

**Minutes of the Parochial Church Council Meeting of St John's Church,
Ben Rhydding, on Monday 13th March 2023 in the church hall and on zoom**

In attendance: Rev Peter Willox, Bill Marwick, Karen Oxtoby, Janet Munro, Dawn and Charles Jenkins, Miranda Armitage, Elspeth Holmes, Caroline Watson, Mark Gurney, Peter Debney and Debbie Walker.

Apologies: Lynn Haygarth, James Wright, Andy Rayment, Sylvia Walker, Jan Copsey

ACTION

1. Opening Prayer

The Rev. Peter Willox read from Colossians 4 and opened the meeting in prayer.

2. Presentation of 2022 Annual Accounts

Julia Jordan, the bookkeeper at St John's Church had joined the meeting to present the 2022 accounts and Charles shared Julia's slide presentation on the screen for those at church and joining remotely via zoom. The accounts and minutes have already been sent to the independent examiner.

Total income has increased significantly largely due to a resurgence in hall hire, since Covid and new hire rates since September 2022. Hall hire is now almost back to 2019 (pre covid) levels. We have also received a couple of grants for heating and the Warm Space afternoons which have been proportioned out over 2022 and 2023 accounts as well as gifts and legacies.

Expenditure has also increased significantly due to increased running costs as the building is used more regularly, Cleaner wages are higher and the new administrator is in post. The only utility to see a rise in unit costs is water as both electricity and gas benefitted from being on fixed long term contracts.

Expenditure has risen as usage of the building has increased.

There is £200 left in for refugee action. In the general fund we are holding £44K (£8K above the specified general reserves policy). We may need to say what we intend to do with this money. It is too late to use it for the 2022 Share. The surplus of £14000 arises from a major gift and legacies. The underlying result was a deficit on day to day running of £1,600 which was an improvement on budget. Caroline thanked Julia for all her hard work in producing the accounts.

3. Apologies for absence

Apologies had been received from Lynn Haygarth., James Wright, Andy Rayment, Sylvia Walker and Jan Copsey.

4. Declaration of interests

None

5. Approval of the PCC minutes of 9th January 2023.

The above PCC minutes were approved by the PCC as an accurate record of the meeting. Proposed by Charles Jenkins, seconded by Caroline Watson, all were in favour.

6. Any Other business

An Item for Any Other Business was given at this point to be discussed at item 11.

7. Matters arising from the PCC minutes 14 11 2022

6 8.2 Warm Space development

PW is still to speak to Ben Rhydding Primary School to communicate the Warm Space coffee afternoon in their newsletter. Jan announced the decision to carry on the warm space event on a weekly basis.

Action Point – PW still to email a poster out to Ben Rhydding Primary School to inform school parents.

PW

6 11 Website

Mark, Dawn and Peter have met twice to discuss what the website should look like. There is a development website for people to see and Mark plans to publish it after the APCM. We need to ascertain whether we can purchase the domain name off Church Edit. If we were to put the notices on the front page we may need to publish a redacted version to be GDPR compliant.

7 Feature article for church warden

This has been in the notices.

7 Financial role

Action Point – PW and CJ to discuss the financial role.

PW/CJ

9 Thanks

Thanks have been passed on to the donor of the money for the hall glass.

Unfortunately on the day the work was carried out the glass had not been properly cleared away by the contractor. This caused problems for the girls in the dance class.

Bill is now arranging resealing and repainting the frames in the Easter holidays.

9 Environment Policy Approval

Caroline has now amended the policy as discussed at the last PCC, circulated it and the policy is now approved.

10 Open The Book

Two volunteers have come forward which will enable Open The Book to continue its valuable ministry.

8. APCM Preparations

Karen reported that preparation of the APCM reports is in hand, some already received. There are 5 elected member vacancies. Miranda, Andy and Karen, who would normally be stepping down, have agreed to stay on another year. Of the elected membership we need another Assistant Warden and a Treasurer. There are 2 warden vacancies.

So far no one has come forward and it is important that we all start asking around.

Action Points – CW to send KO paper written on what a PCC member does and KO and DJ to liaise and compose a feature article for the notices.

CW/KO/DJ

9. Succession Planning

The Clergy team have met to discuss succession and priority planning as Jan and Sylvia are wanting to step back and Peter keeps taking on more roles. Dawn will

speak to Julia to see if there are any elements of the treasurer role, she can take on without compromising her role as bookkeeper. Charles has agreed to carry on managing the Parish Giving Scheme.

There is also Sandy's role to consider and a possible caretaker role.

Everyone

Action Point – To pray for guidance for the way forward

Peter suggested that the diocese Barnabas project may be able to offer support. Peter also thanked Dawn for her clear thinking.

10. Reports

1. Wardens and Standing Committee

- Peter still needs to speak to the donor of the £10K .
- The treasurer role description has been finalised.

Action Point – PW to approach people regarding the treasurer role.

PW

- Twenty-four new communion cups have been ordered as the congregation is growing. Most seem to prefer individual cups but the chalice is also offered.

- The Volunteering Day was discussed (Bank holiday Monday of the King's Coronation). A discussion ensued regarding possible options. It was agreed we might televise the Coronation on the Saturday. The Ark service is scheduled for the Sunday so PCC wondered whether we might make it in to a bigger event.

Action Point – PW to mention this at the next CTI meeting.

PW

- Sound desk

Caroline reported that a comprehensive design had been drawn up for the sound desk and we now need to get some quotes from joiners..

Action Point – BM to contact Merritt and Fryer for a quote

BM

Peter suggested we contact Carmel of the diocese to see if they have a list of reputable joiners. The electronic kit it is to house cannot be used until the sound desk is in situ.

- Chairs

The Chairs have been chosen, the tender process completed, and the faculty put in by Caroline. The DAC in their pre-meeting have objected to there being so many different types of fabric chairs. Dawn has kindly offered to reupholster the green chairs in the new chair fabric which might cost around £300. The meeting to decide the outcome is 21st March.

We need to find buyers for the pews including offering them to the congregation. Help will also be needed to get the six pews from under the chancel. If they are carved on both ends Bill will contact the buyer who has expressed an interest in the ones in church.

Action Point – PW to communicate to the congregation what our intentions are regarding the pews and chairs with the funding mainly covered by legacies and donations but to say if anyone would like to give specifically they can.

PW

Peter thanked Caroline for all her hard work in organising everything chair-related.

2. **Finance Committee**

Charles said it was too early to look at the budget monitoring but informed PCC that Julia had managed to save £4K on the new gas contract with Crown Gas, which is 100% renewable. Any savings will go towards the Share (£88K to £92K).

3. **Property**

Bill informed PCC we had been refused a grant for the flag pole.
We need to get quotes for a new photocopier lease.
The main notice board outside is out of date.

4. **Mission Committee**

The Mission Committee budget has not yet been finalised.

Action Point – KO to ask John for the allocation so it may be circulated to and approved by PCC by email.

KO

5. **Safeguarding**

Dawn is trying to get all outstanding training completed by those who require training before the APCM.

She asked the PCC to review the list of non-church activities. This is currently still the dance group and the CTI gardening group. There may be another group of hirers classed as vulnerable, to be added to the list who are not yet hiring.

Action Point – DJ to speak to Sandy to clarify and to email PCC if necessary.

DJ

6. **Environment Committee**

Sylvia has written a full report for the APCM. She communicated by email that the committee are reviewing the recycling facilities and considering whether to install two fresh ones for items not easily recycled such as pens and blister packs for tablets.

Charles also said they are reviewing the criteria for the Eco Church Silver Award. Charles commented that the cleaning materials were not environmentally friendly. A comment was made that we should have sensor controlled lighting and dual flush toilets.

7. **News from the diocese, deanery, deanery synod and CTI**

The Deanery are involved in the Barnabas Project.

The Diocesan Synod meet this week.

Peter has become the CTI moderator and Bishop Toby has given Peter the role of Retirement Clergy Officer.

The Deanery starts a new three year period.

11. **Items for the next agenda**

Fire Safety

12. **AOB**

2025 is the Bradford City of Culture year

Peter asked us to think about how we might celebrate the city of culture as a church.

13. **Date of next PCC Meeting**

Monday 15th May 2023

The meeting closed at 9.55pm with The Grace.

