**st mary the virgin, linton**

**minutes of PCC meeting held on Monday 14th may 2018**

**Present**

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

# Opening Prayer

# Apologies

Apologies were received from Mrs L Richardson and Mr J Thorne (arrived later).

Mrs H Evans and Mr R Tonry were welcomed to their first PCC meeting following election at the APCM.

# minutes of 8th march 2018

The minutes of 8th March 2018 were approved.

# matters arising including apcm

## GDPR – General Data Protection Regulation.

A privacy notice and consent form for St Mary’s was adopted at the March meeting. The documents should now be emailed to the current list of people for the form to be completed. The privacy notice should be displayed at the back of church along with paper copies for others to complete.

## replacement of orange chairs

It was noted that the Parish Council had kindly donated £1,000 towards buying new chairs and that these should be acquired soon but certainly before the Remembrance service when members of the PC would be present. Chris Morse confirmed that The Friends of St Mary’s would contribute the balance of the funding.

## finance & stewardship report

Maggie Guite said that she had acquired the Legacies leaflet used in her former parish.

## apcm – annual parochial church meeting

Sue Mudge reminded members about the relatively low number of parishioners attending the APCM (31 mostly from the 10.00 service), the lack of volunteers for the PCC places and other items e.g. the cleaning rota. The issue of how to engage all the congregations deserves a wider discussion and could be linked to the MAP. It was suggested that the APCM could be made more appealing by having a pictorial review of the year which would involve other services and activities, followed by the Rector’s report with voting for PCC members at the end. Although some items on the APCM agenda are obligatory, a change of name might make it sound less formal and therefore more attractive.

# election of pcc positions and committees

## lay chair, treasurer and secretary

Lay Chair: David Parry-Smith was proposed by Maggie Guite, seconded by John Organ.

Treasurer: Sue Ellis was proposed by Nicola Bown, seconded by John Organ.

Secretary: Sue Mudge was proposed by David Parry-Smith, seconded by Chris Morse.

Those three people were elected unanimously.

## pcc vacancies

It was noted that two places remained unfilled after the APCM and there was provision to co-opt up to two further people if required. Gill Fraser Lee said that she had welcomed the paper circulated with the PCC reports, written by David Watts, which explained the expectations and responsibilities of being on the PCC and Gill thought that it should have a wider audience. It was suggested that a breakfast could be organised one Sunday between the 8.00 and 10.00 services under the format ‘Your Church Council invites you’.

## standing committee

The Church Representation Rules stipulate that a Standing Committee should consist of not less than five persons and include the minister and churchwardens. ‘The Standing Committee shall have power to transact the business of the council between meetings thereof subject to any directions given by the minister.’ Other members of the committee last year were the Lay Chair, Treasurer, Secretary and Linda Richardson. Helene Evans replaced Molly Warrington as Warden and the other committee members were re-elected.

## fabric committee

It was suggested at the APCM that the Fabric committee should have more members to share the volume of work. Present members were all willing to continue: Andrew Gore, John Thorne, John Organ, Chris Morse and Keith Nightingale. In addition, Linda Richardson and Judy Nightingale had volunteered and Richard Tonry also agreed to join the committee.

## Finance & stewardship committee

Present members were willing to continue: the Rector, the Treasurer, David Watts, Sue Mudge and Hannah Foote. Molly Warrington had agreed to continue for at least 6 months. Helene Evans as a new churchwarden agreed to join along with Richard Tonry. David Watts said that it would be useful to have another person who did not already have a major role within the PCC. Sarah Nickolls was suggested. Those people were elected subject to Sarah being invited. *Note – Sarah Nickolls has agreed.*

Stewardship Officer – Michael Younger had stood down after several years in the role. He successfully turned the church’s potential deficit into a balanced budget and even created a small surplus to put towards aspects of the Mission Action Plan. Gill Fraser Lee asked what the role entailed. People contributed the following: being a good communicator in order to talk to people, write letters for appeals, write for the Linton News to put the message more widely; run the gift days, consider time and talents as well as money; have vision for the longer term. David Parry-Smith asked the Standing Committee to prepare a job specification so that the right person might come forward.

## Events committee chairperson

The PCC wished to appoint Pam Richardson again as chair. Pam had indicated that she would continue for a year but would then like someone else to take over. It was suggested that the committee should appoint a vice-chair who might then continue. Anyone is welcome to join the committee. Sue Ellis, Rebecca Richardson, Colleen Lockstone and Sue Mudge meet the criterion that at least two members of the PCC should be on the committee.

# appointments

## pcc representatives to the anderson trust

Two representatives are required to be PCC members. David Parry-Smith and John Organ were willing to continue in this role.

## pcc representatives to parish council joint churchyard maintenance committee

Andrew Gore and John Organ were willing to continue as the PCC reps.

## chalice list

David Watts wished to add Di Morse, Chris Morse and Rob Bricheno to the list of those able to be on the chalice rota. Names no longer have to be sent to the Bishop but should be approved by the PCC. These additions were agreed.

Rebecca Richardson asked if there might be occasional meetings of people performing various roles within services. David Watts agreed and he thought that having written the notes for PCC members, he could prepare notes for sides people, chalice bearers, deacons etc. Rebecca said that she would welcome the chance to meet with others first to share experiences and then receive notes afterwards.

# Mission action plan – review after 1 year

The following notes relate to those actions shown on the timeline for 2017 and the early part of 2018.

## To train people in discernment of skills, gifts and ministry

Discernment is not only looking at skills but also behaviour and how to treat each other well. David Parry-Smith and Maggie Guite attended a Bishop’s training day related to discernment. The prayer time on a 1st Sunday, ‘This Time Tomorrow’, was introduced several months ago, where a member of the congregation is interviewed and asked about the challenges faced in their normal week. A proposed sub-group had not met due to other pressures – but should still do so – consisting of David Parry-Smith, Maggie Guite, Nicola Bown, Yannick Auckland, Gill Fraser Lee and Rebecca Richardson.

## to de-clutter the church building and improve the music area

Molly Warrington led a group – good progress was made and there is still more to do. Helene Evans offered to lead this activity. Sue Mudge will send Helene the reports produced by Molly.

## to facilitate spiritual growth

Home groups are advertised each week on the second page of the pewsheet. Several extra groups were formed across the team during Advent and Lent. A ministry of prayer for healing and wholeness is offered in the Resurrection Chapel one Sunday a month towards the end of the 10.00 service. ‘Space for the Spirit’ services have been developed on 4th Tuesdays each month.

## to raise the profile of justice, peace and the integrity of creation

The Peace garden has been completed and is a lovely addition to the area. There has been agreement from the Parish Council for a plaque and it is hoped to have some form of opening event. Social justice – it is hoped that the original people interested in this will form a group and still be involved even though they are no longer PCC members.

## to improve communication (within congregations and across the wider community)

Maggie Guite reminded members about the group who had been designing a logo for use on the web site and printed material – consisting of Gill Fraser Lee, Linda Richardson, Sue Mudge and Maggie Guite. The suggested logo is a tree to show vibrancy and life, maybe with a suggestion of water to show proximity to the river and fruit to link to the Infant School with the fruits of the spirit. Maggie intends to talk to Simon Lee about suitable designs. Gill Fraser Lee thought that Simon would be able to produce some options for consideration. Gill volunteered to take an overview of communication.

Maggie said that she would like to have more banners in church, like the one from Messy Church, which would help to advertise the children’s and family activities.

The internal notice boards will be reviewed when the new chair storage cupboard is built.

## to develop ministries with children, young people and families

The development of Godly Play has ceased since there is no Junior Church during the 10.00 service. Activity bags are available and regularly updated for children attending the service. Wild Church is offered during the afternoon on 1st Sundays, complementing Messy Church on 3rd Sundays. Nicola Bown has been the main person liaising with families and it is hoped that Sarah Thorne will take on more of the role.

## to enhance hospitality

The welcome lunches were shown on the timeline for 2017 but did not happen. Colleen Lockstone was keen to offer lunches and she was advised to talk to the clergy and electoral roll officer to identify newcomers.

# all age service – 2nd sunday

Nicola Bown had circulated a report arising from the recent meeting of the Children and Families group. The group had discussed what worked well and also less well, in the current all age service and considered alternative ideas for the monthly pattern of services. The recommendation is to have an all age Eucharist on a 2nd Sunday with fewer activities but more ‘serving’ roles taken on by young people, accompanied by piano or organ music only. The 4th Sunday would be an all age service of the Word, giving more scope for multi-media activities, with music from the music group and it could be led by lay people. An additional quiet Eucharist could be offered at 5pm for those people who would not wish to miss receiving communion. A service of the Word may be more attractive to those on the edge of the church who may feel awkward at the more formal Eucharist service. Services on the 1st, 3rd and 5th Sundays would be unchanged. The report requested that the changes to 2nd and 4th Sundays be adopted for a trial period.

Andrew Gore suggested that there could be a Eucharist at 9.00 on a 4th Sunday instead of two services at 8am and 5pm. It was pointed out that would conflict with the music group having the usual 9.15 practice. (John Thorne joined the meeting.)

Helene Evans stressed the importance of encouraging younger members to attend services and said that good communication would hopefully alleviate negative feelings from existing congregation members regarding change. After some further discussion, Helene proposed that a six month trial should start in September to coincide with the school year, seconded by Andrew Gore, and all were in favour. It will be reviewed in March 2019.

# Rector’s report

Maggie Guite reminded the PCC that a service had been arranged for Wednesday for ‘Thy Kingdom Come’ to link to the Archbishops’ season of prayer. Communion Sunday was approaching. Maggie and Nicola Bown had prepared two young people to receive Communion. It is intended that the prayer time for Healing and Wholeness will start on the 4th Sunday of May. The week may need to change in September to suit the new service pattern.

Maggie is about to change the photocopier supplier which will reduce the hire charge by about £30 per month and will be cheaper per copy. Maggie wondered whether the saving might be used to pay someone to clean the church for a few hours each month. It was suggested that could be referred to the Standing Committee along with the request for a new vacuum cleaner.

Maggie drew attention to the special offer for PCC members to receive The Church Times.

# Deanery Synod report

David Parry-Smith had circulated a report following the April meeting which covered youth work, a Christian Aid presentation and Diocesan Synod elections. The next meeting will be on 18th July at West Wickham.

# Fabric report

Andrew Gore had circulated a report. Advice received about the uneven tiles in the north aisle is that the variation is due to wear and cannot easily be corrected although the broken tiles should be able to be lifted and replaced. Andrew is awaiting the Archdeacon’s approval before going ahead with some trials. A quotation of £230 has been received for deep cleaning the pavilion. A further quotation is being sought from ProClean. David Watts added that the screen was due to be repaired soon after the late May bank holiday.

# Finance & Stewardship report

Accounts for the first four months of the year had been circulated and showed that regular income still does not cover expenditure. The Jonathan Veira concert resulted in an unexpected profit of over £500. It is hoped that the Scarecrow Festival and a Christmas event will address the expected shortfall. It is also proposed that a gift day is organised for Saturday 6th October, focussing on regular giving, legacies and one-off gifts; alongside an open day – try out bell ringing, flower arranging, playing the organ etc.

Sue Ellis, Treasurer, said that she plans to investigate the possibility of internet banking and also taking payments via a card reader.

Sue proposed that the signatories for the Barclays Bank, CCLA and the sterling bond fund are changed to reflect the current churchwardens; i.e. any two from Sue Ellis, David Watts and Helene Evans. This was seconded by Chris Morse and agreed.

# Events committee report

A report from the committee meeting at the end of April had been issued. Plans for the Scarecrow Festival are progressing well with external groups and organisations. Volunteers are now needed to run the church stalls to help boost our funds – the usual stalls – plus any new ideas would be welcomed. Sponsorship appears to be lower than usual. It was noted that Anna McMahon had some good contacts for the Bookfest, some of which may be worth pursuing.

# Bell ringing fees for weddings

Keith Nightingale had requested that fees be increased. The District Association recommends that all towers charge a minimum of £15 per rope plus a similar amount for tower funds. Some towers already charge more than that whereas Linton has charged £10 a rope plus £10 for the tower for a number of years. Keith was asking for agreement that the current fee of £10 per rope + £10 (total £70) be increased to £15 per rope + £15 (total £105). This would be applied when new bookings are taken for weddings – proposed by Sue Mudge, seconded by David Watts. It was approved with one abstention.

# Any other business

There was none.

# Dates for future meetings 2018 - 2019

Thursday 12th July, Monday 10th September, Thursday 8th November,

Monday 14th January, Thursday 14th March.

The meeting closed with prayer at 10pm.