



## Minutes of Parochial Church Council Meeting Monday November 13<sup>th</sup> 2023 – 7.15 pm at Rothley Parish Church

### Present:

Rob Gladstone (chair) Fred Sleath, Margaret Rouse, David Wilson, Sue Wilson, Wendy Lewis, Susie Clark, Linda Poole, Ray Prince, Nigel Willey, Margaret Leverment, Alison Parkinson, Chris Garnett, Liz Barker, Wendy Ferguson, Susan Pinkus (secretary),

### 1. Opening Prayers/Reading

Rob read from Luke 19, reminding us of our evangelistic mission: 'seek and save the lost'.

### **2. Declarations of Interest:** None

**Apologies:** David Hodgson

**Accuracy and approval of minutes from PCC September 18<sup>th</sup> 2023.** Agreed as an accurate record.

**Accuracy and approval of minutes from Church Building Improvements PCC meeting October 1<sup>st</sup> 2023.** Item 6 final cost includes VAT. With that amendment, agreed as an accurate record.

### **Matters Arising:**

#### •Church Improvements:

**Appeal brochure:** Fred Sleath advised that we are not yet able to sign off this brochure as there is still some final editing and revising to be done. This should happen by the end of this week (November 18<sup>th</sup> 2023).

**Agree a launch date:** It was agreed that the PCC would sign off the leaflet by email so that we would be ready to launch before the next PCC Meeting.

A launch date of **January 13<sup>th</sup>**, 2024 was agreed.

<b>Action:</b> Fred Sleath and Susie Clark to liaise on final details of the launch.
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### **3. Evangelism**

The PCC were asked to focus this evening on intercessions, with reference to the CPAS link provided prior to the meeting. The PCC split into small groups for discussion.

Outcome: We need to focus on a slight adjustment to our intercessions with a more outward focus. Group prayers need to take place beyond the Sunday services, e.g. prayer walks, in housegroups. Our Prayer Meeting in church on the 4<sup>th</sup> Sunday of each month focuses on evangelism.

<b>Action:</b> Rob to plan to deliver an Intercessions training event in 2024.
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### **4. Finance**

#### **Budget 2024**

The PCC formally agreed the budget which will be included in the Annual Report & Accounts for 2023.

#### **Narrative reports for 2023 Annual Report**

It is our practice to include narrative reports on all our activity in 2023 in the formal Annual Report & Accounts. These reports need to be completed by 8th January, as the entire document has to be sent to our Independent Examiner at the end of January. Several members of the PCC are main authors for reports, and others may be asked to contribute on specific activities within larger reports. The

year is nearly at an end, so it is not too early to begin to think about these. (See paper circulated prior to the meeting.)

## 5. Operations

Reports were circulated prior to the meeting.

Quinquennial work is due to start on Monday January 15<sup>th</sup>, 2024.

The AV System has been serviced.

The bells are working well.

Old School Rooms: nothing to add to the report shared prior to the meeting; Linda just wanted to clarify that enough funding was available for item 6. Sue Wilson confirmed that the OSR maintenance budget for 2024 should be adequate.

## 6. Health and Safety

Fred Sleath has met with Mark Davies and both are happy that our Health and Safety Policy is being adhered to.

Charles Poole has arranged for the Leicestershire Fire and Rescue Service to visit on November 24<sup>th</sup> to look at evacuation from the tower should it be necessary. Local residents have been informed and Charles has liaised with the school so that 60 children can attend.

The PCC needs to officially review our Health and Safety Policy annually.

<b>Action :</b> MD/FS to submit Health and Safety Policy for review in January 2024.
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## 7. Working Groups

### Discipleship

This is the only group to have met since our last meeting and a report was circulated prior to the meeting.

A Baptism leaflet From Mothers' Union was circulated for information. It was noted that it was helpful that Thanksgiving Services are included as well as Baptism.

It was agreed that both pre and post baptism meetings should be encouraged.

<b>Action:</b> The Ministry Team are meeting in December and Rob will put baptism on the agenda.
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## 8. Safeguarding

Wendy Ferguson circulated reports prior to the meeting. She has attended a Safeguarding Coordinators' Course and, in the light of this training, has made some slight updates to the reports.

Once again, she reminded the group that certificated Safeguarding training is a legal requirement for all members of the PCC and there are still members who have not done this. This is a worrying situation as they could be asked to step down if this training is not done.

Nearly 100% of the Children's group leaders have their training and DBS certification up to date.

<b>Action:</b> All members of Church going into care homes locally need a DBS and Safeguarding training certificates. Similarly, those members of the congregation going into school.
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Wendy was concerned the Safer Recruitment process to put people into roles isn't always being followed.

There was some discussion about one of our young people's groups being led by an all-male team.

Safeguarding is very important in all our work and there is never any room for complacency. We need to ensure all legal requirements are being met.

**Action:** Wendy was asked to provide details about Safer Recruitment - please see this below.

All information is on the Diocesan website

<https://www.leicester.anglican.org/safeguarding/>

### 9. Evangelism Group

A summary of the picnics which took place was circulated prior to meeting.

Localised carol singing is planned for 3 dates during Advent. These will be published in the Fellowship Post and a leaflet circulated in the areas beforehand.

**Action:** The group is to produce a prayer for inclusion in the Fellowship Post every week - please ensure that this is with Liz Sleath by Thursday evening.

### 10. Minster Communities

Rob outlined the process and progress so far towards the planned development of Minster Communities in the Diocese. It was hoped, in the initial stages, that this would be finalised and rolled out by 2026, but development has been slow and hit obstacles.

Fred Seath and Rob Gladstone attended a meeting recently with the storyboard we had presented for Rothley Parish Church.

The two Archdeacons, the Shaped by God Together Strategic Team, the relevant Area Deans and Lay chairs are currently gathering the data before deciding how to divide the North West Leicestershire area into 4 Minster Communities. It is anticipated that the initial results of these discussions would need to be discussed by the PCC in February/March 2024.

As far as Rothley Church is concerned, our patrons CPAS are very concerned to ensure that sole patronage is not threatened as part of this process. They are insisting that, whatever the changes, sole patronage must be guaranteed. The PCC discussion on this topic was wholly supportive of the CPAS position.

It was agreed that a further extraordinary PCC meeting, to which the congregation would be invited, would be held in church at 11am on Sunday December 3<sup>rd</sup> to provide information on progress to date and agree the latest input to the process.

### 11. Vicar's Report

This report was circulated prior to the meeting. There was a brief discussion on the report.

**Meeting closed with prayer at at 21.26 pm**

### **NEXT MEETINGS:**

**Extraordinary PCC meeting with congregation Sunday December 3<sup>rd</sup> 11 am: Rothley Parish Church**  
**Business Committee: Thursday January 11th 7pm: 56 Grangefields Drive, Rothley**  
**PCC Monday: Monday January 22<sup>nd</sup>, 2024, 7.15pm: Rothley Primary School Academy**

**Please notes these are changed dates to those already published on our original 2024 calendar**

*Papers and requests for agenda items/time for January 22<sup>nd</sup> meeting to Susan Pinkus by **Sunday  
January 7<sup>th</sup>** please.*

*SusanPinkus November 18<sup>th</sup> 2023*