

St Luke's Parish Church - Holmes Chapel

Minutes of the Parochial Church Council meeting held on Monday 3rd September 2018

7.30pm, Massey Room, Church Hall

	Actions
<p>Present: Revd Paul Mason (Chairman), Peter Cotton, Val Cragg, Alison Dale, Ray Davies, Tim Fryer, Stephen Haigh, William Hall (Treasurer), Trevor Jenkins, Wendy Macdonald, Bill Paton, Fiona Pullé, Anne Smith, Steve Smith (Secretary), Jane Thomson and Jayne Weaver.</p>	
<p>1 Welcome and Opening – the Chairman opened the meeting by reading the first part of 1 Corinthians 13 from the Message Bible followed by prayers.</p>	
<p>2 Apologies for absence – Rachel Copley, Alastair Cragg, John Oram, Alan Rickards and Barbara Smith.</p>	
<p>3 Formal Matters – Ray Davies proposed, seconded by Jane Thomson that the Health & Safety Policy be formally adopted. The Policy is based on a template from Ecclesiastical Insurance Group and had already circulated to Council members with the meeting agenda. The Council unanimously approved adoption of the Policy which was then signed by Jayne Weaver as Health and Safety Officer.</p>	
<p>4 Minutes of previous meeting held on Monday 2nd July 2018 – on a proposal by Tim Fryer, seconded by Peter Cotton, these were accepted as a true record of the meeting. The minutes were then signed by the Chairman.</p>	
<p>5 Matters arising from previous meeting - not dealt with elsewhere in the agenda.</p> <p>a) Baptism Follow-up – this topic will be discussed at the November meeting after the Chairman had met with Anne Smith and Fiona Pullé.</p> <p>b) New Lectern – the lectern has now been returned by the suppliers, Treske, now fitted with a removable base allowing it to be used at two heights for reading. Tim Fryer asked if the wooden rails on the organ side of the chancel could be repositioned to assist people stepping onto the raised platform to read from the lectern.</p> <p>c) Remembrance Service - Alison Dale asked if the flowers on either side of the cenotaph could be changed to include more red as we approached Remembrance Sunday. The British Legion branch and not St Luke's is responsible for these flowers. It was suggested that Alison should discuss with Malcolm Coates.</p>	<p>Chairman Secretary</p> <p>Wardens</p> <p>Alison Dale</p>
<p>6 Standing Committee Report</p> <p>The Committee has met twice since the last Council meeting to conduct routine Church business. In addition, the Committee agreed that the proceeds from the Harvest Supper this year could be donated (as requested by the Social Committee) to the Sycamore Tree Trust, a victim awareness programme, supported by Pat Riches and Revd Gail Miller. A prompt decision was required so that publicity material could be issued.</p> <p>The Standing Committee decision was fully supported by the Council.</p>	
<p>7 Churchwardens' report – Jayne Weaver reported for the Wardens' Team. Overall the church and hall remain in good condition and there have been no significant incidents or issues to report.</p> <p>7.1 Church Lighting – Following our early submission and review by the DAC, we had received a series of detailed queries and information that required attention. Additional plans have been drawn and answers to all questions have been submitted. This has taken a considerable amount of time and effort. Unfortunately, we have recently received a new batch of questions that are being worked through with the Contractors and Architects. Whilst this is a very frustrating process, we are working hard to answer all the DAC's questions in time for their September meeting.</p> <p>7.2 Knutsford Road Churchyard Extension Land - work on the extension to the Knutsford Road churchyard has been completed by the contractor, Mark Rebbeck. The path has been installed</p>	<p>Alastair</p>

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<p>and enough flagstone bases are in place to accommodate the memorial stones for about 40 interred cremated remains. Details (dimensions) for the vertical headstones and plinths for these memorials will be included in an addendum to the churchyard rules currently being drafted. A receipt for the work has been submitted to the Parish Council which has formally approved its promised grant of £2,500. Some remaining tidying and grass reseeding needs to be done now that the weather is more suitable.</p> <p>The Secretary was thanked for managing the day to day activities and decisions in the absence of Alastair because of his work commitments.</p> <p>7.3 Inspection by Archdeacon, the Venerable Ian Bishop – this will take place on Friday afternoon 7th Sep and will involve the Chairman, Alastair and Jayne. We have been planning for this inspection and will report the outcome at the next Council meeting. Peter Cotton, as the Responsible Person for Fire Safety, has carried out an initial Fire Risk assessment which will be further developed in coming months. The draft Fire Safety assessment together with the Health & Safety Policy adopted earlier in the meeting (item 3 above) will be referred to during the inspection. The opportunity of the inspection will be taken to mention our experiences and frustrations with the faculty process with respect to our lighting project.</p> <p>7.4 Modifications to new Lectern – The new Lectern has been returned and you may have noticed the addition of the new removable base. This enables us to have the lectern at its current height but also to very quickly demount the lectern to a lower height to better aid children during parade services etc.</p> <p>7.5 Ride & Stride Day – Sat 8th Sep – We are supporting the National Ride and Stride event on Saturday and also using the opportunity to have an Open Church event from 10.00 to 16.00, where the church will be open and refreshments will be available. If anyone has a spare hour on Saturday, please let Alastair know so that he can add you onto the rota.</p> <p>7.6 Knutsford Road Churchyard Tidying – There will be a further tidying session of the cremated remains memorials area on Saturday 6th October starting at 9.30am.</p> <p>7.7 Choir Robes – The existing choir robes are to be laundered and then securely stored in air-tight plastic boxes for possible future use.</p> <p>8 Financial Matters</p> <p>8.1 Treasurer’s Report – William Hall reported as follows:</p> <p>In July our income was the highest this year apart from January and April when the figures were distorted by Gift Aid tax repayments. Some contributors to the Planned Giving Scheme have increased their giving following the June annual review but the increases will not have any significant effect on our overall financial position until next year.</p> <p>Gross fee income from weddings and funerals in July totalled £3,138 the highest so far this year. However, disbursements for the organist, vergger and vicar are deducted from this figure.</p> <p>On the expenditure side, in July we paid the quarterly gas and electricity bills for the church and vicarage amounting to £1,100 together with Clive Nash Landscapes gardening costs of £1,250. We also made a “one-off” donation of £1,000 to the Congo Church Association Appeal as agreed at the last Council meeting. A total of £22,000 has been sent from the whole diocese for this appeal.</p> <p>In August our income was a little below the year’s average of £9,275 at £8,535. We were grateful to receive £657 from the Community Choir being the proceeds of concerts etc. Expenditure in August was much lower than in July.</p> <p>The current estimate is that we shall finish 2018 with a small deficit after several years of surpluses.</p>	<p>Secretary</p> <p>Council members</p>

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<p>9 Deanery Synod Matters – William reported on significant items discussed at the Deanery Synod on 11th June:</p> <p>Emily Allen, diocesan Church Buildings Development Officer, gave a presentation about her role helping churches consider the use of their buildings for mission. She aims to give early stage vision on alterations and repairs and fundraising, complementing the work of church architects. She also hopes to focus on faculty permissions, offering to intercede with the DAC to speed up the granting of faculties; this would be a welcome development.</p> <p>Emily also outlined two schemes to help Church Councils maintain their church buildings:</p> <p>Deanery maintenance know-how initiative - As mentioned in the minutes of the Synod held on 8th March 2018¹, churches are being asked to enter details of acceptable contractors who have carried out maintenance work for them. The idea is to share knowledge and experience they obtained during a particular project between churches across our deanery. Bill Ball will enter the details into two Excel spreadsheets and maintain them, passing on information to the Rural Dean as required. The aim is to populate the spreadsheets by the end of 2018. Emily will then evaluate the effectiveness of the initiative.</p> <p>National Churches Trust maintenance booker - The NCT was created to help Church Councils look after and improve church buildings. It has created a new online resource- the “Maintenance Booker”. Churches can book online for routine maintenance jobs, such as lightning conductor checks and gutter clearing by contractors quality-checked through a competitive tendering process. As an example, a grant of up to £500 is available to cover 50% of the total cost of gutter clearing - a “Preventative Maintenance Micro-Grant” - to encourage parishes to use the resource. The resource has already been piloted in Yorkshire and was launched in the North West on 1st June 2018.</p> <p>At Diocesan level, it was reported that the Diocesan Synod had recently held debates on homelessness and modern-day slavery. There is a need for a Mission Strategy at diocesan level to access central funding. Although a bid for funds was made in 2017 the Church Commissioners and Archbishop’s Council have raised objections and another approach needs to be made.</p> <p>Work is to be carried out to the cathedral with the opening of the West Door, re-dedication of the side-chapels, refurbishing the canteen and renewal of some of the weathered masonry which could take 10 years.</p> <p>Within the deanery, there is a vacancy at St Mary’s Alsager. Next month Christ Church Alsager will also be in interregnum as Revd Toby May moves to Glossop. A new vicar has been appointed for the reorganised parishes of Sandbach Heath and Wheelock. The Revd Heather Buckley is now in post as the vicar of Goostrey (induction on 12th March 2018).</p>	
<p>10 Church Website – the Secretary gave details of the work (see attached document) which Trevor Jenkins and he were carrying out to build a replacement Church website on the domain name www.stlukesholmeschapel.uk using WordPress software. Council members were invited to look at the new site as it develops over the next few weeks and give feedback. The existing temporary website will be maintained on www.stlukesroof.net (still accessible via www.holmeschapelchurch.com) with essential information about services, diary, notices, contacts and the vicar’s monthly letter etc until the new site has sufficient content published.</p>	Council members
<p>11 Any Other Business</p> <p>11.1 Safeguarding – Anne Smith reminded the Council of the need to review the Safeguarding Policy Statement each year. She emphasised that adhering to the Safeguarding Policy was a shared responsibility of all Council members and Church officers. All the necessary DBS checks on those involved with young people e.g. in Genesis, are in place. Anne read out the Policy Statement in full and illustrated the wide scope of safeguarding needed by recounting a recent, unfortunate example of emotional abuse by one of our Church members against a vulnerable adult. The situation had been satisfactorily resolved with no apparent lasting damage. It was</p>	

¹ Attached to the minutes of the Church Council on 30th April 2018

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<p>agreed that the Safeguarding Policy Statement (copy attached) should be formally adopted by the Council – proposed by Val Cragg, seconded by Jane Thomson and adopted unanimously.</p> <p>11.2 Pianos – Wendy Macdonald raised the matter of the pianos in the church and in the church hall. She now needed to reclaim her own piano which had been on loan pending a decision on a replacement. She proposed that the electric piano in the church be moved to the hall where it would be adequate for the required usage. She also proposed that a new electric piano be purchased for use in church at a probable cost of around £2,000. After some discussion, it was agreed that Wendy should be authorised to purchase a new electric piano at a cost of up to £2,500 for use in church - proposed by Stephen Haigh, seconded by Alison Dale and agreed unanimously. Wendy agreed to consult with other musicians before selecting the instrument to be purchased.</p> <p>12 Dates of meetings: Monday 5th Nov, 7th Jan 2019, 4th Mar 2019 Annual Church Meetings: Sunday 7th April 2019</p> <p>13 Close of Meeting – there being no further business, the Chairman closed the meeting with the Grace at 8.35 pm.</p>	<p>Wendy</p>

Attachments:

1. Safeguarding Policy Statement
2. Rebuilding our Church Website

Appendix 1 - St Luke's Church Council Minutes Meeting 3 Sep 2018

A policy statement on the safeguarding of children and adults in a parish

This statement was adopted by St. Luke's Holmes Chapel (Parish) at a Parochial Church Council meeting held on 3 Sep 2018. This policy will be reviewed each year to monitor the progress which has been achieved.

1. We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
2. As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
3. We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
4. We commit ourselves to promoting safe practice by those in positions of trust.
5. The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
6. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.
7. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
8. The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.
9. The parish adopts the guidelines of the Church of England and the Cheshire Diocese.
10. Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.

This church appoints Alice Smith to represent the concerns and views of vulnerable people at our meetings and to outside bodies.

Incumbent [Signature]

Churchwarden Jayne M. Weaver

Appendix 2 - St Luke's Church Council Minutes Meeting 3 Sep 2018

Rebuilding our Church Website – update at 3rd Sep 2018 [with minor edits: 16 Sep 18]

Trevor Jenkins and I have been working on rebuilding our Church website since July when it became necessary to take down the old website for internet security reasons. This also gives us an opportunity to revisit the purpose of the site and the audience we are trying to reach as part of our Christian Mission. It's also important that we ensure that the site complements rather than duplicates content in our Facebook, Sunday Link and Magazine publications.

The new site is being built in WordPress software which is widely used worldwide, very flexible and easily updated unlike the old Drupal software used in the old site built in 2010. We are feeling our way with the new software and so the new site is still very much "a work in progress". However, we want the Church Council to see the direction we are going in before adding too much content and "bells and whistles" of appearance and design.

So please have a look at the new site at <http://www.stlukesholmeschapel.uk> during the next few weeks and let us have your comments and thoughts. The way WordPress works means that the Home page will mainly feature highlights from content elsewhere in the site and so it will be several weeks before this looks more attractive. We suggest that looking at the About page and Our Church heading will give you a better idea of how things may develop.

Other proposed main navigation headings linked to individual pages and posts are:

Worship & Study [for current month]

- Our services [page with some general text, a link to pdf of those officiating and a link to the monthly Diary]
- Genesis
- Midweek
- House Group
- Our Faith [extracts + links to CofE website material]

Events & News [explanatory landing page with links direct to the following as posts rather than as drop-down to pages]

- Coming
- Recent
- Archived

Activities [explanatory landing page with links to the following as individual pages]

- MU
- Music
- Bells
- Flowers
- Churches Together
- Other? [Social Committee will probably appear as posts in events & news]

Contact

- General [these contacts will be kept to a minimum]
- Life Events [general page about arranging Marriages, Baptisms and Funerals - note: Register information will be from About page]

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