

**ST. LEONARD'S CHURCH GLAPTHORN**  
**Minutes of Parochial Church Council Meeting**  
**Tuesday 3<sup>rd</sup> October 2023, at 19.00**

<b>Present:</b>	
Rev. Stephen Webster	Philip Hilton
Tricia Newton	Richard Stark
Tracey Kerr	Brigitte Hilton
Sid Charlton	Anne Cashmore

<b>10/23.01</b>	<b>Opening Prayers:</b> Led by Stephen Webster The meeting was chaired by Sid Charlton.	
<b>10/23.02</b>	<b>Apologies:</b> Annabel Copeland, Penny Reading, Joshua Jackson, Sonya Moss	
<b>10/23.03.</b>	<b>Minutes of the P.C.C. meeting dated 4<sup>th</sup> July 2023</b> Agreed by email and signed as approved by Sid Charlton.	
<b>10/23.04</b>	<p><b>Matters Arising from the Minutes of 4<sup>th</sup> July 2023:</b></p> <p>A number of items are carried forward:</p> <ul style="list-style-type: none"> <li>• <i>10/22.05 Assessment of unsafe kerbstones and uneven flagstones at front of church</i> – <b>Brigitte will ask a local builder to repair uneven flagstones; unsafe kerbstones will be moved to the side of the wall and photos and notes taken and kept with burial book in the safe, in case of any future queries.</b></li> <li>• <i>10/22.06 Intercession Prayer guidelines</i> – carried forward</li> <li>• <i>03/23.05 Graveyard Plan</i> – carried forward. <b>Sid to obtain file and commence work;</b> it was agreed that any requests for specific plots, should be recorded in a book and kept in the safe for future reference; whilst not legally binding, this would be a helpful way of handling requests.</li> <li>• <i>03/23.05 Electoral Register update</i> – carried forward.</li> <li>• <i>10/22.07 Parish Giving Scheme presentation and follow up</i> – carried forward. Note – QR code method seen at Great Casterton</li> </ul>	<p><b>BH</b></p> <p><b>BH to obtain file</b></p> <p><b>PN kindly offered to take this on</b></p> <p><b>PH</b></p>

	<p>Church – payment direct or by website? Sid Charlton and Philip Hilton will follow this up.</p> <ul style="list-style-type: none"> <li>• <i>03/23.05 Allotments (church land) and insurance</i> – carried forward.</li> </ul> <p>Other items are covered under the relevant agenda item below.</p>	<p><b>SC/PH BH</b></p>
<p><b>10/23.05</b></p>	<p><b>Church Matters:</b></p> <ul style="list-style-type: none"> <li>• <u><i>New lighting system</i></u> <ul style="list-style-type: none"> <li>- Four applications for grants have been made to date, but have been unsuccessful in securing any funding. There are two more applications in progress – one submitted and awaiting decision, the other to be submitted by early December with an outcome approximately three months later.</li> <li>- An application to the FCC Community Action Fund was discussed and the following approved by the P.C.C.: <ul style="list-style-type: none"> <li>- Anne Cashmore (Secretary) is authorised to complete and sign the online application as the Lead Signatory, on behalf of the P.C.C. – proposed by Brigitte Hilton, seconded by Richard Stark; all present voted in favour.</li> <li>- Richard Stark (Treasurer) is authorised to confirm to the FCC that the Church fundraising amount of £2,440 can be put towards the lighting project and is reserved within our current account for this purpose - proposed by Brigitte Hilton, seconded by Richard Stark; all present voted in favour.</li> <li>- Richard Stark (Treasurer) is authorised to confirm to the FCC that if St. Leonard’s is successful with its application, then the P.C.C. will pay the necessary Third Party Contribution payment (10.75% of the funding granted) within the time period specified i.e. within 28 days of the request to secure the grant offer. This is likely to be in the region of £4k - proposed by Brigitte Hilton, seconded by Richard Stark; all present voted in favour.</li> </ul> </li> </ul> </li> <li>• <u><i>Church roof grant</i></u> <p>A contractor has been approached to repair the leaking church roof – an application for a grant for funding this repair is also in progress.</p> </li> </ul>	<p><b>BH/AEC</b></p>
<p><b>10/23.06</b></p>	<p><b>Vicar’s Report:</b></p> <ul style="list-style-type: none"> <li>• <u><i>Meeting re services and rotas</i></u> – attended by Stephen Webster, Brigitte Hilton, Penny Reading and Helen Charlton: <ul style="list-style-type: none"> <li>- From New Year, the order of services will be <ul style="list-style-type: none"> <li>1<sup>st</sup> Sunday – Morning Prayer/ Matins</li> <li>2<sup>nd</sup> Sunday - Holy Communion (informal)</li> <li>3<sup>rd</sup> Sunday – Morning Worship (as decided by the person taking the service, given there are now more people on the rota)</li> </ul> </li> </ul> </li> </ul>	

	<p>4<sup>th</sup> Sunday – Holy Communion  5<sup>th</sup> Sunday – Pilgrims’ Group  Stephen Webster will update the congregation on the new pattern of services and the rationale.</p> <ul style="list-style-type: none"> <li>- Discussion had taken place about how the Church can engage more with villagers, (bearing in mind the good attendance for special services in the last two years) and foster its connection with Glapthorn School. Various things were suggested – for example, asking the newly formed school choir to sing at the Christingle service; Church members going in to school to listen to pupils read; asking the school for pupils to read in church services; looking at holding church activities at other times of the week, having some services at a later time on a Sunday morning throughout the year. Benefield Church is doing a similar exercise with Annabel Copeland. Sid Charlton volunteered himself and Helen to meet with Annabel to discuss the mapping out of the year for St. Leonard’s, enhancing connections with villagers and the school and how this might dovetail in with Benefield Church too.</li> <li>• <u>Bibles for Reception Class</u> – the P.C.C. has approved (by email) the purchase of Lion Children’s Bibles for Reception Class children at Glapthorn School (cost £140 this year), strengthening the links and relationship between the church and the school.</li> <li>• <u>Services</u> – <ul style="list-style-type: none"> <li>- 10<sup>th</sup> December – Christingle Service at 4 pm (no morning service)</li> <li>- 17<sup>th</sup> December – Carol Service at 5 pm (no morning service)</li> <li>- 24<sup>th</sup> December – Informal carols in the churchyard at 4 pm (no morning service)</li> <li>- 25<sup>th</sup> December – Holy Communion at 9.15 am</li> </ul> </li> </ul>	<p><b>SW</b></p> <p><b>SC/AC</b></p>
<p><b>10/23.07</b></p>	<p><b>Treasurer’s Report:</b></p> <ul style="list-style-type: none"> <li>• The cash balance for the end of September 2023 stands at £27,658</li> </ul>	
<p><b>10/23.08</b></p>	<p><b>Safeguarding:</b></p> <ul style="list-style-type: none"> <li>• Sid Charlton signed the Oundle Benefice Policy for safeguarding children and vulnerable adults as agreed by the P.C.C. at the last meeting. Anne Cashmore will publish a copy on the noticeboard and arrange for it to be published on the church website.</li> <li>• Safeguarding Action Plan Summary – this documents the key actions that need to be taken to ensure compliance with requirements. The P.C.C. discussed the following, which will be updated by Louise Foote: <ul style="list-style-type: none"> <li>- Social Media – the Facebook page was set up during Covid and is now no longer relevant, so it will be closed down.</li> </ul> </li> </ul>	<p><b>AEC</b></p>

	<p>Brigitte Hilton to liaise with Charles Wide. No other form of social media is used.</p> <ul style="list-style-type: none"> <li>- Known Offenders – Stephen Webster confirmed that the Vicar and Parish Safeguarding Officer are required to inform the P.C.C. annually, that they are aware of their responsibility to effectively manage and monitor known offenders and others who may pose a risk to children or vulnerable adults, in consultation with the Diocesan Safeguarding Adviser. It was suggested that this could be added to the safeguarding policy.</li> <li>- Clergy Vacancy – the P.C.C. agreed that any safeguarding records should be held in secure storage centrally at St. Peter’s, in the event of a clergy vacancy.</li> <li>- Training – the link has been circulated and P.C.C. members asked to do the training and update Louise Foote; please contact Louise if there are any queries or concerns with the training.</li> <li>- Non –Church activities – the P.C.C. confirmed that there are no non- church activities at St. Leonard’s.</li> </ul> <p>Sid Charlton signed and dated the Safeguarding Action Summary on behalf of the P.C.C.</p>	<p><b>BH</b></p> <p><b>SC/SW to update Louise</b></p>
<b>10/23.09</b>	<p><b>Deanery Synod:</b></p> <ul style="list-style-type: none"> <li>• No minutes have been received from the last meeting. The next meeting is due to be held on 8<sup>th</sup> November; Sid Charlton may be able to attend.</li> </ul>	
<b>10/23.10</b>	<p><b>Health and Safety Report:</b></p> <ul style="list-style-type: none"> <li>• Tracey Kerr has reviewed and adapted the Health and Safety policy from St. Peter’s and produced an appropriate version for St. Leonard’s. Tracey will now look at producing a risk assessment template. The Health and Safety Policy and risk assessments for specific events will be kept in the kitchen area with the other log books and rotes.</li> <li>• There have been no recorded accidents since the 4<sup>th</sup> July 2023 P.C.C. meeting.</li> <li>• The broken outside switch and damaged cable will be repaired soon.</li> </ul>	<p><b>TK</b></p> <p><b>BH</b></p>
<b>10/23.11</b>	<p><b>Social Committee Report:</b></p> <ul style="list-style-type: none"> <li>• <u>Ride ‘n’ Stride</u> – the date for next year is 14<sup>th</sup> September 2024</li> <li>• <u>Tear Fund Quiz</u> – currently 5 tables for 7<sup>th</sup> October 2023. Philip Hilton will remind the village of this event, by email.</li> <li>• <u>Christmas Fayre – Saturday 25<sup>th</sup> November</u> – this replaces the Table Top Sale/Coffee morning planned for 14<sup>th</sup> October 2023.</li> <li>• <u>This is My Theatre</u> – this is a small theatre company that travel widely and perform in churches, gardens, outdoor theatres etc. They do four productions a year. The P.C.C. felt this would be a</li> </ul>	<p><b>PH</b></p> <p><b>PR/All</b></p>

	<p>good fund raiser and social gathering for the church. Anne Cashmore will pass on details of her initial discussions with the company, to Sid Charlton who will contact the company and find out more.</p>	<p><b>SC</b></p>
<p><b>10/23.12</b></p>	<p><b>Any Other Business:</b> Stephen Webster updated the P.C.C.</p> <ul style="list-style-type: none"> <li>• The new Bishop of Peterborough – the King has approved the nomination of The Right Reverend Deborah Sellin for election as Bishop of Peterborough. She has been the Acting Bishop of Winchester for the last two years.</li> <li>• Emily Taylor has been licensed as a lay reader and Emma Kirby appointed as Youth Minister.</li> <li>• The P.C.C. may want to consider talks from Louise Foote and Emma Kirby on lay chaplaincy and youth work respectively</li> </ul>	
<p><b>10/23.13</b></p>	<p><b>Date of next P.C.C. meeting:</b></p> <ul style="list-style-type: none"> <li>• Tuesday 23<sup>rd</sup> January 2024 at 7 p.m. in Church.</li> </ul> <p>The meeting closed with prayer at 20.40</p>	