

# **OTLEY PARISH CHURCH**

## **Minutes of PCC Meeting Monday 14<sup>th</sup> March 2022**

**Prayers** Norman Barr

- 1 Present:** Norman Barr, Allan Boddy, Ken Dale, Rosemary Ellen, Jackie Hird, Martin Hird, Kevin Keefe, Jenny Liston, Barry Milner, Glynis Milner, Tony Pike, John Simkins and Zoe Smith

**Apologies:** Maggie Lolashvili

### **2 Minutes of PCC Meeting 10<sup>th</sup> January**

Acceptance of the minutes was proposed by KK seconded by KD and unanimously agreed.

### **3 Matters Arising**

TP had spoken to Pam Beck for ideas of how to use some of the legacy from the estate of Richard Agar's mother towards the music ministry of the church. She had suggested a new conductor's music stand. Other ideas are still needed.

### **4 Safeguarding**

JL had sent the Dashboard safeguarding action plan for update and approval. A review list of church activities, that are active at the moment, needs to be completed. After suggesting some additions to the list of activities the PCC confirmed that the list was complete

There is a pro-forma from the Diocese for risk assessments for the leaders of groups.

The recruitment of volunteers is a 'work in progress.' 'Activate' checks have been completed for Rick Mayers. JL had brought confidential declaration forms for PCC members to sign. House groups also should be subject to safeguarding. TP noted that both the householders own insurance and the Church insurance policy provided cover for different risks associated with house groups. In theory the relevant home-owner should confirm the position with their own insurer.

Addressing the issues of diversity, disability and lone working were deferred to the next meeting.

### **5 Covid 19 - Ministry, Mission and Communication**

Rachel is keen for baptisms to continue at the main font. The screens now show pictures of the baptism whilst the other displays the words of the service.

Services are well covered with only the occasional Tuesday communion being cancelled if no clergy are available. A couple more people to operate the laptop for services would be helpful. NB asked for help in putting the service on the laptop for a service organised by his house group. JH and MH offered to assist.

Parish Brochure – This had been discussed with Bishop Nick who had received the final draft. There was a short discussion as some of the brochure was repetitive but we had been advised that this was inevitable given its specified structure. Elements already agreed in the Church profile could not now be changed. BM proposed that it be accepted, seconded by KD and unanimously agreed. The PCC congratulated all those involved in the design and compilation of the brochure and especially Martyn Smith. Martyn had underestimated the time needed for the brochure when providing a fee quote. He will be paid a fee approved by the wardens and it was agreed this should properly reflect the work he had done on the brochure. ZS was not a party to this decision because of her conflict of interest.

Children and young people – ZS reported that there are lots of volunteers for KS1 and 2 Sunday Club.. She is hopeful of having a group for pre-schoolers. KS2 will be able to use the Chestnuts, providing there are 2 adults to walk there with them. House groups are encouraged to provide material for children in their services. At 'Activate' children were at the front and it was felt that this worked well. ZS asked if there could be money available for use in children's activities. This was agreed.

## **6 Finance**

6.1 Budget for 2022 - TP had circulated documents prior to the meeting with explanations. The PCC noted that the budget projected a deficit but this largely reflected conservative assumptions about how quickly the use of Church premises and associated income would recover with COVID restrictions being lifted. MH proposed that the Budget for 2022 be accepted, seconded by BM and unanimously agreed.

6.2 Cash receipts handling process – it was noted that there is a risk of fraud because cash receipts are accessible by individuals within the Church prior to being counted. Cash and cheques received are counted jointly by TP and BM. As the cash amounts are low it was agreed that the way it is done is an acceptable risk. If the deposits of cash in the wall safe increase this will be re-visited.

6.3 Annual report and Financial Statements for 2021- This had also been circulated prior to the meeting and had been approved by the Independent Examiner. These were accepted following a proposal by KK, seconded by JS and unanimously agreed. The PCC also confirmed the use of the designated Hindle Fund for payment of the previous year's fee for Independent Examination, despite it not being a recurring cost as stated in the notes to the accounts.

6.4 Reappointment of Independent Examiner for 2022 – TP commented that the independent examination process using West Yorkshire Community Accounting Services had gone very smoothly and there seemed no reason not to reappoint them for 2022. This was proposed by BM, seconded by AB and unanimously agreed. WYCAS had raised the issue of dealings by the PCC with related parties. These are permitted by the governing document but the PCC needs a procedure to deal with any potential conflict of interest. It agreed that any person with a potential conflict should absent themselves from that part of the meeting.

6.5 Finance update for Jan/Feb 2022 - This is in line with the budget with an income of £19,000 and spending of £20,600, a deficit of £1,600.

6.6 Pension for Administrator – The Administrator had successfully completed her probationary period and wished to join the pension scheme offered in her contract. There is a 5% contribution from church, with a matching contribution from the employee.

6.7 Insurance cover for church activities – AP noted that a condition of our Church insurance policy is that any church activity should have a risk assessment in place. Also any new activity should be formally approved by the Wardens and/or the PCC. As already notes, the adequacy of risk assessments was being reviewed as part of the safeguarding review.

AB gave huge thanks to TP for all his work.

## **7 Properties Report**

7.1 Health and Safety – BM will check with Carl about the coating for the York stone flags and a faculty will be required.

7.2 List of works – the outside lighting is completed as is the PAT testing. The emergency lighting is completed There is a leaking window in the ringing chamber which needs repairing. The guttering, down pipes and some external woodwork needs painting this year. BM reported that an arboriculturist will produce a report for the council on work required on some trees after the storms. KD suggested that the fixed wire testing be done before the coffee festival, this was agreed.

AB thanked KD for his work with this.

## **8 Heritage area**

Lighting in the display cases is dimmer at one side, AB is to contact Museum Exhibition Services for them to come and look/advise.

## **9 Otley Youth and Community Centre**

This is going ahead with steadily increasing numbers. Anne Simkins is one of the volunteers.

## **10 Other reports**

10.1 Foundation Governors of All Saints School - AB reported that Leeds City Council has now removed all precautions with regard to Covid.. Cases in school have dropped. The bulge year for next year's reception has not been realised. School has participated in FairTrade fortnight, World Book Day and will do in Red Nose Day. Face to face parents' evenings have been reinstated. The well being of staff and pupils and catch-up learning is being monitored by governors. Rachel is doing assemblies in school and 'Open the Book' visit. The Easter service will be held in church. The budget for May is a concern due to increasing energy costs.

10.2 Communications Group

10.3 Local to Global – AB is to ask GD if there are any future plans.

10.4 Sustainability Group

#### 10.5 Pastoral team

10.6 Prayer team - 4 people are meeting at the moment. OCT are involved with the erection of the Easter cross on the Chevin. Prayer breakfasts continue on the first Saturday of the month.

### **11 Future Events**

The organisers of Friday cafe are to put a plan in place to give to the wardens. AB had spoken to an organiser of Saturday cafe who is not sure whether it will continue in its previous form.

### **12 Any Other Business**

AB had circulated a statement concerning the Beer Festival for approval. This was accepted following a proposal by KK, seconded by BM and unanimously agreed.

### **13 Date of next meeting**

May 9th

Prayers at next meeting GM