

**Minutes of the Parochial Church Council Meeting of St John's Church,
Ben Rhydding, on Monday 7th March 2022 via zoom**

In attendance: Rev Peter Willox, Karen Oxtoby, Amy Stidworthy, Miranda Armitage, Margaret Beatham, Dawn and Charles Jenkins, Bill Marwick, Sylvia Walker, James Wright Jan Copsey, Janet Munro, Caroline Watson and Andy Rayment. Julia Jordan (in part).

Apologies: Nikki Gibson and Lynn Haygarth.

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, Lynn Haygarth and Nikki Gibson

3. Declarations of interest

There were declarations of interest from Peter Willox and James Wright re hall hire.

4. Approval of the PCC minutes of 17th January 2022.

There was one correction to the above minutes. page 2 item 9 ii which should read *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*, not that the person recruited is the GDPR Officer. The minutes were approved as an accurate record of the meeting. Proposed Karen Oxtoby, seconded Peter Willox.

5. Any Other business

Items for Any Other Business were given to be discussed at item 13.

6. Finance Committee Report

- i. Julia Jordan, the book keeper at St John's had joined the meeting to present the 2021 accounts and shared a slide presentation on zoom.
The total income in 2021 increased by £3k due to a £4K increase in hall hire but fall in church fees ie funerals and wedding and lower interest.
Julia has this year separated the legacies out which is £11750 for 2021 and still held in general funds. There has been a 8.3% fall in planned regular giving in 2021 The £14K overall surplus includes the legacies.
The work of the church expenditure line reduced to £74K in 2021 against £88 K in 2020.
Staffing costs reduced slightly with there being no administrator in post from September.
The question was asked how PCC use the potential £2K deficit from 2021. It was decided that Julia would carry out a reserves analysis after the APCM to verify the exact figure before PCC reach a decision.
Caroline W pointed out that with £54K in funds available, people may be dismayed that we have not paid out more in Share in 2021. Caroline recommended we be prepared to explain how that figure includes operating costs, legacies and money already earmarked for repairs.
Caroline also asked why the £22K toilet spend was not capitalised and that the examiner, Karen Gardner. may ask the same. Technically we could do this but it would alter the reserves position. Julia said she would discuss this with Karen outside of this meeting.
The accounts were approved subject to the verification from Karen Gardner.
Proposed Charles Jenkins, seconded Caroline Watson, all were in favour.

Action Point - Julia to email answer from Karen Gardner

- ii. Julia informed PCC see had closed the Virgin passbook due to difficulty of operating the bank account and the low interest rate and that Yorkshire Bank had merged with Virgin Money. She suggested opening an instant access account with a better rate of interest. Proposed CJ, seconded CW. All were in favour.
- iii. Julia asked if the cheque signatories on the new account could be the same as on the CCLA account, namely Peter Willox, Karen Oxtoby, Charles Jenkins and Bill Marwick. Proposed CJ, seconded JM. Peter thanked Julia for her presentation.

7. Looking ahead...

Peter asked what do we want our church to be like in two years time and how do we get there?

- The following ideas were given: More people; church to be a joyful place and a place of refuge where people can just be; church being a welcome place and open for coffee every day; more families. A discussion ensued about the declining church membership of families. Church is about hope, like Peter's reading earlier about Noah's Ark being about salvation. Caroline and Miranda emphasised the need to offer a more flexible building to encourage dance and drama etc and attract more people. Could we put on a breakfast once a month or link with other local organisations to meet needs? James suggested we try to make something out of our church seasons or secular seasons and invite our neighbours to come along. Can we do a Back to Church Sunday? Could we engage the community in devoting something to Ukraine, candles, crafts, a vigil? Now that the Fete is not taking place, could we have a community event in our grounds? Peter thanked everyone for the discussion.

8. Matters arising

- Elspeth Holmes has agreed to take on the organisation of the PAT and fire alarm testing from peter Runton.
- Jackie Bryne has been appointed the new Parish Administrator.
- Eight people are regularly attending the Being With course.
- Peter needs to ask the people leading prayers to include the children's work in them on a weekly basis.
- Safeguarding training is in the process of being undertaken.
- James was asked if he could do a 10 - 15 minutes presentation on The Ark in May.

9. Reports**i. Property and Maintenance**

- There is a delay from Pickles in repairing the church roof and tower.
- Caroline reported all the legal paperwork had been completed and returned to Bradford Council to do with the electronic doors and grant and that the money should arrive soon. The electrical spur will be installed at the end of March.
- Fire safety work will take place this week.

ii. WSC

- Donation. Peter explained that a £10K plus gift aid donation will be given to church this tax year and the donor is to give this to church as long as spent wisely. It may seed fund some of the new events we are thinking of launching.
- Bill and Julia have redecorated the vestry and a new carpet and rugs installed as well as a new chair. Bill thinks the lounge needs repainting and will put a message out for volunteers through the new sheet. KO volunteered to paint.

iii. Finance Committee**a. Hall hire rates**

The Hall hire rates reviewed by Charles and Caroline W, circulated prior to the meeting were discussed. A 10% increase will take affect for existing hirers from September 2022 with new users paying the new rates immediately. Various

discounts will be applied a per the spreadsheet. This makes our rates competitive with other local venues. Proposed CJ, seconded CW, two abstained, the rest were in favour.

b. Progress against budget

The latest monitoring spreadsheet, which includes the February 2022 figures had been circulated prior to this meeting. It is predicting a £10K deficit should giving continue at the same level throughout the year. New cashless methods of giving were used during February onwards. We need to do more to promote giving and often it is helpful to link giving to a project. At the same time some people have commented on the number of times that giving is being mentioned. We will carry on monitoring giving on a monthly basis. There are now 33 people on the Parish Giving Scheme which is 30% of the regular giving congregation.

c. Actions from Giving Review

- Promoting ministry and mission stories through the new website and possibly asking the Mission Committee to take ownership in uploading these stories to the website. Pictures can be uploaded as long as permission is sought from parents or those in the photos. Caroline asked for a website action plan to be drawn up. Who will update the website on a daily basis? Tony Watson currently puts things on the old website for us.

- Dawn informed PCC that after the APCM she will update the Welcome Pack, circulate it to PCC then pass the final version to the new administrator for future updates.

iv. Safeguarding

Peter and Dawn have met to review the safeguarding records and retention of records for compliance with GDPR and confirmed that all safeguarding records and retention of those records are compliant. There are still three people that need to complete the foundation safeguarding training and six to complete the Domestic Abuse training. Everyone was reminded that these safeguarding modules are compulsory for all PCC members. The House of Bishops have informed us via the Diocesan safeguarding team that anyone refusing to do any of the training required would mean one would have to step down from PCC or any other role requiring training that involved working with children, young people or vulnerable adults.

Action Point - PCC members to complete all training and to let Dawn know when completed.

PCC

The Welcome Cafe has now been included in the church activities list and the team have either had DBS checks or will complete a self declaration form.

v. Environment Committee

The Carbon Zero group, comprising 6-7 people and members of Climate Action Ilkley are due to meet on zoom on Thursday 10th March 2022. Peter, Sylvia, Charles and Julia are on the group.

vi. Pastoral Care

Although already approved by email, the PCC formally approved the launch of a new Welcome Cafe which will start on March 22nd 2022. Proposed Sylvia Walker, seconded James Wright. All were in favour. Posters and flyers are in the process of being made.

vii. Deanery Synod

Has not met.

viii. CTI - There will be Lent lunches, the Good Friday 11.15am Walk of Witness and the 6am Easter Sunday Son Rise service.

Action Point - Peter to ask the Methodist church in Ben Rhydding if we can share in their Maundy Thursday service.

PW

ix. Mission Committee budget approval

The Mission Committee had met to allocate their budget to Mission partners. This budget was circulated prior to the meeting. The total budget allocation this year has reduced to £7000. The mission budget was proposed by Peter Willox and seconded by Margaret Beatham. All were in favour.

x. Messy Church and Children's Ministry

- Margaret said there had been a good Messy Church leaders meeting. A lot of the younger age group are currently attending. Margaret proposed finishing with the Messy Church in May and then running some social activities during the Summer. The team could do with more manpower especially as we would like to resume the pasta teas in October.

- A children's leaders team is scheduled for 8th March. Ros Brown and Geri Huang-Faulkner have offered to co lead. People are still signing up to volunteer.

- The midweek toddler groups are filling up to capacity. Margaret attends to promote Messy Church.

xi. The Ark

James reported that twenty two people had attended the Ark on Sunday, two of which had not been for the last two years and ten people on zoom. Ten churches are represented in this service. It is going really well.

10. APCM Preparations

Karen has received all but two reports for the APCM and thanked people for them.

Miranda has decided she needs to step down as a warden but can stay on as a PCC member.

We therefore need another warden and an assistant warden. We also have vacancies for seven PCC members and one Deanery Synod member. So far three people have agreed to come on to PCC and two have agreed to stay on as PCC members (Miranda and Karen).

It was decided to move the date of the APCM to Sunday 3rd April 2022 at 10am.

A short discussion ensued around resuming communion wine and our policy on mask wearing. There is no easy answer.

Action Point - If anyone has any ideas please email them to Karen.

11. Approval of Chair Seating

It is proposed that we replace the pews in the main body of the church (nave, excluding the chancel) with chair seating. Proposed Charles Jenkins, seconded Bill Marwick. All were in favour.

PCC

Peter referred to the letter from the Malley's circulated prior to the meeting. We are unable to give the congregation any cost to the project yet as we need to seek diocesan approval first. We could be purchasing one hundred and fifty chairs but may need to repair the floor as well. We could use some legacy money and Caroline has identified a number of trusts to contact aswell. Peter has already spoken to Rob and Shirley about the pews. Caroline stated it might be a challenge to ask the congregation for money in the current climate.

12. PCC Approval for Otley Brass Band event 2nd July 2022

The PCC gave approval for James Dannenberg to organise a concert at St John's by Otley Brass band on Saturday 2nd July 2022 at 7.30pm. Entrance fee for over 16 year olds £10 with proceeds to the charity Give A Child A Hope.

13. AOB

It was agreed to put a Ukrainian flag outside church, tie blue and yellow ribbons to the trees and hold a vigil as a token of our support to Ukraine.

Action Point - Amy and Andy agreed to set something up.

People should not donate to Ukraine through St John's but through the recognised routes such as the DEC, Tear Fund etc.

AS/AR

The meeting closed at 22.37pm