

OTLEY PARISH CHURCH

Minutes of PCC Meeting Monday 8th March 2021 held on Zoom

Opening prayers John Simkins

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

Apologies Martin Hird

2 Minutes of PCC Meeting 13th January 2021

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

3 Matters Arising - none

4 Safeguarding

JL had circulated documents prior to the meeting, these were discussed. The Safeguarding Action Plan was accepted following a proposal by JS, seconded by KK and unanimously agreed. There is an expectation that church wardens and leaders of activities within the church should complete C2 training given the pressure on the Diocese at present with regard to providing training this does not need to be done immediately. The action plan will be updated by the Diocese and new requirements noted. At a later date the PCC needs to approve and signature 'Reporting Serious Safeguarding Incidents' Safeguarding will feature on every agenda of the PCC and Jenny will give regular reports to the PCC regarding safeguarding in the parish. The Safeguarding Policy Statement (March 2016) was re-adopted following a proposal by K O'H, seconded by KK and unanimously agreed. A copy of the policy will be signed and sent to JL. Any non emergency concerns with regard to safeguarding should be reported to JL.

5 Covid 19 – Ministry, Mission and Communication

5.1 Church services during the current lockdown - GB said that he welcomed comments with regard to opening up with the same regulations as before. However now a maximum of 3 singers is allowed singing behind a screen and organ, keyboard and violin would be allowed. Services will continue to be streamed. JS suggested that a screen could be erected behind which singers and speakers could speak without a mask. Guidance on positions of singers is all with a view to managing risks. After discussion it was felt that we do not open for Sunday services yet. GB said that hopefully church could be open for a service on Good Friday and also two services on Easter Day according to statistics at that time. This was agreed. GB also reported that Zoom after Sunday's service went well and will continue. It was very much enjoyed by those who participated. This year the Chevin Cross will not be put up but there will be a cross in the market square.

AB said that it had been decided that the Beer Festival would not go ahead as it was deemed as too risky. A list of current activities for review is to be brought to the next PCC meeting with a

view to them possibly starting up again in autumn when the country's roadmap of reopening has ended. It will also need to be considered if the same volunteers are happy to continue with their activities. JS quoted 4 points from an OPN meeting which he considered very helpful towards this:-

what do we want to retain?

what do we want to let go of?

what do we want to give thanks for?

what stays with us?

ZS said that the youth team were keen to be able to start activities for the young people.

Janet Buttanshaw is sending Easter material to All Saints and Westgate Schools, NB said that there were funds available for outreach.

6 Finance

6.1 Presentation of Annual report and Financial Statements for 2020. These had been circulated prior to the meeting and NB had received peoples' thoughts beforehand. As a consequence a number of alterations had been made to the Annual Report and revised documents had been circulated. ML asked about the Covid Aid Fund. NB explained that a £500 plus gift aid anonymous donation had been made to help people suffering financially as a result of Covid. Graham would access this money when required. BM proposed that the Annual Report and Financial Statements be approved, this was seconded by KK and approved unanimously. The relevant pages would be signed by GB and the Independent Examiner. AB thanked NB for all the work involved in producing these in good time for the PCC's consideration.

6.2 Presentation and approval of the budget for 2021. This too had been circulated beforehand. NB explained that under present circumstances it was almost an impossibility to be accurate. This was accepted following a proposal by KK, seconded by BM and unanimously agreed.

6.3 Seeking a successor to NB GB said that a new member of the congregation had shown interest but that it was too early to comment further.

7 Church Administrator update

The wardens have continued to discuss this and hopefully the job description will be completed after Easter.

8 Properties

8.1 Health and safety – no issues

8.2 Progress with 'list of 20' KD reported that the parish room has now been decorated at a cost of £2.870. A small area needs re-plastering and painting. GB said that he loved it and that

it looked very welcoming. The automatic door opener has been repaired which cost £1,916. The drainage at the south west corner of the church has been improved by a channel for surface water to run off. Carl Andrews is in agreement. BM said that there is now a booster pump for water pressure which is situated under the parish room floor. This will help boost water to the upstairs toilets which are used during large events. KD said that progress with electrical work is slow. Work on the organ vestry window and decor is outstanding.

The notice boards and Church Wardens board are nearly complete.

There had been an incident with an individual in the church building which posed a potential risk to persons in the building. Due to this the church building was closed for safety reasons. A restraining order has been put in place on the individual preventing him from entering the church building or the grounds. KK is to report this to JL.

9 Heritage Area

AB reported that David Whitty will come on Thursday to fasten the remaining stones on the south aisle wall. The church wardens will see how the cabinet can be moved safely. Martyn Smith has produced a design for the roller blind and Digital Plus will be asked to make information boards for the wall and the plinth. AB said that he is going to write an explanatory booklet. Also he hoped that an Anglo Saxon experience day for KS2 could be devised to include dressing in Saxon clothes, making jewellery and having Saxon food. KD asked if there were any plans for the grave cover which is on the mezzanine AB said there are no plans for it as yet.

10 Salvation Army Hall

The building is currently on the open market but for a much higher value than estimated by Justin Robinson who is unsure why this is so. NB suggested that there may be other buildings in Otley which could be for sale. The trustees of the Otley Youth and Community Centre continued to meet regularly and they would lease the building from the church and hopefully obtain funding to refurbish the property. AB suggested handing any decision over to the Standing Committee if any quick decisions are needed. KD proposed accepting this, seconded by KO'H and unanimously agreed.

11 Other Reports

11.1 Foundation Governors of All Saints School – AB said that the governors had met recently and had looked at the online learning, the well being of staff and pupils and ways of supporting children who may have fallen behind. There is a mixed picture of attainment. The school is doing a video of an Easter service.

11.2 Communications Group – they have met and discussed the notice boards and other ongoing issues.

11.3 Local to Global no report

11.4 Sustainability Dave Cherry had asked for help setting up a Zoom group. MH is to get in touch with him regarding this.

11.5 Pastoral Team no report

11.6 Prayer Team JS said that the PT and OPN have been looking into how Christians across the town are communicating. For the 'Thy Kingdom Come' initiative, held between May 13th and 23rd virtual material will be available to share. There is also a webinar. Prayer breakfast material is being sent out with 3 main topics:-

1 Young people and schools

2 Streets and their particular issues

3 A point suggested by Linda Pennington – how we go from here.

12 A.O.B.

The quinquennial report is due this year

13 Date of next meeting Monday 10th May on Zoom

Prayers at next meeting JH

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

May 10th

June 7th

July 12th

September 6th

October 18th

November 22nd

APCM April 25th