

**Minutes of the Parochial Church Council Meeting of St John's Church,  
Ben Rhydding, on Monday 17th January 2022 via zoom**

**In attendance:** Rev Peter Willox, Karen Oxtoby, Amy Stidworthy, Miranda Armitage, Margaret Beatham, Lynn Haygarth, Dawn and Charles Jenkins, Bill Marwick, Sylvia Walker, James Wright (until 9pm), Caroline Watson and Andy Rayment.

Apologies: Jan Copsey, Janet Munro and Nikki Gibson.

**ACTION**

**1. Opening Prayer**

The Rev. Peter Willox welcomed everyone to the meeting and opened the meeting in prayer.

**2. Apologies for absence**

Apologies had been received from Jan Copsey, Janet Munro and Nikki Gibson.

**3. Declarations of interest**

None unless mentioned later.

**4. Any Other business**

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

**5. Approval of the PCC minutes of 8th November 2021.**

The above minutes were approved as an accurate record of the meeting. Proposed Charles Jenkins, seconded Sylvia Walker. All were in favour.

**6. Chairs and pews**

Caroline Watson explained how initially when discussing a project to review the seating arrangements in church it had also included the idea of researching heating systems. Caroline had attended the heating webinars on the diocesan website to study this in more detail and found it inappropriate to the needs of St John's since the church is not usually heated during the week. Hence this has become a pews and chairs project. Caroline has been advised by the diocese to put a 'Statement of Needs' rather than a faculty. People from the diocese will want to come and visit. Caroline proposed that we draw up a Statement of Needs, seconded by Bill Marwick and all in favour. Strategically we wish to recognise the dynamic space we have and the right to have more flexible seating to meet the needs of parishioners and the community. Chairs were the original form of seating at St John's.

Peter will draft some communication both written and verbal to keep parishioners informed of current plans.

**7. Peter Runton replacement for PAT Testing and fire alarm testing**

Peter Runton is stepping down from the above role after many years of service. A discussion ensued on how this could now be undertaken. A suggestion was made that it could easily be incorporated in to the administrative role of the Parish Secretary. There should also be a role for a Fire Safety person. It would make sense to incorporate this in to the role of the person taking bookings and liaising with the groups.

**Action Point - Peter Willox and Bill to discuss.**

**PW/BM**

**8. PCC Succession Planning**

The PCC members due to end their term of office at the 2022 APCM and the two wardens were asked whether they were planning to stay on. Bill (Warden) and Karen (PCC Member) both agreed to stay on for another year. Miranda would be willing to stay on in principle but may be unable to due to some difficult family circumstances. Taking Miranda, and the two people agreeing to stay on, into account, there may be a vacancy for both one warden and a further six elected PCC members. Ideally the model is for two wardens and two assistant wardens. Peter did ask if any of the existing PCC could step up to the warden's role. Caroline Watson requested to further discuss this at the WSC. It was agreed that we all need to start asking parishioners now to be involved in PCC rather than leaving it until the APCM. It was suggested we send out a really strong message to say there is not scope for people not to take part. However not all were in agreement with this as there is a lot of hidden work that goes on in the church. Can people that have served on PCC years

previously, serve again on PCC?. Amy, who is now stepping down, agreed to say something in church about her time on PCC and to encourage people to come on board.

**Action Point - Peter and Amy to discuss how this should take place**

**PW/AS  
CW**

## 9. Matters Arising

### i. **New Parish Secretary**

There has been lots of interest in the post, though only one person has applied and another is due to apply. We need to reinforce we can be flexible on working days apart from Fridays.

### ii. **Generosity Week**

Charles reported that there are now 31 givers on the Parish Giving Scheme though twice as much is still coming in on standing order. Giving has fallen and won't normally increase until we have growth in numbers. We now have the ability to take card payments for donations and hall hire.

### iii. **GDPR officer**

Elements of the GDPR officer role such as Acting as Data Controller for Parish records (Electoral Roll, database etc.) and ensuring that the Parish is compliant with GDPR will be incorporated in to the Parish Secretary's job description.

### iv. **Children's work**

Sally De La Poer is on her own leading the Sunday morning children's groups and really needs another co worker. A rota of helpers is in place though people may be reticent to sign up due to COVID. We may also need a more children centred church service.

Messy church is growing from the younger age group and is just about coping for leaders and helpers though could do with more.

James suggested these key needs for children's leaders, Wardens, Assistant Wardens and PCC Members be a standing item in the weekly Sunday prayers.

**Action Point - PW to contact those leading the prayers.**

Andy mentioned that we need to contact those people no longer attending. Sylvia confirmed that she and Caroline are on with this. Peter said he would supply them with a list of families that have been involved. The uncertain times we are in still make this quite tricky. Can we remind these people that there is a zoom option and possibly have a Back to Church Sunday around Easter?

**PW**

### v. **Christmas**

The Christingle services were well received albeit a bit fraught due to Covid circumstances beyond our control. There were two Christingle services held, the first of which was also zoomed and put on You Tube. Alongside the Christmas Day 10 am Communion service there was also a separate zoomed Service of the Word. Thanks go particularly to Jan and Andy, Dawn and Charles.

It was acknowledged that we could do with a Plan B and a system that is hard wired so that the set up for zoom is not so onerous. Charles reported that people gave cash donations to the Children's Society but that there were no donations by text to Church and the special exterior lights put up outside church costing £280 only brought in £55 in donations where in 2020 the cost had been completely covered.

### vi. **Being With course**

This starts 8th February 2022 for 10 weeks. Three people have shown interest. Invites are to go out by email and Peter has given St John's a flavour of the course during one of his sermons.

## 10. Receive reports

i. **Wardens and Standing Committee 8th December 2021**

- Correction to action point on Item 3 - *Caroline to draft a faculty application and bring back to the January PCC should read Caroline to bring an update to PCC.*

The minutes had mentioned about using £10K from reserves towards the Share but Charles has since heard from Julia that such an amount is no longer possible. Bill is still to re-write the Health and Safety Policy which is taking a more Risk Assessment based approach.

Peter requested PCC carefully read the WSC subcommittee minutes to see if the WSC is missing any important matters or overstepping its remit.

ii. **Finance**

Charles presented a very ambitious budget to PCC. This is not without its challenges and represents us stepping out in faith. It will need reviewing at each PCC.

The 2022 budget had been drawn up at the Finance Committee and presented to the WSC in December. We have budgeted to pay 80% (£95K) of the Share Request in 2022 versus £72K in 2021. This could be achievable if more of our hall hirers return. We only budgeted £9K for hall hire this year but have achieved £13K so hopefully the budgeted £20 is manageable.

On the expenditure side Bill has produced a schedule of works which has been taken in to account. An expenditure line has been put in this year for Climate Change. The draft budget shows a £1.5K deficit which could be funded from reserves. Caroline mentioned that we need the depreciation figure for the Sound and Vision before we can approve the budget.

**Action Point - CJ to obtain the depreciation figure from Julia.**

Thankfully Julia managed to fix the Gas and Electricity rates to 2023 and 2024 respectively.

The PCC agreed to the proposed 6% staff salary increase from April 2022.

Charles and Caroline are carrying out a comparative review of hall hire rates to inform our new rates from September 2022.

Peter thanked Charles, Caroline and Julia for their hard work.

**NB: Following the meeting, Charles obtained the depreciation figures from Julia and has subsequently circulated an updated budget to PCC members for their approval, with revised figures for depreciation, resulting in a £2k reduction in the mission budget. The overall deficit of £2.5k is to be met from reserves. It was agreed that the budget as proposed is an extremely ambitious leap of faith for income and will require close monitoring against income & expenditure. It was agreed this should be a regular item at each PCC meeting going forward. Concerns were expressed in reducing the mission budget and whether we will be able to meet the share target without a significant increase in regular giving and an appetite for nurturing growth. This updated budget was proposed by CJ and seconded by KO.**

**A majority were in favour, with 3 members not responding within the timescale set.**

**A copy of the budget and the reserve position has been filed on SharePoint under PCC**

CJ/JJ

iii. **Property and Maintenance**

Bill has installed new lighting in the kitchen and replaced the dripping taps in the Garden Room.

Caroline informed PCC of the £4K grant to be awarded by Bradford Council for the automation of the south side doors. She has sent in quotes but needs to send in more quotes for the mats, electrical work and disabled signage as everything will be paid in one go.

CW/BM

### **Action Point - Caroline and Bill to progress**

**NB: Following the meeting the PCC were asked by email to approve the following resolution, on behalf of the church membership:**

**1. to install automation to the pair of external doors at the south entrance to St John's church, such that the building will be accessible as far as the corridor and toilets and**

**2. to erect a permanent sign on the west-facing exterior wall of the lounge, around 1.2m wide and 0.7m high, which will advise that this is the accessible route into the church, church hall and lounge.**

**This is the first phase of providing full accessibility to the church, the hall and the lounge, the cost of which has been fully met by Bradford Metropolitan District Council.**

**Following PCC's approval, we are required to request permission from the Diocese, in the first instance, by seeking approval from the Chancellor or if required, by means of a Faculty application.**

**Proposed BM, seconded CJ. A majority were in favour, with one member not responding within the timescale set.**

The allotment paths have been made straight and resurfaced.

iv. **Safeguarding**

Dawn had circulated her reports and Safeguarding Action Plan prior to the meeting.

The Archdeacon had been pleased with the Safeguarding at St John's and advised that a child friendly Child-line poster be displayed, which Dawn has done and that we have a separate safeguarding tab on the website.

New safeguarding training is required by all members of the PCC, namely the Foundation Safeguarding and Domestic Abuse training which is in addition to the Basic Awareness training.

**Action Point - Dawn to resend the links for the training and all PCC to complete before 7th March PCC Meeting.**

The list of non church activities was agreed by PCC. CTI2000 is classed as non church for this purpose.

The GDPR Officer will be deferred until March 7th PCC Meeting.

**DJ &  
PCC**

v. **Environment Committee**

Sylvia had circulated her report prior to the meeting. We now need to appoint a Carbon Footprint team as we, as a church, aim for carbon net neutral.

It was agreed that Sylvia should put a notice in the Gazette and on Ilkley Chat to enlist support as well as in the notices and there should also be members from the PCC.

**Action Point - Sylvia to advertise**

**SW**

vi. **Deanery Synod**

An open invite was circulated to PCC to attend the meeting on 2nd February 2022 which is looking at the children's work.

vii. **CTI news**

No joint week of Christian unity service this year.

viii. **Mission Committee**

The Committee will meet on Wednesday 19th January 2022.

**KO/JW**

**ix. The Ark**

**Action Point - To ask James Wright to report to a PCC meeting on this.**

**11. Any Other Business**

- Miranda asked when getting a banner printed for Fair Trade, to let her know what we wanted printed on the other side.
- George and Joan Luffman have asked if we can as a church, write to Brian Gregory to thank him from the parishioners for his tireless work with the Friendship Foundation, from which he is stepping down as Chair. Peter is happy to liaise with George and Joan about this.
- The Counting Rota keeps 'falling down'. Karen has offered to check the rota every Sunday and commandeer someone to count with her when those on the rota don't materialise. It must be counted every week if possible.
- A sizable donation has been offered to kick start a project. This will be referred to the WSC.
- Don't forget the PCC Giving Review meeting on 24th January 2022.

**Action Point - CJ to resend relevant information.**

**CJ**

**12. Date of next meeting**

Monday 24th January at 7.30pm on zoom - Giving Review Meeting  
 Wednesday 9th February 2022 at 7.30pm on zoom - Warden and Standing Committee  
 Monday 7th March at 7.30pm on zoom - PCC meeting  
 Monday 4th April 2022 - APCM at 7.30pm

The meeting closed with The Grace at 10.17pm