

ST. LEONARD'S CHURCH GLAPTHORN
Minutes of Parochial Church Council Meeting
Tuesday 4th July 2023, at 19.00

Present:	
Rev. Stephen Webster	Philip Hilton
Tricia Newton	Sonya Moss
Penny Reading	Richard Stark
Sid Charlton	Anne Cashmore
Brigitte Hilton	Louise Foote (Safeguarding agenda item)

07/23.01	Opening Prayers: Led by Sid Charlton. The meeting was chaired by Sid Charlton.	
07/23.02	Apologies: Annabel Copeland, Joshua Jackson, Tracey Kerr	
07/23.03.	Minutes of the P.C.C. meeting dated 9th May 2023 Agreed by email and signed as approved by Sid Charlton.	
07/23.04	<p>Matters Arising from the Minutes of 9th May 2023: A number of items are carried forward:</p> <ul style="list-style-type: none"> • <i>Storage of spare soil from dug graves</i> – an area has been identified in the south west corner of the churchyard, by the shed. • <i>10/22.05 Assessment of unsafe kerbstones and uneven flagstones at front of church</i> – 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. • <i>10/22.06 Intercession Prayer guidelines</i> – carried forward • <i>10/22.06 Benefice review of rotas</i> – after discussion, it was agreed that the best pattern of services would probably be: Week 1 Matins Week 2 Communion Week 3 Special service or alternative to Morning Prayer Week 4 Communion <p>This will be further discussed on Tuesday 29th August at 10 a.m. at Penny's house where the following will be considered:</p>	<p>BH</p> <p>BH/RS</p> <p>SW</p> <p>SW, BH,</p>

	<ul style="list-style-type: none"> - How to engage with local/Glaphorn school children and their parents – on Sundays and at other times, e.g. Messy Church, Reception Class and families to a special service - What special services could be held for the wider population, perhaps at 11 a.m. and including the current special services of Harvest etc. - How this translates into the monthly pattern of services, recognising that consistency in the pattern every month, is key. • <i>03/23.05 Graveyard Plan</i> – carried forward. Sid to obtain file and commence work; 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. • <i>03/23.05 Electoral Register update</i> – carried forward. • <i>10/22.07 Parish Giving Scheme presentation and follow up</i> – carried forward. • <i>03/23.05 Allotments (church land) and insurance</i> – carried forward. • <i>05/23.08 DBS for PCC members</i> – See under 07/23.08 Safeguarding below. <p>Other items are covered under the relevant agenda item below.</p>	<p>PR</p> <p>SC</p> <p>BR PH</p> <p>BH</p>
<p>07/23.05</p>	<p>Church Matters:</p> <ul style="list-style-type: none"> • <u><i>New lighting system</i></u> - 3 applications for grants have now been submitted, the largest to Augean Landfill. Augean requires the PCC to have all remaining funds in place, should they award the monies requested, and to pay a Contributing Third Party payment back to Augean of approximately 11% of the grant. If the PCC is not successful with one or all of its applications for the other grants, then it was agreed that the PCC could choose to make up the shortfall from church funds on a temporary basis, (whilst applying for other grants and fundraising) or chose not to go ahead with the lighting project. The contractor for the work has been selected after a tender process. - On behalf of the PCC, Richard thanked Philip and Brigitte for organising 2 very successful fundraising events – a concert and a historical talk - in aid of monies for the lighting project, which together have raised £1800. 	
<p>07/23.06</p>	<p>Vicar’s Report:</p> <ul style="list-style-type: none"> • A new Youth Minister for the Benefice has been appointed, who is working with young people in the church and at Prince William School. • It was suggested that Reception class children are given a Bible to 	

	<p>take them all of the way through their primary education, with an age appropriate Youth Gospel and Lord's Prayer book for those leaving in Year 6, at a cost of £4 per child.</p> <ul style="list-style-type: none"> • The clergy are also involved in the move up days for children in Oundle, Polebrook and Glapthorn schools. • Provisional dates for the remainder of the year were set, but will be confirmed after the August meeting on services: <ul style="list-style-type: none"> - Harvest Festival and lunch – 8th October - Christingle – 10th December - Carol Service – 17th December - Christmas Eve – a service tbc. 	
07/23.07	<p>Treasurer's Report:</p> <ul style="list-style-type: none"> • The cash balance for the end of June 2023 stands at £27,496 • Tracey Kerr is now set up as part of the admin team for the online banking approvals. • The PCC are very grateful for the £200 donation recently received from The Royal Oak Club. 	
07/23.08	<p>Safeguarding:</p> <ul style="list-style-type: none"> • Louise Foote Introduced herself and the PCC discussed the documents that had been circulated prior to the meeting. It was agreed that St Leonard's should adopt the Oundle Benefice Policy for Safeguarding Children and Vulnerable Adults, and the Promoting a Safer Church safeguarding poster – the policy needs to be signed by the Chair of the PCCs in the benefice; once this is done, Anne will post the documents on the noticeboard. It was recognised that policies and processes do not in themselves prevent abuse, but can act as a deterrent to potential perpetrators. • Safeguarding Action Plan – this documents the actions that need to be taken to ensure compliance with requirements. It will be dated and kept with the minutes. The church website needs to provide Diocesan Safeguarding contact details and the new Benefice Safeguarding Policy (once signed and dated) – Anne to forward to Charles Wide • The adoption of the Oundle Benefice Policy for Safeguarding Children and Vulnerable Adults, and the Safeguarding Action Plan, were proposed by Philip Hilton and seconded by Brigitte Hilton, and all present voted in favour of adopting these documents. • Louise clarified that Clergy and Licensed Ministers have their DBS and safeguarding training managed by the Bishop's Office as part of their licensing. PCC members do not need a DBS check as "PCC Trustees" as St. Leonard's PCC is not registered with the Charity Commission. It was also agreed that pastoral visits were conducted by members of the PCC in their role as a member of the village community and not on behalf of the church, and therefore no DBS was required. 	<p>LF/Chair of PCCs/ SC</p> <p>AC/C Wide</p>

	<ul style="list-style-type: none"> ● Louise explained that the Diocese would like everyone on the PCC to undertake training as follows: Basic Awareness; Foundation and Domestic Abuse Awareness. The reason for this is that PCC members have a role in the leadership of the church which requires them to be aware of the impact of historical abuse in the church, and act as role models of good safeguarding practice. Also, the training covers issues not commonly addressed in secular training such as spiritual abuse and keeping our community welcoming to all, but safe. Louise will send the links to the training for Anne to circulate. ● The pink folder containing forms to complete when any concerns regarding safeguarding are raised, will be kept with the Accident Book in the Vestry cupboard. 	LF/AC
07/23.09	Deanery Synod: <ul style="list-style-type: none"> ● The next meeting is on 13th July 	
07/23.10	Health and Safety Report: <ul style="list-style-type: none"> ● The PCC reviewed the Health and Safety policy from St. Peter's that Tracey had circulated. It was agreed that Tracey should adapt it as appropriate for St. Leonard's, for the PCC to review. ● It was agreed that the PCC should record any accidents at each PCC meeting – 0 since the May 2023 PCC meeting. 	TK
07/23.11	Social Committee Report: <ul style="list-style-type: none"> ● <u>Ride 'n' Stride</u> – 9th September 2023; Sid will need volunteers to sit in church between 10 am-6 pm. ● <u>Tear Fund Quiz</u> – to be held on 7th October 2023. ● <u>Table Top Sale/Coffee morning</u> – 14th October 2023. ● <u>Possible Prosecco and Scones afternoon, and musical concert (flute and choral)</u> 	
07/23.12	Any Other Business: <ul style="list-style-type: none"> ● Nil 	
07/23.13	Date of next P.C.C. meeting: <ul style="list-style-type: none"> ● Tuesday 3rd October 2023 at 7 p.m. in Church. <p>The meeting closed with prayer at 21.05.</p>	