

**Minutes of the Parochial Church Council Meeting of St John's Church,
Ben Rhydding, on Monday 15th May 2023**

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

Apologies: Lynn Haygarth, Bill Marwick, Jan Copsey

ACTION

1. Opening Prayer

The Rev. Peter Willox opened the meeting in prayer.

2. Apologies for absence

Apologies for absence had been received from Lynn Haygarth, Bill Marwick and Jan Copsey.

3. Declaration of Interest

Peter Willox and James Wright said they may have to declare an interest.

4. Approval of PCC Minutes 13 03 2023

The above PCC minutes were approved by the PCC as an accurate record of the meeting. Proposed by Elspeth Holmes, seconded by Debbie Walker, all were in favour.

5. Any Other business

An Item for Any Other Business was given at this point to be discussed at item 10.

6. Priorities for the coming year – feedback from Peter's Ministry development review

Peter informed PCC that his and Jan Copsey's annual development review had taken place with the Archdeacon. Peter read out the feedback from the archdeacon's review including the goals Peter had agreed to set for himself in this coming year which are as follows:

1. Develop an overall strategy for the three church congregations, i.e. the main Sunday service, Messy Church and The Ark and how they relate to each other.
2. Continue to develop the Welcome Café and (possibly through social proscripting).
3. Develop the Retired Clergy Officer role.

It would be good to have the three congregations interacting with each other providing opportunities for Messy Church and The Ark to meet other parishioners.

It is acknowledged that most churches, not only St John's, are struggling to get children in to church. This is a great concern. A discussion ensued regarding the development of Messy Church and the age at which children stopped coming and whether we could develop Messy Church for an older age range whilst not putting any more pressure on the current leaders. Margaret Beatham has joined a Messy Church online community which may address this very question. Some youth groups are thriving in other churches. Can Mandy Thorlby advise on what other churches are doing? Peter said we could adopt the above goals as this year's priorities and asked PCC its idea of the best model of governance after two years' experience of bi monthly PCC meetings interspersed with Wardens and Standing Committee meetings. Whether it go back to twelve shorter PCC meetings and alternate between concentrating on vision and then

on the estate of the church? Should we have project teams for specific jobs that report back to PCC. A vote was taken. All but one PCC member wished to retain the current bi monthly model with the set up of project groups where needed to report back to PCC. The structure will be considered also at the next WSC and Dawn Jenkins will be invited. The next main review will be in one year's time.

7. **Matters Arising**

- Appointment of secretary, sides people and treasurer

Karen Oxtoby was appointed by the PCC as secretary for another year. The sides people, whose names were read out at the APCM, were appointed by the PCC. We are still waiting news of a possible PCC Treasurer.

- Fire Safety

Peter Debney had circulated a report on fire safety in the church and church hall prior to the meeting. The main points to note were that all double doors should be unbolted on a Sunday to allow entry and speedy egress for all parishioners and in particular to those in wheelchairs. The curtains on the fire exit door in the hall should be kept open and walkway areas as well as exits kept clear. He also recommended creating more space for wheelchair users by removing the pew screen adjacent to the side doors in to the corridor.

Action Point – To inform Sandy Tod of these measures.

Caroline W said she thought the kitchen door was not a fire door. Bill was to carry out a fire safety review with a local fire officer.

Action Point – PD to consult with BM

Caroline W also believed items were being stored in the boiler room that could pose a hazard. This also needs to be checked out and action taken.

The PCC accepted Peter's report.

- Sound desk cabinet

Caroline W had sent PCC her report on the sound desk cabinet prior to the meeting. The tender process has been undertaken and a local company will be commissioned to manufacture it out of engineered oak. It will also house the video console. There is still £3007 left over from Richard Bly's legacy, £628 designated to sound and vision and £1296 from funeral collections in 2022. Caroline W asked if the legacy money could be used for the sound desk cabinet. The PCC agreed to the money being released for this purpose. There will be a plaque in place on the cabinet in Richard's memory.

Action Point – PW to let Mark Bly know how we are spending this part of the legacy.

- Chairs update and email from Martin Smith

Caroline W had circulated her chair update and email from Martin Smith prior to the meeting and informed PCC that the requisite forms had been posted on the external church door and notice board for the 28 day period until 24 05 2023. This gives people time to object.

Action Point – Sylvia Walker asked Caroline to send a paper copy to Lorna Wild.

Comments have been received but so far no objections. After 24th May Caroline will go back to the Chancellor for the final sign off. £15750 is already ringfenced from legacies, other donations have been received and at least eleven pews are earmarked for sale which could give potential funds of £20600. This means the funds are now in place.

Caroline W also has an application in to the Terry and Liz Bramell Trust.

There are six pews under the chancel that need to be extracted. Andy Rayment, Mark Gurney, Peter Willox, Peter Debney, Miranda Armitage and possibly Jonathan Wearing volunteered to undertake the task and when the time comes the pews in church will need

PD

PD/BM

PW

CW

unbolting too.

Action Point – CW to send out an email to co-ordinate.

**CW
PCC**

Action Point – PCC to try to find buyers for pews at £75 each minimum if possible.

Money has been donated to properly repair the wooden floor and Caroline W will get quotes to repair the grey and white tiles . Andy asked how much does the community know?

We need to wait to see if we get permission first before we properly publicise.

Martin Smith had raised concerns about how the new seating would work in church. It is possible to have forty chairs in a single circle. Peter Debney has done some modelling around possible seating solutions.

Action Point – PD to print out for Martin and to decide how to present in general.

PD

Martin's other concern was the need to have a caretaker. This has and will continue to be discussed at the Wardens and Standing Committee in terms of what a job description would look like at St John's.

Dawn asked if we could have another tidy of the church.

Clothing Sale – email from Jane Wearing

After 16 years of sterling service Jane Wearing and Caroline Elston are stepping down from leading the Clothing Sale. This activity raises a lot of money for charity, one of them being The Revival Centre in Matugga, Uganda. It is therefore important that St John's continue to run it.

Action Point – PW to put something together for the Messy Church team. There may be some parents that might take this on with two members from church.

PW

- Hall hire query

The query over insurance is now resolved.

8. Reports

- The Wardens and Standing Committee have not met.

- Finance

The PCC agreed that Caroline Watson replace Bill Marwick as new cheque signatory on the virgin account.

- Property - Nothing to report.

- Mission Committee – the 2023 budget allocation had been approved prior to the APCM.

- Safeguarding

Dawn explained the function of the Safeguarding Dashboard to Caroline Elston and asked her to complete the training module within the first three months of being on PCC. All other safeguarding actions are currently up to date.

Dawn introduced PCC to the new Safeguarding Hub to which we are invited to register to as a church.

Stage 1 replaces our current record keeping and will remove the need for the spreadsheet for hat records DBS and training information.

There will be four stages in all that will cover safer recruitment and people management.

The safer recruitment stage has not yet been released but it will include role descriptions. Dawn has already worked with the group leaders on getting role descriptions in place to support them in recruiting volunteers and helping them manage what individuals will and won't be expected to do.

A discussion ensued around the need for having robust and best practice safeguarding in place as our duty of care to our children and vulnerable adults.

One activity that needs to be reviewed is the Welcome cafe as this is now a regular activity and we have been given further funding to support it going forward. Dawn will work with the Cafe leaders to review the safer recruitment practices to ensure all volunteers are clear about their role and complete a Confidential Declaration Form and complete the basic and foundation safeguarding training.

Dawn recommended that we sign up to the safeguarding hub. The PCC agreed to this. Dawn offered to meet up with all the group leaders to explain the implications of the Safeguarding Hub and to facilitate any training for those who may not have access to the online training.

- Environment Committee

Sylvia commented that two proposals for new recycling bins and cleaning materials are outstanding and will now go to the WSC in June. Sylvia informed PCC that she would be stepping down as Parish Environment Officer and that Lynn Haygarth has agreed to take on the role. Thank you, Sylvia, for all your hard work.

- News from the diocese, deanery, deanery synod, CTI – none given

9. Items for the next agenda

WSC

- Effective governance structure – Dawn is invited
- Proposals from the Environment Committee.

10. AOB

- Bradford Council have awarded St John's another £2K for 10 months to carry on the work of the Welcome Café. It is suggested that we might offer ice cream in hot weather.
- Dave and Elaine Atkinson are stepping down from the music group pending moving house. They have made a massive contribution to church over the years.
- There may be an occasion when there is no music team on a Sunday morning. Could we offer recorded music if necessary?
- Rob and Shirley Malley have also decided to leave St John's and have likewise made a massive contribution in their ministry to church. Both couples will be very sorely missed.

11. Dates of future meetings

PCC Mondays - July 17th, September 11th, November 13th, January 15th, March 11th
 WSC Wednesdays – June 14th, **Tuesday August 22nd**, October 11th, December 13th,
 February 14th

The meeting closed at 10pm with The Grace.