

**ST. LEONARD'S CHURCH GLAPTHORN**  
**Minutes of Parochial Church Council Meeting**  
**Thursday 5<sup>th</sup> January 2023**

<b>Present:</b>	Patricia Newton
Annabel Copeland	Sid Charlton
Brigitte Hilton	Tracey Kerr
Philip Hilton	Richard Stark
Sonya Moss	Anne Cashmore

<b>01/23.01</b>	<b>Opening Prayers:</b> Led by Annabel Copeland. The meeting was chaired by Sid Charlton.	
<b>01/23.02</b>	<b>Apologies:</b> Stephen Webster, Joshua Jackson and Penny Reading	
<b>01/23.03.</b>	<b>Minutes of the P.C.C. meetings dated 4<sup>th</sup> October 2022 and 1<sup>st</sup> November 2022:</b> Agreed by email and signed as approved by Sid Charlton.	
<b>01/23.04</b>	<b>Matters Arising from the Minutes of 4<sup>th</sup> October 2022:</b> <ul style="list-style-type: none"> <li>• <i>Storage of spare soil from dug graves</i> – carried forward.</li> <li>• <i>Assessment of unsafe kerbstones</i> – carried forward.</li> <li>• <i>Tree surgeon report</i> – 2 reports have been completed and no further action is required.</li> <li>• <i>State of Psalters</i> – carried forward.</li> <li>• <i>Donation to Oundle Food Bank</i> – done.</li> <li>• <i>Intercession Prayer guidelines</i> – carried forward.</li> <li>• <i>Benefice review of rotas</i> – carried forward.</li> <li>• <i>Offertory cards</i> – a sample was distributed for review and approved by the PCC.</li> <li>• <i>Ramp for accessibility</i> – a new one is now not necessary as the existing ramp and handrail have been modified.</li> </ul> <p>Other items are covered under the relevant agenda item below.</p>	

01/23.05	<p><b>Church Matters:</b></p> <ul style="list-style-type: none"> <li>• <u>New lighting system</u> – Philip has secured the services of the Project Manager – Benedict Cadbury – should sufficient funds be raised for the work to commence. Anne has started to identify charities and organisations that may give grants for this work and has started to apply to some of them – a list of such organisations and a draft of the brief that has been put together by Anne, Philip and Bridget was distributed to the PCC for review and any comment. Some (non-urgent) work is needed on the main electrical distribution board – it was agreed that it would be sensible to tie this in with work on the new lighting system.</li> <li>• <u>Quinquennial inspection</u> – a new builder has been found and is coming to look at the work needed. Anne has applied for a grant from the Northamptonshire Historic Churches Trust (NHCT) and the PCC approved a decision to join the NHCT as a “Friend”.</li> <li>• <u>External lighting</u> – another electrician has visited the churchyard and is preparing a quote.</li> </ul>	<p>BH, PH, AEC</p> <p>BH</p> <p>BH</p>
01/23.06	<p><b>Vicar’s Report:</b></p> <ul style="list-style-type: none"> <li>• Christmas services - the Christingle service, Carol Service, School Carol Service and Christmas Day service - all seem to have gone well. It was agreed that for Christmas 2023 we should consider a traditional carols and lessons service as well as a more informal carol service in the churchyard, possibly involving Glapthorn School too – <b>Annabel will review this with the school in September.</b></li> <li>• Service and celebration for the May Coronation – it was agreed that any <b>plans of the Parish Council and Village Hall should be identified and then brought back to the next PCC meeting.</b></li> </ul>	<p>AC</p> <p>All</p>
01/23.07	<p><b>Treasurer’s Report:</b></p> <ul style="list-style-type: none"> <li>• <u>Accounts</u> – Philip has reviewed the 2020/2021 accounts (originally prepared by Richard). Philip and Richard will now review them together. It was agreed that it would be best practice to have someone totally independent to review the accounts each year, and <b>Philip will speak to a local retired accountant to see if he would be willing to do this.</b></li> <li>• <u>Gift Aid tax relief</u> - £2,104 has been received; Mike and Tricia Newton were thanked for their part in organising this.</li> <li>• <u>Electronic Banking</u> - this has now been set up with Nat West and their Bankline for Communities programme. Richard and Anne are Account Holders and can make payments, transfers and administrative changes. It was agreed that it would be beneficial to have a third Account Leader (who has to be on the bank</li> </ul>	<p>PH</p>

	<p>mandate). Tracey Kerr was proposed as an additional signatory on the bank mandate, and as an Account Leader, by Philip Hilton and seconded by Sonya Moss; <b>all those present voted in favour of this resolution.</b></p> <ul style="list-style-type: none"> <li>• <u>Review of Parish Giving Scheme</u> – there are 4 people signed up to it, with the remainder on the old scheme of standing orders. <b>Philip suggested a relaunch, with a short talk to the congregation after a service, and then possible approaches on a 1:1 basis.</b> It was also agreed to put some information in Church on the Parish Giving Scheme as a gentle reminder to encourage regular attendees to consider moving to the Parish Giving Scheme. <b>Annabel will ask Joshua to send Brigitte a link to the relevant website page.</b></li> <li>• <u>Card Readers</u> – Anne has visited Fotheringhay Church and spoken to their Churchwarden about the benefits of a card reader. It is cost effective for Fotheringhay as they have many visitors, and their donations greatly exceed the monthly charge for the card reader. However, this is not the case for St. Leonard’s, and on this basis, it was agreed that a card reader would not be cost effective.</li> </ul>	<p>RS</p> <p>PH</p> <p>AC</p>
01/23.08	<p><b>Safeguarding:</b></p> <ul style="list-style-type: none"> <li>• It is recommended that all members of a PCC undertake the basic online safeguarding training programme – <b>Annabel will send the link to Anne, to circulate to PCC members, who are then asked to do the training, print off their certificate when completed, and send it to Annabel.</b></li> </ul>	<p>AC</p> <p>All</p>
01/23.09	<p><b>Deanery Synod Report:</b></p> <ul style="list-style-type: none"> <li>• Sid attended the Deanery Synod meeting on 13<sup>th</sup> October. There was a presentation on the spiritual development of children, and suggestions for how we can engage with them. The PCC discussed how we can do this – a Church Welcome Audit is available, and this might give us some feedback in terms of children, in particular. The PCC also discussed how to continue building relations with the local school – for example, including them in church activities, asking the Head what aspects of school life they would like us to pray for, going into the school to help with activities like 1:1 reading etc. <b>Brigitte will meet with the Head to discuss this.</b></li> </ul>	<p>BH</p>
01/23.10	<p><b>Health and Safety Report:</b></p> <ul style="list-style-type: none"> <li>• <u>Health and safety check</u> – to be done.</li> <li>• Roy Kerr is kindly going to mend the noticeboards by the Church gate and do some maintenance on the lawnmower.</li> </ul>	<p>TK</p>

01/23.11	<p><b>Social Committee Report:</b></p> <ul style="list-style-type: none"> <li>● <u>Tear Fund Quiz</u> – this was very successful and raised in excess of £1,000. It will be repeated in November 2023.</li> <li>● <u>Quiz “Celebration of the life of the late Queen Elizabeth II”</u> – many thanks to Sid for organising this.</li> <li>- <u>Programme for 2023</u> – the PCC’s target for this year is around £2,000 and centres on using the Church for events for the community as well as the congregation. Plans are: <ul style="list-style-type: none"> <li>- May (provisional) – afternoon teas, to coincide with visitors to see the bluebells in the woods – Tricia will find out if the W.I. are doing anything this year. <b>Post meeting note – date for Bluebell Teas for Church to organise, is Monday 1<sup>st</sup> May.</b></li> <li>- 15<sup>th</sup> April – musical concert with cheese and wine</li> <li>- 10<sup>th</sup> June (provisional) - Church architecture and history talk with refreshments.</li> <li>- Coffee/tea and cake morning in church</li> <li>- Art exhibition – tbc</li> <li>- Christmas craft/ fair/ tree exhibition – please come to the next meeting with some suggestions for activities and proposed dates.</li> </ul> </li> </ul>	<p>PN</p> <p>PH</p> <p>PH</p> <p>All</p>
01/23.12	<p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>● No items were raised.</li> </ul>	
01/23.13	<p><b>Date of next P.C.C. meeting:</b></p> <ul style="list-style-type: none"> <li>● Tuesday 14<sup>th</sup> March 2023, 7 p.m. – at the Hilton’s house. Many thanks to Brigitte and Philip for hosting the meeting.</li> </ul> <p>Annabel Copeland closed the meeting with a prayer.</p>	