

**ST. LEONARD'S CHURCH GLAPTHORN**  
**Minutes of Parochial Church Council Meeting**  
**Tuesday 17<sup>th</sup> September 2024, at 7 p.m.**

<b>Present:</b>	
Rev. Stephen Webster	Tracey Kerr
Ursula Wide	Anne Cashmore
Sid Charlton	
Tricia Newton	
Sonya Moss	

<b>Agenda Item</b>	<b>Content</b>	<b>Who</b>
09/24.40	<p><b>Opening Prayers:</b></p> <p>The meeting opened with prayers led by Stephen.</p>	
09/24.41	<p><b>Apologies:</b></p> <p>Annabel Copeland, Penny Reading, Richard Stark, Brigitte Hilton, Philip Hilton</p>	
09/24.42	<p><b>Minutes of the P.C.C. meeting dated 18<sup>th</sup> June 2024</b></p> <p>Previously agreed by email and signed as approved, by Sid Charlton.</p>	
09/24.43	<p><b>Matters Arising from the Minutes of 18<sup>th</sup> June 2024:</b></p> <p>The following items have been completed:</p> <ul style="list-style-type: none"> <li>• <u>03/24.07 Parish Giving</u> – Philip has drafted a letter to go to all of the congregation to encourage them to join this scheme. It was agreed that this letter should be signed by Sid as Chair, on behalf of the P.C.C. Philip will circulate his draft to the P.C.C.</li> <li>• <u>05/24.18 New Lighting System</u> – Response received from the Laing Family Trust; they have agreed to switching their funding of £3k to the Church Lead Roof Repair funds. Rest of funds to be raised before they release the monies and to be used within 3 years. On agenda below.</li> </ul>	<p style="text-align: center;"><b>Completed</b></p> <p style="text-align: center;"><b>Completed</b></p>

	<ul style="list-style-type: none"> <li>• <u>05/24.18 Update to go in village newsletter about roof repairs and lighting project</u></li> </ul> <p>A number of items are carried forward:</p> <ul style="list-style-type: none"> <li>• <u>10/22.05 Assessment of unsafe kerbstones and uneven flagstones at front of church</u> – 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.</li> <li>• <u>10/22.06 Intercession Prayer guidelines</u></li> <li>• <u>03/24.07 QR codes for donations</u> – Philip explained that the platform for this is free, with there being a 1.1% transaction fee on each donation. In terms of a card reader for events, the cost of purchase is £20 and then there is a 1.1% transaction fee on top. Both of these were agreed in principle and Philip will now put together a formal proposal for ratification.</li> <li>• <u>05/24.20 Separate account to be set up for fundraising monies</u> – Richard has applied to Nat West for a Liquidity Manager 35 Day Notice Account (current Annual Equivalent Rate 3.25% gross) and is awaiting a response from them.</li> </ul> <p><b><u>New Items from 18<sup>th</sup> June meeting:</u></b></p> <ul style="list-style-type: none"> <li>• <u>06/24.31 Stephen will also seek clarification on some points from the Vicar of Thrapston, who is also Chair of the D.A.C. – for example, benefits of patch vs. mastic.</u></li> <li>• <u>06/24.31 It was agreed that the bat survey would need to be undertaken but the timing of this was unclear – Ursula will do some research.</u> Update – the bat survey has been completed and there is no impact on the roof repairs.</li> <li>• <u>06/24.31 Cherry tree in churchyard</u> - This has died and needs removing.</li> <li>• <u>06/24.32 – Harvest Service</u></li> <li>• <u>06/24.34 - In terms of the Church website</u>, the front page displays the word “Safeguarding” which then links to the detail behind it – Stephen will speak to Louise Foote to confirm that this complies sufficiently with the direction from the Diocese. Update – see below under Safeguarding agenda item.</li> <li>• <u>06/24.34 - The policy regarding the “recruitment” of ex-offenders (i.e. volunteers)</u> is currently under discussion and Louise is</li> </ul>	<p>Completed</p> <p>BH</p> <p>SW</p> <p>PH</p> <p>RS</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>On agenda</p> <p>AEC will speak to C Wide</p> <p>On agenda</p>
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	<p>waiting for an update from the Diocese.</p> <ul style="list-style-type: none"> <li>• <u>06/24.34 – Safeguarding Training</u></li> </ul>	On agenda
09/24.44	<p><b>Church Matters:</b></p> <p><u>Lead roof repairs</u></p> <ul style="list-style-type: none"> <li>• The permanent repair has been completed on the Vestry roof and is now being monitored to check there are no leaks. The temporary repairs have been “patched”. The contractors were unable to give a firm view on how long any temporary repair will last. In terms of knowing what longer term/permanent repair will be needed, Ursula Wide will speak to the architect, to see if he can give any advice on what the DAC might accept. Anne Cashmore will also start to identify possible sources of funding for the repairs.</li> <li>• In terms of the current funds pledged – The Laing Family Trust have pledged £3k and the Northamptonshire Historic Churches Trust have pledged £5k to be used within the next 3 years. Both of these grants were approved against an old quote that was unable to be used as the DAC did not feel the materials for repair were appropriate. Therefore, the P.C.C. decided that AEC should go back to Laing first (and then NHCT if necessary) to see if their pledge could be reduced to £2237.50 to pay for the other 50% of the temporary repair (50% has already been paid by a Quick Win grant from Peterborough Diocese). If they are unable to do this, then AEC will explain that we will have to reject their offer as we do not have a timescale or plan of action in place for the next phase of the repair.</li> </ul> <p><u>Portrait of King</u></p> <ul style="list-style-type: none"> <li>• As Head of the Church of England, a portrait of the King will be hung above the noticeboard by the main door.</li> </ul> <p><u>Churchyard Plan</u></p> <ul style="list-style-type: none"> <li>• The process for updating the plan was reviewed and one stage added – to copy Sid Charlton into any correspondence regarding an interment, so that he is aware of the need to update the plan. Sid will ensure the plan is now updated to reflect the latest position.</li> </ul>	<p>UW</p> <p>AEC</p> <p>AEC</p> <p>SC</p> <p>SC</p>
09/24.45	<p><b>Vicar’s Report:</b></p> <p><u>Harvest Festival Sunday 29<sup>th</sup> September</u></p> <ul style="list-style-type: none"> <li>• The service will be taken by Annabel Copeland and Stephen Webster will join later on.</li> <li>• Mike Newton will be the auctioneer (with monies raised going to the Church fabric fund) and Penny Reading has organised for</li> </ul>	

	<p>villagers to decorate the church with flowers.</p> <ul style="list-style-type: none"> <li>The service will be followed by a Bring and Share lunch in the Village Hall. Anne Cashmore has booked the hall from 10.30-2.30 and Ursula Wide will organise some volunteers to help set up the hall for the lunch.</li> </ul> <p><i>Remembrance Service Sunday 10<sup>th</sup> November</i></p> <ul style="list-style-type: none"> <li>Ursula Wide is liaising with the Head of Brass at Oundle School regarding a pupil to play the bugle at the service.</li> </ul> <p><i>Christmas Services</i></p> <ul style="list-style-type: none"> <li>Christingle Service – in the spirit of building our relationship with Glapthorn School, a service will be held in the school in early December and members of the congregation will be welcome to attend. Another service may still be held in the Church.</li> <li>Sunday 22<sup>nd</sup> December – Carol Service at 5 pm in Church. Ursula will liaise with Philip Hilton to see if an organist can be found for this service.</li> <li>Christmas Eve - Crib Service in the churchyard, to be confirmed</li> <li>Christmas Day – Holy Communion at 9.15 am.</li> <li>Sunday 29<sup>th</sup> December – Ursula will liaise with Charles Wide over a possible service.</li> </ul>	<p>UW</p> <p>UW</p> <p>UW</p> <p>UW</p>
09/24.46	<p><b>Treasurer's Report:</b></p> <ul style="list-style-type: none"> <li>The total cash balance at the end of August was £34,531. This included payment of £900 for the bat survey, but not the roof repairs (which came to £4,470 including VAT). Recovery of VAT from these two invoices (£895) has been applied for and approved, with the money due in the bank account in the next five days.</li> <li>£150 has been paid to the Flute Choir for expenses.</li> <li>Income has been buoyed by payment from the Church Land, two weddings and the Flute Choir.</li> <li>Last year's accounts have now been independently examined and all is in good order. Ursula proposed that a gift voucher for £20 be given to this person and all present agreed.</li> </ul>	<p>RS</p> <p>UW</p>

09/24.47	<p><b>Safeguarding Report:</b></p> <ul style="list-style-type: none"> <li>• <u>Updated Benefice Safeguarding Policy</u> – this now includes updated contact details and activities and updated food safety and first aid details. Anne Cashmore will put a copy on the noticeboard in Church and liaise with Charles Wide for publication on the website. Ursula Wide proposed that this updated policy was adopted; this was seconded by Tracey Kerr and all voted in favour.</li> <li>• <u>Equal Opportunities Statement</u> – this fulfills the requirement to have a policy for the recruitment of ex-offenders. Anne Cashmore will add it into the existing Equality, Diversion and Inclusion statement the P.C.C. developed last year. Ursula Wide proposed that this updated statement was adopted; this was seconded by Tracey Kerr and all voted in favour.</li> <li>• <u>Parish Dashboard Action Plan</u> – the P.C.C. reviewed this and confirmed there are no Church activities for the Church Activity List, for children or vulnerable adults. The P.C.C. members present agreed the latest action plan and this was signed by Sid Charlton.</li> <li>• <u>Safeguarding Training</u> – P.C.C. members were reminded of the training requirements and links, and the need to email certificates of completion to: <a href="mailto:safeguarding@oundlestpeters.org.uk">safeguarding@oundlestpeters.org.uk</a></li> <li>• <u>Website</u> – Stephen Webster confirmed that the front page of the Safeguarding section needs to display the names and contact details for the Parish and Diocesan safeguarding officers. Anne Cashmore will liaise with Charles Wide</li> </ul>	<p>AEC</p> <p>All</p> <p>AEC</p> <p>All</p> <p>AEC</p>
09/24.48	<p><b>Deanery Synod Report:</b></p> <ul style="list-style-type: none"> <li>• The P.C.C. reviewed the report from the last two meetings. Ursula will contact the Rural Dean regarding a possible visit by the Bishop of Peterborough on 17<sup>th</sup> December.</li> <li>• No matters were raised to be put forward for the next meeting of the Deanery Synod.</li> </ul>	<p>UW</p>
09/24.49	<p><b>Health and Safety Report:</b></p> <p>There have been no recorded accidents since the 18<sup>th</sup> June 2024 P.C.C. meeting.</p> <p>Tracey Kerr will complete a Health and Safety “walkabout” over the next few weeks.</p>	<p>TK</p>

09/24.50	<p><b>Social Committee Report:</b></p> <ul style="list-style-type: none"> <li>• <u>Corby Male Voice Choir Saturday 5<sup>th</sup> October</u> – canapes are in the process of being organised.</li> <li>• <u>Northamptonshire Historic Churches Trust Ride ‘n Stride</u> – well done to Sid Charlton who raised approximately £300.</li> <li>• <u>This Is My Theatre</u> – has approached Sid Charlton regarding the possibility of a Christmas production. The P.C.C. felt it would be nice to have a Christmas event and selected “A Christmas Carol” as the preferred production. Sid will liaise with TMT.</li> <li>• <u>Tearfund Quiz</u> – will be organised by Sid and Helen Charlton and will be held on Saturday 16<sup>th</sup> November. Tickets are £15 including a ploughman’s supper, and there are a maximum of 8 people per table. Anne Cashmore will book the Village Hall from 6-10 pm. Help with refreshments and raffle prizes (raffle in aid of the Church fabric fund) would be appreciated.</li> </ul>	<p>SC</p> <p>AEC</p>
09/24.51	<p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>• Sid Charlton visited Glapthorn School, taking in cakes for the staff, from the P.C.C., at the beginning of term. He is shortly going to start helping out at the school, once his volunteer recruitment checks are complete.</li> <li>• Annabel Copeland is in the process of buying Bibles for the Reception Class (which are paid for by the P.C.C.).</li> <li>• Stephen Webster updated the P.C.C. on the “Friends In Need” fund which serves to help anyone faced with a major crisis.</li> </ul>	
09/24.52	<p><b>Date of next P.C.C. meeting:</b></p> <p>Tuesday 26<sup>th</sup> November at 19.00 <b><u>at the Wides’ house.</u></b></p> <p>The meeting closed with prayer at 20.30</p>	