

**Minutes of the Parochial Church Council Meeting of St John's Church,  
Ben Rhydding, on Monday 21<sup>st</sup> July 2025**

**In attendance:** Rev Peter Willox, Karen Oxtoby, James Wright, Janet Munro, Caroline Elston, Dawn Jenkins, Andy Rayment, Mark Gurney, Debbie Walker, Sharon Crosby, Mary Bulook, Lynn Haygarth and Sylvia Walker

Apologies: Jan Copsey, Miranda Armitage, Caroline Watson, and Nicola Stewart.

**1. Opening Prayer**

The Rev. Peter Willox opened the meeting in prayer.

**2. Apologies**

Apologies for absence had been received from Jan Copsey, Miranda Armitage, Caroline Watson, and Nicola Stewart.

**3. Declarations of interest**

None

**4. Approval of PCC Minutes 10<sup>th</sup> March 2025**

The minutes were approved as an accurate record of the meeting by the PCC. All were in favour.

**5. Any other business**

Items for Any Other Business were requested at this point to be discussed at item 12.

**6. Matters arising**

- The PCC appointed the following as Sides People for the year:

Ian Piercy, Bill Marwick, Ari and Sue Boerrigter, Pat and Micheal Savage, Andrew and Janet Munro, Irene Tod, Karen Oxtoby, Karen Palframan, Jeff and Amanda Pagett, Libby Chapel and Richard Archer. Gillian Sinfield and Elspeth Holmes occasionally help on an ad hoc basis.

**Action Point – KO to devise new check list for sides people and send to Peter.**

KO

- Update on recruitment of pastoral lead post. Peter has sent the job description to the diocese and to Liz Morten, Family and Young People's Lead and is awaiting their response. A discussion ensued regarding when the advert should be placed. It was decided it would be better to do this sooner rather than wait until September if possible. The interview panel should comprise a warden and possibly someone from Messy Church at least.

**7. Looking ahead – the next five years**

**Action Point - KO to send out her notes taken on the PCC evening of 16<sup>th</sup> June 2025.**

KO

Peter said the Wardens and Standing Committee are going to pick out some of the themes to concentrate on and bring them back to PCC. Peter thanked PCC for engaging in the evening and for fruitful discussions held.

**8. Thriddingsfest**

Peter explained what this event was about which is to be held in church on 2<sup>nd</sup> and 3<sup>rd</sup> August to tie in with Yorkshire Day and the Bradford City of Culture. It is a pilot event and will be held 3 – 10pm each day. The terms of hire have been discussed with the people running it at a discounted rate of £500 for the weekend. The organisers have asked for a further reduction which PCC discussed but decided to keep it at £500 and see what transpires. They have asked if people from St John's could volunteer on the bar. Lisa will send out all the booking forms. They are to sort out their own insurance, PRS and alcohol licence and safeguarding arrangements themselves. There is a concern that events at St John's coincide with the large amount of Yorkshire Day celebrations in Ilkley that weekend.

Andy Rayment then mentioned the running of audio visual equipment and how it had taken three people to run it on Sunday where it should ideally only involve one person. Andy Copsey has been working very hard streaming the service through pro presenter and using a private laptop as a server so that people who wish to view the service online can continue to do so. Eventually this should be very simple to operate using a single button.

## 9. Reports

### **Finance report and Treasurer's report – circulated prior to the meeting**

Finances seem to be on track though we are still awaiting hall hire income to come in.

Caroline Watson had set out the savings made from the roof fund and proposed that certain amounts now be transferred to the hall project fund.

The PCC agreed the resolution that the £1500 previously transferred from general reserves to the roof fund plus any funeral income and related gift aid designated for the same purpose be transferred to the hall project fund. All were in favour. This will now allow us to start phase one of the hall project, namely the replacement of light fittings in the hall to an environmentally better lighting scheme and in the toilets, including cabling for the hall doors prior to automation. Peter thanked Caroline for all her work on this in abstentia.

**Wardens and Standing Committee** – report circulated, nothing to add

### **Property and maintenance**

- The ovens are now in and operational. A number of slates have been replaced. The diocese has agreed the goat willow tree can be cut down and we are waiting for Bradford Council to come back to us on this. The diocese will also replace the small gate and fence that have rotted. There was a leak yesterday from the big roof. We need to monitor this.

### **Safeguarding – Report and documents circulated prior to the meeting**

The PCC reviewed the procedure for reporting concerns and allegations and the church wardens received their annual reminder of their safeguarding responsibilities.

The main job from the dashboard is to get all the job descriptions in place for the various groups. These are to be reviewed annually. Some training is outstanding, and Dawn requested that people inform her when they had passed their training so that she can update the dashboard. Dawn informed PCC of the contents of the course she had run for group leaders and PCC members the previous week and said people are now starting to understand the importance of safeguarding.

Sadly, Dawn announced that she is going to have to step down from this role in December.

### **Environment Committee – Report circulated prior to the meeting.**

Lynn reported poor attendance at the Earth Weekend events possibly with it being a bank holiday weekend too. However, the committee is already planning the events for the 2026 Earth Weekend to be held earlier 25<sup>th</sup> -26<sup>th</sup> April 2026.

The PCC agreed that we should ask Lawn Force to stop the lawn treatment using glyphosphate which is not approved of by the eco church. Any alteration to the mowing regime will be decided next year. The PCC agreed to declare a nature emergency. There will be a posterboard in church to display the work of the Environment Committee and Carbon Net Zero group which Karen Palframan will update. Peter thanked Lynn for her report.

## 10. News from Diocese, deanery, deanery synod, CTI

Bishop Nick's is retiring and there will be an interregnum. A new vicar has been appointed in Silsden.

## 11. AOB

- Bishop Nick has stated that we are breaking church law by using small cups rather than the chalice. We will need to review and justify our practice at some point.

**Action Point – PW to produce some notes as justification.**

**PW**

- Heaton funeral services have offered to do a talk in church about the process for organising a funeral. We could make it a community-wide event.

- Jan has sent PCC an official letter stating her finishing date as non-stipendiary associate priest in September. St John's is of course very grateful for all her work over the years and also of that of Andy too.

- Andy Rayment offered to organise the discipleship groups in September.

#### 12. **PCC Soundbites**

- The PCC passed a resolution to allow the £1500 previously transferred from general reserves to the roof fund plus any funeral income and related gift aid designated for the same purpose to be transferred to the hall project fund. As a result, phase one of the hall project will take place soon. This is to replace the lights fittings to move on to environmentally better lighting, to put the cabling in for the hall doors, prior to automation and change the light switches in the toilet to motion sensor switches.

- Dawn Jenkins will be standing down as Parish Safeguarding Officer later this year. We will be seeking a new Parish Safeguarding Officer, if anyone is interested please talk to Dawn or Peter.

- The PCC declared a nature emergency and agreed to stop using glyphosphate on the church grass as part of the eco church requirements.

- The PCC received a letter from our non-stipendiary Associate Priest Jan Copsey to give us advanced notice that she will retire from her role when she turns seventy in September this year. Naturally we wish Jan all the best for what lies ahead and are very grateful for all she does.....

#### 13. **Items for next agenda**

None mentioned.

##### **Dates of future meetings**

**The dates agreed at this meeting were subsequently changed again at the WSC meeting to the following:**

##### **PCC Mondays**

8<sup>th</sup> September, 10<sup>th</sup> November, 12<sup>th</sup> January, 9<sup>th</sup> March

##### **WSC Wednesdays**

Thursday 9<sup>th</sup> October, Wednesday 10<sup>th</sup> December, Wednesday 18<sup>th</sup> February

##### **APCM**

Monday 18<sup>th</sup> May 2026

The meeting closed with The Grace.

