**Minutes of the Parochial Church Council**

**St. Mary’s in the Lace Market, Nottingham**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Meeting Details | | | | | |
| Date | | 15th July 2021 | | | |
| Time | | 19:00 | | | |
| Location | | Microsoft Teams | | | |
| Present | | Name | Initials | Role | |
|  | | John Smith | JS | Churchwarden | |
|  | | Rev. Jane Doe | JD | Vicar | |
|  | | …. | … | … | |
|  | | …. | … | … | |
|  | | …. | … | … | |
|  | | …. | … | … | |
|  | | | | | |
| Apologies | |  |  |  | |
| Distribution | |  |  |  | |
|  | | | | | |
| Agenda | | | | | |
| 1 | Welcome & Prayer | | | | |
| 2 | Minutes/Notes of the Previous Meeting | | | | |
| 3 | Matters not covered by the agenda | | | | |
| 4 | Operations Director Reports | | | | |
| 5 | Safeguarding | | | | |
| 6 | Sub Committee Reports | | | | |
| 7 |  | | | | |
| 8 |  | | | | |
| 9 |  | | | | |
| 10 | Any Other Business | | | | |
| 11 | Date of the next meeting | | | | |
| 12 | Meeting closure | | | | |
|  | | | | | |
| Meeting Record | | | | | |
| Item |  | | Action | Date | Open/Closed |
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