

# OTLEY PARISH CHURCH

## Minutes of PCC Meeting Monday 23<sup>rd</sup> November 2020 held on Zoom

**Opening prayers** Graham Buttanshaw

**1 Present:** Graham Buttanshaw, Allan Boddy, Norman Barr, Ken Dale, Rosemary Ellen, Jackie Hird, Karen O'Hara, Kevin Keefe, Maggie Lolashvilli, Barry Milner, Glynis Milner, John Simkins and Zoe Smith

**Apologies** Martin Hird

**2** Minutes of PCC Meeting 19<sup>th</sup> October 2020

2.1 Acceptance of the minutes was proposed by Barry Milner, seconded by Kevin Keefe and unanimously accepted.

**3 Matters Arising** - Some role descriptions still need to be completed.

Peace in the service has been adopted as suggested so people face the camera and send out the peace to others by gesture. It is a way of including everyone and bringing everyone together to give a feeling of unity.

Sadly because of restrictions imposed to control the Covid-19 pandemic the 'Beer Festival on Tour' has had to be cancelled for the time being.

**4 Covid 19 – Ministry, Mission, Communication and Future Events**

APCM Minutes - these will be sent out with these Minutes to members of the PCC for approval and afterwards they will be available on the website.

Christmas services – GB suggested that there would be 1 Christingle service at 4pm on Christmas Eve restricted to 60 people. Zoe Smith and Emily Garner are making up 600 kits for people to make their own Christingle at home, they are advertising on Facebook and in the Wharfedale Observer. JS and KD would like a copy of the wording of the advert so they can put it on Twitter and online. The kits together with the book 'It Begins at Bethlehem' will be available to collect at specified times nearer to Christmas. JH suggested that this would give people a chance to wish each other 'Happy Christmas.' Direct delivery can also be arranged for those who are unable to get to church. There will be a link with the kits to enable people to donate to the Childrens' Society. They will also record a 'how to make a Christingle' which can be viewed on Youtube via the church channel. People will be encouraged to stand on their doorsteps on Christmas Eve at 6pm to give a feeling of community involvement.

There will be no midnight service but it is hoped to be able to hold 3 services on Christmas Day, at 8am, 9.30am and 11am. The 8am service will be held in the chancel as cleaning has to be done between services.

On the 20<sup>th</sup> December the Nativity service will be streamed. Choirs from different schools will be asked to record their choir (class group) singing 1 verse of 'Once in Royal David's City.' It

may be possible to include our choir which would be good as they were unable to sing at the Remembrance service. Peter Condry from PHGS is hoping to record their choir.

Janet Buttanshaw may be able to ask shops to put a sheep in their windows for a sheep trail around the town.

Contacts with vulnerable people - Lockdown is possibly going to continue until the end of March so small gestures of support and friendship can have a big impact .It could be a knock on the door to chat or arranging to go for a walk with a person. The Advent groups are to think of those possibly in need and then they would be able to check on them.

## **5 Finance**

**5.1 Treasurer's Report and Summary of funds** NB explained that income is down by £9,000 but expenditure is down by £8,500 so we are very much an on-going concern as noted by the Independent Examiner. 80% of our income comes by standing orders.

5.2 Seeking a successor to NB. After discussion it was decided that in the New Year GB would put a notice in the notice sheet informing the church that Norman wants to stand down as Treasurer and that anyone who would be prepared to consider taking on or sharing this responsibility should speak with Graham or Norman.

5.3 Parish Share 2021 NB reported that the Share is the same for 2021 as it was in 2020, £85,984. NB asked whether we could send the Diocese a further donation, further discussion comes under 5.4

5.4 Independent Examiner - She had suggested that we have an upper threshold as well as a lower threshold for reserves. The higher threshold needs to be at least £50,000 as the church is a Grade I listed building. At present there is £273,000 in cash resources of which £120,000 may be needed in order to buy the Salvation Army Hall if it goes on the market.

In the light of our sizeable reserves and desire to support struggling churches GB proposed sending an extra £5,000 to the Diocese, seconded by NB and unanimously agreed.

5.5 Otley Christian Resources Hub - They have thanked us for our support during the past year and had asked if we could continue to do so .NB said we gave £100 per month at present. NB suggested an increase of 10%, seconded by JS then GB proposed giving them £110 per month, seconded by JS and unanimously agreed.

**6 Church Administrator – still under review**

## **7 Properties**

7.1 Health and Safety – A list of church building improvement ideas had been circulated prior to the meeting. KD had spoken to a decorator who will quote for painting the Parish room. Estimates for work to be undertaken will be brought to the Standing Committee for approval.

## **8 Heritage Area**

AB was delighted to report that the Diocesan Advisory Committee had agreed to granting the Faculty for work to go ahead. The display cases have been completed. Work on the bases of the crosses has also been completed to ensure that they will stand upright in the cases. December 16<sup>th</sup> is the projected start date to install the cases. There will be LED lighting shining upwards in the cases. Martyn Smith has produced some very interesting work for the display boards. There is no date as yet for the wall mounted displays. The aim is for the whole project to be completed for the Heritage weekend in September.

## **9 Salvation Army Hall**

There is nothing further to report apart from the fact that Justin Robinson has surveyed the building and is producing a valuation..

## **10 Other reports**

### 10.1 Foundation Governors of All Saints School

AB reported that the present pandemic has had an impact on the school's budget due to need for cover staff and extra cleaning materials. However the budget is in a sound place The risk assessment has been thoroughly implemented. A recovery curriculum has been developed consisting of 3 half hour sessions for those children who have fallen behind with their work. Some children have been missing out on communication skills and Ian Thomson- Smith would welcome volunteers in school to talk to children. The PTA are organising a 'Break the Rules Day' to raise money, children bringing in £1 to 'break a rule.' Year 6 are planning the Nativity which will go ahead and be put on video.

10.2 Communications Group no report

10.3 Local to Global no report

10.4 Sustainability no report

10.5 Pastoral Team no report

10.6 Prayer Team JS raised the issue of the Lady Chapel area which is dark and unwelcoming however the Christmas tree will be there over the Christmas period so the display boards can be looked at for afterwards.

## **11 A.O.B.**

GB reminded members of the PCC that they need to complete the safeguarding courses online. They can be accessed via the Diocesan website.

**12 Date of next meeting** Monday January 18th on Zoom

Prayers at next meeting K O'H

Date of next meetings equivalent dates in 2021 fo those set in 2020 are:

January 18<sup>th</sup>

March 8<sup>th</sup>

May 10<sup>th</sup>

June 7<sup>th</sup>

July 12<sup>th</sup>

September 6<sup>th</sup>

October 18<sup>th</sup>

November 22<sup>nd</sup>

APCM April 25<sup>th</sup>