

**Minutes of the Parochial Church Council Meeting of St John's Church,  
Ben Rhydding, on Monday 12<sup>th</sup> January 2026**

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

Apologies: Mary Booluck, Nicola Stewart

**1. Opening Prayer**

The Rev. Peter Willox read from Isaiah 61 opened the meeting in prayer.

**2. Apologies**

Apologies for absence had been received from Mary Booluck and Nicola Stewart.

**3. Declarations of interest - None**

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

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

Proposed Janet Munro, seconded Caroline Elston. All were in favour.

**5. Any other business**

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

**6. Matters arising and pastoral news**

- **Action point – KO to send Dawn the Sides People job description.**

- Toddler Group leaders are still required. Peter is currently setting up. Hilary is getting a rota of helpers together. KO

- Mark has given Peter website access and Pam has given Peter access on the Facebook page.

- A formal hire agreement contract for The Purple Room is still outstanding.

- All agreed Christmas publicity was actioned.

- **Action Points – Peter to publish results of communion survey and Caroline Watson to purchase two bottles of non-alcoholic wine. Caroline Elston to make Dorothy aware of non-alcoholic wine. Gluten-free wafers need to be on a separate plate. Do the 8.30am Sides People need to know about the non-alcoholic wine?** CW/CE/PW

**7. Recruitment Process**

The job description and advert are ready to go out this week. It was agreed to give three weeks for the closing date, with a right to close early if many

8. applications received and to state an interview date. Caroline Watson, Andy Rayment and Lynn Haygarth to be on interview panel.

**Action Point – Peter to publish the post through the diocese and CTI and to check where else to place the advert and to speak to Michael Johnson of Christchurch to see if he knows of any suitable candidates.** PW

**9. Items from Five and one-year plans**

House groups

Andy Rayment had sent out his review of house groups prior to the meeting. There are currently four house groups, three of which are full and two spiritual growth groups. The idea is to get more parishioners into house groups so the next step is finding out who would be interested in joining a house group. People from existing groups that are full may need to help seed new groups. Any communication about house groups should also include Messy Church parents however if they have not consented to the news sheet, they will not automatically receive this information.

Peter Debney asked how often we review our email preferences with regards to church email communication. Probably never. Peter said he thinks anyone that signs up for anything should automatically get the newsletter. Peter is also starting a new nurture course this week. Single sex house groups might also be an idea. Andy and Mark still need to tabulate the resources in terms of material available. Dawn

mentioned there being a Nurture folder on share point which could be useful. Some people may like the occasional collective house group or for Peter to hold communion. It will be important to maintain membership of the groups.

**Action Point – Andy to say a few words about house groups at the service on Sunday and to prepare some words for a notice.**

AR

## 10. Safeguarding

Dawn had sent out the safeguarding dashboard, two worksheets and an email confirming that in the absence of a safeguarding officer it is mandatory for safeguarding to be undertaken by the PCC.

**Data Protection and Retention Compliance with GDPR** – Dawn and Peter will ensure compliance.

**Clergy vacancy during interregnum** – PCC agreed to the instruction that safeguarding information be securely stored before passing on to the new incumbent.

**Training** – Besides the Basic Awareness and Foundation mandatory training PCC agreed that the now ‘recommended’ Domestic Abuse training be also mandatory in this PCC. Dawn will help parishioners by running some training modules.

**Review of list of church activities** – this was agreed as Toddlers, Messy Church, The Ark, Open The Book and the Welcome Café. Soup lunches were discussed but not deemed primarily for children and vulnerable adults.

**Review of list of non-church activities** – this was agreed as Wright Theatre Arts Company and CTI2000.

**Worksheet 1b, Promoting the welfare of vulnerable groups** – Dawn read out the PCC responses and asked is there anything the leadership should be doing to promote welfare. It was noted that Dawn has just provided a safeguarding leaflet to the toddler group parents all safeguarding posters are displayed and up to date,

**Worksheet 5a – Supporting people in safeguarding roles** – Dawn read out the PCC responses. The challenges are getting people to have their DBS done and undertaking the training within 3 months, so she is not always having to chase people. Dawn and Peter meet regularly to discuss safeguarding.

**Parish Safeguarding Officer vacancy** – in the absence of a PSO, safeguarding is the collective responsibility of the PCC. The PSO ensures policies are up to date and implemented. A discussion ensued re whether we could pay for a PSO. One person needs to be the point of contact. They do not need to be on PCC.

**Action Point – Sharon to have a word with her contact in church and Peter W also to ask his contact.**

SC/PW

## 11. Reports

### Wardens and Standing Committee

- The report from 10<sup>th</sup> December had been circulated prior to the meeting. Most matters have been covered on this agenda.

### Finance Committee

- November accounts and 2026 budget

The accounts and draft budget had been circulated to PCC prior to the meeting which had previously been discussed at the Wardens and Standing Committee.

A 2% hall hire increase has been built in from September 2026. A 6.7% staff salary increase will take effect from April 2026 to track the National Living Wage.

An increase in income is predicted with new people joining St John’s. Money in property and maintenance has been allocated to works related to fire, money to buy lights to cheer up the exterior of church and to make the front porch more engaging. Photocopying costs look higher due to paying off lease payments.

The amount for mission will remain the same and a Share of £85K will allow for a

balanced budget. Peter told PCC an official from the diocese will visit to discuss a three-year budget, in 2027, but prior to that there is a zoom meeting on 4<sup>th</sup> February, to which PCC are invited regarding the Share.

The 2026 proposed by Caroline Watson was seconded by Mark G and Andy R, all were in favour.

**Property and maintenance**

- Caroline Watson informed PCC that we have enough funds to install acoustic panels in the hall which will help dampen the noise and improve the hall for everyone. Thank you to Mark Swift for his very helpful technical advice. The panels will be cream/off white.

- The Quinquennial report had been circulated to PCC prior to the meeting. Caroline Watson said the church is in good shape and the report was very positive. Items to get on with are 1) cleaning gutters and gullies. Tom is already doing this, 2) a floor repair to the hall, 3) decluttering the hall porch, 4) new fire door to kitchen, 5) fix a 1 hour Fireline board to boiler house ceiling to protect exposed steel beam.

**Pastoral Care**

Two incidents have occurred in the 10am Sunday service where a parishioner has required personal care without having a care plan or carer in place. This has put the people who assisted in an awkward position. A discussion ensued regarding the PCC's view on how to deal with such situations. It was agreed that no one is qualified as either a carer or a first aider, and that any carer would need an agreed care plan in place. It was recognised that St John's do offer the Sunday service on zoom and Peter does take communion out to people in an endeavour to be inclusive.

**Action Point – Peter W to speak to the parishioner's relative.**

**12. News from Diocese, deanery, deanery synod, CTI**

PW

David Calendar the Baptist Minister has now retired, and Christchurch is still without a minister. The next Deanery Synod will be held on zoom.

**13. PCC Soundbites**

- The PCC have conducted a review of the church's house groups and wish to find out if you would like to join one. Please would you let the clergy team or PCC know if you are interested.

- Thank you to Dawn Jenkins for her work as Parish Safeguarding Officer over the last five years. Please would you consider if you could be the new Parish Safeguarding Officer. Help will be given and you do not have to be on PCC.

- The PCC received a positive judgement on the fabric of the building from the recent quinquennial. The church building is in very good shape.

- The advert for the new Pastoral Lead post is about to be publicised. Please pray that God will send us the right candidate for the job.

**14. Items for next agenda**

- Mission budget allocation and presentation of the annual accounts.

**15. AOB**

- Sylvia Walker, Jenny and Caroline Elston have constructed a skills audit questionnaire which was formatted by Dawn and sent out to PCC for comment. It was suggested that there be only one comments section at the bottom of the questionnaire. Caroline W had some further amendments.

**Action Point – PCC members to email Sylvia, Dawn, and Peter W with any suggested amendments.**

- Cosy Corner. There is £344 available for suitable toys which needs spending.

**Action Point – Lisa King and Imy Gurney to purchase.**

**16. Dates of future meetings**

**PCC Mondays 9<sup>th</sup> March, WSC Wednesdays TBA, APCM Monday 18<sup>th</sup> May**

The meeting closed with The Grace.

