

ST MARY THE VIRGIN, LINTON
MINUTES OF PCC MEETING HELD ON MONDAY 9TH SEPTEMBER 2019

PRESENT

The Revd. Canon Dr Maggie Guite (Chair), Mrs J Burge, Miss C Ellis, Mrs S Ellis (Treasurer), Mrs H Evans (Churchwarden), Mrs J George, Mr A Gore, Dr C Morse, Mrs S Mudge (Secretary), Mrs J Nightingale, Mr J Organ, Dr D Parry-Smith, Mrs L Read, Mr R Tonry, Mr D Watts (Churchwarden) and Revd. M Wilcockson.

Mrs C Watts was in attendance until the end of item 5.

1. OPENING PRAYER

2. APOLOGIES

Apologies were received from Mrs C Lockstone and Mrs G Powell.

3. MINUTES OF 11TH JULY 2019

The minutes of 11th July 2019 were approved.

4. MATTERS ARISING

4.1. CHILDREN & FAMILIES GROUP / PASTORAL GROUP

Terms of reference for these two groups are pending.

4.2. DEANERY SYNOD

Ref 11 - The Deanery Synod had not met since the last PCC meeting but David Parry-Smith wished to draw members' attention to the following:

- The Bishop of Huntingdon, Revd Canon Dagmar Winter will be visiting the Deanery on Thursday, 31 October. She will meet clergy in the afternoon and others from the Deanery in the evening. Evening details to be confirmed.
- During the evening there will also be a talk by Geoffrey Hunter, Diocesan Buildings Adviser on Re-imagining church buildings. He visited St Mary's, Linton as part of his research project. (This talk is re-scheduled from 7 Nov, which is the next Deanery Synod at Lt Shelford and likely to be mainly Deanery business.)
- Youthinc has appointed a new Youth Development Worker – Heather Rogers who will be working with parishes in the Granta Deanery and several in Shingay Deanery. She is a trained Christian youth worker and has already contributed to personal development programmes at the Village College. Jenny Duke will contact St Mary's to discuss how Heather may be able to help.

4.3. SAFEGUARDING FOR HOLIDAY CLUB

Ref 5 – John Organ reported that he had checked the risk assessments for the holiday club, as requested. Cathy Watts gave a talk about safeguarding to helpers at the start of the session and recorded that had taken place.

4.4. INFANT SCHOOL REPORT

Ref 6 - Sue Mudge said that she had not requested a report about the school for this meeting as term only started two days ago.

4.5. WEBSITE

Ref 12.1 – AG and DP-S had not yet met to review the website. Sue Mudge suggested that individuals could be asked to be responsible for specific sections of the website; to update and send amendments to a site administrator.

4.6. NOTICE BOARD

Ref 12.2 - David Watts suggested that, on the basis of comments received, the notice board in the churchyard would serve three sets of people: the congregation, the neighbours of the church and the wider community who walked past. Therefore he recommended that the list of events and services in date order should cover two weeks and should be updated weekly so that the current week and following week are always displayed. Andrew Gore has volunteered to collect the A1 sheet from the printer in Cambridge each week. Cover will be needed if Andrew is unavailable.

4.7. OVERSEAS LINKS

Ref 12.5 - Maggie Guite said that a speaker from USPG had been booked for the 10.00 service on December 1st.

5. SAFEGUARDING REPORT

Cathy Watts gave the following report:

- Some DBS checks have been completed for PCC members. Cathy updated her list and reminded those outstanding.
- Cathy now has access to the Diocesan dashboard tool for checking and monitoring progress of safeguarding practice. There are lots of green scores but also some amber items which require action to achieve level 1.
- The Model Safeguarding Provision document is ready. It should be attached to any hire of church premises form. Cathy will arrange to meet with Anne Parry-Smith for church hire and Hilary Angetter for pavilion hire, to explain the purpose of the document.

6. RECTOR'S REPORT

Maggie Guite offered a brief report to allow for sufficient time to discuss the fabric related items later on the agenda.

- Maggie thanked Cathy Watts and others for putting in the effort to bring safeguarding procedures up to an appropriate standard.
- Maggie is very pleased to welcome Michael Wilcockson to the ministry team. Michael's working days in the parish are Thursday, Friday and Sunday. He teaches Monday - Wednesday and his day off is Saturday.
- The Quiet Day planned for 14th September in Toft was cancelled due to lack of response. Maggie hopes to offer another opportunity later in the year.
- Some candidates have offered themselves for confirmation – service to be held in Ely Cathedral on Saturday 23rd November, the eve of Christ the King. Maggie welcomes other members of the congregation to join the preparation group.
- 29th September marks 40 years of ministry for Maggie; cake and refreshments will be available after the 10.00 service.

7. FINANCE & STEWARDSHIP REPORT

The budget summary, balance sheet and notes from the committee meeting on 25th July had been circulated.

- Andrew Gore has written to HMRC to clarify the position on letting the pavilion to non-Church groups.
- Sue Ellis and David Parry-Smith intend to contact key people to ask about spending requirements for 2020, in advance of the budget setting meeting.
- Ways to give to the church - website page needs updating; short item put in pewsheets regularly; still investigating card giving.
- Independent examiner – Kate Sargent was proposed by David Parry-Smith, seconded by David Watts and agreed. Her fee is currently £15 per hour and Sue Ellis

thought that there may be 5 hours work. Kate is also independent examiner for the Beacon Youth Trust.

- It was agreed that fees for hiring the church should be £100 for half a day; e.g. for groups charging for tickets such as Linton Music Series. It may be appropriate to waive the fee for some groups – to be decided by the administrator and the Standing Committee. The fee for the church would also give access to the pavilion.

8. EVENTS REPORT

Minutes from the meeting on 2nd September had been circulated. Sue M apologised for not including the minutes from the earlier meeting on 22nd July.

- A calendar using photos from the scarecrow festival is being prepared.
- Maggie said that Ian Fisher produces a helpful calendar of events in The Camps. It would be beneficial to avoid dates clashing within the team (e.g. Hadstock Silver Band concert and Shudy Camps harvest supper on Oct 5th). Sue M to ask Ian for a copy.
- Charlotte Ellis offered to collate future dates from the Events committee, The Friends, the choir, MU etc and send to Ian for 2020.
- There will not be a scarecrow festival next year for various reasons; including poor support for Saturday activities, schools have a training day on June 26th, too many events in June with school fairs and neighbouring village fairs, huge amount of work involved prior to the event and over the weekend.

9. FABRIC REPORT

- a. Item 1 of the circulated report - QI works have been completed.
- b. Item 3 - new music stands are in the north aisle, other furniture will be rearranged over the weekend.
- c. Item 4 - security - a comprehensive survey from E Bound AVX Ltd had been circulated. The cost of the recommended equipment was £6498.53 + VAT of £1299.71, giving a total of £7798.24. That is mostly one-off costs apart from £146 + VAT for the alarm centre subscription and a guard response annual retainer of £298 + VAT. There would also be a first hour guard attendance of £49.22 plus subsequent hours at £24.61 and annual maintenance fee of £288. The annual costs would be around £900 including VAT. The PCC requested that Andrew Gore and Keith Nightingale should arrange to meet the second recommended company and obtain another quote for comparison. Andrew was also asked to contact Ecclesiastical Insurance to see what increase of cover would be offered if such a security system were installed.
- d. Item 9 - staining of porch doors - a second quote was obtained of £720. Andrew was asked to check the earlier one and accept the lower of the two.
- e. Item 9.1.c from the last meeting - Geoffrey Hunter advised that a mat-well at the north porch entrance may require a faculty.

10. IMPROVEMENTS TO THE NORTH PORCH INTERIOR

The walls have been lime washed which makes it appear cleaner and lighter.

Maggie Guite suggested the following action:

- Ask Tony Smith to take photos of 'important' people using a consistent approach.
- Mount the photos on the board on the left, in such a way that changes can be made when required.
- Devise a welcome notice.
- Have a small notice to advise people to push the door and another on the back asking that the wedge is not removed.
- Investigate a closer for the door to avoid it banging shut.

11. DAC VISIT – 21.05.19

David Watts had produced a very helpful sketch of the church with accompanying notes to show what improvements might be made to different areas. The aim is to demonstrate to Geoffrey Hunter (DAC) that we have looked at the whole church in order to create a cohesive plan and also to enable priorities to be set. The following points reflect the discussion; starting with the Resurrection Chapel and going round clockwise.

- Query value of glazing the chapel if not able to be sound-proof. Would help semi-confidential conversations, could be heated separately. Currently provides disabled access to high altar so would need 2 doorways. Would not be able to seat people there for Remembrance service or a large funeral. Defer that idea.
- Essential to improve lighting – agreed. Talk to lighting consultants.
- Pews in aisles and at the back of nave – agreed chairs would be better. Buy new ones to match those in the nave. Photos from 1950s show wooden chairs in use and no pews so no historic connection.
- Improve boiler controls – essential.
- Kitchenette – essential to offer hospitality at various services and events.
- Mezzanine floor in tower – would create a relatively small room, not accessible for all, may have safeguarding issues – don't proceed.
- Store cupboard essential as well as shed outside.
- Consider access to Incumbents' board plus new one needed.
- Letter box needed – requirement to get broadband connection.
- Slave screen desirable for music area, also for south aisle, chapel and nave altar.
- Extend dais – would benefit music area by covering some of the uneven floor.
- New music stands have arrived, chairs required for singers.
- Internet and phone line essential but will increase annual running costs.
- Choir stalls in chancel? Under-used area at present. Floor is different and GH advised that if stalls were moved, would still have to show an outline of their earlier position. Also linked to re-ordering of Resurrection Chapel.
- Moving organ through 90 degrees? Could affect space for musicians and power sockets for instruments. Would require action before any extension of dais.
- Move high altar forwards – defer to later date. The screen behind used to be coloured and could be re-done, making the area less dark – obtain quote.

Some of these items can be done independently e.g. boiler controls. Lighting possibly needs furniture in place first.

N.B. David Watts updated the diagram following the meeting and colour-coded items which are dependent on each other – attached as a separate file.

12. MUSIC AND VIDEO COPYRIGHT SUBSCRIPTIONS

David Parry-Smith explained that although the installation of internet would give more scope for accessing relevant clips for services, people should take care to have the appropriate licences. He recommended that:

- The CCLI licence be upgraded to a full music licence.
- The cost of 'Onellicence' be investigated to cover words.
- Care should be taken with videos from YouTube as public viewing carries different responsibilities and we should ensure that we have the appropriate permission.

13. AOB

None

The meeting closed in prayer

Dates of future meetings: Thurs Nov 14th, Mon Jan 13th, Thurs March 12th.