

ST. LEONARD'S CHURCH GLAPTHORN

Minutes of Annual Vestry Meeting

Tuesday 9th May 2023, at 7 p.m. in Church

Present:	
Rev Stephen Webster	Richard Stark
Sid Charlton (Chair)	Tracey Kerr
Brigitte Hilton	Tricia Newton
Philip Hilton	Sonya Moss
Anne Cashmore	3 members of the congregation

1.	Opening Prayers: Led by Rev Stephen Webster	
2.	Apologies: Penny Reading, Annabel Copeland, Joshua Jackson, Charles and Ursula Wide, Maureen Gent	
3.	Minutes of the AVM dated 17th May 2022: These had been agreed by email and were signed by Sid Charlton as a true record.	
4.	Matters Arising: Repairs following last Quinquennial inspection – covered in the Churchwarden's report.	
5.	Vicar's Report: <ul style="list-style-type: none">• 2022 saw a welcome return to gathering together in person for worship, post Covid. The pattern of services has been 2 Communion, 2 Morning Prayer, and Pilgrim's Group, with a reasonable pattern of attendance. There have also been a few funerals, a baptism and a wedding. Other services have included Harvest, Remembrance, Christingle and the Carol Service. In addition, there were two royal events recognised by church services – the joy of the Queen's Platinum Jubilee and then the sadness of the Queen's death and her funeral.• The Ukrainian themed flower festival was excellent and supported by many; the Tear Fund Quiz in the village hall was another successful event – both of these recognise the willingness and generosity of Glapthorn to give to those in need.• St. Leonard's continues to have a good relationship with the school and works hard to maintain strong links – not	

	<p>all of the children attending the school live in the village, and it can be difficult to get their participation outside of school hours.</p> <ul style="list-style-type: none"> • Stephen thanked Charles Wide for his online Sunday service that he has continued to hold during Covid and beyond. Also, for his excellent contribution with leading services and the Pilgrims' Group. • Annabel Copeland was thanked for covering Stephen's absence for part of last year. • Stephen thanked Brigitte Hilton for all of her hard work as Churchwarden, maintaining the life of the Church community. 	
6.	<p>Churchwarden's Report: Brigitte reported:</p> <ul style="list-style-type: none"> • The current pattern of services is 2 Communion and 2 Morning Prayer per month; it is hoped that this can move to 3 Communion services. • The Pilgrims' Group on the 5th Sunday is well attended and topics create lively discussion. • The new service booklet is now in use. • Congregation attendance is still slightly down from pre Covid, but the services to mark royal occasions have been well attended. • The superb Flowers for Ukraine display, combined with Ursula Wide's Open Garden raised approximately £4,000 for Northamptonshire Red Cross Ukraine appeal. • There have been some other excellent fund raisers – Bluebell Teas, Tear Fund Quiz, the 100 Club – and thanks to all of those who organise and support such events. • The Vicar and the churchwarden are trustees of the church land which is leased to the Allotment association and generates an income of £750 p.a. which is for the benefit of the church fabric fund. Pauline Davidson also runs the 100 Club which also generates an income for the church fabric fund. • Applications for grants and specific fundraising are in progress for the new lighting system. Benedict Cadbury, a lighting expert has been engaged to design a scheme and project manage its installation. • From the Quinquennial Report, the tower windows have been made secure and parts of the church roof have been re-pointed; 20 unsafe headstones have been reset. There are several areas of damp in the Church that need some attention; it is possible that water is leaking through the lead roof and this will be investigated.. 	

	<ul style="list-style-type: none"> • Brigitte thanked everyone who keeps the churchyard in good order (more mowers would always be appreciated) and who help with church flowers and cleaning, the coffee rota and support Bridget with church duties. • Brigitte also thanked the two organists – John Bendall and Brian Ashworth – and Ursula Wide for compiling the village newsletter. <p>Sid thanked Brigitte for all of her hard work as Churchwarden.</p>	
7.	<p>Treasurer’s Report:</p> <ul style="list-style-type: none"> • Richard Stark highlighted some key points from the Glapthorn PCC Accounts for the period 1st January 2022 – 31st December 2022. These accounts show, on a cash basis, a deficit of £2335. This includes <ul style="list-style-type: none"> - Payment of 2021 insurance premium in Feb 2023 - £1500 for churchyard survey and associated headstone repairs - Parish share to Peterborough Diocese of £15340 - New lawn mower £475 <p>Other expenditure was in line with expectations and previous years.</p> <ul style="list-style-type: none"> • Electricity costs – we have not been eligible for direct Government support because we have a 3-year contract that was in place before the recent price rises, and which expires in November 2024. However, we did receive support from the Diocese of £755 for energy costs, which is shown as income. • Income continues to come from many sources and showed a slight increase over 2021 reflecting some recovery from Covid. • The PCC now operates online banking for most of its payments. This still requires two ‘signature’ approval as is done with cheques. Currently the Secretary, Anne Cashmore, and Richard Stark are the two authorised administrators. Tracey Kerr has also been added to the mandate. • The 2020 and 2021 accounts were reviewed by Philip Hilton and found to be satisfactory. The completed 2022 accounts need to be reviewed. • Thank you to Mike Newton for managing the cash collections and deposits, as well as the data for Gift Aid submission, and to Pauline Davidson for running the 100 	

	Club which is one of the important sources of income.	
8.	<p>School Report: Brigitte reported:</p> <ul style="list-style-type: none"> • The school has 75 pupils, with 12 leaving this year. • The school continues to use the church for their Christmas, Easter, and Harvest services, as well as their Leavers' service. • The church continues to give a bible to all pupils leaving the school and these will be issued shortly for this year. 	
9.	<p>Fund Raising/Social Committee Report: Sid reported that fund raising events for the past year include:</p> <ul style="list-style-type: none"> · 100 Club run by Pauline Davidson · The Cashmore's "Wedding Flowers and Teas" following their daughter's wedding in the church, for the church maintenance fund · Ursula Wide's "Open Garden" weekend that raised money for the Northamptonshire Red Cross Appeal · Penny Reading's coffee morning and flower festival for the Red Cross Ukraine Crisis Appeal · A Queen's Jubilee Quiz · Harvest Auction · Northamptonshire Historic Churches Trust Ride 'n' Stride · The Tear Fund Big Quiz · Bluebell Teas in the Village Hall <p>Philip Hilton has organised a concert in the church on Saturday 20th May, and a talk about the history and architecture of St Leonard's church on 9th June. Other events for the year ahead are to be confirmed.</p> <p>Sid thanked all those who have organised and contributed to these events.</p>	

10.

Safeguarding:

Stephen confirmed that Liz Mace was the Safeguarding Officer in 2022 but has since stepped down from the role due to other commitments. Louise Foote has now taken on the role of Benefice Safeguarding Officer, with effect from April 2023, and she was unanimously voted in as the Safeguarding Officer for St Leonard's (proposed by Brigitte Hilton and seconded by Tracey Kerr), liaising with Sid Charlton as the safeguarding representative on the PCC.

Stephen presented Louise Foote's safeguarding report:

- Benefice Clergy, Lay Readers and St Leonard's PCC have complied with the duty to have due regard to the guidance issued by the House of Bishops' Safeguarding Policy and Practice Guidance.

· *Policies and Practice*

- The Oundle Benefice Policy for Safeguarding children and Vulnerable Adults 2018 continues to be used by Glapthorn, Benefield and Oundle churches.
- Safeguarding is a standing agenda item at every PCC meeting, approved minutes are published on the St Leonard's website.
- The Benefice Safeguarding Officer is now using the Parish Safeguarding Dashboard available through the Diocese Safeguarding Team. This is currently being used to Audit current safeguarding practice as the new Benefice Safeguarding Officer transitions into role, once complete an Action Plan will be generated through the dashboard and will be brought to PCC for approval and task allocation.

· *Safer Recruitment*

- Liz Mace was Benefice Safeguarding Officer throughout 2022 and she was thanked for her hard work with DBS checks.
- Louise Foote took up this role in April 2023.
- Rev Annabel Copeland continued as Clergy Safeguarding Lead.
- Clergy Safeguarding Lead and Benefice Safeguarding Officer have completed Church of England Safer Recruitment Training.
- There are currently no activities held at St Leonard's that fit the criteria for Church activities for children or

	<p>vulnerable adults requiring PCC Authorisation, risk assessment, safer recruitment, DBS checks or safeguarding training. Any new activities during the coming year that fit criteria will be assessed and recruited for following the Safer Recruitment procedure.</p> <p><i>· Training</i></p> <ul style="list-style-type: none"> • All clergy, lay ministers, churchwarden and some PCC members are fully up to date with DBS checks and required safeguarding training, priority for this coming year is that all PCC members will be fully up to date. <p><i>Safeguarding concerns and incidents</i></p> <p>There are no recorded safeguarding incidents or concerns for this AVM year. Church leadership and church family should however remain vigilant, and ready to report any concerns following the procedure detailed in the Oundle Benefice Safeguarding Policy to ensure the protection and well-being of all in the church community.</p>	
<p>11.</p>	<p>Election of Churchwarden:</p> <p>It had been Brigitte's intention to stand down, but as no-one came forward at the meeting, she agreed to do the role for one more year but emphasised the need to find a replacement who could be trained up, ideally during Brigitte's last year. There was a discussion regarding whether the Churchwarden role could be managed in a different way, recognising the role has some regulatory aspects to it as well as planning and organisational requirements.</p> <p>Brigitte's appointment as Churchwarden was proposed by Richard Stark and seconded by Mike Newton. All present voted in favour.</p>	
<p>12.</p>	<p>Election of PCC members:</p> <p>All existing members of the PCC were willing to stand again. This was proposed by Mike Newton and seconded by Brigitte Hilton. All present voted in favour.</p>	
<p>13.</p>	<p>Election of Officers:</p> <ul style="list-style-type: none"> • The Lay Chair, Sid Charlton, was willing to stand again. Proposed by Sonya Moss and seconded by Tricia Newton. All present voted in favour of his appointment. • The Treasurer, Richard Stark, was willing to stand again. Proposed by Philip Hilton and seconded by Iain 	

	<p>Davidson. All present voted in favour of his appointment.</p> <ul style="list-style-type: none"> • The Gift Aid Officer, Mike Newton, was willing to stand again. Proposed by Tricia Newton and seconded by Philip Hilton. All present voted in favour of his appointment. • The Secretary, Anne Cashmore, was willing to stand again. Proposed by Sonya Moss and seconded by Iain Davidson. All present voted in favour of her appointment. 	
14.	<p>Election to Deanery Synod: The Deanery Synod Representative, Philip Hilton, was appointed in 2021 to serve for 3 years in this role.</p>	
15.	<p>Electoral Roll: Brigitte reported that there are 44 on the electoral roll.</p>	
16.	<p>Any Other Business: Nil</p>	
17.	<p>Date of 2024 AVM: Tuesday 7th May 2024 at 7 p.m.</p> <p>Stephen closed the meeting with prayer, at 7.40 p.m.</p>	