

**Minutes of the Parochial Church Council Meeting of St John's Church,
Ben Rhydding, on Monday 17th July 2023**

In attendance: Rev Peter Willox, Bill Marwick, Karen Oxtoby, Janet Munro, Dawn Jenkins, Caroline Elston, Andy Rayment, Lynn Haygarth, Miranda Armitage, Elspeth Holmes, and Debbie Walker, Jan Copsey.

ACTION

Apologies: Caroline Watson, Mark Gurney, Peter Debney, Sylvia Walker, James Wright.

1. Opening Prayer

The Rev. Peter Willox opened the meeting in prayer.

2. Apologies for absence

Apologies for absence had been received from Caroline Watson, Mark Gurney, Peter Debney, Sylvia Walker, James Wright.

3. Declaration of Interest

None.

4. Approval of PCC Minutes 15 05 2023

There was one correction to the above minutes. Bill Marwick should not have been listed as present at the meeting. The minutes were then approved by the PCC as an accurate record of the meeting. Proposed by Janet Munro, seconded by Dawn Jenkins, all were in favour.

5. Any Other business

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

6. Worship and discipleship for our three congregations

Peter presented a paper he had prepared for PCC which had resulted from a priority planning meeting held with Jan, Sylvia and Dawn and also from, the objectives derived from his developmental review. His main target being how St John's relate the three distinct separate congregations together, namely, Sunday morning, Messy Church and The Ark. These are three congregations not churches. Suggestions were to have three middle leadership teams and to take the opportunity with the introduction of the new seating, to rearrange the service types so that the first Sunday is more like the Explore style service, the second Sunday, Holy Communion and Lighthouse, the third Sunday Celebration, the fourth Sunday, Holy Communion and Lighthouse, the fifth Sunday a Celtic style service possibly including a shared meal. The rationale being that families may find it easier to attend week 1 and 3 as Messy Church is on the afternoon of week 2.

It was also suggested that representatives from Messy Church and The Ark come to the Sunday service to invite the congregation to their afternoon services. Peter asked, do we have an overall strategy group such as the WSC or the PCC or a different group? He suggested an overall theme for the month for all the groups, such as the creation month in September. It was agreed that changing the charring was symbolic and gave us the opportunity to look afresh at what we do. Initially the plan was to have Peter's paper circulated to PCC for discussion in September. However, if we do want to change the services formats with the arrival of the new seating, it might be prudent to start notifying the congregations sooner rather than later.

Action Point – Peter to email paper to PCC

PW

7. Matters arising

- Most of the pews have been sold and will be removed by 18th July 2023. Their sale has raised approximately £2K. The Light Fantastic week starts 31st July so it is important that the floor is checked for pegs and screws and no work undertaken during that week. There is a memorial pew that will be kept. Unsold pews can be dismantled and placed in the Tower Room. Everything must be removed from church before 4th September and the organ, piano and projector will be bagged to protect from dust.
- Peter had emailed Mark Bly to inform him we would be using part of Richard Bly's legacy for the sound desk and cabinet. The cabinet will have a commemorative plaque.
- Peter is going to visit Messy Church families to see if someone could help run the Clothing Sale with representatives from St John's Church. As preparations usually start in August it might be that the October Sale can not be held this year.
- Sue Smith has retired from leading Open The Book and the team will shortly meet with Mandy Thorlby of Otley Christian Resources Hub to chat about different options available. Ben Rhydding Primary School is keen for the OTB assemblies to continue but nothing is booked next term, though What's The Story of Christmas may still be possible.

8. Sandy's role and Caretaker

Sandy wishes to finish as booking secretary at the end of August. There are elements of his role that could be split between the administrator and a new caretaker role. Any new role would require a detailed job description. This would then help inform the relevant level of police check. Two references would also be required.

Action Point – Bill to do a job description for a caretaker role and a job description for the main part of Sandy's role.

BM

We need to get the information together for a job advert by 11th September. We may need to amend Jacqui's role description, review her salary and also help accommodate her working more from home. Can we have a web-based booking system on the new website where you can see the room availability and then phone the office to book?

There are certain times when the administrator does need to be on site for e.g. photocopying, receiving consumables and handing over keys.

We would use the money set aside for the Schools liaison officer for the Caretaker role.

9. Reports

1. Wardens and Standing Committee

Pews and chairs already discussed. The offer of a table tennis table was declined.

2. Finance Committee

The committee has not met and no one has come forward to fill the treasurer role.

3. Property and maintenance

Elsbeth stated that she needed to arrange a date for PAT Testing with Sandy.

Action Point – Bill to pass on contact details to the wardens for the Gas Safe engineer in order to service the three boilers.

BM

It will be necessary to do a big clean after the floor sanding. The WSC will arrange a date and ask for volunteers.

4. Safeguarding

Dawn had circulated the Safeguarding action plan and had requested PCC read section 7 of the Safeguarding Handbook in order to review and approve the procedure for responding to concerns and allegations. PCC approved the procedure at this meeting.

Dawn reported she had met with the various group leaders to explain the changes that had come in with the House of Bishops requirements. She will meet again to ensure the groups are compliant.

Jan has become the holder of the sign-up sheets for the Welcome Café and Dawn

will roll out the basic safeguarding training to the volunteers in September.

5. **The Environment Committee**

Lynn Haygarth is the new Parish Environment Officer. She referred to a report which had not yet been circulated to PCC.

Action Point – Please email report to KO for onward circulation.

LH

The environment committee asked PCC for £200 to spend on 3 recycling bins. PCC agreed.

Lynne Farrar is leading the carbon net zero group.

Hilary Davies and Lynn Haygarth will attend an Eco Church meeting on 2nd December at St Mary's Embsay with Eastby. This church has achieved Eco Gold status. Within the St John's Environment Committee, it has been decided not to go for silver status for the foreseeable future.

Janet divulged that some parishioners were unhappy about the poor state of the two wildflower areas. Wildflower areas take a lot of managing to look nice. Julia and Karen Palframan are aware and are wanting to improve it by changing it into a pollinator garden.

Karen O suggested that JJ and KP communicate a list of perennials required, so that people can donate them.

6. **News from Diocese, Deanery, Deanery Synod and CTI.**

The diocese is struggling financially but is in receipt of grants from the central church for such things as the Barnabas Project. In the deanery there will be a new vicar in Burley, Phil Bishop and there will be a vacancy in Silsden and Sutton in Craven. On 18th July 2023 the Deanery Synod will be held in Bradley. Father Keiron is retiring from the Catholic Church.

10. **Proposed Music Weekend**

Miranda had suggested this event and circulated her ideas by email prior to the meeting. Such a weekend could be a way of marketing the church to the community and could include many different groups. She suggested it could be free of charge with an opportunity for donations. Miranda asked PCC to send her ideas of groups to invite.

Action Point – PCC to email Miranda with ideas.

PCC

Caroline W suggested by email that such an event might take place in the Spring to minimise heating costs and mentioned that a current booking in November had not yet been approved by PCC.

Dawn mentioned a Chapter meeting where the 2025 Bradford City of Culture had been discussed. Peter said he would speak to Mark Monwilliams and CTI about possible events.

11. **AOB**

Sharon Crosby is organising a Matugga evening with Route 65. Peter asked PCC if it could approve the event. PCC assented.

12. **Dates of future meetings**

PCC Mondays - September 11th, November 13th, January 15th, March 11th

WSC Wednesdays – **Tuesday August 22nd**, October 11th, December 13th, February 14th

The meeting closed at 10pm with The Grace.

