

**Minutes of the Parochial Church Council Meeting of St John's Church,
Ben Rhydding, on Monday 14th November 2022 on zoom**

In attendance: Rev Peter Willox, Bill Marwick, Karen Oxtoby, Janet Munro, Dawn and Charles Jenkins, Sylvia Walker, Andy Rayment, Miranda Armitage, Elspeth Holmes, Caroline Watson, James Wright, Jan Copsey, Mark Gurney and Debbie Walker.

Apologies: Lynn Haygarth and Peter Debney.

ACTION

1. Opening Prayer

The Rev. Peter Willox read from Isaiah 2 and opened the meeting in prayer.

2. Messy Church update

Margaret Beatham joined the meeting to give an update on the development of the monthly Messy Church meetings.

On average 14 families out of a known 20 families attend on a monthly basis at the new time of 3.30pm - 5pm on a Sunday afternoon. Messy Church is for all ages but generally appeals to the younger families. It is a very happy time. This time seems to particularly suit the families. Margaret also visits the Toddlers groups to let them know about Messy Church. One parent has shown an interest in what goes on in Sunday School.

More volunteers are needed to help set up, close down, to chat to and listen to the parents and help in the kitchen.

Messy Church is like a church in itself and the question is how it fits in to the general church family. Margaret explained the format of each meeting. The challenge now is how Messy Church matures with the group as there is a gap between Messy Church and the children's work on a Sunday. Margaret asked if a single leaflet from the welcome pack on family provision could be put in the hall for the parents. Peter thanked Margaret for her update and thanked her and the team on behalf of the church for running Messy Church so well.

3. Apologies for absence

Apologies had been received from Lynn Haygarth and Peter Debney.

4. Declaration of interests

None

5. Approval of the PCC minutes of 12th September 2022.

The above PCC minutes were approved as an accurate record of the meeting. Proposed by Jan Copsey, seconded by Janet Munro, all were in favour.

6. Any Other business

Three items for Any Other Business to be discussed at item 11 were given.

The subject of the Environment Policy was actually discussed here rather than leaving it to Any Other Business at item 11.

Our current Environment Policy needs updating. In July we had voted on the use of chemicals on the majority of church grass, but a clear commitment was made to look at the use of chemicals in church as a whole. This is to be on the January agenda. The outcome of this discussion will then need to be incorporated into the up-dated Environment Policy.

The Health and Safety Policy also has information which needs to be incorporated in to the Environment Policy.

Action Point - Sylvia and Caroline Watson to liaise, Sylvia to draft the wording and bring to the January PCC meeting.

SW/CW

7. Vision

The vision statement discussed at the last PCC in September which had been altered

slightly and sent around to PCC on 4th October 2022 should now be re sent to PCC and then displayed on the notice boards.

How we spend our money missionally is a wide question. Are we wasting money? Can we class the chairs as mission? James answered in the affirmative saying space, inclusivity and access are important with regards to mission.

8. Matters Arising

1. **Streamlining PCC** - Reports are being sent out earlier. Caroline, Charles and Andy all offered to occasionally chair a meeting. The use of SharePoint was mentioned as a more efficient way of keeping the most up to date documents available for PCC to read rather than sending separate attachments. Dawn reiterated her offer to help people with it.

2. Warm Space development

The Welcome Cafe on a Tuesday afternoon is now up and running every week. Church people are signing up to help. Dawn has done a risk assessment. First aid training people are required.

A poster is to go up on the outside notice board and Caroline and Miranda suggested it be put on social media and on the parent newsletter at Ben Rhydding Primary School.

Action Point - PW to email poster to CW and Ben Rhydding Primary School.

PW

Peter thanked Sylvia and Caroline Elston for setting up the Cafe and Jan for organising the rota.

3. Insurance changeover

This has taken effect. All documents are on SharePoint.

Action Point - Jacqui to display the new Employer's liability Insurance Certificate on the notice board to be compliant.

JB

4. Sound Desk

Robert Warren has completed architects drawings for a new sound desk and Andy C and Caroline have been looking at future-proofed specifications. There is a twelve week lead time on the joinery. Can it be made out of sustainable wood?

Action Point - CJ to get a copy of the architect's drawing from Andy C and check with the Arch Deacon whether we simply need permission, due to it being a fitting rather than a fixture or a full blown faculty.

CJ

PS: Charles has since checked with Carmel from the diocese on the action to be taken when replacing the sound desk and has confirmed we can replace it without the need to apply for a faculty or to get the Archdeacon's permission. The replacement can be treated under List A (A5) church contents.

5. Christmas

It was decided to hold the Carol Service during the main Sunday service rather than 4pm due to the World Cup Final.

The main sound desk will be out of action for 3-4 weeks. After Christmas services will be held in the hall for a while to save on energy costs. (Church being 9-10 times more expensive for heating than the hall).

Sylvia mentioned about replacing bulbs in church with LEDs and clarified that not all LEDs are energy efficient and the Environment Committee recommends that bulbs be replaced with LEDs that are A rated or better. We will continue to install LED lighting to replace older incandescent light sources, and give preference to more energy-efficient LED lamps as and when they are developed.

9. Reports

1. **WSC** - Thursday 17th November there will be scaffolding in place to replace 3 old halogen flood lights with new LED floodlights. A new internet connected thermostat has been installed which will help save on energy usage. The bell rope has broken and will be

replaced.

2. Finance

A. Progress against budget from October 2022 outturn figures

Charles shared his screen to show the spreadsheet. There is a slight overspend on repairs and maintenance which has a detrimental impact on achieving the £95K share by approximately £1K.

B. 2023 Budget

The Finance Committee put together a draft budget and Charles shared the spreadsheet with the PCC.

Julia has done a lot of work on the utilities. The gas contract runs out February 2023 with electricity running out in September 2024. The cost of gas is set to more than double on 2022 prices. Bill has submitted a schedule of works amounting to £4.4K but there are other things on the Quinquennial that should be carried out thus more likely increasing to £9.6K. In order to balance the budget therefore we can only budget a Share at £88K.

We understand further work on the north aisle roof is likely to be more expensive than anticipated and there is further residual electrical work which still needs quoting for.

The committee have not forecast an increase in freewill offering due to the cost of living crisis but we may still see increases in hall hire.

We may not be able to capitalise the cost of the replacement windows (spreading cost over 10 years) but could seek out grants. Investing in the premises is part of our commitment to the hirers.

Peter asked whether we could top up the Share from our reserves. Charles showed the Reserves analysis on screen. We now keep 2.75 months operating costs. The reserves should really be used for one-off emergencies rather than cost increases that are here to stay. Although the reserve shows a potential £4K available, it was noted that there was nothing allocated to The Ark. This is why holding services in the hall will be even more important in keeping down costs to support the Share.

PS: Following the meeting the next day, Julia Jordan informed Charles that the reserves held for the Ark are 'restricted' and therefore appear in the accounts elsewhere. PCC were looking at the 'unrestricted' reserves only. Julia has promised to liaise with James on this.

It was decided to further discuss at the WSC and bring back to the January PCC.

If anyone has any further ideas please email.

Andy left the meeting at 21.30.

C. Staff salaries

In line with the recommendation of the Living Wage Foundation that staff salaries increase by 10.1% it was proposed by Charles Jenkins that staff salaries increase by 10.1% effective from January 2023. Seconded by KO. All were in favour.

3. Property and Maintenance

The lower roof pegs on the north aisle roof are rotting and pushing the slates up on the roof will only tide us over for 12 months according to Pickles.

Action Point - Bill to get quotes in for the North Aisle roof.

BM

Jan has had no problem with the water heater as long as water and power turned off at the end. No more than two kettles can be used at a time without the circuit tripping.

Action Point - Instructions to be put on water heater for hirers

BM

Chairs

Caroline had sent her report on chairs around to PCC prior to the meeting.

The supplier will drop off two of the shortlisted chairs this week.

Someone has offered to pay for the cost of the floor repairs. It may be possible to fund the

whole project from legacies and current donations without asking for extra donations.

Action Point - To keep communicating why we are doing this project now.

PW

4. Safeguarding

Dawn had sent the link around and her notes to the safeguarding action plan prior to the meeting and Social Media Policy.

Social Media Policy

The last paragraph refers to the use of mobile phones and advocates providing phones if possible. This was discussed and we agreed phones would not be provided, each church activity lead should include the use of mobile phones in their risk assessments if appropriate (for example where a WhatsApp group may have been set up). All Activity leaders should where possible be using the benrhydding.org email addresses rather than their own private emails. If leaders don't have an @benrhydding email address one can easily be set up.

The social media Policy was therefore reviewed, and it was accepted by all.

Action Point - Dawn to circulate the reviewed policy to church activity leaders and ask them to include any social media platforms and communication in their risk assessments.

DJ

Safeguarding Action Plan

One PCC member is yet to undertake their training.

It was agreed that all new PCC members will be expected to undertake the 3 training courses within 3 months of election or they cannot be on PCC.

Each of the 3 modules only takes an hour. Peter W confirmed that he is the accountable person, and any uncompleted training should be reported to him for further action.

Action Point - Any outstanding training to be completed before the next PCC

PCC

Dawn stated the church activities are up for review and that the risk assessments and model role descriptions have been sent to the various groups for review and update by the end of November 2022.

Pathfinders are re starting and the leaders are currently deciding where to hold the meeting and this may be held in a home. The leaders have been asked to include the meeting venue in their risk assessment.

The known offenders list is managed and maintained by Dawn and Peter.

Dawn is developing a newsletter for all leaders to provide updates on safeguarding and signpost them to key information and resources.

Many thanks to Dawn for all her hard work.

6.Environment Committee

The Environment/Carbon Net Zero team will meet this Thursday.

All Saints church is keen to share their expertise with the team as well.

7. Diocese/Deanery/CTI

Sylvia lead a discussion on the churches response to the environmental crisis at the Deanery and a report was circulated to PCC prior to the meeting.

There was a debate about the use of small cups rather than the chalice during Holy Communion. Due to the theology behind this no consent has officially been given to use small cups.

Good feedback has been received on the Share video which could be shared in church. It was agreed the quality of staff and resources within the diocese are very good.

10. Items for next agenda

Environment Policy and the use of chemicals.

Run up to annual meeting and succession planning.

11. AOB

Website

Mark has created a demo website at church.mgurney.co.uk and asked what content it requires.

A layout needs to be decided and all people with a vested interest in the content should be contacted.

Monday afternoon tea/coffee

Karen read out Lynn's email about holding an informal Monday afternoon group.

PCC agreed this should be ok.

Action Point - PW to discuss with Lynn.

PW

12. Date of next Meeting

WCS - Wednesday 14th December 2022

PCC - Monday 9th January 2023

The meeting closed at 10.10pm with The Grace.

Meeting Dates

PCC all Mondays:

9th January, 13th March.

WSC:

Wednesday 14th December, Wednesday 8th February 2023.