# SECTION I

## PERTAINING TO THE BENEFICE

NOTE

It is desirable that the items on this form relating to the income of the benefice and the charges thereupon should be available for the information of the new incumbent.

Postal address of the parsonage house: St Andrew’s Vicarage, Poplars Avenue

Orford, Warrington WA2 9UE

1. **The Parsonage House and all Domestic Out-Buildings**

The house is built of Brick roofed with Ridged Tiles

and comprises Entrance Hall, Cloakroom, Study, 2 Reception Rooms, Kitchen, Utility Room, Four Bedrooms, Box Room, Bathroom, separate WC.

*Describe here the outbuildings and their use.*

Brick Garage, Small boiler house, small storage building.

Small boiler House and storage building incorporated (in upgrading of house) in garage and extended kitchen financed by Church Commissioners under direction of Bruxby and Evans, Design Architects J.H.

*Approximate size of garden or other curtilage not glebe*

168’6” x 64’0”

*If any of the Boundary Walls or Fences do not belong to the Incumbent, specify which they are, and to whom they belong.*

Fence adjoining school playing field – belonging to Cheshire Education Authority. (July 2014: belonging to Warrington Church of England Educational Trust / Warrington Borough Council)

*What easements (if any)* (1) *are enjoyed by the parsonage house over adjoining property;* (2) *are enjoyed by adjoining owners over the parsonage house grounds?*

*Is the house listed under section* 32 *of the Town and Country Planning Act 1962, as a building of specific architectural or historic interest? Have any changes in fabric been made, which were subject to listed building consent? (If so, give brief details)*

No

*Is any part of the house sub-divided and let as glebe property or sold? (If so, give brief details)*

No

**2. The land belonging to the Benefice, exclusive of Churchyard, is as follows:**

Specify each plot of ground; describe the buildings on it; also any fences; also describe any rights of way and other privileges pertaining thereto; and specify any quarries or minerals belonging to the glebe. Be careful to mention any glebe that is not situated in the parish.\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Number of  Ordnance  Map | Name, Description and Use | Name of Tenant and  description of Tenancy | Acreage | Rent | |
| £ | p |
|  |  |  |  |  |  |

Describe any other house property belonging to the Benefice, mentioning tenant, description of tenure and rent; and ground rents, chief rents or other rents if any, with the dates at which they expire.\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

Payment due to the incumbent as Lord of the Manor.

Any land improvement charge or other mortgage of particular glebe lands should be mentioned, with particulars here.

\* This information should be checked against that in the Diocesan Registry or the Diocesan Office.

* It is suggested that it would be helpful that the relevant ordnance survey map should be attached herewith. Even a sketch map would be helpful.

Where the information required on pages 6 and 7 is available in another form it will be sufficient if a copy of it is attached here.

**3. Sums payable to the Benefice\*:**

*(a)* Any periodical payment: corn rent, modus and payment in lieu of the tithe (if any). Are any of these payments exempt from Income Tax?

None (2000)

*(b)* Interest from stocks and other securities (state amount of capital). Names of holding trustees.

*Describe these in detail.*

None (2000) (July 2014)

*(c) Easter Dues.* (These are payable only in certain parishes where they are customarily due. Please see page 7 as regards voluntary Easter offering)

None (2000)

*(d)* Pew rents (whether under Church Building Acts or New Parishes Acts, Faculty or other authority, giving authority) amounting at the present time to about:

*Give the average of the last three years with the date of statute or deed.*

None (2000)

*(e)* The following customary fees:-

Have you adopted the current Table of Fees issued by the Church Commissioners? If not, please attach a copy of your own scale of fees for marriages, burials etc.

Yes – Use the Commissioner’s Table of Fees (2014)

\* This information can be got from the Diocesan Registry or the Diocesan Office

State whether this amount is fixed or subject to periodical revision

* *Easter Dues* are those mentioned in the Rubric at the end of the Communion Office in the *Book of Common Prayer*

*(f)* Income from the Easter Offering (average for the last three years).

£60 Easter Offering has not been paid for past 20 years JH. (1999)

*(g)* Amount contributed by the PCC towards the incumbent’s working expenses (also averaged over the last three years)

Telephone Bills and Postage (£80) JH. £355 (2004-2006), £486 (2011-13)

*(h)* Other payments to the incumbent.

Heating and Lighting – as per Church Commissioners’ and Inland Revenue’s agreement JH. 2007 – None. 2014 – None (other than expenses reimbursed).

**4. Outgoings of the Benefice not charged on particular Properties**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Description of charge | To whom payable | Total charge | | Amount total | |
|  |  |  | £ | p | £ | p |
| 1. (a) Charge in favour of another  Benefice  (b) Charge for assistant curates,  Lay workers etc  (c) Charge in favour of the  Diocesan Stipends Fund,  Parish Share 2007  Parish Share 2014  2. Mortgage to Church Commissioners  or other lenders under Gilbert’s or  or other Acts, with date of expiration |  |  |  |  | 15600  18353 | 00  41 |

# SECTION II

## PERTAINING TO THE CHURCH IN THE PARISH

**5. Structure of the Parish Church.**

(a) Plan (e.g. nave, aisles, chancel, transepts, tower etc.)

Cruciform shape, with fibre glass spire over the Crossing. “North” Transept is the Lady Chapel, and Baptistry and Church Office and Choir Vestry are at “South” transept. Choir Gallery above Narthex at “west end”. Sacristy at “south west” corner. (Ecclesiastical points of compass – “west end” to east of building!)

(b) Building material (also state roof coverings)

Brick with ridge tile roof (Bambino interlocking tiles – green)

(re-roofed with red clay ridge tile “Langley’s Courtrai” tile in 1986

(c) Approximate date of various parts

1963

(d) Who is liable for the repair of the nave, chancel or other parts of the Church, and specify any private chapels, giving the names of those who are responsible for their repair

Parochial Church Council

(e) State whether any assistance has been received from the local authority under the Local Authorities (Historic Buildings) Act 1962

**6. Other buildings in the Parish**

|  |  |  |
| --- | --- | --- |
| Describe here any other buildings within the parish   1. consecrated or (b) licensed for worship   (c) Day-school buildings (if belonging to the Church)  St Andrew’s C.E. Primary School  (d) Here list other buildings owned or leased by the parish e.g. Sunday schools, church halls, curate’s house, verger’s house etc.  Church Hall | In whom vested (with names of Trustees where applicable  Warrington Church of England Education Trust  Parochial Church Council | State where the Deeds are deposited  (With Trust?)  Property within the curtilage |

**7. The Churchyard**

*Describe this, stating the area and boundary walls or fences, and who is responsible for their repair; and make any statement that may be necessary as to footpaths leading to the church across the churchyard.*

1. If closed by Order in Council under the Burial Acts, give the date of the Order
2. If so closed, is it now maintained by the local authority?
3. If the churchyard is still in use does the local authority assist with its maintenance? (The Parish Councils Act 1957 permits this)
4. Describe the lych gate

**8. Churchyard Monuments**

1. Are there any monuments of historic or aesthetic interest? Give details.
2. Are any monuments listed under the Town and Country Planning Acts or scheduled under Ancient Monuments Acts?
3. Is any assistance received for their maintenance from the local authority of the Department of the Environment?
4. Are there any endowments for any churchyard monument?
5. Are there any trees subject to preservation orders?

**9. Describe any additional churchyard or burial ground other than that adjacent to the Church, but under the jurisdiction of the Church**

**10. Schedule of Benefactions connected with the Church**

*Set forth with names of Trustees in each case, the particulars of any Benefactions, or Moneys invested, or Charges payable, or Buildings or Lands.*

1. For or towards the stipends of:-

|  |  |  |
| --- | --- | --- |
| 1. Clergymen (other than the incumbent) 2. Lay workers (i.e. deaconess, licensed woman worker etc.) 3. Parish clerk, sexton or verger 4. Secretarial or administrative help   ii. For special church services or lectures  iii. For the repairs or expenses of the church or churches, or churchyard, or of tombs, or for the maintenance of the services | Names of Trustees | State where the Deeds are deposited |

**10. Schedule of Benefactions connected with the Church** - *continued*

|  |  |  |
| --- | --- | --- |
| iv. For other purposes (educational, compassionate, etc) | Names of Trustees | State where the Deeds are deposited |
| **11. Funds for Repair of Church Fabric**   1. Held by the diocese (including tithe redemption stock or other moneys held for the repair of the chancel fabric) 2. Held by other bodies   **12. Funds for Repair of other Parochial Buildings** | Holding Body | |

**13. Schedule of Registers and Record Books** – see attachment dated 17 April 2007 and attachment dated 10 July 2014

The Parochial Registers and Records Measure, 1929, makes provision for the care of parish records. Briefly, the Measure provides the Bishop with power to authorise the keeping of records in a chest or safe (the latter is to be preferred, though it must not be airtight). Damp and the risk of fire, must be particularly guarded against. The Measure enables the Bishop to establish a Diocesan Record Office (usually the County Record Office) where records no longer in use may be deposited. Deposited records may be withdrawn by the incumbent on the Bishop’s authority.

IN CURRENT USE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vol | DATE | | Baptisms, Marriages, Burials, Confirmations, Log Book of Repair, Quinquennial Inspection Reports, Banns Book and Service Register, PCC Minute Book (specify) | Where kept | Remarks as to binding and condition |
| From | To |
| 1  2  3  4  5  6  7  8  9  10 | 29th Oct 61  17th Jun 1972  Jun 6th 1971  14th Oct 1973 | present  present  present  present | Baptism  Marriage  Register of Services  Confirmation Register  **See updated schedule attached as: Appendix 1 (dated 17th April 2007)**  **Appendix 2 (dated July 2014)** | In Parish Office  ditto  In Sacristy  In Parish Office | Good  Good  ditto  Good |
|  |  |  | NOT IN CURRENT USE |  |  |
| 1  2  3  4  5  6  7  8  9  10  11  12 | 22nd Sep 1962  6th Mar 1965  26th Aug ‘67  9th Jun 1963  9th Aug 1964  4th Dec 1966  3rd Oct 1954  8th Apr 1962  5th Aug 1962 | 20th Feb 1965  24th Jul1967  10th Jun 1972  8th Aug 1964  3rd Dec 1966  7th Jun 1971  7th Jun 1973  7th Oct 1971  22nd Feb 1970 | Marriage  ditto  ditto  Register of Services  ditto  ditto  ditto  Confirmation Register  Banns of Marriage  **See updated schedule attached as: Appendix 1 (dated 17th April 2007)**  **Appendix 2 (dated July 2014)** | In Parish Office  In Parish Office  In Parish Office  In Parish Office  In Parish Office  In Parish Office  In Parish Office  In Parish Office  In Parish Office | Good  Good  Good  Good  Good  Good  Good  Good  Worn |

N.B. – From 1st of July, 1836, the series of volumes may be given summarily

**No Register or Document should be lent or removed without a receipt being taken, and the receipt or a note of it should be inserted in the place from which the Register or Document has been taken. Registers may not be removed without either an instruction to that effect from the Bishop, or a faculty or licence from the Chancellor or the Diocese. See Section 9 of the Parochial Registers and Records Measure 1929**

**14. Documents and Papers deposited in the Safe or Parochial Chest or in another Place**

|  |  |
| --- | --- |
| 1. Copies of gazettes relating to the parish  London Gazette 29th November 1963 2. Copies of old Terriers and Inventories  This is the first Terrier and Inventory 3. Official documents relating to tithe redemption or other benefice property 4. Papers other than gazettes, relating to the patronage      1. Papers relating to charities 2. Churchwardens’ accounts 3. Rate books 4. Plan of church with seating 5. Plan of churchyard and graves 6. Faculties 7. Current insurance policies, fire and other risks  with Ecclesiastical Insurance Group (2007); continues in 2014 8. Other deeds or papers Conveyance of land situate at corner of Poplars Avenue and Howson Road as a site for a church under the New Parishes Measure 1943  Conveyance of the Parsonage House in Poplars Avenue, Orford near Warrington under the New Parishes Measure 1943  Sentence of Consecration  Variety of early plans and drawings; Bill of Quantities for initial build; historical items and photographs; items relating to the repairs after the fire of 2009 etc | Where kept if not  in Church Safe  Missing 2007 (MR)  Where kept if not  in Church Safe  In Church Office  Policy documents in vicarage filing cabinet; public liability notices on display  Missing 2014  Missing 2014  In Church safe (2007)  Some in Church Office and balance in the vicarage |

**15. Schedule of Church Plate**

(Assistance in filling up this Schedule can often be obtained from the Secretary of the Diocesan Advisory Committee for the Care of Churches or the local Archaeological Society.) If there is not sufficient room items may be entered on p. 21)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Article | Material\* | Dimensions | | Weight | | Hall Marks, Maker’s Mark and inscription | Where kept, and whether in a moveable safe, or in a safe attached to or fixed to the church fabric. |
| Oz. | Cwts. |
| Chalices  Patens  (Say if made as Cover to Chalice)  Flagons  Alms Dishes or Basons  Other Plate.  Items recorded  under 17 need not  be listed here | 3 x silver  1 x silver-gilt  3 x silver  3 x claret jugs  Silver plate top  One (silver?)  No hall mark  Ciborium  2 x silver  Mission Chalice and Paten – in gun metal; silver plated; in poor condition | Diameter of  bowl (a)  foot (b)  Height (c)  i. ii. iii.  (a) 3½” 4” 5”  (b) 4” 5” 3¾“ (c) 5½“ 3¾” 7 ¾“  4” 4½” 8¼”  Diameter  6”  6”  5¾”  Diameter 17”  **See updated schedule attached as:**  **Appendix 3**  **(dated July 2014)** |  | |  | i. W&H  ii. AEJ  Brian Cudlip RIP  9 September 1970  iii. B&W Ltd | In moveable safe in Sacristy  ditto  ditto  In Sacristy  In moveable safe |
| \* Whether Gold, Silver-gilt, Silver, Pewter, Brass, Electro-plate, Glass &c | | | | | | | |

**N.B. – Ancient and valuable plate should be kept in a substantial safe or other secure place approved by the Archdeacon. If any of these articles is deposited in safe custody, state where the formal receipt is kept. There should be a duplicate in the Registry. It is desirable that valuables be photographed and that the photographs be attached to this document.**

**16. Communion linen, Vestments, Service Books, etc.**

1. Fair linen cloths. *See Canon F2(2)* [ The table, as becomes the table of the Lord, shall be kept in a sufficient and seemly manner, and from time to time repaired, and shall be covered in the time of divine service with a covering of silk or other decent stuff, and with a fair white linen cloth at the time of the celebration of the Holy Communion.] *and F4* [In every parochial church and chapel there shall be provided and maintained a sufficient number of fair white linen cloths for the covering of the communion table and of other fair linen cloths for the use of the priest during the celebration of Holy Communion.]
2. Frontals Two “Laudian style” violet\* and green for use in Lady Chapel  
    One hanging in gold and red\* for principal altar JH  
    White with gold figuring\*; white with maroon panels\*\*; green\* added 2000-2007.  
    Purple pall with red lining used as frontal.  
    Green frontal with *chiro* symbol in red/gold for Lady Chapel\*\*  
    \* with matching lectern and pulpit falls; \*\* with matching lectern fall only
3. Dorsal, riddles and other altar hangings  
    None
4. Burses and veils  
   Burses: 4 white; 2 gold; 3 green; 2 red; 1 black; 3 purple – not in use 2007 onwards  
   Veils: 3 white; 1 gold; 3 green; 2 red; 1 black; 3 purple – not in use 2007 onwards
5. Robes and other vestments (include those which are the property of the church and not of the clergy).  
   Eucharistic vestment ‘sets’ – 2 white, 2 green, 3 red; 3 purple; 1 black  
   Copes – 3 white, with different decorations.
6. Service books in current use, including those used by the minister, choir and congregation.  
   ~~350 x Hymns A&M Revised~~; ~~60 x Series II Burial Service~~  
   52 ~~350~~ x Book of Common Prayer ~~50 x Holy Matrimony Series II~~  
   ~~236 x Holy Communion Series III~~ 130 x Common Praise  
   ~~66 x Series II Holy Baptism~~ 2007 MR

**17. Ornaments and Furniture in Chancel or Body of Church**

1. Holy Table or Tables, specifying material and age (if known)  
   High Altar – stone plinth, veneered wooden top, 1963;  
   Lady Chapel Altar – oak veneer, 1963
2. Reredoses
3. Altar crosses  
   Large – cross suspended over High Altar. One small crucifix in Lady Chapel. One silver crucifix with candlesticks in Sacristy. One crucifix on table at ‘west’ end of Church. (moved to Principal Altar JH)
4. Candlesticks  
   2 x silver on High Altar; 2 x silver on Credence Table  
   1 x wrought iron for Paschal Candle. 2 x silver at Font. ~~Small candlesticks in niches at rear of church.~~ Votive lights MR
5. Standard candlesticks  
   2 in Lady Chapel  
   2 brass and wood in Sacristy  
   Processional candlesticks – 2 wooden; +4 wooden with brass saucers
6. Vases  
   9 glass; 2 earthenware; 1 “Sylvac” green
7. Processional Cross  
   Brass processional crucifix – original damaged beyond repair, new one given in thanks by Ron and Renee Hollingsworth (inscribed on reverse); brass processional cross
8. Communion rails or houselling benches  
   2 moveable rails in chancel and 2 moveable rails in Lady Chapel (moved to chancel pre-1997 MR)
9. Sanctuary chairs