

OTLEY PARISH CHURCH

Minutes of PCC Meeting Monday 8th May 2022

Prayers Glynis Milner

- 1 Present:** Allan Boddy, Rosemary Ellen, Jackie Hird, Martin Hird, Kevin Keefe, Jenny Liston, Maggie Lolashvili, Barry Milner, Glynis Milner, Zoe Smith and Tony Pike

Apologies: NB, KD and JS

AB reminded the PCC that a declaration of interest should be declared by any member of the PCC with a conflict of interest, either financial or with another organisation, involving any item on the agenda.

2 Minutes of PCC Meeting 14th March

Acceptance of the minutes was proposed by TP, seconded by BM and unanimously agreed.

- 2.1 Minutes of APCM. These had been circulated and the PCC were agreed that they can be put on the website. They will be formally accepted at the next APCM.

3 Matters Arising –

AB is to speak to Pam Beck with regard to using money remaining from Richard Agar's mother's legacy. A conductor's stand has already been purchased.

4 Appointment of:

- 4.1 Treasurer- Tony Pike, Proposer Barry Milner, Seconded Martin Hird

P.C.C. Secretary – Rosemary Ellen, Proposer Glynis Milner, Seconded Zoe Smith

Lay Chairman – Allan Boddy, Proposer Glynis Milner, Seconded Jackie Hird

Standing Committee – AB, TP, RE, BM, KK and MH proposed by ML, seconded by ZS.

All appointments were unanimously agreed.

- 4.2 Fit and Proper Person declaration – the members of the PCC confirmed that none of the conditions that would bar them from being Parochial Church Councillors applied to them.

- 4.3 Trusteeship Information – all have previously received this information.

5 Ministry, Mission and Communication

AB remarked that the church is full and all are pulling together with services being handled very well. GM said that the technology side worked very well, a feature not available for all churches. There was continuity and numbers had not dropped since we have not had a vicar. GB had left plans in place until the end of June.

The meeting to select a shortlist of applicants for an incumbent involving KK and ZS with Bishop Nick and Archdeacon Paul has been rescheduled for Wednesday 11th May.

6 Safeguarding

The Health and Safety policy has been reviewed but no change is needed so the policy will be re-dated. It was signed by AB and can now be displayed on the notice board. This was proposed by KK, seconded by AB and unanimously agreed. JL said that most Voluntary declarations had now been completed. The recruitment process is in place. The PCC are grateful for all our volunteers. A House Group safeguarding policy has been sent to each coordinator. The PCC are to seek a disability officer, BM will get information from the Diocese as to what is involved. TP raised the issue of lone working with reference to Sarah McCormack. KK confirmed that she has been given the appropriate advice and the door is always kept locked.

7 Health and Safety Policy Review

There is no change.

The coating of the stone flags is still an issue. Carl Andrews will be asked about this.

KD had sent a proposal for mezzanine lighting with the aim of providing an adequate working level light when there is insufficient daylight. It was proposed by MH to accept this, seconded by KK and unanimously agreed. BM will seek permission from the DAC.

8 Finance

8.1 Finance report

TP provided a written financial report and commented that finances are holding up well. The income of £39,500 is running slightly behind budget but expenditure is also down.

8.2 Administrator's Pension

Sarah has agreed to join the pension scheme with a contribution of 5% and a matching one from church. This however is not the figure in the PCC agreement with the pension fund (this is 4.5%). TP has asked the pension fund to amend this. If this is not possible it was agreed that TP and KK could agree an appropriate amendment in Sarah's remuneration to compensate.

8.3 Offerings in services

After discussion it was agreed that collection by plate will not resume as banking cash is becoming increasingly difficult. Regular notice will be given as to alternative methods of giving. There is also the wall safe which is frequently used and the PAYAZ machine. There is a Gift Aid small donation scheme, less than £30, whereby TP can reclaim gift aid. This applies to contactless donations made via the PAYAZ terminal, as well as cash gifts.

ZS enquired about the Parish Giving Scheme which had been suggested by NB. TP is quite happy to deal with gift aid directly with HMRC but recognises that there are some advantages with the giving scheme, in particular the option to index donation amounts.

8.4 Support for Ukrainian refugees

TP asked whether it might be appropriate to facilitate financial donations for Ukrainian refugees.

After discussion it was decided that there were multiple other opportunities for financial gifts but as All Saints School will be taking some refugee children we could help them. This could be by buying an iPad with a Google Translator. 'Otley Welcomes' has a good record of welcoming refugees so there may be something for them where we could offer support.

9 Properties Report

Covered under item 7

10 Heritage Area

The lighting in the display cases still needs adjusting, AB will contact Museum Exhibition Services. AB, KD and Margaret Parkin have registered church for an open day for Heritage Day on September 10th.

11 Other reports

11.1 Foundation Governors of All Saints School – AB's term of office comes to an end on September 1st. He is willing to continue so the PCC unanimously agreed that he should do so.

11.2 Communication Group – no report

11.3 Local to Global – now needs someone to take it forward in a new format so it was felt that it had come to a natural end. AB will speak to Georgina about it.

11.4 Sustainability no report. Meetings have taken place and the PCC noted the excellent article in 'inTouch' written by Dave Cherry describing the aims and activities of the Sustainability group.

11.5 Pastoral Group – no report

11.6 Prayer Team – JS had circulated information prior to the meeting about 'Thy Kingdom Come.' He had suggested that there could be prayer stations in church also that members of the congregation be encouraged to commit to praying for people on their hearts during the 11 days. On Pentecost Sunday baptisms are arranged. Christian Aid week begins on May 15th, AB will speak about it on Sunday 15th when gift envelopes will be available.

12 Future Events

The Christmas Tree Festival will be organised by OPC with AB as the lead organiser with Tim Wilkinson providing support and advice. Barbara Nicholls and Margaret Parkin are also involved. The PCC approved the dates, 7-10th December with set up on the 6th and take down on the 12th. The Christmas Tree Carol Service will be on the 11th.

13 Correspondence

none

13 Any Other Business

Zoe requested that Youth work be on future agendas. There had also been a request from a volunteer at Sunday Club that a better projector be bought. It was also suggested that a device be bought so volunteers did not have to use their own. This would also be more appropriate for safeguarding. This will be brought to the next meeting. Zoe suggested that Sunday Club children return to their parents after communion for the conclusion of the service. This will make it safer for the refreshment team carrying in hot tea and coffee. Refreshments will continue to be served at the back of church.

Prayers at next meeting ZS

14 Date of next meeting

June 6th

Closing prayers GM