

OTLEY PARISH CHURCH

Minutes of PCC Meeting Wednesday 13th January 2021 held on Zoom

Opening prayers Karen O'Hara

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

Apologies

- 2 Minutes of PCC Meeting 23rd November 2020

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

- 3 Matters Arising** - All role descriptions are now completed.

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

4.1 APCM Minutes - It was agreed that they could be made available on the website. RE had received an enquiry as to whether the PCC Minutes could be available on the website as they are no longer displayed in church. This was also agreed.

4.2 Contacts with vulnerable people - This is continuing as much as possible at the present time.

4.3 Feedback on Christmas services and Christingles - AB commented that although the services were very different they were made special to mark the season of the year. An extraordinary effort had been made by Barry and Glynis Milner and Zoe Smith and family in sourcing all the things for the 600 bags, 574 of which were handed out. Thanks also to Ken Dale for the loan of a gazebo which was erected at the bottom of the church path. Jackie Hird reported that she had received many positive comments from those who collected the bags. Thanks to Emily Garner and Zoe Smith for advertising the event on Facebook and for producing a 'How to make a Christingle' video for our YouTube channel which received 234 views. £1,035 was raised via online giving for the Childrens' Society. The Lockdown Nativity, in which many people took part, was organised by Gill Park and viewed by 204 people. Many thanks to her! This was available on the church's YouTube channel.

4.4 Church services and activities during the current lockdown. – Due to the continuing rise in Covid-19 cases across the country there was the need to decide whether to continue holding the 10.30 Sunday morning service. Graham asked PCC members to express their views. MH commented that it has been enjoyable to be back in church but now with things changing it might be safer to return to having no congregation. It was felt that it is quite difficult to simply walk out afterwards. GB stated that the Diocese will support whatever decision is taken. KK said that the guidance from Leeds Public Health seemed to be guiding away from public services. After discussion, with a heavy heart it was agreed that the Sunday service, with a congregation, be suspended until infection rates come down. This would be under review if things improve. GM said that she felt we were blessed in having

Graham and Janet, with Ken's help on the technological side, to stream services. Communion will continue to be held on Tuesdays as only a small number attend which makes it easier to control. The church would remain open for private prayer.

5 Financial Report

5.1 Treasurer's Report and Summary of funds - NB had circulated these reports together with comprehensive explanatory notes and they showed an overall secure financial position at the year end. KD had pointed out to NB that he was concerned that in the Summary of Funds the General Fund remained in deficit. During the year NB had attributed the net sales proceeds from the sale of Newall Church Hall of £147,515 to Fabric Designated Funds which showed the General Funds. In fact in the 2019 Annual Report and Statements the Church hall was shown as a Tangible Fixed Asset valued at £125,000. NB had issued a revised Summary of Funds which showed the General Funds had a balance of £126,187 taking account of the deficit of the year of £10,670. AB thanked for all his hard work.

5.2 Reserves Policy – This policy needed to be reviewed as advised by the new Independent Examiner. NB had circulated a paper setting out a draft of the new policy which proposed the following:

1. We should maintain a balance on unrestricted funds together with designated funds that equates to at least six weeks unrestricted payments.
2. We should target to hold at least £50,000 in the Fabric Fund.
- 3 We should hold a lower threshold of £30,000 and an upper threshold of £1000,000 in our reserves.

KD had requested an explanation of the threshold figures and NB had indicated that the threshold figures were to be viewed like traffic lights that would require the PCC to take measures to either raise more funds if our reserves were at the lower threshold or commit to spending more on the fabric of our Grade 1 listed building or other projects if our funds were above the upper threshold which they are at present. It was noted that we were wanting to purchase the Salvation Army building when it comes on the market and we were also working through a list of expenditure on the fabric. It was proposed by KK, seconded by MH that there is a lower threshold of £30,000 and a higher threshold of £50,000. This was unanimously agreed.

5.3 Affirmative deposit fund for Charities - The interest rate has dropped from 0.3% to 0.1% but NB said that nowhere was offering any higher.

5.4 Seeking a successor to NB. There will be an advert in this week's notice sheet.

6 Church Administrator

KK said that the Warden's committee are still working on the job description with a view to this being completed so that someone could be in post later in the year. The job description will be brought to the PCC. JH thanked KK for his work in dealing with much of the office and website work.

7 Properties

7.1 Health and Safety – progression of the list of 20. BM reported that the automatic door is now sorted. A quote for decorating the Parish room of £2,100 + materials has been received. This could be done in the 2nd part of February. A quote from the electrician is awaited. BM has had a meeting with Richard Houldsworth re the water pressure in the upper toilets, RH will contact a plumbing expert. There was the need for some new drainage work to replace the surface water drainage adjacent to the kitchen.. The damp problem needs tiles to be removed, a pipe installed to take the run off water and then the tiles replaced. BM will check with Carl and also the DAC. RH will look at the grouting needed in the Nave. More work is needed in the parish room as the middle part is newish but the porch, baptistery and windows are much older. Special plaster is needed, the cost could be in the region of £3,500. This will also have to be checked by Carl. KK suggested a possible notice board by the south gate and a locking one by the north gate. Photos of possibilities will be brought to the PCC. The path lights are now all working. Thanks to BM, KK and KD for all their hard work in dealing with this.

8 Heritage Area

AB said that he is pleased with Muses work to display the 2 crosses. Hopefully the 2 remaining crosses and grave covers for the south wall will be completed in January. Martyn Smith has produced an image of the Wyvern cross with super imposed notes. It is hoped that there will be a formal opening in September.. GB thanked AB for his continuing work with this.

9 Salvation Army Hall

There is nothing further to report apart from the fact that Salvation Army has appointed an agent for the sale.

10 Other reports

10.1 Foundation Governors of All Saints School - AB reported that the school had found it frustrating after a training day on the Monday to be then closed down on Tuesday. The staff has worked very hard producing home learning for which they are better prepared this time. The school is half full with vulnerable children and children of key workers.

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 said that he would display any suitable seasonal material on the board and for anyone to give him anything which might be helpful.

11 A.O.B.

GB reported that Jim Jack is leaving the 'Wharfedale Observer' and how valuable he has been to us.

12 Date of next meeting Monday 8th March on Zoom

Prayers at next meeting JS

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

March 8th

May 10th

June 7th

July 12th

September 6th

October 18th

November 22nd

APCM April 25th