**st mary the virgin, linton**

**minutes of PCC meeting held on Monday 10th September 2018**

**Present**

The Revd. Dr N Bown (Chair), Mrs S Ellis (Treasurer), Mrs H Evans (Churchwarden), Mr A Gore, Mrs G Fraser Lee, Mrs C Lockstone, Mrs S Mudge (Secretary), Dr D Parry-Smith, Mrs L Richardson, Miss R Richardson, Mr R Tonry and Mr D Watts (Churchwarden).

# Opening Prayer

# Apologies

Apologies were received from The Revd. Canon Dr Maggie Guite, Dr C Morse, Mr J Organ and Mr J Thorne.

# minutes of 12th July 2018

The minutes of 12th July 2018 were approved.

# matters arising

## Sidesperson paper

David Watts had revised the Sidesperson paper to incorporate previous comments and he plans to organise a training session in the autumn.

## Harvest festival – 23rd sept.

Nicola Bown said that she had personally invited Baptism families and other new contacts from the holiday activities to attend this service. It would be ideal to serve coffee in church afterwards but it is not very practical to carry everything from the pavilion. Sue Ellis agreed to clarify this at the forthcoming Events committee meeting.

## Children’s area

The children’s area has been moved towards the front of the south aisle and there have since been positive comments about the relocation.

# Rector’s report

## Holiday club

Nicola Bown had produced written notes about the summer activity club. It was very well received by those attending, although the families who were personally invited by Tina Rice had not taken up the opportunity this time. Over the five weeks there were 41, 38, 28, 42 and 53 children plus the parents / carers. On the final week the kitchen team served 78 lunches. There are 14 new families to add to the mailing list for services. The event was well under the £500 budget due to a donation from Cornerstone Community Church and contributions from adults for lunches. The Infants’ School was free of charge and the charge for the football pavilion was waived as it was seen as a good cause. Nicola thanked the volunteer teams from all three churches who helped in the kitchen or with activities. Key points for next year are to start planning earlier, to book the Infants’ School for every week, publicity should feature St Mary’s or Linton Churches Together and to include some Christian content such as saying Grace at the end of the meal.

## Beacon Youth Trust

David Watts spoke to this item as he had represented Maggie Guite at a recent Trustees’ meeting. Lee Nash’s three year contract ends next April. Trustees are planning ahead in order to maintain continuity. Romsey Mill staff were initially approached for advice and help in appointing Lee and a closer partnership was investigated. There are drawbacks to the current situation in that Lee works on his own; there is no obvious training path; he is aware of gender bias as fewer girls are engaged with activities. In future it may be possible to have a youth worker who is employed by Romsey Mill. That system currently works in Cambourne and also Duxford / Sawston. At present, there can be three conflicting ways of management. Such an approach would give the Trustees more freedom to divine what is appropriate for Linton, to hold Romsey Mill to account and still be in charge of raising finance and local volunteer support. The charitable objectives of Romsey Mill are almost exactly the same as the Beacon Youth Trust. David said that he expected that the funding level would be the same although we should plan for a pay rise.

Andrew Gore commented that the part-time deanery Youth Worker in the Duxford / Whittlesford area was employed by Youth for Christ. Nicola Bown suggested that we should ask David to report back to the Trustees that we support this in principal and ask the Trustees to continue to explore the options. Such an approach was proposed by David Parry-Smith, seconded by Gill Fraser Lee and agreed.

## Services from September to Christmas

Nicola Bown had listed the special services which fall in the next four months. The Remembrance service, at 2.30 on 11th November, will be enhanced for the 100th anniversary of the end of WW1. Nicola has been contacting the uniformed groups in Linton and will organise a practice so that the young people know what to expect. The Army Cadet Corps may be able to provide a marching band for the procession to the cemetery. Esther Cornell has researched the people whose names appear on the war memorial. It should be possible to include their first names in the citation and maybe involve descendants of those people. The Village Hall has been booked for refreshments afterwards. Gill Fraser Lee and Matthew Ward will be involved with a presentation.

One service not on the list is on Thursday 20th December when Nicola is planning a quiet Christmas service entitled ‘Longest night’.

The carol service had been scheduled for Sunday 16th December but it was agreed to move it to the customary time on the Sunday before Christmas, the 23rd Dec. Emma Mason would like to involve the Linton Heights Junior School choir. While the 16th is still in term time and may be more convenient for the children, it was felt strongly that other people in the village would expect the usual date of the 23rd. The morning service that day will be a Christingle service. People can return their collecting boxes for The Children’s Society and the loose plate collection will go to the same charity.

# Finance and Stewardship report

A summary of income and expenditure for January - June had been circulated, along with the balance sheet for the same period, notes to explain the figures and revised Terms of Reference for the committee. The Terms of Reference incorporated the stewardship element in the title and also increased the number of members of the committee. Sue Ellis proposed that the Terms of Reference be accepted; seconded by Rebecca Richardson and all were in favour. Molly Warrington had agreed to remain on the committee and act as Chair until the next APCM. Molly was proposed by David Parry-Smith; seconded by Andrew Gore and duly ratified by those present.

David Watts presented the figures and explained the accompanying notes written by Sue Ellis. Although planned income is slightly below budget, the loose plate collection figure has increased. Total expenditure is below budget which means that the position after six months is not as bad as was feared. A gift day had been scheduled for October but the committee recommended deferring this as it would be difficult to justify to the congregation. The profit from the Scarecrow Festival is not yet shown as it falls within the next six months. A Stewardship Officer is still being sought. We were fortunate that Michael Younger performed the role so effectively and it is important to find the right person who can continue that work. David also said that we need to do some work to promote and attract legacies. Andrew Gore suggested asking someone at the Diocese to create (or maybe they already have) an appropriate form of words for a codicil to a person’s Will. David said that it would be possible to use some of the reserves for other MAP projects.

# Events Committee

A report had been circulated showing events from September – December. Sue Ellis appealed for cakes for the tea for the Brahms ‘Come and Sing’ on 15th Sept. Sue also said that it was intended to sell lots of tickets around the village for the Paul Kerensa Comedy and Carols on 8th Dec and make a big feature like the Jonathan Veira concert last March.

# Fabric report

Andrew Gore had circulated a report.

Following the two burglaries, Andrew Gore recommended that the long ladders should not be replaced as they had not been used lately. The shorter ones will be required and possibly should be stored out of sight. Andrew is waiting to see whether the Parish Council’s insurance will replace equipment for the Monday Gang.

The PCC noted the recommendation in the Fabric Report that it was now appropriate to apply for a faculty for permission to introduce the new music stands, the screen to enclose the spare chairs and provide notice board space and the QI works. Andrew elaborated on certain points orally.

David Parry-Smith proposed that a faculty be sought for the purchase of up to 12 music desks, of the trial design as amended and stained to match the oak of the nave altar and to be placed at the east end of the north aisle, the provision of an oak screen with opening doors at the west end of the north aisle to enclose the chair storage area and replace the existing free standing notice boards, the design and colour to match the existing oak screen at the west end of the south aisle and to undertake the Schedule of Works prepared by Henry Freeland RIBA following the last QI Inspection, to include the installation of a pipe to drain water from the existing water supply in the flower vestry into the proposed new rain water drainage on the south side of the church. The proposal was seconded by Nicola Bown. After discussion the meeting resolved unanimously to apply for the proposed faculty.

There is still a need to consider chairs for the choir and lighting within the church.

Projector screen repairs – David Watts has contacted another company which quoted £640 + VAT to supply a scaffold tower and two men per day. More than one day may be required depending on the necessary repairs. Andrew commented that it may be sensible to budget for annual or biannual servicing of the motor and projector.

Extra parking area – Andrew has received quotes of over £10,000 for landscaping which, in his view, cannot be justified. Andrew recommends that a ground-worker is approached for a quote for more basic work. Or alternatively, volunteers could carry out limited work to make the area more useable.

It was agreed that the pavilion windows should be cleaned by Les Redhead’s contact.

Nicola Bown asked Andrew to circulate a list of the outstanding QI works to inform PCC members.

**Action** AG and fabric committee, + DW for screen

# organ report progress

Various discussions had taken place since the report was presented at the last PCC meeting. Helene Evans reminded members that four options were put forward, none of which were cheap. The DAC report in November 2017 had suggested that advice be sought from Nicholas Thistlethwaite and also encouraged members to think about the long term use of the church. Helene has gathered comments from other members of the congregation which consider forward thinking, versatility, how worship may change and evolve. David Parry-Smith had recommended that the minimum repairs are done to make the organ easier for everyone to play. Helene suggested that we should explore the options further by forming a group to consider opportunities for outreach and performances of music.

**Action** HE, DP-S and others.

# Deanery synod report

David Parry-Smith had circulated a report following the July Deanery Synod meeting which covered the Deanery Share, progress of the Parish Giving Scheme, a report from General Synod and results of the Diocesan Synod elections. The November Synod will be held in Linton.

# Health and Safety policy

David Watts had circulated a draft policy. David hopes to find a member of the congregation who will oversee the policy although the day to day responsibility falls within the Churchwardens’ remit. Gill Fraser Lee offered to meet with David to incorporate some improvements as she has experience writing H&S policies. David asked that the PCC would agree to adopt the policy in principle – agreed.

**Action** DW, GFL.

# logo / notice board

Gill Fraser Lee and Andrew Gore presented two examples of how the logo would look on the proposed notice board in the churchyard. One version had a light blue background and the other was dark blue. The majority of those present preferred the light blue, with one vote for dark blue and one abstention.

# church website

David Watts thanked members for their earlier comments about the content. The calendar has yet to be populated; otherwise David is hoping that it will be active from 1st October. Andrew Gore suggested using Stephen Bond to take photographs for consistency of presentation. Gill Fraser Lee suggested members of Linton Camera Club may be willing to do so.

# Digital sound recorder

Nicola Bown said that Maggie Guite would like to be able to record sermons as not every preacher has typed notes available. It is helpful to be able to hear the inflexions of someone speaking and thus may provide better understanding. Nicola said that they are not very expensive and her husband, Sam, regularly uses one. David Watts offered to research the options and purchase a recorder.

# Any other business

## Glebe field

Sue Mudge read out a letter from Jon Green, written on behalf of Ely Diocesan Board of Finance, to say that the decision has been taken to sell the glebe field adjacent to Lonsdale, off Horseheath Road.

## David and beryl Rose

Michael Younger had emailed Nicola Bown to say that David and Beryl Rose were retiring from running a monthly service at Symonds House. Michael suggested that they should be thanked for their devoted service over two decades. Nicola asked Sue Mudge to write to them and also suggested giving some flowers.

## minutes for the next meeting

Nicola Bown said that Sue Mudge would be away for the next PCC meeting and appealed for someone to take the minutes. Rebecca Richardson kindly offered to do this.

*N.B Chris Morse has since offered to take the minutes.*

# Dates for future meetings 2018 - 2019

Thursday 8th November,

Monday 14th January, Thursday 14th March.

The meeting closed with prayer at 10.10pm.