

# Chapel Parish Pastoral Council Meeting 25th Sept 2025

## Minutes

- 1.) Opening prayer - Don led with a prayer asking God for guidance.
- 2.) Apologies for absence received from - Sue Thornhill, Joan Matthews, Anne Lomas.

Present: Fr Greg, Don Lavery, Peter Barnes, Jacqui Lavery, Frank Frost, Pat Dawson, Barbara Hindley, Lucia McLean

- 3.) Minutes of the last meeting were approved.
- 4.) **Constitution** - Don pointed out that a question had arisen regarding the PPC after Fr Gerry's retirement i.e. would the PPC lapse? Don confirmed that the PPC would carry on - Reference in the PARISH PASTORAL COUNCIL CONSTITUTION
- 5.) **Finance and Ukrainian Accounting:-** Peter provided a report of funds reconciled to the 31.08.2025

Current A/c	£5766.53	Set off A/c	£109,535.81	Total
£115,302.34				

Unreconciled accounts at close of business 24.09.2025

Current A/c	£5032.82	Set off A/c	£109,535.81	Total
£114,568.63				

Sale of Tideswell Land & Building

Legal Completion took place 25th April 2025

Proceeds	-	£135,000.00	
Legal/Agents cost	-	<u>£ 3,953.00</u>	
			<u>£131,047.00</u>

To Parish	-	£91,018.00	-	To Diocese	£ 40,029.00
Set off	01.04.2025				£ 18,517.61
Share of proceeds to Parish		<u>£ 91,018.20</u>			(14.07.25)

£109,535.81

Ongoing responsibilities for Graveyard at Tideswell - Contact property

department? (The Fence is the responsibility of the Purchaser) . AP1 Don will contact Patrick on this issue.

<u>UKRAINIAN ACCOUNTING.</u>		To 30th June 2025 Quarter ending 30 June 2025	
Income		£2100,00	(3 x £700)
Expenditure		(£648.05)	
Exs over exp		£1451.95	
Xs	24.25	£4168.80	
Xs	23.24	<u>£ 818.07</u>	
Total restricted fund	£6438.82		
Covered by Firedoor	est.	£ 600.00	
Decorating House	est.	£5000.00	= <u>£5,600.00</u>

IFM (Company that manages the electricity) Don is going to address this issue of the Overpayment to the company caused by a misunderstanding regarding the number of meters and IFM Having incorrect address for the church.

Peter brought the subject up about the opening of the church during the weekdays with concerns about the Insurance Policy cover when nobody present in the church. Fr Greg suggested we look at the Insurance Policy.

A/P 2 Peter is going to look into this.

Peter reported a Fraudulent DD from A/c 28.08.25 This has been refunded.

Central Team Zoom Meeting fixed for Noon 08.10.2025

Peter spoke to Fr Greg regarding the Priestly Remuneration plus Chapel Contribution. Fr Greg is going to speak with the other Parishes and get back to Peter on this.

Fr Greg also mentioned that the proceeds of the Tideswell sale above the needs of the Quinquennial report (£51K) will have to go to Missionary Outreach as decreed by the diocese. Outreach projects will need to be costed and will require diocesan approval.

6.) Safeguarding - Sue reported to Don that all is in hand. Registering of

the three new readers with the safeguarding office to be actioned.

**7.)** Decoration of the Parish House. **Don** is going to find a decorator for the decoration of the Parish House. A decorator will call Friday 2<sup>nd</sup> October to discuss the work with our tenant and to produce an estimate.

**8.)** Churches Together - Pat reported The Mustard Seed Cafe (Welcome Space) reopens on Mon 29th Sept 10-12. Harvest Super is being held at CHINLEY Church Friday 3rd October 7pm.

Pat requested a cheque of £30 for insurance. Harvest Weekend will be 4/5th October. Fr Greg asked that she obtain the bank details of Churches together so that we may pay via BACS.

LENT LUNCHESES - Commencing 20th February 2026

**9.)** Any other Business - Fundraising was mentioned - A Notice for future 2nd Collections at the back of church.

It will not be possible for Fr Greg to regularly attend the 4 Parish Council Meetings; he has selected 4 People from the 4 Parishes to form an overarching 'management committee' which he will consult via 'Teams' on a weekly basis. Fr Greg invited nominations for a few additional peoples from each parish. Don nominated Peter Barnes who has agreed to serve. In addition, Fr Greg will hold a longer meeting, again via 'Teams' on a monthly basis. The standing topics will be Financing, Safeguarding, Vision & Liturgy. We are asked to consider our deliberations so that they can be reported under these headings.

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UPDATE Risk Assessment **DON & FRANK**

**DON** to get 2 more quotes for Tarmacing the drive. One quote of £7000 already received.

Don updated Fr Greg on this year's Parish Pilgrimage to Walsingham.

Barbara mentioned to Don about Small Lotteries license – is ours current. Yes.

**10.)** Date of next meeting FRIDAY 21st November 2pm

### **Action Point 1**

Don contacted Patrick Jezewski Diocesan Property Assistant about our enduring responsibilities for the Tideswell graveyard.

Patrick replied

### **1. Grounds and Landscape Care**

- **Regular grass cutting** at an appropriate height, avoiding scalping.
- **Careful trimming** around headstones and memorials (using hand tools or strimmer with guards to prevent damage).
- **Path maintenance** to ensure safe, accessible routes.
- **Tree and shrub management** – pruning for safety and aesthetics, while retaining mature trees that contribute to character.

### **2. Respect for Graves and Memorials**

- **Cleaning headstones** only when necessary, using non-abrasive, appropriate methods.
- **Monitoring stability** of memorials to prevent hazards.
- **Avoiding disturbance** of graves, kerbs, or personal tributes during maintenance.
- **Recording and conserving** significant or listed monuments.

### **3. Heritage and Record-Keeping**

- **Mapping graves and memorials** for historical and family research.
- **Preserving historic character** by using traditional materials and techniques (e.g. lime mortar for boundary walls).
- **Regular inspections** for damage, decay, or vandalism, with sensitive repairs carried out promptly.

### **4. Community Involvement**

- **Volunteer days** for seasonal care (leaf clearing, planting bulbs, litter-picking).
- **Clear communication** with families about maintenance standards and policies for flowers, ornaments, and tributes.
- **Educational use** – linking with schools or local history groups to foster respect and awareness.

### **5. Seasonal and Practical Measures**

- **Snow and leaf clearance** on paths for safety.
- **Drainage checks** to prevent waterlogging around graves.
- **Lighting and signage maintenance** where present, to ensure safety and dignity.

### **Action Point 2**

Peter to Investigate the requirements of the Insurance company regarding opening the Church all day.

Peter reported 30/09/25

**A) Draft Risk Assessment – Unattended Catholic Church – must be consulted with a professional before applying.**

**Location:** [Insert Church Name]

**Assessor:** [Insert Name]

**Date:** [Insert Date]

**Review Date:** [Insert Date]

## 1. Security and Theft

- **Hazard:** Theft of sacred vessels, candlesticks, or other valuable items.
- **Risk:** Loss of property, distress to parish, insurance claims.
- **Who is at Risk:** Parish, Diocese, insurers.
- **Existing Controls:**
  - Church locked outside daylight hours.
  - Secure storage for valuables when not in use.
  - Policy excess of £300 applies; theft covered subject to conditions.
  - Individual item limit of **£10,000** unless items are declared separately to insurers with supporting valuations.
- **Further Actions:**
  - Catalogue all valuable items with up-to-date valuations.
  - Notify insurer of any item >£10,000.
  - Install discreet CCTV or alarms if feasible.
  - Ensure parish records demonstrate compliance with “utmost good faith” (Uberrimae Fides).

## 2. Fire

- **Hazard:** Electrical fault, arson, or candle misuse.
- **Risk:** Fire damage, loss of church fabric, injury.
- **Who is at Risk:** Visitors, parish, emergency services.
- **Existing Controls:**
  - Fire extinguishers serviced.
  - Electrical inspections up to date.
  - Limited candle uses under supervision.
- **Further Actions:**
  - Update **Fire Risk Assessment** to reflect unattended opening.
  - Consider automatic smoke/heat detection and monitored alarm.

## 3. Visitor Safety (Unattended Access)

- **Hazard:** Trips, falls, accidents in absence of supervision.

- **Risk:** Injury to visitors, liability claims.
- **Who is at Risk:** Visitors, parish, Diocese.
- **Existing Controls:**
  - Floors and paths inspected regularly.
  - Lighting maintained.
  - Warning signage for uneven floors or steps.
- **Further Actions:**
  - Record weekly checks.
  - Provide clear emergency contact information inside church.

#### 4. Safeguarding

- **Hazard:** Vulnerable individuals unsupervised in church.
- **Risk:** Safeguarding incidents or welfare concerns.
- **Who is at Risk:** Children, vulnerable adults.
- **Existing Controls:**
  - No parish activities take place without supervision.
  - Safeguarding posters and contact details displayed.
- **Further Actions:**
  - Volunteers to check building at opening and closing.

#### 5. Heritage Fabric

- **Hazard:** Damage to listed features, fixtures, or fittings.
- **Risk:** Irreplaceable loss, costly repairs, heritage non-compliance.
- **Who is at Risk:** Parish, Diocese, wider community.
- **Existing Controls:**
  - Condition surveys and maintenance plans.
- **Further Actions:**
  - Prompt reporting route for issues found by visitors or volunteers.

#### 6. Lone Working (Volunteers Opening/Closing)

- **Hazard:** Injury or assault while opening or locking church alone.
- **Risk:** Harm to volunteer.
- **Who is at Risk:** Volunteers.
- **Existing Controls:**
  - Lone working policy in place.
- **Further Actions:**
  - Volunteers carry mobile phones.
  - Use buddy system when possible.