

St Luke's Parish Church - Holmes Chapel

Minutes of the Parochial Church Council meeting held on Monday 2nd July 2018

7.30pm, Massey Room, Church Hall

	Actions
<p>Present: Revd Paul Mason (Chairman), Peter Cotton, Val Cragg, Ray Davies, Tim Fryer, Stephen Haigh, William Hall, Trevor Jenkins, Wendy Macdonald, Bill Paton, Fiona Pullé, Alan Rickards, Barbara Smith, Anne Smith, Steve Smith, Jane Thomson and Jayne Weaver.</p> <p>1 Welcome and Opening – the Chairman opened the meeting with prayers.</p> <p>2 Apologies for absence – Rachel Copley, Alastair Cragg, Alison Dale and Sandra Mulford.</p> <p>The Secretary, Steve Smith, reported that Sandra Mulford had written by email reluctantly tendering her resignation from the Council with immediate effect. The Chairman expressed his disappointment but expressed his thanks to Sandra for her contribution in past years.</p> <p>3 Minutes of previous meeting held on Monday 30th April 2018 – on a proposal by Val Cragg, seconded by Jayne Weaver, these were accepted as a true record after amendment to show John Oram as having tendered his apologies for the meeting. The minutes were then signed by the Chairman.</p> <p>4 Matters arising from previous meeting - the Chairman indicated that most matters arising would be dealt with elsewhere in the agenda.</p> <p>a) Item 6(b) Community Service - Paul commented that the less formal format of the service on Sunday 24th June had been successful. There had been good representation from all the village community groups although it was disappointing that more of our regular congregation were not in attendance.</p> <p>b) Item 8.6 Chancel Reordering - Val Cragg reported that Michelle Carter was very satisfied with the new battery-operated stick vacuum cleaner for cleaning the new carpeted areas and the pew runners in church.</p> <p>c) Item 10.1: Baptism Follow-up – Paul asked that this topic be deferred until the September meeting so that he could discuss further with Anne Smith and Fiona Pullé.</p> <p>d) Tim Fryer – Paul informed the Council of the good news that Tim had recently been accepted for the Diocesan Foundations for Ministry course lasting 12 months with the possibility of then going on to train as a Licensed Reader. This news was enthusiastically greeted by the Council.</p> <p>5 Standing Committee Report – the Chairman explained that at this and future Council meetings there would be a short report of significant items which had arisen at meetings of the newly established Council Standing Committee. This report would ensure Council members were properly informed and could ask questions as necessary and also provide a written record in the minutes of Council meetings. The Standing Committee does not keep formal minutes of its meetings but instead a rolling Action List, copies of which can be inspected on request.</p> <p>Significant items which had been considered at recent Standing Committee meetings were:</p> <p>a) Preparations for Archdeacon Ian Bishop's visitation to St Luke's on 7th September – this has involved reviewing the list of questions and inspections he will require and ensuring that we are able to deal with them.</p> <p>b) In connection with the visitation, the further Church Council appointments of:</p> <ol style="list-style-type: none"> i. Jayne Weaver as Health & Safety Officer; and ii. Peter Cotton as Responsible Person for Fire Safety <p>c) A donation of £1,000 from the Council in response to the April appeal from our Diocesan Bishops¹ for urgent financial assistance for those affected by the renewed violence and disruption in the Democratic Republic of Congo.</p> <p>The appointments in b) were accepted and the donation in c) was fully supported by the Council.</p>	<p>Chairman Secretary</p>

¹ see item 10.2 of minutes of meeting of 30th April 2018; letter circulated to Council members

	Actions
<p>The Chairman confirmed that the new appointments would have overall responsibility for all Health & Safety and Fire Safety matters respectively affecting Church activities that is including the Church Hall as well as the church itself. However, it was not intended to supersede existing arrangements, particularly for fire safety and portable electrical appliances.</p> <p>6 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>6.1 CCTV Installation – the faculty has been received from the Diocesan Chancellor and the CCTV system is now fully operational. Recordings will only be reviewed by the Churchwardens following a suspicious incident. There is a sign informing of the existence of CCTV in the entrance porch.</p> <p>6.2 Church Lighting – the updated faculty application was submitted in time for the DAC meeting on 28th June. Some further queries and requests for further plans are being progressed with Lighting Dynamics and Bench Architects.</p> <p>6.3 Knutsford Road Churchyard Extension Land – the contractor Mark Rebbeck Landscaping & Groundworks started work as planned on 18th June by clearing the existing boundary leaving specimen trees and installing a hoggin finished permanent path linked in two places to the existing churchyard. Flagstone bases for future cremated remains memorials will be installed towards the river end of the new path. The main works will be completed during July, but the grass reseeding will be deferred until the autumn.</p> <p>6.4 Inspection by Archdeacon – see Report from Standing Committee in 5 above.</p> <p>6.5 Modifications to new Lectern – the furniture suppliers, Treske have taken the new lectern back to their workshops so that it can be fitted with a matching, removable base allowing it to be used at two different heights. The microphone holder will be attached permanently when the modifications are complete. The old lectern is being used in the meantime.</p> <p>6.6 Remembrance Service – a first meeting has been held between St Luke's and representatives of the British Legion, Genesis, Scouting and Girlguiding to plan arrangements for this year's Remembrance Service. For timing reasons, we will set up the Poppy Cross outside the church beside the cenotaph so that the youth organisations can place their individual poppies there after parading from the Scout HQ.</p> <p>6.7 Ride & Stride Day – Sat 8th Sep – we will be using this as one of our "Open Church" Saturday events. Volunteers are needed so that the church can be manned from 10am – 4pm with tea/coffee/squash available for Ride & Striders.</p> <p>6.8 Data Protection – arrangements to ensure that the Council complies with the new data protection applicable in the UK from 25th May 2018 have continued. A new Data Privacy Notice² has been published on the website and on the church porch noticeboard. All current and potential members of the Planned Giving Scheme have been sent forms by post asking for their specific consent to storage and processing of their personal data by St Luke's. The audit of personal data held within the parish has been updated³. Church officers and others holding personal data of parishioners will be contacted to ensure that actions/remaining questions following the audit are completed/resolved in accordance with our Data Privacy Notice.</p>	<p>Alastair</p> <p>Wardens team</p> <p>Jayne</p>
<p>7 Financial Matters</p> <p>7.1 Treasurer's Report – William Hall reported as follows:</p> <p>Day to day Income and expenditure:</p>	

² Copy of Data Privacy Notice attached

³ Copy of latest Data Audit attached

	Actions
<p>At the end of the half year our income was £72,939, about £1,000 less than 2017. However, our expenditure was £68,100 compared to £59,185 in 2017, an increase of about £9,000 or 15%. As a result, we had a reduced overall surplus of £4,839 at the end of June compared to over £14,700 in 2017.</p> <p>Our regular items of expenditure have increased significantly in cost compared to 2017 whereas our income has largely flat-lined. Thus, renewal of insurance on the church cost £2,291, up by 12.5% on 2017. Upkeep of the main and Knutsford Road churchyards, the border by the church hall etc by Clive Nash Landscapes has already cost £3,965 of the budgeted annual amount of £4,000. There is also the extra £1,217 to pay for removing the damaged trees in the Knutsford Road churchyard.</p> <p>Income was boosted in June by magazine subscriptions of £1,220, down from £1,523 last year. Council Tax for the vicarage will be reduced following Paul's back-dated claim for single person occupancy, saving us a very welcome £2,000 this year.</p> <p>In January, we budgeted to break even on day to day expenditure at the end of the year. Given the increased costs experienced so far, this now seems unlikely unless parish giving has increased by over 7% this year following Thanksgiving Sunday.</p> <p>Fabric and projects:</p> <p>The cost of the CCTV installation was £1,218 plus the necessary faculty fee of £294.</p> <p>The contracted cost of the groundworks project in the extended Knutsford Road churchyard started in June is £8,040. This will be met by £2,500 from the Parish Council (paid after completion) and monies from our general fabric fund including £3,500 already transferred from our account restricted to burial ground expenditure.</p> <p>The project with Bench Architects to produce options for possible reordering the West end area of the church to improve safe access etc is estimated to cost about £9,500. So far we have paid £3,088 leaving about £6,500 remaining.</p> <p>The Church Hall Committee has now transferred £6,000 towards the cost of this year's projects. However, we may need to provide about £15,000 from our general funds to meet the shortfall in the cost of the lighting (estimated as £21,000 + VAT) unless we can secure new donations or a grant.</p> <p>The Chairman thanked William for his clear account of the financial position and warning of possible difficulties ahead.</p> <p>7.2 Parish Giving Officer's Report – Jayne Weaver reported as follows:</p> <p>Personal letters signed by Paul were posted to 134 parishioners associated with the Planned Giving Scheme (PGS) before Thanksgiving Sunday asking them to consider their giving to St Luke's and renew their commitment for the coming year by completing a pledge form. They were also asked to complete a consent form allowing us to contact them and to process their personal data on church related matters according to our Data Privacy Notice.</p> <p>To date 70 pledge forms have been returned (52%). Further forms are likely to be returned in the next few months, but many people simply continue with their existing pledge.</p> <p>Encouragingly, nineteen people felt able and willing to increase their pledge. These increases should generate an additional £2,114 per year. Two people have enquired about becoming full members of the PGS.</p> <p>The Chairman thanked Jayne for her report and work as Parish Giving Officer. He was encouraged by the response from members of Planned Giving Scheme which would help bridge the expected gap in our day to day income mentioned by the Treasurer.</p> <p>8 Deanery Synod Matters – the Deanery Synod had met on 11th June at All Saints Lawton but neither of our Representatives was able to attend. The minutes are not yet available but significant items will be reported at the next Council meeting.</p>	

	Actions
<p>9 Any Other Business</p> <p>9.1 Additional Music Activities – Wendy Macdonald introduced the possibility of holding additional music activities at St Luke’s outside those associated with church services as part of our general community outreach. These activities might include performances in church by local orchestral and choral groups, recitals before Lent lunches, Gilbert & Sullivan days etc. The Council responded positively and encouraged Wendy to develop her ideas into positive proposals through her contacts with local musicians.</p> <p>9.2 Christmas Charities – Fiona Pullé mentioned that it may be time to support a different Christmas charity. For many years now, St Luke’s through its Sunday School has supported Operation Christmas Child (OCC) run by the Christian charity Samaritan’s Purse. We have contributed to the village-based scheme involving the local churches and primary schools providing Christmas gift shoe-boxes to be sent on to under-privileged children overseas. This year the organisers of the village scheme have decide to move their Christmas support to a different charitable effort – the Mary’s Meals Back-pack Project⁴. This provides school-children in some of the least developed countries with back-packs filled with the basic educational tools like pencils and note-pads which our children take for granted. As many MU supporters of OCC at St Luke’s, have already started preparations for filling shoe-boxes this Christmas, Fiona proposed that St Luke’s should continue its support for OCC on its own for this year but also find out more about supporting the Back-pack project. Our filled shoe-boxes could still be taken to a nearby OCC scheme. The Council supported the proposal and looked forward to hearing more about the Back-pack project at the next meeting.</p> <p>10 Dates of meetings: Monday 3rd Sep, 5th Nov, 7th Jan 2019, 4th Mar 2019 Annual Church Meetings: Sunday 7th April 2019</p> <p>11 Close of Meeting – there being no further business, the Chairman closed the meeting with the Grace at 8.23 pm.</p>	<p>Wendy</p> <p>Fiona</p>

Attachments:

1. Data Privacy Notice – as published on the church website and porch notice-board
2. Parish Data Audit – June 2018

scs 9 jul 18

⁴ <https://www.marysmeals.org.uk/get-involved/campaigns/the-backpack-project>

St Luke's Church, Holmes Chapel
Parochial Church Council of Church Hulme (registered charity no. 1132587)

Data Privacy Notice

Introduction

This notice clarifies how we process (that is, treat and look after) personal data supplied to us in connection with your membership of St Luke's Church in Holmes Chapel (the Church). We can assure you that the Church has always done its best to protect and respect personal information about its members and will continue to do so.

The processing of personal data is governed by the EU General Data Protection Regulation (GDPR) and the counterpart UK Data Protection Act 2018 (2018 Act), coming into force in May 2018. This new legislation gives individuals more rights and protection in how their personal data is used by organisations including churches and registered charities.

1. Personal data – what is it?

Personal data relates to information about a living individual (the data subject) who can be identified from that data alone or else together with any other information we may already have or are likely to acquire.

2. Who deals with the personal data?

The Parochial Church Council of Church Hulme (the Church Council) is the data controller represented by its Data Protection Officer (DPO), **Jayne Weaver** (contact details below). The data controller decides how personal data is processed and held by the Church Council and for what purposes. The Church Council is a charity registered in England no. 1132587.

3. How will we process the personal data?

The Church Council complies with its obligations under GDPR and the 2018 Act by:

- keeping personal data up to date, storing it securely and destroying it when necessary;
- not collecting or retaining excessive amounts of personal data;
- protecting personal data from loss, misuse, unauthorised access and disclosure; and
- ensuring that appropriate technical measures are in place to protect personal data.

In general, we may use personal data for any one or more of the following purposes: -

- fund-raising and promoting the Church's charitable interests;
- informing Church members about news, events, activities and services at St Luke's;
- providing voluntary service to public benefit mainly within the parish of Holmes Chapel and Cranage;
- administering membership records;
- managing Church Council employees and volunteers;
- keeping the Church Council accounts and records (including processing of Gift Aid);
- sharing contact details of Church Council members and officers with the Diocesan office to inform about relevant news, activities and services in the Diocese.

4. What is the legal basis for processing personal data?

One or more of the following:

- Where we have explicit consent to keep people informed about news, events, activities and services and process gift aid donations.
- Where we have legitimate interest to enable Church activities, events and operations to be planned and run safely and legally, and with the appropriate resources and equipment.
- Where we need to process personal data to fulfil our legal obligations such as those to Government agencies or under contracts.
- Where, as a not-for-profit body with a religious aim, the processing relates only to Church members or former members (or those who have regular contact with the Church for religious purposes) and there is no disclosure to a third party without the data subject's consent.

5. Sharing personal data

Your personal data is treated as strictly confidential and will only be shared with other Church members as necessary to manage, organise, plan, run or operate the activities that you have consented to, and for operational reasons.

We will only share your data with third parties with your consent or where we must do so by law.

6. How long do we keep your personal data?

We keep data in accordance with the Church of England guidance¹ available from their website

In particular, we will keep:

- electoral roll data while it is still current;
- gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate;
- parish registers (baptisms, marriages, funerals) permanently
- details about children's, young people's and vulnerable adults' activities and events for at least 50 years after the last activity.

7. Internet and Social Media

The Church Council operates one or more websites and visits to those websites capture certain information such as the type of browser used to access the sites, IP address of the device used, pages viewed. We will not use this information to identify individuals and will only use the data to identify trends and patterns of usage to improve our services through the websites.

We also use social media, currently Facebook, to publicise images, audio, video and information relating to events, activities and the Church. These media are publicly available and are used by us as a service to inform about future activities and report on past events. Our posting/publishing information is not tailored to specific individual preferences and so signing up/subscribing to an account will only deliver information non-specifically. Any personal information provided will be subject to the Privacy Notice of the respective service provider, currently Facebook.

Original images, videos, audio files and other copyright information supplied for publication on the Church Council's websites and social media accounts such as Facebook are used with the copyright owner's permission.

8. Your rights and your personal data

Unless subject to an exemption under the GDPR or the 2018 Act, you have the right to:

- request a copy of the personal data we hold about you;
- ask us to correct any inaccurate or out of date personal data about you;
- request your personal data is erased where it is no longer necessary for us to hold it;
- withdraw your consent at any time to the data being used;
- request that the data is no longer used where there is a dispute about its accuracy or usage;
- object to our use of your personal data;
- ask that we provide you with your personal data and, where possible, transmit that data directly to another data controller, (known as the right to data portability);
- lodge a complaint with the Information Commissioner's Office (see below).

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

9. Further processing of your personal data

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice then we will provide you with a new notice *before we do so*. The new notice will explain what the new use is, the reasons for it and how it will be performed. We will always seek your consent before using the data for a new purpose.

10. Who to contact

If you have any questions or concerns or wish to exercise any of the rights (including withdrawing consent to process your personal data), please contact in the first instance our **Data Protection Officer (DPO)**:

Jayne Weaver: 49 Needham Drive, Cranage, Cheshire, CW4 8FB

Tel: 01477 532516

Email: jayne.weaver@a365uk.co.uk

If she is unable to help or if you are not satisfied, you can contact **The Information Commissioner:**

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 03031 231113

Email: <https://ico.org.uk/global/contact-us/email/>

¹ <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

PARISH DATA AUDIT

Getting ready for GDPR

Review all your databases, email lists, spreadsheets, paper documents and other lists of personal data. If there are any issues, identify what you need to do. If action is not clear, then highlight questions needing further insight. New consent forms, privacy notices, and new or revised policies or procedures may need to be implemented to ensure compliance with GDPR.

Description	Why is the data held and what is it used for?	Basis for processing data (e.g. consent, 9(2)d ¹)	Who holds the data and who can access it?	What security controls are in place?	How long is data kept for?	Is this covered by our privacy notice?	ACTION REQUIRED
Planned Giving	For claiming Gift Aid	Consent given by completion of declaration	Held by Parish Giving Officer.	On paper, kept in a filing cabinet/ stored electronically, password protected	Six complete calendar years after last gift claimed on the declaration	Yes	Destroy declarations older than 6 years.
Electoral roll	To record Members of the Church	Consent given by completion of declaration	Held by Electoral Roll Officer	Stored electronically, password protected	?	Yes	Check storage (is this adequate?) & retention
Donations: standing orders, legacies, ad hoc	For claiming Gift Aid	Consent given by completion of declaration	Held by PCC Treasurer	On paper, kept in a filing cabinet Stored electronically, password protected	Six complete calendar years after last gift claimed on the declaration	Yes	Destroy declarations older than 6 years.
Networking contact details	To enable contact within network groups		Held by Network Co-ordinator	On paper, kept in a filing cabinet and stored electronically	Kept indefinitely	Yes	
Parish Magazine recipients	For distributing the Parish Magazine		Held by Magazine distribution Co-ordinator	?	?	Yes	

¹ Section 9(2)d is a special processing basis which allows religious (amongst others) not-for-profit bodies to process data provided the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and provided there is no disclosure to a third party without consent.

Description	Why is the data held and what is it used for?	Basis for processing data (e.g. consent, 9(2)d ¹)	Who holds the data and who can access it?	What security controls are in place?	How long is data kept for?	Is this covered by our privacy notice?	ACTION REQUIRED
Website	To provide contact details of Clergy and Church Officers	Consent given on appointment	Held by Church Webmaster	Stored electronically, password protected	Until no longer current	Yes	
Genesis	For contacting parents /members of Genesis	Consent	Held by Genesis Leader	Stored securely	Until no longer a member of St Luke's organisation	Yes	
Church Council Membership	Contact and other personal data for statutory compliance	Consent given on appointment	Held by PCC Secretary	Stored electronically, password protected	Kept indefinitely	Yes	
Parish Magazine advertisers	To invite existing advertisers to renew annually	Consent	Held by Magazine Editor	Stored in a spreadsheet saved on password protected laptop.	Kept for 6 years	Yes	
Personal data held by Vicar	For contacting parishioners	Consent	Held by the Vicar	Stored securely	Until no longer current	Yes	