

# OTLEY PARISH CHURCH

## Minutes of PCC Meeting Monday 15<sup>th</sup> May 2023

**The meeting was preceded by a service of Holy Communion led by Aaron.**

- 1 Present:** Allan Boddy, Martin Hird, Ken Dale, John Simkin, Amie Smith, Rosemary Ellen, Glynis Milner, Kevin Keefe, Norman Barr, Tom Raper, Eric Cairns, Tony Pike, Barry Milner, Rev Aaron Kennedy

**Apologies:** Jenny Liston, Rev Stewart Hartley, Zoe Smith, Jackie Hird, Maggie Lolashvili

## **2 Membership matters.**

Allan welcomed all new and returning members to this new PCC.

It was proposed by John Simkin, seconded by Kevin Keefe, that Ken Dale and Rev Stewart Hartley be co-opted onto the PCC – passed unanimously.

It was proposed by Ken Dale, seconded by Eric Cairns, that Tony Pike be appointed as Treasurer of the PCC – passed unanimously.

It was further agreed unanimously that Tony would be the 'primary administrator' of our Charity Commission Account (THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ALL SAINTS, OTLEY, Reference 1153498)

The PCC authorises Tony to:

- have full access to the Charity Commission online services
- be responsible for helping the PCC set up and manage the accounts

It was proposed by Rosemary Ellen, seconded by Martin Hird, that Barry Milner be appointed PCC Secretary – passed unanimously.

It was proposed by Barry Milner, seconded by Norman Barr, that Allan Boddy be appointed Lay Chair of the PCC – passed unanimously.

It was proposed by Norman Barr, seconded by Rosemary Ellen, that the members of the PC Standing Committee should be: Kevin Keefe; Tom Raper; Barry Milner; Allan Boddy; Tony Pike; Martin Hird; Rev Aaron Kennedy – passed unanimously.

Allan advised the new PCC members that they needed to complete a 'Fit and Proper Person' declaration – these were distributed at the meeting.

New members also need to see Trustee Information and it was agreed that this would be distributed by Allan to all trustees.

### **3. Minutes of previous meetings**

Minutes of the March 20<sup>th</sup> meeting were approved at the April meeting, there were no matters arising not on the agenda.

Minutes of the April 17<sup>th</sup> meeting were approved. Proposer Martin Hird, Seconder Kevin Keefe.

As an update on this 'deep dive' discussion on Pastoral Care, Aaron commented that the core team of Aaron, Jackie and Eileen had met again and agreed to invite others to join the team – details to follow at next PCC.

Instead of an 'Inclusion Officer' it was felt that an Inclusion Team would be more appropriate.

The minutes of the APCM had been drawn up and reviewed by Aaron and Tony. They could not be ratified until the next APCM but it was agreed that Kevin would post them on the church website labelled as 'draft'

### **4. Reporting of decisions taken by correspondence**

There had been e mail correspondence between members of the Standing Committee to approve the contract for a Youth Worker with Missional Generation.

### **5. Safeguarding**

In Jenny Liston's absence there was no safeguarding discussion. It was agreed that Jenny would be asked to contact all new PCC members to discuss safeguarding training requirements.

### **6. Ministry, Mission and Communication**

The Communication Team had met and were due to meet again in May, they were looking to renew how we do communications. New members of the PCC expressed the opinion that we need to improve internal communications in the parish.

How we manage events was discussed, Amie Smith had some useful contributions and ideas and Aaron invited her to join the team looking at the way forward.

### **7. Financial Report**

**7.1** Tony reported that we had a smaller deficit than anticipated due to lower energy usage than budgeted and substantial generous donations following the 'energy appeal' The government subsidy scheme had ended and we were now paying full energy rates. The contract is due for reconsideration in the Autumn.

For full details of the accounts, see Tony's bimonthly report.

**7.2** Credit card with Barclays – the saga continues, still unresolved.

### **7.3 Cyber fraud-Tony will carry out an audit of the church PCs**

We regularly receive 'phishing' e mails and all church members need to be wary of any e mail communication purporting to come from another church member and asking for financial details.

### **7.4 Payments to PCC members for services rendered.**

It was proposed by Tony Pike, seconded by Norman Barr that it would be appropriate to recompense PCC members who acted as vergers at funerals or weddings. Passed unanimously.

**7.5 Disclosure of aggregate Trustee donations.** Our new Independent Examiner has asked that these be included in the annual accounts. We believe this is against the principles of privacy and anonymous giving. Tony has raised this with the Charity Commission and they have initially agreed with the Independent Examiner. Tony is still in discussions.

## **8.0 Properties**

### **8.1 Health and Safety.**

Kevin had met with representatives from Highways Department, the Town Council and an Accessibility expert to review the triangle of land on Burras Lane between the churchyard and the Chestnuts. It was agreed that the steps down onto Burras Lane and the step down into the churchyard were inappropriate for access. A proposal to reconfigure the area to take away the step is to be considered by the council.

**8.2 Building improvements list** – this had been updated by Ken and a meeting was planned for May to progress the urgent items.

**8.3 Tree planting** – decision awaited.

### **8.4 Energy Usage**

The recent Diocesan Synod meeting had focussed on the Churches pledge to become net zero by 2030 (see report from Norman Barr)

It was agreed that Ken would convene a small team to discuss experience from other churches going down this road and options for OPC.

### **8.5 Mezzanine**

It was agreed that a risk assessment was required to assess the possibility of making better use of the mezzanine area.

## **9. Heritage**

Allan and Ken confirmed that we would take part in the Heritage Day again in 2023

## **10. Youth and Children's Ministry**

**10.1** Sunday Club goes from strength to strength under Zoe's stewardship.

**10.2** Youth Group – meetings of the newly re-formed group have started.

**10.3** TEND events at Wakefield and Ripon were attended by several of the team and were highly praised. The sessions emphasised:

- giving young people a voice

- allowing them to participate in leadership and planning

- looking at how best to utilise the building for children and young people.

At the events it was reported that 48% of churches have no children in the congregation, so we are blessed at OPC.

Aaron advised that there were some diocesan training events coming up.

**10.4** All Saints School – Allan reported that the school is battling with budget issues.

**10.5** Other matters – Aaron was able to inform the meeting that a candidate for the Youth Worker post had been appointed, hopefully she will be able to start before the schools break for the summer.

St Marks, Harrogate has been identified as providing support to OPC with youth work.

The Otley Youth and Community sessions continue on Tuesday afternoon, Anne Simkins is one of the volunteers. John Eveleigh has replaced the late Ron Sweeney as a Trustee.

## **11 Reports and Correspondence received.**

**11.1** See report on Community Networking meeting of March 29<sup>th</sup> from Norman Barr

**11.2** See report on Deanery Synod meeting of 27<sup>th</sup> April (see Properties) from Norman Barr.

**11.3 Oral reports** – report from Kevin on Communications Team meeting

## **12. Community / Churches Together in Otley**

'Thy Kingdom Come' prayer initiative from Ascension Day to Pentecost – John will provide a display in church.

CTO meeting planned for 28<sup>th</sup> June.

## **13. Any Other Business**

Weekend Away.

We have been exploring the possibility of a church 'weekend away' in 2024. Possible date is 21-22 June 2024

The proposal is to book 150 places at the Swanick Centre in Derbyshire.

The cost would be £200 per place (£30,000 total)

As with previous weekends children would be free and we would adopt a 'pay as you feel' system where those who could would be encouraged to pay more, whilst no one would be excluded by not being able to afford the cost. Payment by instalments would be made available.

Any deficit would need to be underwritten by the PCC.

This was proposed by Martin Hird, seconded by Eric Cairns and passed unanimously. We would now approach the provider to make a firm booking and check their payment terms. Standing Committee would approve these before paying the deposit.

**14.1 Prayers at next meeting – Barry**

**14.2 Date of next meeting – 19<sup>th</sup> June, a ‘deep dive’ discussion on House Groups.**

**Closing prayers by Aaron**