

**Minutes of the Parochial Church Council Meeting of St John's Church,
Ben Rhydding, on Monday 8th September 2025**

In attendance: Rev Peter Willox, Karen Oxtoby, James Wright, Caroline Elston, Dawn Jenkins, Mark Gurney, Debbie Walker, Mary Bulook, Miranda Armitage, Nicola Stewart, and Sylvia Walker.

Apologies: Jan Copsey, Janet Munro, Sharon Crosby, Andy Rayment, Peter Debney, Lynn Haygarth and Caroline Watson.

1. Opening Prayer

The Rev. Peter Willox opened the meeting in prayer.

2. Apologies

Apologies for absence had been received from Jan Copsey, Janet Munro, Sharon Crosby, Andy Rayment, Peter Debney, Lynn Haygarth and Caroline Watson.

3. Declarations of interest

See item 9.

4. Approval of PCC Minutes 21st July 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 and pastoral news

- Sylvia had sent a plant and card of condolence to Michael Savage. Other items of pastoral concern were shared with the PCC.

Action Point – KO to resend PW the Sides Peoples' role description and checklist.

Dawn mentioned that the 8.30am Sides People were not included in the checklist. This needs to be incorporated. Karen asked if it were OK from a safeguarding point of view if we could have a Sides People WhatsApp group. If the individual consents, then yes, it is. This will enable last minute swaps and make the team more efficient. We could do with more volunteer sides people.

KO

7. Looking ahead – the next five years

Caroline Watson has offered to put together an agenda of items to concentrate on. We need to discuss our goals for the next year at the November meeting and ask the Steering Group if it could concentrate on the families and young people ministry. Peter mentioned that he had altered the job description for the Families and Young People's Pastoral Lead in line with the advice from the diocese HR department. It suggested the job description should be narrowed and more specific. The advice from Liz Morten was to develop and mature Messy Church. Peter read out his amended job description to PCC. Peter will discuss this with Margaret Beatham and James Wright and then send to PCC.

PW

Action Point – PW to inform parishioners about the post.

Liz Morten offered to talk to church about the changing nature of the children's ministry.

8. Communion

Bishop Nick had sent a message to clergy to say that holy communion using small cups instead of the chalice is illegal. This is a very controversial subject. A lengthy discussion ensued about the administration of bread, gluten free wafers, alcoholic, and non-alcoholic wine. The small glasses were introduced at the time of covid for health

and safety reasons. The chalice is always available, but it is rare that anyone asks for the chalice instead of the cups.

Peter decided that we should canvas the views of parishioners who may be alienated if they cannot use the small cups anymore. It was felt that the statement about illegality showed a lack of sensitivity towards people with health issues and concerns about hygiene. The Common Cup is no longer a current custom.

Action Point – PW to a small questionnaire.

PW

9. Hall hire for The Purple Room and Give A Child A Hope

PW and DW had an interest at this agenda item.

A lengthy discussion ensued around whether the above two entities be charged for hall hire.

As regards Give A Child A Hope which is one of St John's mission partners it was decided not to charge hall hire but suggest they might make a contribution to heating and lighting if they felt they could do so.

As regards to The Purple Room, PCC had already agreed to underwrite the Purple Room prior to it moving to St John's. It is a community outreach albeit it not overtly Christian and it also attracted the Thriddingsfest, which would not have taken place but for The Purple Room. Currently the bar takings are paid back in to church and ticket sales go to the performers. It was decided not to charge the Purple Room for room hire and to retain this same arrangement going forward.

Action Point – PW and CW and Lisa King to meet to put a more contractual arrangement in place for the purple room.

PW/CW
LK

10. Reports

Wardens and Standing Committee

- At the PCC meeting 16 06 2025 PCC agreed that The Otley Christian Resources Hub (OCRH) may keep their equipment in the Tower room for another three months and Mandy Thorlby could have the use of the church office. During the Summer, the OCRH asked if they could stay on at St John's longer term. They currently pay a small rent. It was decided that they could stay for another year after which time PCC will review again.

- Caroline E had started to investigate secondary glazing for the church office. She has consulted with the diocese and found that we would not need a faculty. Caroline will now try to obtain three quotes.

- Mark checked to see whether the Wi-Fi could be in the name of St John's church and found that it had to be a named person due to the charity status and that business rates were in fact much higher than what we currently pay.

Finance

No report.

Safeguarding – Report and documents were circulated prior to the meeting

The outstanding training required to comply with the dashboard is now urgent.

PCC were ask to review the Social Media Policy, last done two years ago. We still have no accountable named person for the Facebook page.

Action Point – PW offered to be the named person and will obtain the account name and passwords from Pam for Facebook and Mark for the website.

PW

Dawn confirmed that she and PW comply with their responsibilities for managing known offenders.

Dawn had sent out two worksheets to PCC on promoting welfare of vulnerable groups and supporting people in safeguarding roles. Dawn asked that PCC work through these worksheets and email their comments to her.

Action Point – KO to resend the two worksheets to PCC and PCC to send their individual comments to the worksheet to Dawn.

KO/PCC

Dawn is stepping down as Safeguarding Officer in December and will put a role description in the newsletter. She said the main qualities one needs to do the role is good organisation, communication, and patience. Peter thanked Dawn for all her hard work.

Environment Committee

No report but the committee are meeting again very soon.

11. News from Diocese, deanery, deanery synod, CTI

A new vicar has been appointed in Silsden and all posts in the deanery are now filled. This is a three-year post. Bishop Nick is stepping down and Bishop Toby is stepping up. The methodists are hosting an art collection over September and October. There is a leaflet in church which lists all the venues.

12. AOB

- Dave and Elaine have agreed to lead toddlers until Christmas. We do need a new leader. The helpers will remain.
- PW, SW and NS need to meet to organise the service for disability awareness Sunday at the end of September.
- Caroline asked again that the weekly notices be sent to Messy Church parents and The Ark people as they are missing important information.
- Caroline E asked if she could hold an informal mental health peer support group once per month at church. CE and PW have done all the necessary safeguarding training. This would be in the name of St John's. PCC were happy for this to take place.

DJ/CE

Action Point – DJ and CE to discuss any safeguarding implications.

13. PCC Soundbites

- Parishioners will shortly be sent a survey on the administration of holy communion and on the use of non-alcoholic wine after a letter received from Bishop Nick has declared small cups to be illegal in the Church of England.
- The PCC has agreed to let Otley Christian Resources Hub keep their props in the Tower Room for the next year to be reviewed in a year's time and for Mandy Thorbly to have use of the church office.
- The PCC intend to employ a Family and Young People's Pastoral lead. This is a paid post, and we will send you more information about this soon.
- We need to find new group leaders for the two toddler groups as Dave and Elaine are stepping down from this role at Christmas. Please let us know if you can take on the role. Our regular helpers will still be in attendance.

14. Items for next agenda

Discussion of safeguarding worksheets.
The church organ.

15. Dates of future meetings

PCC Mondays

10th November 12th January 9th March

WSC Wednesdays

Thursday 9th October, Wednesday 10th December, Wednesday 18th February

APCM

Monday 18th May 2026

The meeting closed with The Grace.

