

ST MARY THE VIRGIN, LINTON
MINUTES OF PCC MEETING HELD ON THURSDAY 11TH JULY 2019

PRESENT

Dr D Parry-Smith (Chair), Mrs J Burge, Miss C Ellis, Mrs S Ellis (Treasurer), Mrs H Evans (Churchwarden), Mrs J George, Mr A Gore, Mrs S Mudge (Secretary), Mrs J Nightingale, Mr J Organ, Mrs G Powell, and Mr D Watts (Churchwarden). Mrs C Watts was in attendance until the end of item 6.

1. OPENING PRAYER

2. APOLOGIES

Apologies were received from The Revd. Canon Dr Maggie Guite, Mrs C Lockstone, Dr C Morse, Mrs L Read and Mr R Tonry.

3. MINUTES OF 13TH MAY 2019

The minutes of 13th May 2019 were approved.

4. MATTERS ARISING

4.1. CHILDREN & FAMILIES GROUP

Ref 6.6 - Sue M had spoken to Sarah Thorne and she will produce draft terms of reference for the September PCC meeting.

4.2. PASTORAL GROUP

Ref 6.7 - Similarly, Judy Nightingale agreed to write terms of reference for the September meeting. It was acknowledged that the group's visits are largely confidential but it is important that PCC members are aware of this ministry. DP-S offered to assist JN in writing the TOR.

4.3. MISSION ACTION PLAN

Ref 8

- Meeting to progress Discernment objective – DP-S, GP,
- Website content needs review and updating – see AOB,
- Start of new website should be included on the timeline in objective 5 – DP-S,
- Notice board installed in churchyard, logo in central panel to be re-done,
- Rachael Went, Deanery youth worker, is moving on, Michael Wilcockson will join Maggie in leading the monthly St Mary's youth group,
- Other items are on-going.

4.4. RECTOR'S REPORT

Ref 10

- a full time youth worker had not been appointed,
- Anne Parry-Smith had been appointed as the Church Administrator with effect from the middle of June,
- A volunteer to organise the cleaning rota is still sought – give suggestions to Maggie,
- The summer holiday activity club will run on alternate Wednesday mornings in the Infant school.

4.5. SCHOOL GOVERNORS

Ref 16 - Nicola Collard was re-appointed by the Diocesan Board of Education from October. The second position was advertised in the pewsheets. No one volunteered and after four weeks Claire Revons was put forward for re-appointment. Gill Powell was disappointed that no member of the congregation volunteered to be foundation governor in time for the DBE meeting which ratifies these appointments.

5. SAFEGUARDING REPORT

Cathy Watts gave the following report:

- Safeguarding statement has been updated and is ready for Maggie to sign, copies to be displayed in the church and in the pavilion as before,
- All PCC members are required to complete DBS checks, Cathy has already handed out some of the paperwork,
- Members of the pastoral group should also complete DBS checks and this should be included in the terms of reference for relevant groups,
- Cathy has adapted a Model Safeguarding Provision document which can be attached to any hire of church premises form, David P-S offered to check it,
- Safeguarding should be prominent on the church website. DP-S noted that there was now a safeguarding link on the front page of the website,
- Cathy has a copy of a Gloucester Fact Sheet against which to check the summer holiday activity club to make sure that all the recommended safeguarding provision is in place,
- Molly Warrington wrote a risk assessment last year for the holiday club; Cathy asked for someone else to check it, John Organ offered to do so,
- PCC members are asked to complete the online safeguarding training module C0, some did so prior to the safeguarding course C1 in November 2017,
- Cathy has adapted a Model Parish Safeguarding Policy for St Mary's; David P-S volunteered to check it.

David Parry-Smith thanked Cathy for undertaking this role and for ensuring that the PCC is conversant and compliant with safeguarding practice and requirements.

6. INFANT SCHOOL REPORT

Nicola Collard had written a brief report highlighting some of the challenges and achievements of the academic year. The headteacher, Kelly Harries, had returned from maternity leave after the May half term. There had been financial difficulties, exacerbated by a small year group moving through, which resulted in 30 teaching assistant hours being lost. As there are no Foundation Governors on the PCC, it was agreed that the Infant School should be a standing item on the agenda so that members can be better informed.

7. EVENTS REPORT

Charlotte Ellis said that a coach is booked for a trip to Great Yarmouth on Saturday 31st August and names are being collected. The Events committee has been asked to organise refreshments after Michael Wilcockson's licensing service on Sunday 14th July. It was noted that ticket sales are slow for the Team Barn Dance on 20th July – although that is not run by the Events committee. St Mary's is supplying the venue and other parishes are doing the bar and ploughman's supper. Apparently there is a clash with a neighbour's charity music evening. It transpired that the pavilion is used each year as a source of electricity. This raised questions about whether equipment is PAT tested for this and other private lettings. David Watts agreed to speak to Hilary Angetter about such arrangements and check the lettings policy.

8. REVIEW OF SCARECROW FESTIVAL

- The Events committee had not yet met to conduct their review,
- Sue Ellis gave out a set of figures showing income and expenses leading to a surplus of £3,490; somewhat lower than last year,
- Low return on some items such as the dog show and refreshments due to fewer visitors,
- Good atmosphere round the village as families undertook the scarecrow trail.
- Art work in the church was a good innovation,
- Picnic Eucharist was well received,
- The Saturday evening film worked well; aim to maybe show a film every three months,
- Weekend attendance not helped by schools having a training day on the Friday,
- Maybe too many other competing events in June / July.

David Watts asked the secretary to write to the Events committee to express appreciation for the work involved in running the festival – action SM.

9. FABRIC REPORT + DAC VISIT

9.1. FABRIC REPORT

- a. Item 1 of the circulated report - QI works - Andrew Gore recommended that an additional £1,199 was approved to repair the leaking downpipe and also to accept the lower of two quotes for CDM supervision – both agreed by the meeting.
- b. Item 3 - Andrew proposed approaching two companies (on the approved Ecclesiastical list) to quote for an upgraded security system – agreed. Andrew asked Sue Ellis to contact the insurers and query the current low figure of £7,500 cover for lead theft.
- c. Item 5 - the possibility of a mat-well at the north porch entrance may free up some pammments which could be used elsewhere.
- d. Item 6 - chancel lighting – the PCC agreed that the light units should be replaced in advance of any other lighting changes and agreed a budget of up to £500.
- e. Item 7 - outer porch doors – Judy Nightingale thought that the cost of re-staining the doors may fall within The Friends' remit – check with Chris Morse.
- f. Item 9 - storage shed – following Maggie's conversation with Enid Bald to gain Parish Council view, look at option to put a shed in the eastern part of the churchyard and swap with the Monday Gang.
- g. Andrew is awaiting someone from the Events Committee for liaison about the kitchenette needs. Sue Ellis said that she would volunteer and inform the Events Committee at their next meeting.

9.2. DAC VISIT

Geoffrey Hunter, from the Diocesan Advisory Committee, visited the church in May and met with Maggie Guite, Andrew Gore, Richard Tonry and David Watts. The purpose was to discuss various ideas for improvements to the interior of the church and to explore Geoffrey Hunter's views on how to re-imagine the church building in order to produce a cohesive plan of action. David Watts and Geoffrey Hunter both wrote a set of notes – not previously circulated. PCC members are asked to read them before a discussion at the September meeting or maybe an extra meeting would be more appropriate as there is a lot to consider.

10. CHURCH LANE NOTICE BOARD

The notice board on the corner of Church Lane is in poor condition and should be replaced, presumably in a similar style to the new one in the churchyard. Andrew Gore

suggested that the logo should be included and asked for ideas as to the format and what else should be displayed.

11. DEANERY SYNOD REPORT

David Parry-Smith had circulated a report. He drew members' attention to the open meeting item at the start of future Deanery Synods, whereby people are welcome to attend to hear the invited speaker. The topics and venues will be publicised in advance. Gill Powell commented that St Mary's was already using the Starting Rite baptism material.

12. AOB

12.1. REVIEW OF WEBSITE

Several months after going live, the website now needs some attention and sections require updating. A small group worked to establish it but their remit goes no further. Andrew Gore and David Parry-Smith offered to meet to review the content.

12.2. NOTICE BOARD

It was suggested that there should be guidelines for its use to maintain some degree of order, give the maximum impact and retain attractiveness. David Watts volunteered to circulate suggestions and asked PCC members to respond.

12.3. PEACE GARDEN

A query about booking the Peace Garden had arisen when the pavilion was unavailable. The PCC agreed that it was not a bookable space as it was a garden open to all.

12.4. PCC AGENDA – WEBSITE

It was suggested that the agenda for future PCC meetings should be put onto the website. Sue to send a copy to Anne P-S.

12.5. OVERSEAS LINKS

Helene Evans reported that she had made five or six contacts with overseas agencies, who could send someone to speak to us. She is also going to follow up another lead at the West Wrattling café afternoon with a speaker.

13. DATE OF FUTURE MEETINGS

PCC dates 2019-20:

Monday September 9th

Thursday November 14th

Monday January 13th

Thursday March 12th

The meeting closed with prayer.