

Eccleston Church of St Mary's Church Warden's Report for the PCC Meeting September 2025

Draft Version 1 (2025_09_17)



Summary Report of events since last report (July)

- The servicing of the Church Bells at Eccleston and Pulford by John Taylor & Co was completed June 16th, however they are now chiming the hour 7 hours ahead of the clock time. (e.g. 12 bells at 5pm). Since we have no tower captain, the bells have temporarily been silenced till the problem is resolved. One theory is a flat battery backup and a power cut. Smiths of Derby were contacted and they suggested moving the bell mechanism forward to align with the clock.
- July to September is generally a quiet period in the Church Calendar with regards to warden duties. Most of the building servicing is done in the October to December period (Boiler servicing, Organ tuning, Piano tuning, Pat testing, Fire Extinguisher testing)
- Brass flower vases have been purchased for the altar.
- Notices of C of E cemetery rules wrt artificial flowers and grave decorations have been posted on the web and both Church Noticeboards.
- Still need a tower captain and 2nd Church Warden for Eccleston.
- The Church Audio System has been thoroughly inspected and adjusted for more volume especially in the Choir Pews by Piranha AV. This was free.
- 2 companies were approached wrt gutter and downpipe cleaning and painting (j & j painting and decorating) & the Eaton Estate painter and decorator Peter Morgan. J&J thought the job was too big for them. The Eaton Estate painter and decorator is peter.morgan@petermorgans.co.uk and I am still trying to obtain a quote from them.
- Additional pointing of the Church brickwork was recommended in April by Nick Crump at a cost of £3,300.00 plus vat @ 20%. This has not been done yet.
- The marriage register books must be handed in to the Registry and Records office as all these are digital now. Our book is still in the safe!
- The Card Reader sim card needs to be updated. This has been ordered at a cost of £29 + vat for 24 months.
- Windows 10 will not longer be supported from October 14th

Stephen Hutchinson 17/9/2025



Scheduled Duties for 2025/2026

1 - Five Yearly (Quinquennial) Duties

Ref	Item	Company	Contact Details	Date last performed	Date Due
Q1	Arrange for 5 yearly church inspection at Ecclestone			Oct 2022	Oct 2027

2 - Annual Duties

Ref	Item	Company	Contact Person/Phone/Email	Cost	Date Last Performed	Date Due
A1	PAT testing	Simon Jones	Simon Jones enquiries@simonjones-electrical.co.uk or Barlows barlows.co.uk/services (charge £55 for under 20 appliances)	£297.00	2/12/2024	Dec 2025
A2	Web space domain hosting renewal with one.com	One.com	One.com (Ecclestoneandpulfordchurches.org)	£110.24	April 2025	April 2026
A3	Ecclestone Grand and upright piano servicing	Garry Holmes	01244 317607 sgaholmes@talktalk.net (£64 per piano)	£128.00 (check)	Nov 2024	Nov 2025
A4	Fire extinguisher servicing	Claughton Fire Protection	www.claughtonfire.co.uk	£35 + £2.50 per unit.	Nov 2024	Jan 2026
A5	Annual Clock Service for Ecclestone (& Pulford Churches)	Kirstie Davies	Smith Of Derby (SmithOfDerby.com) Kirstie.Davies@smithofderby.com Tel 07800-689406	£328.00	17/01/2025	Jan 2026
A6	Renew Green Waste Collection with Council for Old Cemetery	Cheshire County Council	https://Cheshirewestandchester.gov.uk/residents/waste-and-recycling/garden-waste-collection	£50	March 2025	March 2026

Ref	Item	Company	Contact Person/Phone/Email	Cost	Date Last Performed	Date Due
A7	Organ Tuning	David Henshaw	David Henshaw Tel 01244-676504 (£275 for Organ at Ecclestone & Pulford Church) https://imit.org/david-henshaw-mimit--edwards-and-co-pipe-organ-builders-111.html	£275	Nov 2024	Nov 2025
A8	Annual Boiler Service	James Mercer Group	service@jamesmercergroup.co.uk	£360.00	Oct 2024	Oct 2025
A9	Annual Air Conditioning Unit	James Mercer Group	service@jamesmercergroup.co.uk	£198.00	Oct 2024	Oct 2025
A10	Church Bells Servicing	John Taylor & Co	Dawn Sharman Tel 01509-212241 Dawn.sharman@taylorbells.co.uk Taylorbells.co.uk			16 th June 2025
A11	Defibrillator Pads changing and Defib Servicing in entrance to Church					
A12	Brickwork to be re-pointed on an annual basis	Nick Crump				
A13	Gutters to be cleared	Nick Crump				
A14	Prune Trees at back of Church each year to prevent them overgrowing	Silas		£380.00		
A15	Prune large tree at left side of front of Church to prevent overgrowing	Silas		£430.00		
A16	Audio equipment servicing		Richard King Systems 01691-661 161 or Piranha Audio Visual enquiries@piranhaav.co.uk	free	September 2025	

3 - Monthly Duties

Ref	Item	Responsibility	Notes
M1	Print out Service Times for locked glass cabinet.	Church Admin	
M2	Update Website to add service date/times, locations / readings / readers / intercessors.	Church Admin	
M3	Update Readers Rota each quarter and email this to Website Admin.	Hilary Garrard	
M4	Complete Monthly Vestry Plate Collection excel sheet and take plate collection money to NatWest.	Church Admin	
M5	Monitor Oil Level and inform treasurer if more oil needs to be ordered.	Church Warden	
M6	Read Water Meter (and add to table)	Church Warden	
M7	Read Electric meter (day and night readings)	Church Warden	
M8	Email Sum-Up Card Reader payment report to treasurer.	Church Admin	
M9	Adjust Church Clock (which loses 5 minutes per month) to correct time.	Tower Captain	Church Warden will do this until we have a Tower Captain

4 - Weekly/Fortnightly Duties

Ref	Item	Who	Notes
WD1	Edit/compile and email newsletter to 3 email dist. lists (Choir/PCC, Eccleston and Pulford). Publish Newsletter on church website.	Church Admin	
WD2	Count and record plate collection money after Sunday Service on Plate Collection Paper Document and add 2 signatures.	Sides-person & Verger	
WD3	Ensure Card reader is charged and available for each service.	Sides-person or Verger	
WD4	Dress and clear altar before and after service	Verger	
WD5	Unlock and Lock church before and after each service	Verger	
WD6	Count attendance at each service and record on plate collection document and on the 'AChurchNearYouWebsite'	Sides-person/Rev Steve/Church Warden	

5 - Irregular Duties (Unplanned events)

Ref	Item	Responsibility	Notes.
ID1	Inform Tour Guide Centre of church weddings (to avoid clashes)	Church Admin.	Lizroberts125@gmail.com (Also, Stephen Shakeshaft and Tom Jones)
ID2	Update google calendar showing weddings and funerals, so that Tour Guides (who have been sent link to calendar) know what dates to avoid coming.	Church Admin.	
ID2	Order/Print out more service sheets when needed	Rev Steve	
ID3	Print out wedding attendance forms as needed	Church Admin.	
ID4	Update Website as needed	Church Admin.	
ID5	Maintain email distribution lists for both churches and PCC/choir dist. List.	Church Admin.	
ID6	Replace blown bulbs in church.	Church Admin.	
ID7	Maintain church noticeboard	Church Admin.	
ID8	Replace batteries in sanctuary lamp / wireless speakers as required.	Church Admin.	(AA batteries)
ID9	All requests via website for Baptisms/Weddings/Funerals/Interment of ashes to be acknowledged and passed on to Rector.	Church Admin.	
ID10	Update Rectors board (as needed)	David Kynaston	davidkynaston.co.uk
ID11	Manage Eccleston and Pulford Church presence on the "AChurchNearYou.org" website.	Church Admin & Rev Steve	
ID12	Arrange cover when Rector is on holiday	Church Admin	
ID13	Order more wafers/wine when required	Church Admin	Fadumont.co.uk
ID14	Change Altar Frontals for each new church season	Church Warden / Verger	
ID15	Complete the Marriage Document with details of couple getting married.	Rev Steve	
ID16	Print out Vestry Plate Collection forms as needed	Church Admin.	
ID17	Create Warden's Report for each PCC & AGM	Church Warden	
ID18	Adjust Church clock when clocks go forwards/backwards by 1hr	Tower Captain	As we have no Tower Captain, Church Warden will do this.
ID19	Replace gutters that fall off building	DHL Buildings	
ID20	Accompany visiting bell ringers	Tower Captain	Verger will stand in until we get a tower captain.

6 – Miscellaneous Duties

Ref	Item	Who	When
MD1	Grass cutting and cemetery / grounds maintenance	Eton Estate	Weekly?
MD2	Ordering and payment of oil delivery when level = 2.	Treasurer	As needed.
MD3	Submission of readings and payment of Electric / Water / Oil usage.	Treasurer	Quarterly
MD4	Opening and Closing Church every day	Verger	Daily
MD5	Insurance Cover for Ecclestone Church	Treasurer	Annually
MD6	Rota for Readers/Intercessors/Sides-people	Hilary Garrard	Monthly
MD7	Arranging & organising Messy Church	Rev Holly Torr	Monthly
MD8	Organise PCC meetings & AGM meetings and book village hall for meeting	PCC Secretary	Quarterly
MD9	Greeters Rota	Hilary Garrard	Quarterly
MD10	Meet with Eaton Estate to discuss Ecclestone Church funding requirements	Church Estate Rep.	Quarterly
MD11	Re-painting Gutters	Peter Morgan 07717 835 835	To be scheduled
MD12	Trees to be cut back to prevent them becoming unmanageable	Silas 07549 582 638	As needed
MD14	Stained-Glass window cleaning		As needed
MD15	General Cleaning of floors / furnishings		