

**ST. LEONARD'S CHURCH GLAPTHORN**  
**Minutes of Parochial Church Council Meeting**  
**Tuesday 14<sup>th</sup> March 2023**

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| <b>Present:</b> |               |
| Sid Charlton    | Penny Reading |
| Brigitte Hilton | Richard Stark |
| Philip Hilton   | Anne Cashmore |
| Sonya Moss      |               |

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| <b>03/23.01</b>  | <b>Opening Prayers:</b><br>Private prayers and reflection.<br>The meeting was chaired by Sid Charlton.   |  |
| <b>03/23.02</b>  | <b>Apologies:</b><br>Stephen Webster, Annabel Copeland, Joshua Jackson, Tricia Newton and Tracey Kerr  |  |
| <b>03/23.03.</b> | <b>Minutes of the P.C.C. meetings dated 5<sup>th</sup> January 2023</b><br>Agreed by email and signed as approved by Sid Charlton.   |  |
| <b>03/23.04</b>  | <b>Matters Arising from the Minutes of 5<sup>th</sup> January 2023:</b> <ul style="list-style-type: none"> <li>• <i>Storage of spare soil from dug graves</i> – carried forward to Spring.</li> <li>• <i>Assessment of unsafe kerbstones</i> – carried forward to Spring.</li> <li>• <i>State of Psalters</i> –all checked and sorted.</li> <li>• <i>Intercession Prayer guidelines</i> – carried forward.</li> <li>• <i>Benefice review of rotas</i> – carried forward.</li> </ul> <p>Other items are covered under the relevant agenda item below.</p> |  |
| <b>03/23.05</b>  | <b>Church Matters:</b> <ul style="list-style-type: none"> <li>• <u>Tower</u> – some repair work has been undertaken in the belfry, by a local contractor, with further small works planned.</li> <li>• <u>New lighting system</u> – <ul style="list-style-type: none"> <li>- Anne is in the process of applying to 3-4 companies, for grants.</li> <li>The PCC decided that it would be best to target a small</li> </ul> </li> </ul>  |  |

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|          | <p>number of companies initially. Two of them are likely to be landfill companies and a Contributing Third Party payment needs to be made, if we are successful with our application – it was agreed that this should be reviewed in the context of the final cost (once quotes are in) and any phasing of expenditure.</p> <ul style="list-style-type: none"> <li>- Anne has also applied for the faculty to be extended, to cover the period of fundraising and installation of lighting.</li> <li>- 3 building companies are coming to the church in March, to quote for the work.</li> <li>- Policies – in line with some of the requirements for the grant applications, a Lettings Policy and Equality, Diversity and Inclusion Policy have been drafted.</li> </ul> <p>Lettings Policy – this allows church space and facilities to be hired out under certain conditions, although the church reserves the right not to request a fee. A condition of the insurance is that the policy needs to state a risk assessment must be made according to the activity being undertaken, and that the organisation hiring the premises must have its own Public Liability insurance of £5 million minimum. The Lettings Policy was proposed by Brigitte (with the above amendments) and seconded by Sonya; all voted in favour of adopting the policy.</p> <p>Equality, Diversity and Inclusion Policy – in broad terms, this policy was approved; <b>Philip will discuss the policy in detail with Stephen</b>, and if any amendments are required, they will be circulated by email.</p> <ul style="list-style-type: none"> <li>• <u>Graveyard Plan</u> – the existing plan needs updating and maintaining. Sid volunteered to do this.</li> <li>• <u>Electoral Register</u> – Brigitte asked for a volunteer to continue maintaining and updating this in line with the church guidance.</li> <li>• <u>Allotments</u> – <b>Brigitte and Richard will look at the paperwork concerning insurance and operation of the allotments</b>, to determine whether any action needs to be taken and when.</li> </ul> | <p>PH/SW</p> <p>SC<br/>Bernard<br/>Reading</p> <p>BH/RS</p> |
| 03/23.06 | <p><b>Vicar’s Report:</b></p> <ul style="list-style-type: none"> <li>• Service and celebration for the May Coronation – various plans are underway in the village; it was decided that a celebratory service in Church on the Sunday at 11 a.m. would fit well before a village get together for lunch.</li> </ul>   |   |
| 03/23.07 | <p><b>Treasurer’s Report:</b></p> <ul style="list-style-type: none"> <li>• <u>Accounts</u> – Philip and Richard have reviewed the 2020 and 2021 accounts and they are all satisfactory. <b>Philip will continue to look for someone who is totally independent to review the accounts</b></li> </ul>   |   |

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|          | <p><b>for 2022 and beyond.</b></p> <ul style="list-style-type: none"> <li>● <u>Electronic Banking</u> – this is working well and it is proving quicker to process payments. An application has gone to Nat West for Tracey Kerr to be a second signatory and a request made to include Tracey on the mandate.</li> <li>● <u>Review of Parish Giving Scheme</u> – <b>Philip will email the church congregation to remind them about the scheme, and then follow this up after a church service.</b></li> </ul>   | <p>PH</p> <p>PH</p>   |
| 03/23.08 | <p><b>Safeguarding:</b></p> <ul style="list-style-type: none"> <li>● Anne has circulated the link from Annabel for the basic online safeguarding training programme – <b>all PCC members are asked to do the training, print off their certificate when completed, and send it to Annabel.</b></li> <li>● <b>The safeguarding information on the noticeboard needs updating with new contact details.</b></li> </ul>  | <p>All</p> <p>AEC</p> |
| 03/23.09 | <p><b>Matters for Deanery Synod:</b></p> <ul style="list-style-type: none"> <li>● Nil</li> </ul>  |                       |
| 03/23.10 | <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>● Some uneven flagstones have been identified at the front of the church - Penny will liaise with Brigitte</li> </ul>  | <p>TK</p> <p>PR</p>   |
| 03/23.11 | <p><b>Social Committee Report:</b></p> <ul style="list-style-type: none"> <li>● <u>Tear Fund Quiz</u> – the PCC agreed to hold this again in 2023.</li> <li>● <u>Programme for 2023</u> – the PCC's fundraising target for this year is around £2,000. The Social Committee has met and the following events are being planned: <ul style="list-style-type: none"> <li>- 23<sup>rd</sup> March: social meeting to discuss church flowers</li> <li>- 9<sup>th</sup> April: Easter Sunday tea and cake, and Easter egg hunt for children 2-4 p.m. in the church</li> <li>- 1<sup>st</sup> May: afternoon teas 2-5 p.m. in the village hall, to coincide with visitors to see the bluebells in the woods</li> <li>- 7<sup>th</sup> May: Church service to celebrate the coronation, followed by refreshments</li> <li>- 20<sup>th</sup> May: – concert in the church; organ and solo recital</li> <li>- 9<sup>th</sup> June: - St. Leonard's - architecture and history talk</li> <li>- Summer: Coffee/tea and cake mornings in church</li> <li>- September: refreshments and tabletop sale</li> </ul> </li> </ul> |                       |

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| 03/23.12 | <p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>• Communion – a question was raised about the bread and wine; after discussion, <b>it was felt that it would be preferable for members of the congregation to take their own wafer and dip it into the wine themselves. It was also hoped that a review of the benefice rotas will allow three communions a month at St. Leonard's.</b></li> <li>• Brigitte reminded the PCC that she will not be standing for a further period of office as Churchwarden at the AVM in May. Therefore, all PCC members are asked to try and help identify a possible successor for this role.</li> </ul> | <p>For consideration by the clergy</p> <p>All</p> |
| 03/23.13 | <p><b>Date of next P.C.C. meeting:</b></p> <ul style="list-style-type: none"> <li>• Tuesday 9<sup>th</sup> May 2023 – the Annual Vestry Meeting will be held in Church at 7 p.m. and followed by a short PCC meeting.</li> </ul> <p>Thanks to Brigitte and Philip for hosting the meeting.</p>   |   |