have implemented to ensure that we maintain compliance is as follows:

- for me to write to individuals approximately six weeks prior to the expiration date of their training expiration date (3-year cycle). It is then up to the individual to retake the necessary training on or prior to that date in order to maintain compliance and ongoing membership of the PCC.
- once a training module has been (re)taken trainees should, when prompted by the system, enter my safeguarding address [sfgd@stlukesholmeschapel.uk](mailto:sfgd@stlukesholmeschapel.uk) . This will allow me to view the Diocesan training records and update the local St. Luke’s record accordingly.

There are nine training expiry dates during January 2024 and if these are not refreshed then the PCC’s compliance will drop to below 50%.

**Safeguarding Training Status (as of 13 November 2023)**

Training type	Basic	Awareness of Domestic Abuse	Foundations
<b>Group compliance</b>			
PCC	94%	94%	94%
Parent & Toddler	75%	50%	Not applicable
Genesis	100%	100%	Not applicable
Exodus	100%	100%	Not applicable

Concerns regarding the Dance Classes held each Thursday afternoon/early evening were brought to my attention early in September. These concerns were not directly related to safeguarding but the conduct of the children. There are several classes held between the hours of 16:00 and 20:30.

I have reviewed the details of the agreement between St Lukes and the organisation in question and met with the organisation’s representative along with Barbara Street on 19 October. Several issues were identified with the agreement, which was put in place last April, namely, in summary:-

1. The organisations owner has franchised the classes unbeknown to St. Luke’s
2. There was no insurance in place by the franchisee.
3. There was no safeguarding policy in place.

	<p>4. The Agreement as agreed was for a 16:30 start but classes commence at 16:00 following a 15-minute preparation time.</p> <p>5. The child / supervisor ratios were not applied in most cases (dependent upon the age range for each class)</p> <p>6. There were no agreements in place between the organisation and parents of the attendees (e.g., no emergency contact details, medical conditions, or if photos could be taken of a child).</p> <p>Following the 19 October meeting, the franchisee has since addressed all the points raised and issued documentation verifying the actions taken.</p> <p>During my review, an opportunity was identified to improve the process for booking the Church Hall to make it more robust around safeguarding. I subsequently met with Trevor to share those opportunities who has further developed the hiring process within the Church Hall Management Committee.</p>	
10.	<p><b>Deanery synod report</b> Tim had submitted a report which had been circulated to PCC members. He noted that 90% of the meeting concerned the new vision which we will be discussing in January.</p> <p>MEETING HELD ON TUESDAY 17th OCTOBER 2023 AT ST MARY'S CHURCH, SANDBACH</p> <p>I have to say that this was the coldest church I have been in and the fact that there were rugs at the ends of each pew reflect their efforts to save on heating costs.</p> <p>The bulk of the meeting was taken up with a presentation of the Diocesan Vision: 'Together in Christ, sharing hope'.</p> <p>The Rev Peter Froggart (Director of Outreach) introduced the vision and was supported by several other members of the team.</p> <p>I have passed on a pack containing leaflets outlining the vision and manuals for guidance and how they might support us in the Parishes. Rob will be sharing something of this in the new year.</p> <p>Other business took very little time and the meeting ended at about 9.30pm.</p>	
11	<p><b>Any other Business: -</b></p> <p>a) It was noted that the upgraded AV system would be installed on 20<sup>th</sup> November.</p>	
12.	<p><b>Future PCC Meetings</b> (normally 7.30 pm 2<sup>nd</sup> Monday in the month – the venue will be confirmed when the agenda is sent out)</p> <p><b>Dates of Future Meetings: -</b>  <b>8<sup>th</sup> January 2024, 18<sup>th</sup> March 2024 (note change of date.) Future Dates will be agreed at the January meeting.</b></p>	

	<b>Annual Church Meeting Sunday 5<sup>th</sup> May 2024</b>	
13.	<b>Close of Meeting</b> – there being no further business the meeting closed with Prayer. The meeting closed at 8.45pm	