|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Item** | **Timing** | **Presenter & action (approve/ discuss/note)**  | **Paper ref** |
|  | **Welcome and opening prayers** |  |  |  |
|  | **Apologies for absence** |  |  |  |
|  | **Membership** *(new, resignations so can skip if nothing to note)* |  |  |  |
|  | **Approval of the minutes of the last meeting** |  |  |  |
|  | **Matters arising from minutes** *(action points or any points of clarification or matters from last meeting which are not already on the agenda)* |  |  |  |
|  | **Declarations of Interest** |  |  |  |
|  | **PCC sub-groups/committees report back** *(include minutes in papers & chair to report back status and any actions)* |  |  |  |
|  | **Missional items**  |  |  |  |
|  | **Fabric** *(state of the building, repairs, future plans for building by the churchwarden)* |  |  |  |
|  | **Health and Safety** *(any issues or training matters, by the churchwarden)* |  |  |  |
|  | **Finance** *(report from the Treasurer)* |  |  |  |
|  | **Deanery Synod Report and Deanery Update** *(report from deanery synod rep)* |  |  |  |
|  | **Safeguarding matters** *(can skip if nothing to discuss at a particular meeting)* |  |  |  |
|  | **Correspondence** *(Deanery or Diocese items requested)* |  |  |  |
|  | **Diary Dates** *(future events, where arrangements need to be made),* |  |  |  |
|  | **Confidentiality** *(decide whether any part of the proceedings should be regarded as confidential)* |  |  |  |
|  | **Any other business** |  |  |  |
|  | **Matters for the next Meeting’s Agenda** |  |  |  |
| **19.** | **Date and venue of next meeting** |  |  |  |
| **20.** | **Closing prayer** |  |  |  |