

# St Chad's House - Warden's Handover

September 2019

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# Publicity

## Website

St Chad's House has a section on the parish website: [leekparish.org.uk](http://leekparish.org.uk)  
(The page for St Chad's House is: [leekparish.org.uk/churches/st-chads-house](http://leekparish.org.uk/churches/st-chads-house))

There are several static pages, giving information about the house and what's on offer. The site can also list events (quiet days, etc.) at the house.

The Warden has a login to the website and can add or edit content on it. This is an Administrator login which gives access to the whole website but should only be used to change the pages relating to the house.  
Log in at: [leekparish.org.uk/wp-admin](http://leekparish.org.uk/wp-admin)

Username: stchads-admin  
Password: StCh4dH0us3##!

## Email newsletter

I have used MailChimp for sending the termly programme to email recipients. So, the mailing list is also stored on MailChimp (although this is also kept as part of the booking spreadsheet).

Log in at: <https://login.mailchimp.com/>

Username: stchadshouse  
Password: kacupHU5h@ju

Everyone on the list has chosen to be added. Some have ticked the box on the online booking form when booking for a quiet day or event. Others have given their details on paper and agreed to be added to the email list. People can also join the mailing list via the form on the St Chad's House page on the website.

## Facebook page

There is a Facebook page for the house at: [facebook.com/stchadsleek](https://facebook.com/stchadsleek)

(I can transfer ownership to your Facebook account.)

## Retreat Association and APR membership

The House pays an annual membership fee of £30 to the Association for Promoting Retreats (APR). APR is the Anglican body which also gives membership of the Retreat Association.

The house is listed in the Retreat Association's annual directory of retreat houses and on the APR's website: [promotingretreats.org/finding-a-retreat](http://promotingretreats.org/finding-a-retreat).

**Note:** I have updated the entry for the house for 2020 into your name. The deadline for making any changes has technically passed but it's worth checking the details.

There is a space for adding any dates that are already known for the following year (I've never worked that far in advance!).

Login details for the APR website to change the details for our entry (presumably details will be updated on their website relatively quickly):

Username: st-chads-leek

Password: Tu4aPH9SExos

## Files and records

I have kept almost all records electronically on Google Drive. This includes:

- Finance spreadsheet
- Bookings spreadsheet
- Materials used on quiet days
- Resources either bought, downloaded or created (e.g. two Iona books purchased in pdf)

Access to Google Drive is through the [stchadsleek@gmail.com](mailto:stchadsleek@gmail.com) Google account. (See login details separately.)

If you don't want to keep using Google Drive and want to keep the files and store them somewhere else, you will need to download the spreadsheets (which are in Google Sheets format) into Excel format. There are also documents in Google Docs format which you'll need to download in Word (or your preferred file type).

## Event booking form

I have used a Google Form to take bookings online (bookings tend to come through a mixture of phone, email and through the online form).

The form is saved on Google Drive at: St Chad's House > Quiet Day Bookings > Quiet days at St Chad's House, Leek.

Responses to the form are saved in the Google Sheet in the same folder and with the same name and suffixed '(Responses)'.

## Finances

The Warden has responsibility for the House funds.

Just an explanation of how the finances are split. The House is separate from the Trust (Hermione Warren Memorial Trust).

The Trust limits itself to caring for the fabric of the house. The Trust can be seen as the landlord.

'St Chad's House' (or the House) relates to the activity in the house and is the responsibility of the PCC, although it's seen more as the responsibility of the clergy team and in practice the Team Rector.

Hence, the Trust's funds are for the ongoing upkeep of the fabric of the house.

The House's funds are for activities and running costs. All income (donations) from events in the house go into the House account. And all expenditure on running costs come out of the House account.

## Bank account

TSB

Account name: Saint Chad's House

Paying in can be done over the counter with the sort-code and account number (I have always taken the chequebook to the bank).

There is one signatory needed on cheques. Currently, myself and John Alexander (the Trust treasurer) are the signatories on the account. The signatories will need to be changed: we discussed adding Susan Taylor (trustee and former Warden) to the signatories when changing them as she is local and John now lives near Nottingham.

I have part completed the form to change the signatories. If you add yourself and Susan, you will both need to present two forms of ID in person (photo ID and proof of address) at TSB.

## Petty cash

Petty cash is in the lockable petty cash tin in the filing cabinet in the office.

## Dorothy Barrass legacy

Dorothy Barrass was a regular visitor to events at the house; she died (I think) at the end of 2015. In her will she left money to St Chad's House (as well as many other churches and organisations in Leek). The bequest to St Chad's amounted to over £16,000.

This paid towards the alterations made in 2017 to create the retreat rooms on the first floor and improve the downstairs toilet and back door for accessibility. (The Trust paid for anything that was ongoing maintenance and Dorothy's bequest paid for anything new to improve the use of the house.)

The retreat space has been named the 'Dorothy Barrass Suite' in her memory and acknowledging the gift.

There is still a significant proportion of her bequest left (some held in the House account and some held by the Trust in their investments). The trustees (some of whom knew Dorothy well) felt that she would have wanted the money to be spent on things that improved the house for guests.

The money held by the Trust should be recorded on the accounts and was intended to grow with their investments. If the House needs to spend it, it should be worth at least what was originally held by the Trust (even if the value of investments have gone down).

## Utilities

### Gas, electric

Gas & electric are currently supplied by **Bulb** on a variable tariff - the direct debit is at £138/month. There is no lock-in contract so it can be switched at any time. Login details for the account with Bulb:

Website: <https://account.bulb.co.uk/login>

Username: stchadsleek@gmail.com

Password: dunEf\$u2ihas

### Phone/broadband providers

Landline and broadband are supplied by **Plusnet**. It is past the contract period so can be switched at any time as well. The cost is currently about £30/month, not including calls. You can access the account online:

Website: <https://www.plus.net/home/>

Username: stchadsleek

Password: Wovencord

The Warden pays half of the utilities back to the House account. (As I have only used the landline for house business, I have paid back half of the standard monthly charge excluding calls.)

## TV licence

The TV Licence for the house is the responsibility of the Warden in their own name. (In the past there was a TV Licence in the name of the Trust, aid for by the Warden, but it led to a complicated situation with TV Licensing.) That way the Warden can simply transfer their own licence to this address.

## Meters, fuseboard, stopcock

The electricity meter and the fuseboard are in the dining room, next to the window.

The gas meter and shut-off valve are outside, next to the back door (the plastic key to the box is hanging in the kitchen, next to the back door).

The stopcock for the mains water is in the lower basement on the far side.

The Trust pays the water bills but if you ever need to access the water meter it is just outside the back gate in the alleyway - just lift the inspection cover.

## Other bills

Water and Council Tax are paid by the Trust (although water bill paperwork is sent to the house - filed in the filing cabinet).

## Wi-fi

The current wi-fi setup is:

SSID: StChads1

Password: a6a6c6cfec

# Insurance

The Trustees insure the house to include public liability.

# Window cleaners

The window cleaners, Tony and Calvin, come about 4 times a year by default and charge £25 a time. (They clean all the windows up to the first floor - their ladders don't reach the top floor!)

# Library

Most of the library has been catalogued and categorised.

The categorisation has been done by Rachel Thys (who's also the daughter of Robert McGuinness, one of the Trustees). She's a qualified librarian and has volunteered over the years, sorting the donations of books and arranging the sections. (Her email address is: [rachel.thys@outlook.com](mailto:rachel.thys@outlook.com))

People offer books from time to time - often retired or retiring clergy. Occasionally people offer new books (notably Trixie Baxter who will sometimes buy an extra copy of a book she finds interesting and donate it to the library).

## Online catalogue

The catalogue has been uploaded to Librarika which provides a very good platform for small libraries. We get up to 2,000 titles for free (there are getting on for 1,500 at the moment, which is probably the limit of the shelves anyway).

[stchads.librarika.com](http://stchads.librarika.com)

Username: stchadsleek@gmail.com

Password: T2drebE\$tuFe

New books can be added by ISBN or by scanning the barcode using the Librarika app.

There is a link to the library catalogue on the St Chad's House section of the Leek Parish website.

## Keyboard in chapel

The keyboard in the chapel is owned by Trixie Baxter and lent to the house on the understanding that when she dies it should go to one of her daughters.

It's clearly marked with her name and address.

## Hermione Warren Memorial Trust

The Trustees meet about five times a year, usually at the house.

Current Trustees are:

- Rev David Nichol (chair, ex officio as vicar of All Saints)
- John Alexander (treasurer, now lives near Nottingham)
- Robert McGuinness (St Paul's)
- Susan Taylor (St Edward's)
- Barbara Brown (St Edward's)
- Sylvia Richards (St Luke's)
- Hazel Cook (All Saints, owns B & B in Westfields)

Contact details are in Google Contacts.

Gina Matthews, the church administrator for All Saints, has all the contacts for trustees (she also takes the trustee meeting minutes, sends out the papers, etc.)

Trustee meetings are usually held at the house and the Warden is invited to attend and give a brief report on activities and any issues to be brought to the trustees' attention.

The next scheduled meeting of the trustees is Tuesday 15th Oct. They will set future dates at that meeting. Gina usually circulates the minutes by email pretty soon after the meeting.

## Bookings

### 9th May 2020 - Lichfield Diocese

Lichfield diocese has booked a Vocations Retreat on Saturday 9th May 2020. It's in the Google Calendar on the [stchadsleek@gmail.com](mailto:stchadsleek@gmail.com) account.

The contact is Cathy Hughes: [cathy.hughes@lichfield.anglican.org](mailto:cathy.hughes@lichfield.anglican.org)

Their timetable for the day is saved in the calendar event.

They've booked on the basis of a suggested donation level of £10 per person for 6+ people with lunch.

### Stitchers embroidery group

The Stitchers group have been meeting at the house once a month for years. It's a group of up to a dozen (usually between 7 and 9) women who learn embroidery techniques together. It isn't explicitly Christian. The group donates £20 per session and I have provided hot drinks and cake (cake is an important feature of the group!).

They meet on the first Tuesday of the month, from 10.30 to 12.30 (although some of them turn up from 10.15).

In between Wardens, they are meeting either at Sandra's, 1 Southfields, or Hazel's on Westfields. Hazel can be a main contact. The leader is Gwyn Higginson.

## Alarm

Code: 1992

The alarm is currently disconnected (it's located in the cellar, in the first bit on the left).

I have never used it but when it was used, apparently, it would regularly be tripped and sound false alarms which just annoyed the neighbours and defeated the object. It could be reconnected and used and all the sensors and keypads should be active and operational.

## Keys

Spare keys to the house are currently kept by: Hazel Cook (59 Westfields); All Saints church office; Anita Oliver (former Warden).

There is a spare set of keys for retreatants (just the front Yale key and the back door key) in the right-hand drawer of the dresser in the hall.

Keys to the post box outside the front door are also in that drawer.

## Other items

### Bins

Bin collection day is Tuesday. Collections alternate between general waste (Blue Bin) and recycling (Brown bin for garden and food waste; Grey bins for cardboard, glass bottles and tins; separate bags for paper recycling). There are supposed to be clear bags supplied by the Council for paper recycling but they've got lost over time so I've used a supermarket bag-for-life - it's in the outhouse.

The dates for the different bin collections are set as reminders in the Google Calendar. Tuesday 29th Oct is a recycling collection. Tuesday 4th Nov is a Blue Bin collection.

### Cards on sale

The cards that are on sale in the dining room have been donated to the house. There are some celtic cards that I believe were created by Derek Harley (of Trinity church) who did a lot of celtic-style calligraphy. There are many handmade recycled cards that were made by Hazel's sister-in-law and donated to the house. There have not been a lot of sales of these and the celtic cards are more popular.

## Contact details

Please feel free to contact me - I am sure there are bits of information I haven't covered and questions that can probably have a quick answer.

My personal email address is [mikefitzs@gmail.com](mailto:mikefitzs@gmail.com)

Mobile: 07800 896944