

Otley Parish Church.

Minutes of Parochial Church Council Meeting held on Monday 24th March 2025

John Simkin opened the meeting with prayer

Present: Allan Boddy, Barry Milner, Ken Dale, Eric Cairns, Tom Raper, Norman Barr, Rosemary Ellen, John Simkins, Reverend Aaron Kennedy, Reverend Stewart Hartley, Jackie Hird, Maggie Lolashvili

Present on line for section 7: Tony Pike

In Attendance: Jenny Liston (up to item 3)

1. **Apologies:** Martin Hird; Glynis Milner
2. **Declaration of interests:** None
3. **Safeguarding:**
 - 3.1 Jenny and Aaron had an online meeting with 'Restored' to discuss what they can offer in terms of resources, training and consultation, Jenny to follow up further.
 - 3.2 Jenny has circulated safeguarding questionnaire to Open House and Rascals, analysis of replies awaited,
 - 3.3 Other safeguarding issues – none
 - 3.4 Bell ringers – please refer to Jenny's comprehensive report circulated prior to the meeting. The bell tower and ringing chamber is now much improved. PCC expressed thanks to Jenny and the other bell ringers.
4. **Minutes of February 10th meeting** – Approval proposed by Ken Dale, seconded by Tom Raper, passed unanimously.
5. **Matters arising**
 - 5.1 New website: launch was discussed at Communications Team meeting. Ken showed the meeting examples from the new site. Launch will hopefully be in April. PCC thanked Ken and Kevin for all their work in the transition to the new site.
 - 5.2 New logo – Ken progressing with Des O'Hara
6. **Events**
 - 6.1 Domino Drive on Shrove Tuesday for Local to Global was well supported and raised £300 to share between the two charities. Regarding the future of Local to Global after Stewart moves on, Kate Hobson and Trish Merrick are to take the joint lead, Kate as 'front of house', Trish looking after the administration. PCC expressed thanks to Stewart for his leadership of the group.

6.2 Dates for upcoming special services:

Holy Week Services at Otley Parish Church 2025

- Palm Sunday: 10.30am
 - Meet at the Kirkgate gate at 10.15am for the blessing of palms and short procession into church
- 10.30am: Palm Sunday Holy Communion
- Holy Monday: Morning prayer, 9am; Evening Prayer 4.30pm
- Holy Tuesday: Morning prayer, 9am; Evening Prayer 4.30pm
- Holy Wednesday: Stations of the Cross, 8.00pm
 - Morning prayer, 9am; Evening Prayer 4.30
- Maundy Thursday: Chrism Eucharist, Ripon Cathedral, 11am
(all invited to this service of rededication for ministers – both lay and ordained).
 - Holy Communion with Stripping of the Altar, 8.00pm
- Good Friday: Messy Church, 10.00am – 11.30am
 - Chevin Cross Good Friday Prayers (Churches Together in Otley), 12.00pm
 - OPC Good Friday liturgy, 2.00pm
 - The Cross of Christ (a service of readings, anthems and hymns, choir-led), 7.00pm
- Holy Saturday: Prayer Vigil begins 7am – 7am on Easter Sunday
- Easter Sunday: Churches Together in Otley, Dawn Service on the Chevin, 7am
 - Holy Communion with Baptism, 10.30am

Christmas Services at Otley Parish Church 2025

- Christmas Tree Festival, 10th – 13th December
- Christmas Tree Carol Service, Sunday 14th December, 4.00pm. Refreshments are provided afterwards.
- A Service of Lessons and Carols, Sunday 21st December, 4.00pm. Refreshments are provided afterwards.
- Christingle Services on Christmas Eve: 12.00pm and 4.00pm, 24rd December
- Midnight Communion, Wednesday 24th December, 11.30pm
- Christmas Morning, Thursday 25th December, 10.30am.

6.3 Future events: Jackie informed the meeting that the church will not be having an entry in this year's Otley Carnival.

7. Finance

- 7.1. Finance report to end of February – circulated by Tony prior to meeting. Total income for general use was £27,123 compared to spending of £33,412, a large deficit but in line with the budget.

- 7.2 Annual Report – The approval of the final version of the Annual Report and Financial Statement was proposed by Norman, seconded by Aaron, passed unanimously.
- 7.3 The reappointment of WYCAS as our independent examiner was proposed by Aaron, seconded by Norman, passed unanimously.
- 7.4 Any Other Finance Business: Following the recent appeal letter the Roof Fund stands at approximately £21,000. The running total will be given in the weekly notice sheet.

8. **Carbon Net Zero Group**

8.1.1 Finance matters: Ken had already forwarded Trevor's summary report of the quotations we had received from three companies to work with us on the fundraising. Ken provided additional explanations for our preferred choice and after a brief discussion it was agreed to proceed with IPC. The response to date to the Roof Appeal sent out to the congregation now totalled nearly £21,000 including Gift Aid.

8.1.2 Reaction to the CNZ group presentation: Positive comments were made and the fact that children had been involved highlighted that the project was about passing on our heritage to the next generation. The fact that the Appeal letter followed a few weeks after this presentation was good. Quite a few people had approached Trevor with fundraising ideas. A few had expressed concern at the £700K figure mentioned in the letter. Jackie felt we should be mentioning more the fact that we were seeking to care for God's creation rather than it simply being about the roof. Norman indicated that up to date we had only been communicating with the congregation who were aware of the overall CNZ strategy.

8.1.3. Energy Audit and Heating Controls: Ken was feeding back to the Diocese some of the defects in the report. As yet, we have been unsuccessful in obtaining a reasonable enough estimate for a heating control system that would be close to the £3,000 grant on offer.

If Guiseley Glass and Glazing are unable to do the work on the repair of the clerestory windows the CNZ Group will tackle it with appropriately trained people and risk assessment.

8.1.4 Diocesan feedback: Lisa McIntyre responded favourably to the Statement of Significance and Need as well as the Feasibility Study. She was waiting for a report from insulation specialists.

8.1.5 Heritage and Grant funding: IPC had mentioned an NHLF project they were involved with at All Saints Helmsley. Ken, Trevor and Norman had visited the church last week which had a number of heritage features and was Grade 2 listed. We met with Richard Hiscocks for over an hour who was leading the efforts to implement their project which had already had indicative funding of £1.5M. He advised us that we had to develop our unique heritage story to have any chance of being successful. We were also aware from our discussions with fundraisers that the process can be long, sometimes with setbacks along the way. Allan Boddy had agreed to head up a Heritage subcommittee and Trevor

Williams wanted to form a subcommittee to plan a limited number of fund-raising events each year. The meeting agreed that these two subcommittees be formed.

8.1.6 Ken had sourced a people counter to be fitted in the north porch at a cost of £110 - agreed.

8.2 Emergency work on the willow tree was carried out. The contractor has provided a report on the state of the tree, Ken to discuss with council.

8.3 Bell Tower – see Jenny’s report.

8.4 Houldsworth have completed the repair work on the flat roof at the rear of the Chestnuts.

8.5 Development of Vestries – ongoing.

8.6 Any other property matters – Tom reported that Houldsworth had cleared the church gutters of leaves and debris.

9. Youth and Children’s Ministry

9.1 Foundation governors at All Saints School: Allan is standing down in August therefore there will be a vacancy for a Foundation Governor.

9.2 Sunday Club meeting minutes and discussion on timing of service (see reports circulated prior to meeting)

10. Reports and correspondence received:

10.1 Norman’s report on Community Network Lunch held on March 30th had been circulated.

10.2 Barry’s report on the Leeds Episcopal Area Forum held on 19th March had been circulated, prayer focus in Sudan during Lent.

11, Community / Churches Together in Otley

11.1 Otley Prayer Network Meeting Thursday March 13th 2025 – John’s notes circulated with the agenda.

11.2 Activities for the season of Lent – Cards from THE4POINTS.COM to be purchased. 24/7 Prayer opportunities – 7am on Easter Saturday to 7am on Easter Sunday.

11.3 Ideas for activities at the Chevin Cross – meeting on 28th March

12. Any Other Business

- 12.1 From May the 8.30am Holy Communion service will move to first Sunday of the month.
- 12.2 Finding a second Churchwarden – Kate Hobson considering, may start by becoming Assistant Churchwarden.
- 12.3 Local to Global: Kate Hobson and Trish Merrick to take on leadership from Stewart,
- 12.4 Change to format of one all age service each month – under consideration.

13 Prayers at next meeting: Barry

14 Date of next meeting: May 12th 2025

John closed the meeting with prayer.