

**Minutes of the Parochial Church Council Meeting of St John's Church,  
Ben Rhydding, on Monday 15th January 2024**

**In attendance:** Rev Peter Willox, Karen Oxtoby, Janet Munro, Caroline Watson, Lynn Haygarth, Miranda Armitage, Sylvia Walker, Caroline Elston Peter Debney, Dawn Jenkins, Andy Rayment, and Debbie Walker.

**ACTION**

Apologies: Bill Marwick, Mark Gurney, Elspeth Holmes, Jan Cospey and James Wright.

**1. Opening Prayer**

The Rev. Peter Willox read from 1 Samuel 3 and opened the meeting in prayer.

**2. Apologies for absence**

Apologies had been received from Bill Marwick, Mark Gurney, Elspeth Holmes, Jan Cospey and James Wright.

**3. Declaration of Interest**

None.

**4. Approval of PCC Minutes 13 11 2023**

The minutes were approved by the PCC as an accurate record of the meeting. Proposed by Sylvia Walker, seconded by Dawn Jenkins, all were in favour.

**5. Any Other business**

Items for Any Other Business was given at this point to be discussed at item 14.

**6. Steering Group**

Following the last PCC discussion on how we move forward in mission with the three diverse congregations, James Wright has started to gather a group together to explore this further. Members of the PCC are encouraged to join this group. Peter's forthcoming pastoral letter to the congregation (which will go out by mail chimp on 20<sup>th</sup> January) will go into more detail.

**7. Matters Arising**

**- Bookings secretary**

Lisa King, C Watson and J Jordan have met and set up a new electronic system to tighten up finance procedures around invoicing. It was agreed that one week's notice should be given by the hirer in the event of cancelled classes otherwise the hirer will be charged. There was an occurrence before Christmas where the heating was left on for classes which never took place and the booking secretary had not been informed that they were cancelled.

It is hoped, once the Tower Toom is cleared, that that room will be available to book out as well as the church, hall, and lounge. It is possible to see on the website the dates rooms are free, but bookings can only be done through the bookings email ([bookings@benrhydding.org.uk](mailto:bookings@benrhydding.org.uk)).

**- The Clothing Sale**

Hilary Davies has shown an interest in this and wondered if it could be turned in to a roof event.

**Action Point – Hilary to speak to Jane Wearing for further information.**

**HD**

**- Easter at Ben Rhydding Primary School**

Peter W has spoken to the new Head Teacher who is keen for St John's to be involved in some Easter service/ assembly.

### - Treasurer role

This has been communicated to the three congregations. Dawn asked whether we could have a vacancies page on the website and in the notices. Can the vacancies become part of the regular weekly notices and form part of the notices received by Messy Church and Ark parishioners via mail chimp?

### - Alex Kiyaga

It is very unfortunate that the Home Office have not granted Alex Kiya a visa to spend a month in the UK at St John's. Peter thanked Debbie for all her hard work in trying to make this possible.

### - Staff Salaries

**Caroline Watson and Andy Rayment have liaised, and this will be addressed at item 8.**

## 8. Budget

Caroline Watson had circulated the budget to PCC by email ahead of the meeting. Caroline went through some of the income and expenditure codes to explain how she and Julia Jordan had arrived at the proposed budget figures.

More families have joined the Parish Giving Scheme, but some families have left church. The PGS allows for inflationary increases, so Caroline has built in a 3% increase from September onwards. 75% of gift aid for 2023 has been reclaimed but money paid direct to the bank and donations still needs gift aid claiming back. Alex is working very hard to reclaim this.

Caroline has increased the amount for mission by 5%.

Energy is hard to estimate as both gas and electric contracts must be renewed in 2024.

PCC agreed that staff salaries will rise just above the Living wage increase by 10% from April 2024 rather than from January.

Caroline then went on to mention that the hall piano was irreparable (the sound board held together with corks) and that U3A had sent an emailing asking what we intended to do about it, as they rely on the use of the piano.

**Action Point – CW to ask in the notices whether anyone has an upright piano they might sell/donate.**

**CW**

Caroline also reported that the organ was not playable and the rebuild cost would be around £80-£100K.

Caroline mentioned the hall acoustic project that we should start looking into and will have a discussion with Mark Swift, who has knowledge of the product and systems.

The hall floor also needs attention.

### - Hall hire rates

These have been frozen for the past two years with discounts for regular hirers. Caroline W proposed that they be increased by 3% from the start of the next academic year and that we let hirers know by Easter.

Sylvia read out the list of all the items she had spent her £100 on for the purposes of pastoral care in 2023. Thank you to Sylvia and Caroline for all your thoughtful care.

### - Share

Caroline stated that St John's can only really commit to a Share payment of £84 for 2024 (£124K requested) but that we might review in six months to give more if possible.

Caroline W proposed an increase in hall hire rates of 3% from September 2024, proposed a share starting point of £84K and proposed the budget for 2024. This was seconded by Caroline Elston, and all were in favour.

## 9. Church secretary

Jacqui Byrne has unfortunately had to hand in her notice for personal reasons.

**Action Point – DJ and PW to meet to update job description and advert which will go out on the website and on Ilkley Chat.**

PW/DJ

Hilary has offered to help with admin support. It might be important to specify how many hours a future administrator needs to be in the building.

## 10. Social events and fundraising for the roof

Caroline W's roof update report had been circulated to PCC prior to the meeting.

The tenders have gone out to the three contractors and PCC agreed to Caroline's request that the WSC be delegated responsibility for choosing the contractors once the quotes have come in.

Miranda had also sent PCC an email regarding the fundraising for the roof prior to the meeting. There is no fund-raising committee for the roof as there was last time. We need to put on social events that we will bring our 3 congregations and the community together to have fun and to raise money for the roof. It was pointed out that the congregation is not yet aware of the roof problem. This needs to be communicated first. The roof needs to be mended and the cost will be around £30 - £50K. There may be some grant funding available especially if the insulation makes it an environmental project and there is also a possibility of getting a cheap loan. We will know later if we have any reserves we might use for the project.

A few events are already being organised such as a family barn dance on 24<sup>th</sup> February and afternoon tea on 9<sup>th</sup> March. Other offers of musical events and quizzes have been made but someone will have to take responsibility for each event. Dawn suggested holding a Movie Night, but we can only advertise inside the building and a possible retreat day with proceeds going to the roof.

Dawn suggested a strap line of 'Under One Roof' and offered to help with the posters. It was agreed adult tickets should be priced at £10 in most cases and put on Eventbrite and that people might also pay cash or by card machine on the door. Caroline W is happy to put events on Eventbrite.

Miranda asked Pete Debney to supply her with the maximum practical numbers of people that might comfortably attend a function in the church and in the hall.

**Action Point - PW to extend bar licence 6pm to 11pm**

PW

There was a question about how we get the information out via mail chimp to all three congregations especially as there are only 3 mail chimp users.

**Action Point – Jacqui to write out the mail chimp instructions**

JB

## 11. Reports

1. Wardens and Standing Committee – nothing further to add

2. Finance Committee

Caroline said no year end figures have been produced yet. Draft figures will be sent after her meeting with Julia on Thursday.

3. Property

New filter to be paid for in advance but there may also be a new one in the cupboard. Tom to install.

4. **Safeguarding report**

This had been circulated prior to the meeting. Some people have challenged their need to undertake safeguarding training as they have already done similar training with other organisations. The PCC agreed that it was important that everyone undertaking official roles for St Johns should comply with the Church of England

Safeguarding training requirements and undertake the relevant modules for their role.

PW

**Action Point: Peter agreed to send a letter to those who were questioning the need to do the training to reinstate the importance and to emphasise the need for us all to comply with safeguarding best and good practice.**

Dawn has also been looking at risk assessments and has been investigating food hygiene. Dawn has produced a booklet for all groups which provides guidance on best practice for providing food and drinks in a church setting and is taken from Ecclesiastical and the Food Standards Agency.

**Action Point:** Dawn to circulate to all Church Activities Group Leaders

5. The Environment Committee

Lynn informed PCC that the new recycling bins were in place. No communication to the community has yet gone out but Lynn and Karen Palframan will take this forward.

6. Deanery Synod

July meeting consisted of a presentation from Otley Christian Resources Hub, The October meeting was a talk from Jemima Parker around getting to Net Xero. Sylvia handed Caroline W a paper on Ten tips for PCC around purchasing energy. The Deanery Synod will discuss on Wednesday how it might support the City of Culture in 2025. There will be a BEAF meeting on 6<sup>th</sup> February.

12. **Pastoral News and care**

In view of her expecting knee surgery at the beginning of February Sylvia (on behalf of herself and Caroline Elston) informed PCC of specific challenges faced by various parishioners at this time and asked PCC to be extra vigilant and `keep an eye` on the ones mentioned where possible.

13. **AOB**

Peter mentioned that CTI2000 were looking to extend the covered area at the top of the allotment and asked if PCC were OK with that. PCC agreed.

14. **Date of future meetings:**

WSC Thursday 22<sup>nd</sup> February

PCC Monday 11<sup>th</sup> March

APCM Monday 29<sup>th</sup> April

The meeting closed with The Grace.

The PCC agreed the following resolution dated January 18 by e mail:

The PCC agree to the pruning of the lime tree in strict accordance with the conditions laid down in the permission granted by Bradford Council, January 2024.