**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 |
|  |  |  |  |   |
|  |  |  |  |   |
|  |  |  |  |   |
|  |  |  |  |   |
|  |  |  |  |   |
|  |  |  |  |   |
|  |  |  |  |   |
|  |  |  |  |   |
|  |   |   |   |   |