

# **Otley Parish Church.**

## **Minutes of Parochial Church Council Meeting held on Monday 25th November 2024**

Maggie Lolashvili opened the meeting in prayer.

**Present:** Allan Boddy, Barry Milner, Ken Dale, Eric Cairns, Tom Raper, Norman Barr, Glynis Milner, Rosemary Ellen, Tony Pike, Martin Hird, Maggie Lolashvili

**In Attendance:** Jenny Liston

**Apologies:** Reverend Aaron Kennedy; Jackie Hird; Reverend Stewart Hartley; John Simkins

### **1. Safeguarding**

Jenny clarified that there is not a separate set of guidelines on lone working for clergy.

Jenny had circulated a paper before the meeting outlining her suggestions for safeguarding priorities in the coming months. She has recommended that we invite speakers to train us in building an open safeguarding culture. She would like to arrange for questionnaires to be circulated asking for people's thoughts about safeguarding in the parish – do they feel safe at Otley Parish Church, do they have any suggestions to improve safeguarding. These could be directed at house groups, particular groups within the church or the whole congregation. Jenny to arrange the timing of this with Aaron.

### **2. Minutes of the meeting held on October 14<sup>th</sup> 2024**

The minutes were approved, proposed by Ken Dale and seconded by Glynis Milner, passed unanimously.

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

The faculty petition from Elizabeth Procter concerning the burial of the ashes of her late mother, Pauline Frost, has been granted and a date for the burial arranged in January.

### **4. Security Issues**

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

### **5. Carbon Net Zero**

5.1 The latest iteration of the Feasibility Study had been circulated prior to the meeting.

Maggie Lolashvili commented that she had found the document extremely helpful in improving our understanding of the issues involved.

Various issues within the report were discussed.

Allan Boddy said that the Executive Summary was especially helpful. He asked about the proposal to replace the slate sections on some areas with a special grade of steel. Ken Dale explained that the investigation of the roof had identified that the pitch of these sections was too low for the use of traditional slates. This is borne out by the problems we have experienced with water ingress in those areas. The steel proposed would look like a traditional lead roof.

The type of photovoltaic cell to be used was discussed. The options are for integral panels flush with the roof, or for panels on the roof. Given that the PV technology may be superseded in future it was preferable to choose on-roof panels which could be more easily removed.

Allan and Tony both raised the phasing of the project. Norman Barr explained that there were various options- we could apply for one complete project to include all the changes envisaged – new insulated roof; installation of PV panels; replacement of gas boilers OR we could break this down into the various components. The CNZ group will discuss this further with our architect.

One key issue will be whether we will be able to use the building during the project, this will eventually need to be discussed with the contractor we appoint.

The cost of the project has been estimated in the region of £600 to £850 thousand pounds.

The CNZ group are working on a funding strategy.

It was proposed that we have a presentation from the CNZ group in the main service to explain the feasibility study to the wider congregation – to be arranged with Aaron.

The slides from the presentation can also be circulated to the people who receive the weekly e mail.

Acceptance of the feasibility study was proposed by Tony Pike, seconded by Maggie Lolashvili. Passed unanimously.

5.2 The energy audit has been received, to be studied and discussed further by the CNZ group.

5.3 The Statement of Significance and Statement of Need has been drafted for the project. This will be revised by the CNZ group and our architect to be ready to add to the faculty application.

The meeting expressed our thanks to the CNZ group, and especially to Dave Auty, for all the work expended to date on this project.

## **6. Finance Report**

6.1 Prior to the meeting Tony had circulated a report to the end of September.

Total income for general use for the first nine months of 2024 was £124,880, compared to spending of £144,838, a large deficit of almost £20,000 but £8,000 lower than budgeted.

Given winter heating costs and other one-off payments due, the deficit is expected to increase in November / December

6.2 Prior to the meeting Tony had circulated the proposal for the 2025 budget.

The total budget for normal expenditure is projected to be £197,500. This represents an increase of about £5,000 compared to the current year's spending budget, roughly in line with inflation.

The total income estimate is £169,800. This assumes only a very modest increase in income of £3,700 from 2024.

These assumptions produce a similar deficit (about £28,000) in the General Fund in 2025 to that expected in the current year.

The Parish Share has increased by 3%

PCC members expressed disquiet at setting a deficit budget for a second year and it was accepted that measures would need to be taken to set a balanced budget in 2026. The Generosity Team are working on encouraging an increase in giving and the PCC will need to scrutinize spending. A letter setting out the situation will go out in December.

A motion to accept the 2025 budget was proposed by Tom Raper, seconded by Rosemary Ellen, passed unanimously.

6.3 Tony had circulated his suggestions for the optional part of funeral and wedding fees for 2025:

Additional heating £100; Organist £93; Verger £63

Live streaming (with technician) £100; Live streaming (static camera) £40

Norman Barr proposed acceptance of these fees, seconded by Tom Raper, passed unanimously.

6.4 Tony had circulated his suggestions for room hire fees for 2025:

Hire of Parish Room: £33 / hour or £150 for full day

Hire of full church for day – to be decided on a case by case basis after discussion between Treasurer and Warden(s)

Hire of Chestnuts to Talking Newspaper: maintained at £455 per quarter.

Norman Barr proposed acceptance of these fees, seconded by Tom Raper, passed unanimously.

6.5 Meeting with Ecclesiastical Insurers. Tony has met with a representative from our insurers to discuss Risk Management in church. No requirements were proposed but some recommendations were made. Tony will circulate the report.

6.6 Any other business:

Otley Christian Resource Hub:

PCC provides OCRH with office and storage space in The Chestnuts and charge a fee/rent for this.

PCC agreed last year to reduce the rent payable by OCRH to £1,800 in view of the financial pressures they were experiencing. Tony proposed that we leave this figure unchanged, seconded by Barry Milner, passed unanimously.

PCC members expressed their thanks to Tony for all his hard work in preparing the 2025 budget and for all his diligence throughout the year in recording and reporting the parish's finances.

## **7 Events**

### **7.1 Risk assessment for Christingle.**

Barry Milner had completed a Risk Assessment for the upcoming services, circulated to the PCC. This has been sent to Ecclesiastical for comment, they have acknowledged receipt, their comments are awaited.

It has been decided to limit the attendance to 450. This will be more than sufficient at the noon service but will be problematic at the 4pm service.

It is almost certain that at some point before that service it will be necessary to declare that the church is at capacity and people will be turned away at the door. This will need to be handled sensitively, and several extra stewards will be needed at the two doors to explain the reason for declaring the building to be full.

Glynis Milner raised the view that maybe the current pattern for Christingle has run its course and the 4pm service has become just too popular.

Perhaps we should review the way we celebrate Christingle. Glynis suggested we could adopt a 'Messy Church' type of approach, with families invited to come to church during Christmas Eve and make up their own Christingle to take home.

To be discussed further in 2025.

### **7.2 Beetle Drive : this was a great success and raised funds for Local to Global.**

## **8. Youth Work**

Aaron had provided the following comments on the use of Maria's banked hours:

"The year 6 intervention plan is an attempt to address the supply issue we have with young people in the youth group. We have access to the children in primary school, but we do not have a strong enough relationship with them that they continue to access our CYP ministry after they make the move to PHGS. The intervention is designed to cement the relationship at that crucial juncture.

The school – All Saints Primary – have not yet been approached; it was felt PCC approval was a first step.

Detailed descriptions of what MUFILs and Sense of Adventure have been provided to Allan who can answer questions on this.

This is only one part of our strategy to address our lack of contact with young people of secondary school age. The other aspect is the Monday afternoon detached youth work that Maria and Aaron have started.

Both of these prongs of the strategy will soon productively use up Maria's banked hours."

Allan and Tony queried the moving of year 6 from Sunday Club to Youth Club and the feasibility of getting access to children in All Saints.

MUFILS stands for Mission United Faith in Life, These are gatherings arranged by Missional Generation for young people across Leeds and Bradford. See the MG website for details.

## **9 Any Other Business:**

9.1 Aaron has proposed that the following people be licensed by the Bishop as Licensed Eucharist Ministers (LEM).

This is the ministry of serving as communion assistants and doing home communion.

Lynn Jennings  
Margaret Shippey  
Jane Fernandez  
Pam Oliver  
Fiona Williams  
Margaret Campbell

This proposal was seconded by Barry Milner, passed unanimously.

### **9.2 Logo Project**

Prior to the meeting the Communications Team had circulated a proposal to engage an external company to redesign the church logo and upgrade the church website.

Eric Cairns suggested that we approach Des O'Hara who has the necessary skills to design a new logo.

Tony Pike expressed reservations that we need a full implementation plan before we move to the proposed Hubb.Church system. If key people were not engaged with moving forward with the new system it would fail.

Ken Dale reported that we already have access to the trial site and the technical team have been using the programme for their rota. Ken outlined the advantages of the new system.

It was felt that the church may need to consider a broader definition of the strategy for IT use and systems.

The matter was referred back to the Communications Team who would detail the benefits of the Hubb.Church website / Web Office and produce an implementation and training plan to be considered by the Standing Committee.

**Maggie closed the meeting with prayer.**

**Prayers at next meeting – Glynis Milner**

**Date of next meeting – January 6<sup>th</sup> 2025**

**Proposed dates for PCC Meetings in 2025:**

**January 6<sup>th</sup> 2025**

**January 18<sup>th</sup> PCC Away Day**

**February 10<sup>th</sup>**

**March 24<sup>th</sup>**

**May 12<sup>th</sup>**

**May 25<sup>th</sup> APCM. (May 26<sup>th</sup> is a bank holiday)**

**June 23<sup>rd</sup>**

**July 21<sup>st</sup> (Start of school summer holiday)**

**September 8<sup>th</sup>**

**October 13<sup>th</sup>**

**November 24<sup>th</sup>**