

ST MARY THE VIRGIN, LINTON
MINUTES OF PCC MEETING HELD ON THURSDAY 14TH NOVEMBER 2019

PRESENT

Dr D Parry-Smith (Chair), The Revd. Canon Dr Maggie Guite, Miss C Ellis, Mrs S Ellis (Treasurer), Mrs H Evans (Churchwarden), Mrs J George, Mrs C Lockstone, Dr C Morse, Mrs S Mudge (Secretary), Mrs J Nightingale, Mr J Organ, Mrs G Powell, 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 7.

Mr A Gore joined the meeting for items 13 - 15.

1. OPENING PRAYER

2. APOLOGIES

Apologies were received from Mrs J Burge.

3. MINUTES OF 9TH SEPTEMBER 2019

The minutes of 9th September 2019 were approved.

4. MATTERS ARISING

4.1. WEBSITE

Ref 4.5 - David Parry-Smith reported that he had updated some of the pages, e.g. 'Church Giving - How to donate', and updates will continue as and when appropriate.

4.2. NOTICE BOARD

Ref 4.6 - Andrew Gore had pointed out that he was willing to collect the A1 sheet from the printers when possible but there would be occasions when he could not do it. Maggie Guite said that Stewart Adcock had indicated that he could help.

4.3. PHOTOGRAPHS FOR THE NORTH PORCH

Ref 10 - Tony Smith had taken photos of 26 people over 3 sessions. PCC members agreed to delegate organising the display to Maggie Guite and Churchwardens.

4.4. MUSIC AND VIDEO COPYRIGHT SUBSCRIPTIONS

Ref 12 - David Parry-Smith said that he had yet to talk to John Thorne about renewing the CCLI licence.

5. SAFEGUARDING REPORT

Cathy Watts gave the following report:

- DBS checks have been completed for all but one PCC member. Cathy asked people to show her their certificates.
- Cathy distributed Church of England confidential declaration forms to each person to complete for the next stage.
- Each person is required to complete the C0 and C1 training modules. Some people have done this on a course offered in Linton in November 2017; otherwise the modules can be done online. Cathy needs to record the date when training was completed by each person.
- Cathy read a statement from Ely Diocese concerning safeguarding.

6. INFANT SCHOOL REPORT

The order of agenda items was rearranged at this point.

A report from Nicola Collard, Chair of Governors, had been circulated. Cathy Watts highlighted the meeting with governors from Linton Heights Junior School to share their recent Ofsted inspection experience and discuss good practise for monitoring. Four members of staff and four Governors have started a working group looking at staff well-being. Cathy said that she had taken on the role of SIAMS governor (Church school Inspections) and would be considering the roles and responsibility of the church towards the school.

7. SCHOOL GOVERNOR VACANCY

Two vacancies had arisen. Claire Revans, who was reappointed as a DBE foundation governor in July, had transferred to be staff governor in September, a role previously held by Liz Brooker.

Stewart Adcock, a PCC foundation governor, had notified Nicola Collard of his wish to stand down, a year before his term of office was due to end. Jacqui Burge and Hilary Angetter had responded to the pewsheet appeal for governors. Ideally someone was sought who had financial experience, but in the meantime, a new parent governor had been appointed with relevant skills. The PCC resolved to nominate Jacqui as a DBE governor and to appoint Hilary as a PCC governor. Sue Mudge will co-ordinate the application forms and send them to the Diocesan Director of Education for the Board meeting in two weeks time.

8. RECTOR'S REPORT

Maggie Guite tabled a report giving details of Christmas services and beyond.

- 1st Dec - 6 pm Advent service
- 15th Dec - 3 pm Messy Christingle
- 17th Dec - 6 pm Linton Heights JS carol service
- 22nd Dec - 6 pm Carol service + refreshments, collection for Cambridge Churches Homeless Project
- 24th Dec - 2.30 carol singing and 4 pm Crib service, 11 pm Midnight Mass
- 25th Dec - 8 am BCP Communion, 10 am Festival All-age Communion
- 26th Dec - no Thursday service
- James Revely, Vicar of St Andrew's Bedford, is booked to speak about the work of USPG on 2nd February.
- Season of Advent - the Ministry Team proposes that a short lay-led service should be held at 8 am Monday – Friday. David Parry-Smith has volunteered to draw up a schedule and service sheet. Maggie said that gathering at 8 am might be a challenge for some people but Advent should be a time of preparation and challenge.
- Looking ahead - Sarah Thorne is hoping to start Rooted, a new group described in the Children and Families report below.

9. FINANCE & STEWARDSHIP REPORT: PROPOSED BUDGET FOR 2020

The budget summary for the current year, Jan-Oct, had been circulated with a column to show a proposed budget for 2020 along with notes from the committee meeting on 4th November.

- Sue Ellis pointed out that regular giving is still dropping. Some proactive discussions could be had to recruit newer members of the congregation onto the Parish Giving Scheme. This would be easier if a Stewardship Officer were in place.
- We should aim for regular giving to cover running expenses; then fundraising events could contribute to mission activities. The relevant donation page has been updated on the website – see 4.1 above.

- The Mystery Play planned for next autumn is not intended as a fundraiser; aim for costs to be covered by donations and sponsorship.
- A Giving Sunday is planned for 8th March to reach new people and remind existing members to review their situation.
- The sizeable sum for church repairs may not be needed but would be largely offset by donation income as some items will be paid for by The Friends of St Mary's.
- The PCC approved the charitable giving to be the same as this year: £500 to Haverhill Foodbank, £500 to USPG and the collection from the Carol Service will be for Cambridge Churches' Homeless Project – a cause that resonates with people especially in the Christmas period.

After some discussion Gill Powell proposed that the budget be accepted, seconded by Colleen Lockstone and agreed by all present with no abstentions.

10. MINISTRY TEAM: TERMS OF REFERENCE AND REPORT

The Ministry Team terms of reference dated October 2019 were accepted.

Notes from the 24th October meeting had been circulated.

- The team consists of Rector and Clergy for the parish, Authorised and Licenced Lay Ministers in the parish and those in training, Verger, a Churchwarden and others who have significant 'outward-facing' ministry as discerned by the Rector. David Parry-Smith has joined the team for music ministry. Judy Nightingale has replaced Lesley Gore for Pastoral Ministry. Michael Wilcockson has been invited as curate.
- Services throughout December and up to 5th January were listed.
- The All Souls Service on 3rd November was discussed; with regard to the music, service sheet, candles and refreshments.
- Detailed planning for Remembrance Sunday was shown, including seating logistics. Feedback after the service was positive. The young people from uniformed groups sat in the central area and were able to see the screen and participate easily. Maggie thanked the Events committee and helpers for the tea and cakes served afterwards in the Village Hall.
- Initial ideas for a Lent course were suggested and will be included in the January meeting.

11. CHILDREN AND FAMILIES TEAM: TERMS OF REFERENCE AND REPORT

Terms of reference for the group had been circulated.

- It was recommended that the responsibilities section should include a bullet point to say that safeguarding procedures are in place for all activities; also that the safeguarding officer should be listed as a member of the group. Cathy Watts is currently a member but it should be a condition for any future post holder.
- A query was raised about the youth work specific to St Mary's (SMYG). It was agreed that the group should include this and that the first bullet point under Purpose should be 'To have an overview of the ministry of St Mary's aimed at children and young people under 18 and their families, encouraging families to grow together in faith'. A representative from SMYG should also be listed in the membership – currently covered by Maggie. Sue Mudge agreed to contact Sarah Thorne regarding these amendments.

The report covered the following areas.

- Baby Steps, a 5 week spiritual nurture course for carer and baby, started on Friday 8th November in The Cathodeon Centre activity room.
- Advent will see the travelling Nativity figures again and a trail of stars in High Street windows to tie in with C of E 'Follow the Star' publicity.
- Messy Church at 3 pm in winter months: theme for November is light leading to spiritual light / darkness and December will be a Christingle celebration.

- New group from January 17th on alternate weeks, Rooted, to develop and maintain contact with families from Tots in Tow and Baby Steps. It will include a story (Godly Play-style), offer the chance to explore aspects of faith, offer prayer and include lunch. The venue will be the activity room at The Cathodeon Centre. It may lead to a 'fresh expression' of church and reach families in a neutral setting.
- Sarah asked for prayer and practical support for these activities and for the church community to engage with families when they do come to a Sunday service.

12. EVENTS REPORT

Minutes from the meeting on 7th October had been circulated.

- Still waiting for the calendar with scarecrow festival photos to be printed.
- Refreshments appreciated after the All Souls and Remembrance Services. Grateful to H J Paintin for printing the All Souls service sheets and providing the wine.
- Meal and seasonal entertainment being planned for Saturday 7th December; tickets £12, £6 for children.
- Programme for 2020 being prepared. Known dates are: Feb 3rd meal at The Crown, March 7th Come and Sing, April 26th tea and speaker, Oct 10th Tapestry singers concert. (Oct 3rd Mystery Play - not run by Events Committee)
- Committee had discussed upgrading the cooker in the pavilion as the current one is too small for large trays and dishes.
- Pam R, Sue E, Anne P-S and David W had attended a meeting with members of the Fabric committee to discuss the proposed kitchenette in church.

13. FABRIC REPORT

- Items 1 - 7 of the circulated report were for information. Maggie suggested that PCC members should have training on how to use the fire extinguishers.
- Item 8 - the organ: David P-S explained that moving and over-hauling the organ was too large a job for the existing company which did the regular tuning. He proposed asking three large organ building companies to visit and conduct a survey; Nicholson & Co of Worcester, Harrison and Harrison of Durham and Mander of London. The cost would be around £350 for each visit and report. Harrisons could come the following week as they had people already due to visit the area. David planned to ask The Friends if they would pay for the visits. Chris Morse and Judy Nightingale said that they could confirm immediately that would be appropriate use of Friends' funds. David also proposed that Nicholas Thistlethwaite (Diocesan organ adviser) should be retained as a consultant for the project.
- Item 10 - David Watts had met with two lighting designers to consider current and potential future requirements of the church. The project is likely to cost around £40,000 but it is difficult to compare the two quotes. David had circulated the extensive brief which he had provided to the two companies.
- The churchyard item 5 - PCC members agreed with the suggested approach regarding the Parish Council's wish to remove the laurel bushes near the flint wall.
- The churchyard item 6 - repairs to the paths. Andrew confirmed that the planned PC work would include widening the pathway round the tower to improve wheelchair and mobility-aid access.
- The pavilion item 2 - the ramp and railings are deteriorating. The committee will consider necessary steps.
- Steve Turner has provided a quote of £430 to improve the parking area adjacent to Church Cottage. The PCC accepted this and work will be carried out in the spring.
- Andrew said that he is acquiring a quote for repairs to the notice board at the top of Church lane.
- Security - a separate report had been circulated. There are only two approved suppliers in the area; E-Bound AVX Ltd and Marriott Security. E-Bound costs were presented at

the last meeting. Marriott proposals were similar but excluded some sensors and did not retain a security service to attend to an alarm call. Richard Tonry had contacted E-Bound to ask for a revised quote with fewer sensors. This was provided but the MD advised against this action and offered to provide part of the work at their own cost, being sympathetic to churches' limited budgets. Both Richard and John Thorne have evaluated the proposals and consider the E-Bound one to be technically superior. The committee therefore recommend that the PCC accept the revised E-Bound quotation including engaging a local security company and a local electrician to make the electrical connection. The internet connection is required to allow installation to proceed. The PCC agreed to accept the E-Bound quotation and authorise works to proceed. Approval of any further matters can be delegated to the Standing Committee.

14. PROGRESS OF IMPROVEMENTS TO CHURCH INTERIOR

- Letter box - James Tonry had provided a quote of £232 + VAT to fit a letter box to the outer door of the church. David Watts had subsequently been told that a letter box was not necessary in order to be allocated a post code, given that Church Lane properties all had the same code. Some opposition to an opening in the door had been put forward but Maggie said that having an obvious collection point for letters would be useful as otherwise post was left on the stone ledges in the porch.
- Storage cupboard on north side - a quote of £7,200 + VAT had been received from Fairhaven to re-site the monuments and make good the wall. Andrew Gore offered to contact Henry Freeland, architect, and ask him to acquire a quote from Valiant, the company which had done the QI works.
- Other progress is shown on David W's updated church plan – attached.

15. DEANERY SYNOD REPORT

David P-S had circulated a report.

- The Synod on 31st October at St Andrew's, Stapleford included an open invitation to meet Bishop Dagmar of Huntington and also hear Geoffrey Hunter's presentation on 'Re-imagining our Churches'. The meeting was very well attended and concluded with a brief business session and refreshments.
- The Deanery Spring Fair will be on Saturday 21st March, 10-12 in the Memorial Hall, Gt. Shelford.
- A half-day course on becoming a Mental Health First Aider is planned for Saturday 16th November at St Andrew's Stapleford. Maggie Guite, Anne Parry-Smith, David Parry-Smith and Margaret Smith have reserved places to attend.
- A Deanery Pastoral Plan will be drawn up next year for each parish's future.
- The next Deanery Synod will be 23rd April at Lt. Shelford with Debbie Hill, Diocesan Children's Adviser, as the guest speaker.

16. AOB

Sue Mudge had circulated an email from Sally Gilson, Pastoral and Elections Secretary, Diocese of Ely, regarding the proposed land swap at Bartlow. Ownership of a piece of unused churchyard is to be transferred in return for an adjacent stable building which will be turned into a kitchenette and toilets for church use. This will enable the church to be used for other village meetings and events and will benefit the wider village community. Linton PCC endorsed this proposal. Sue M will email Sally Gilson.

The meeting closed in prayer at 9.30.

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