

## **Minutes of Parochial Church Council Meeting held on Monday 14th October 2024**

Martin Hird opened the meeting in prayer.

- 1. Present:** Allan Boddy, Barry Milner, Ken Dale, Eric Cairns, Tom Raper, John Simkins, Norman Barr, Glynis Milner, Rosemary Ellen, Rev Stewart Hartley, Tony Pike, Martin Hird, Maggie Lolashvili

**In Attendance:** Jenny Liston

**Apologies:** Reverend Aaron Kennedy; Jackie Hird

### **2. Safeguarding**

2.1 Safeguarding Sunday will be on November 17th and will form part of the whole service. There will be an article in In Touch and posters about safeguarding will be displayed

2.2 Lone Working – The diocesan policy had been circulated prior to the meeting, It was proposed by Martin Hird, seconded by Tony Pike that we should adopt the guidelines as PCC policy – passed unanimously.

There is a separate set of guidelines for clergy.

### **3. Minutes of the meeting held on September 9<sup>th</sup> 2024**

The minutes were approved, proposed by Rosemary Ellen and seconded by Tony Pike, passed unanimously.

### **4. Matters arising not on the agenda**

We have received documentation from the Chancellors office pertaining to a faculty petition from Elizabeth Procter concerning the burial of the ashes of her late mother, Pauline Frost, whose funeral was held recently in church. Elizabeth is seeking permission to bury the ashes in the same place as the ashes of her late father, Dennis Frost. These were interred in 1998. Elizabeth provided a photograph showing the position of her father's ashes.

After due deliberation it was proposed by Norman Barr, seconded by Barry Milner, that the PCC approve the application for the registration of a plot for Interment of Cremated Remains. Resolution passed unanimously.

### **5. Security Issues**

There have been no further incidents, and we have started to open church again. We will still face issues during school holidays and Tom will see if we can arrange stewards during those periods.

### **6.Events**

6.1 Barry will provide a Risk Assessment for Christingle for the next meeting. He is working on reviewing all the church risk assessments.

6.2 Christmas Tree Festival – Allan will contact Sarah to organize suitable banners to advertise the event.

6.3 Other events – Beetle Drive on 1<sup>st</sup> November.

## **7. Finances**

**7.1 Update** At September we had income of ~£15,000. Outgoings of ~£18,000 (excluding CNZ feasibility study)

Year-end estimate is income of ~£167,000; expenditure of ~£193,000 (excluding the bell tower work)

Tony will provide details of the 2025 budget when we have more information about the Parish Share but we will be facing another substantial deficit.

### **7.2 Addressing the deficit.**

We have 80 regular givers, almost half have increased their giving since we communicated the financial position.

We have 4 new givers, but we have also lost 4 regular givers.

### **7.3 New accounting software.**

The new module includes a Gift Aid reporting facility and this is a significant improvement.

### **7.4 LICC Payment** – to be actioned.

**7.5 Church Insurance** – renewal complete – Tony has meeting with insurers on 15<sup>th</sup> October.

**7.6 Annual Return to Charity Commission** – This has been completed although there has been some issue with the website.

## **8. Properties**

### **8.1 Carbon Net Zero**

**8.1.1 Environmental Policy** – The latest draft had been circulated prior to the meeting. Adoption of the policy was proposed by Tom Raper, seconded by Eric Cairns, passed unanimously.

**8.1.2 Fundraising** – Trevor Williams has been in contact with Fran Taylor, Net Zero Carbon Fundraising Officer for the Diocese, to discuss our strategy for fundraising. Grace Kennedy is also helping with her experience of fundraising.

**8.1.3 Faculty Application** – Application has been registered and Tom and Barry are reviewing the Statement of Significance which was last updated for the OASIS project.

**8.1.4 Energy Audit** – Audit completed; report awaited.

**8.1.5 Otley Neighbourhood Plan** – Trish has been in contact with Richard Hughes from the Town Council

**8.1.6 Presentation** – The group have a helpful presentation about the project and it was proposed that this should be presented to the congregation at some future date.

**8.1.7 Feasibility Study** – There is a further site meeting with the architect on October 18<sup>th</sup>. Following this meeting a further draft of the feasibility study will be issued.

**8.1.8 Any Other Business** – the opening / closing mechanisms of the clerestory windows need maintenance to reduce drafts, this will require the hire of a scaffolding tower.

The group have installed humidity/ temperature monitors around the building to gather further data.

A footfall monitor is to be deployed to gather data on the use of the building.

**8.2 Bell Tower works** – this has been approved via a Minor Works Directive (filed in Faculty File in vestry safe) Work to commence in coming months.

**8.3 Extension to Vicar's wall plate** – Kevin Keefe is continuing to progress.

**8.4 Prayer Space furnishings** – no progress.

We need someone with the correct skill set to suggest what we need.

PCC members asked to view the area of the prayer table and the current area at the back of church and come forward with suggestions, maybe with examples of best practice from other churches.

When we have a better idea of what we want we can consult with our architect for his suggestions about suitable suppliers.

Ideally we need someone to take responsibility for keeping the area tidy and the notices/leaflets up to date.

**8.5 Alterations to vestries** – cost received from contractor.

**8.6 Glass doors** – control unit has been replaced.

**8.7 Memorial** – We have received correspondence from Anthony Walker concerning the installation of a plaque in the town to commemorate the life and work of Elizabeth Garnett (circulated prior to meeting) Allan has written a letter of support.

Mr Walker has also mentioned a possible memorial inside church – this will require faculty approval if followed up.

**8.8 Any Other Properties issues** – Following a recent water ingress into the area above the Children's Area Houldsworth have replaced the down pipe.

(Reverend Aaron Kennedy joined the meeting at this point)

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

**9.1 Missional Generation** – use of the 89 banked hours for detached youth work – proposal and additional cost has been received from MG, Aaron to action.

**9.2 Leeds Faith in Schools** – funding has been covered for this academic year.

## **10. Reports and correspondence.**

See Norman's report on the Community Network Lunch

## **11. Community / Churches Together**

Next Prayer Breakfast is November 2<sup>nd</sup> at Catholic Parish Centre.

## **12. Any Other Business**

**12.1 Logo Project** – Communications team are looking at revising the church website and improving church administration. Contractors Hub,church are proposing a new church logo – awaiting full details and cost.

**12.2 Chestnuts** Norman passed on a copy of a letter from our neighbour about the current works underway at the site next to the building, expressing their concerns to the site owners. Kevin Keefe is in contact with the Diocese about the works, access and parking issues.

**12.3 Alternative to LYCIG** – PCC had considered Eric's proposal and it was supported as a good alternative.

**Prayers at next meeting** – Maggie Lolashvili

**Date of next meeting** – November 25<sup>th</sup> 2024