

**Minutes of the Parochial Church Council Meeting of St John's Church,  
Ben Rhydding, on Monday 9th January 2023 in the lounge and 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, Peter Debney and Debbie Walker.

Apologies: Lynn Haygarth

**ACTION**

**1. Opening Prayer**

The Rev. Peter Willox read from Psalm 1 and opened the meeting in prayer.

**2. Apologies for absence**

Apologies had been received from Lynn Haygarth.

**3. Declaration of interests**

None

**4. Approval of the PCC minutes of 14th November 2022.**

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

**5. Any Other business**

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

A few pastoral issues were discussed at this point.

**6. Matters arising from the PCC minutes 14 11 2022**

**8.2 Warm Space development**

The afternoon is for the benefit of the community but is currently only attended by St John's parishioners. The feedback given is that it is a helpful social time.

**Action Point – PW still to email a poster out to Ben Rhydding Primary School to inform school parents.**

**PW**

**8.3 Insurance – Jacqui has now displayed the poster.**

**8.5 Christmas**

It was felt that moving the Carol Service from the afternoon to the morning had worked very well and could be repeated this year. The Christingles were very well attended. Comments made were that the lighting could have been better i.e., candlelit, and in view of the numbers attending the 4pm service, the stewards could have done with more help. The pros and cons of the DIY Christingle format were also discussed. Sylvia was thanked for the good job she did on Christmas day which was also well attended. The discussion turned to the two services held in the hall.

On 8<sup>th</sup> January 76 adults and 5 children attended and some people fed back that it felt a bit overcrowded. Some people were unwell which made others anxious about their own health. It was decided to send out a mailchimp to urge people to stay at home and attend on zoom if they feel unwell. There were a few

technical problems to combat including access to the internet. It was decided services will most likely continue in the hall over February as the new sound desk will not be ready until then. 4<sup>th</sup> and 5<sup>th</sup> February will be a busy weekend in the hall as we host the Refugee Day, Azeria Spencer and lunch and The Ark.

### **11. Website**

**Action Point – MG, DJ and PW to arrange a meeting to decide who they need to talk to provide the content for the new website.**

**PW/MG/DJ**

### **11. Monday afternoon tea**

Still to be organised.

## **7. Annual Meeting and Wardens team**

Based on feedback following the 2022 APCM it has been decided to revert to Monday evenings for the 2023 APCM which will be held 24<sup>th</sup> April 2023 at 7.30pm. Caroline W offered to procure the cheese and wine. Bill will step down as warden and Charles is to step down as treasurer but retain the administration of the Parish Giving Scheme. Peter reported that the idea of the current governance model was to spread the load of the jobs but that has not happened since we only have one warden and one assistant warden in the warden's team rather than two of each. Peter questions whether we need to go back to monthly PCC meetings? Peter asked if anyone was thinking of stepping up, to which there was no response. Caroline asked about a Warden job specification as she noticed the way the warden role had been undertaken by other wardens was very different to Bill's very practical hands-on approach. A warden is required to fulfil many legal duties such as being present at the Sunday services. This does not currently happen. There is a need to put a package of information together on the duties of a warden that does not scare people off.

**Action Point – BM and PW to meet to produce something for a feature article to go out in the notices.**

**PW/BM**

It was noted that many jobs are being carried out by individuals such as the electrical testing, gardening and looking after the kitchen.

**Action Point – PW and CJ to get together to discuss the finance role.**

**PW/CJ**

Charles has put together a job description.

There will be 5 vacancies on PCC at the APCM. AR and KO offered to stay on another year therefore leaving three places to fill.

Peter said at the first PCC After the APCM we will look at the jobs that need sharing out.

## **8. Reports**

### **1. Wardens and Standing Committee**

The new bell rope has been installed.

Chairs – The chair project and repairs to the floor can almost entirely be funded from most of our legacies. There may be a shortfall of £2K. Response to the choice on the two prototype chairs has been poor but it seems the least heavy chair is the preferred option. The next step is cost it all out, choose the colour and go back to the diocese who are asking for information.

**Action Point – CW, BM and KO to look at the colour swatches and decide on a colour.** CW/BM/KO

Everything needs to be in place for the next PCC in March so that we can vote.

Peter mentioned the caretaker role which may become important if we are having to move multiple chairs around. Bill is still going to discuss this with the All Saints Church administrator and Peter will speak to Sandy in his role as bookings secretary. Peter also mentioned that money has been gifted for mission and a group should be set up to discuss how this money is used.

**2. Finance**

Charles had revised the 2023 budget based on the December 2022 outturn figures and said there will be a deficit of £2500 in 2022. In 2022 we have managed to pay a Share of £94K but in 2023 we will only budget a Share of £88K because of the £16K increase in gas and electricity.

As no one had the document to hand at the meeting it was decided to approve the budget via email. Charles has since re-sent the budget and stated the following

*'I have increased the anticipated hall hire income level in the proposed budget by £1,000 to £26k, following the increase shown in December's figures. Consequently, the draft budget now shows a very small surplus instead of the £800 deficit previously presented. The Share figure remains at £88k, reflecting the increased R&M and Utility costs forecast.'*

**Action Point – PCC to respond by either being 'in favour' or 'not in favour' of approving the budget by 16<sup>th</sup> January.** PCC

Hall hire rates will be discussed first at Finance Committee level and presented to PCC in March.

Sylvia reported on how she had spent the £100 over 2022 for pastoral care.

*'14 cards were sent, some by post = approx. £21*

*6 lots of flowers were delivered = approx. £56 (average of £3.50 each)*

*Christmas - 7 small packages for each of Peter's delivery parishioners (inc an extra one) with cards, cake and small gifts = approx. £6.50.*

*Five extra Christmas Plants/planted bulbs for several 'vulnerable' people, inc. several bereaved in the past year. £15*

***Total Expenditure 2022 (based on the above figures) = (approx) £98.50.'***

Thank you Sylvia for all your hard work and care.

**3. Property and maintenance**

Money has kindly been donated to replace the hall window glass. This maintenance work has been flagged as urgent in the quinquennial.

**Action Point – Please pass on our thanks to the donors.**

**It has been decided prudent to replace the hall lock.** CW

**4. Safeguarding**

Dawn went through the main actions outstanding on the safeguarding action plan. This is around training and risk assessment. One PCC

member urgently needs to complete the 3 modules and we need to make new PCC members aware of these training requirements. Hilary has kindly offered to help Ros and Sally with Pathfinders and is undergoing the regulatory DBS process. Dawn will circulate the Safeguarding action plan to the group leaders. Thanks to Dawn for all her hard work as Safeguarding Officer.

**Action Point - Outstanding safeguarding training needs to be completed as agreed by PCC members.**

PCC

#### 5. Environment Committee

The Environment Committee will meet in February to discuss recycling facilities.

The Carbon Net Zero group are meeting 26 1 2023 to discuss the data received on St John's energy usage. They have also shared information with their counterparts at All Saints. The groups are mutually encouraging.

#### 6. News from Diocese, deanery. Deanery synod, CTI.

Bishop Nick has written to the clergy. There is a vacancy for a vicar in Burley and Susan and David in Silsden are retiring. Peter W has put himself forward to be the deputy moderator for CTI.

#### 9. Environment Policy

Caroline and Sylvia had sent around the Environment Policy for review and a discussion ensued around the use of chemicals and how we insert this into the policy. Peter suggested that we insert 'where possible we will use chemicals that are as environmentally friendly as possible' and that we tweak point 8 and point 10 of the policy. The policy already mentions (Point 10) 'looking to minimise pollutants' and using (Point 8) 'low environmental impact materials', which should be for cleaning, for gardening and church maintenance. We should also encourage all contractors and suppliers and even allotment holders to take environmental concerns into account in their work. Whilst as Sylvia mentioned the policy sounded a bit too non-specific it should be seen as a guide to our actions and suggests the direction of travel, we want to go in. We could also do with incorporating Building Research Establishment Environment Assessment Method (BREEM) and include the reference.

CW

**Action Point - CW to re draft and circulate to PCC for email approval.**

#### 10. Open The Book

Sue Smith sent an email to PCC giving a report on Open The Book for 2022 and informing PCC that the members need to step down after many years of service. Thanks go to the team for doing a brilliant job bringing bible stories to the school children of Ben Rhydding. Miranda said how valuable this has been to the children and maybe the only Christian input they receive. PCC discussed the way forward and who might be recruited. Are there any parents from Messy Church or Toddler group that could take this on? It is recognised that this is a weekly termtime commitment. Every fortnight in school interspersed with practice sessions. This then led to a comment from Dawn about our missional priorities bearing in mind everything we do operates on skeleton staff.

**Action Point - To talk to Messy Church parents to see if anyone could get involved in OTB.**

**11. Items for next PCC agenda**

To look at mission priorities in March.  
Invite Julia to present 2022 draft accounts  
APCM Preparations and vacancies

**12.AOB**

- Dawn mentioned the need to make people aware not to turn the internet off as happened 8 01 2023.
- PW and DJ are going to run the Being With course.
- Peter asked if PCC could underwrite the hall hire for their community Purple Room events starting at the end of March 2023. The PCC agreed.
- Peter asked if a relative could put in a quote for the sound desk cabinet. PCC agreed.

**13. Date of next Meeting**

**Meeting Dates**

**PCC all Mondays:**

13th March.

**WSC:**

Wednesday 8th February 2023.WCS - Wednesday

The meeting closed at 10.20pm with The Grace.

