

ST MARY THE VIRGIN, LINTON
MINUTES OF PCC MEETING HELD BY ZOOM
ON MONDAY 8TH JULY 2021

PRESENT

Dr D Parry-Smith (Chair), Mr E Andrade, Mrs J Burge, Miss C Ellis (Churchwarden), Mrs S Ellis (Treasurer), Mrs H Evans, Mrs S Mudge (Secretary), Mr J Organ, Mrs P Schofield, Mrs S Thorne (LLM), Mrs C Watts (LLM and Safeguarding Officer), Mr D Watts (Churchwarden), Revd. M Wilcockson and Mr M Younger.

1. OPENING PRAYER

After prayer, which included Molly Warrington in hospital; David Parry-Smith invited each person to take part in a wellness check and to rank their well-being levels on a scale of 1 to 10 (1 - relaxed, 10 - can't sleep).

2. APOLOGIES AND WELCOME

Apologies were received from Mr A Gore, Mrs S King, Mrs G Powell, Mr R Tonry and Dr M Warrington.

David Parry-Smith welcomed John Organ back to the PCC and Ed Andrade to his first meeting for St Mary's.

3. MINUTES OF 10TH MAY 2021

Sue Mudge had sent a revised copy of the minutes to PCC members to give further details of the Cambridgeshire Wildlife Trust churchyard project in item 6. Michael Wilcockson had requested that item 11.1 be amended to include his name in the group planning Maggie's last service. The minutes were approved with these amendments.

4. MATTERS ARISING

4.1. COVID UPDATE

Included in the Churchwardens' report.

4.2. GIFT DAY UPDATE

Sue Ellis, Treasurer, reported that the Gift Day, held on 19th June, had been well supported. Donations amounted to £6,746.25 and monthly pledges increased by £324.15. Both figures include relevant gift aid refunds and result in a total of over £10,000 for the year. The refreshments contributed another £107. David Parry-Smith thanked everyone who was involved in organising the day.

5. ELECTIONS OF PCC OFFICERS AND COMMITTEES

5.1. ELECTION OF OFFICERS

The three officers were willing to continue in their roles. Their nominations were unopposed and each was elected unanimously.

Lay Chair: David Parry-Smith proposed by David Watts and seconded Charlotte Ellis.

Treasurer: Sue Ellis proposed by David Parry-Smith and seconded Helene Evans.

Secretary: Sue Mudge proposed by Jacqui Burge and seconded John Organ.

5.2. STANDING COMMITTEE

The Revised Church Representation Rules 2020, Section 9 Governance, rule M31 states that the Standing Committee should consist of the minister, churchwardens and at least two other members of the PCC. The Standing committee exists to transact the PCC's business between meetings, in accordance with any directions from the PCC and refer back to the PCC if a resolution is required. The PCC had adopted the practice of including the three officers and

one other member. Jacqui Burge was elected in November 2020 as the additional member and was willing to continue. Michael Wilcockson said that he would like to be included in place of the Rector, even if only for a short time. Charlotte Ellis, as the newly elected churchwarden, will replace Helene Evans. Jacqui and Michael were proposed by John Organ, seconded David Watts and approved. The committee is therefore David Parry-Smith, David Watts, Charlotte Ellis, Sue Mudge, Sue Ellis, Jacqui Burge and Michael Wilcockson.

5.3. FABRIC COMMITTEE

It was assumed in Richard Tonry's absence, that committee members were willing to continue. Current members are Richard Tonry, Andrew Gore, John Organ, Judy Nightingale, Keith Nightingale, John Thorne, Jackie Hall, David Watts (as churchwarden) and omitting the Rector. David Watts offered to contact Jackie Hall to ask her to continue, in view of her specialist knowledge. David Parry-Smith commented to Charlotte that churchwardens were entitled to attend any committees, as they wished.

5.4. FINANCE & STEWARDSHIP COMMITTEE

David P-S confirmed his decision to step down as chair, as notified in November 2020. Michael Wilcockson offered to join in place of the Rector. Charlotte replaces Helene. Michael Younger offered to draw upon his previous experience and chair the committee if necessary. It was suggested that Suzanne Darkins be asked if she would become chair - **Action SM.** The committee members are Sue Ellis, Suzanne Darkins, Sue Mudge, David Watts, Charlotte Ellis, Michael Wilcockson, Sarah Nickolls plus a Stewardship Officer when someone can be found for that role.

5.5. EVENTS COMMITTEE

Charlotte Ellis said that Colleen Lockstone wished to stand down. Cathy Watts and Patricia Schofield would like to join the group. The committee becomes Charlotte Ellis (Chair), Nanette Blackmore, Jacqui Burge, Andrew Cornell-Webb, Sue Ellis, Sue Mudge Anne Parry-Smith, Patricia Schofield, Cathy Watts and David Watts. The terms of reference state that at least two members must also be PCC members and this is fulfilled.

5.6. CHILDREN AND FAMILIES TEAM

Michael Wilcockson said that he would like to take Maggie's place to represent SMYG. Ed Andrade also said that he would like to be involved in this area. The team is therefore Sarah Thorne, Nicola Collard, Moire Jarritt, Gill Powell, Cathy Watts, Ed Andrade and Michael Wilcockson.

5.7. PASTORAL GROUP

Group members are invited to join the pastoral ministry by the Rector. Michael Wilcockson will cover this during the Vacancy. The group is coordinated by Judy Nightingale and members are listed in her report to the meeting.

5.8. MINISTRY TEAM

The group is composed of clergy, lay ministers and others with outward facing ministry, as invited by the Incumbent, and advises the PCC on spiritual and worship issues. It was agreed that Charlotte Ellis should be part of the team in order to involve both churchwardens during the Vacancy.

5.9. DIGITAL GROUP

This was a new group set up last year to investigate and co-ordinate changing ways of working within the church and considering aspects such as GDPR. Members are Michael Wilcockson, Charlotte Ellis, John Thorne, Sarah Thorne, Cathy Watts and Ed Andrade, who volunteered to join. There was a suggestion that it might be called the Digital and

Communication Group. The group will talk about this at their next meeting in conjunction with terms of reference.

5.10. SIDESPEOPLE

Approval of sidespeople deferred until there is more normality and people have been asked whether they are willing to continue in the role.

5.11. ROTA FOR CHAIRING PCC MEETINGS

Since there were five people absent, Sue M was asked to write to everyone afterwards to ask who would be willing to share duties with the Lay chair, during the vacancy.

6. APPOINTMENTS

6.1. PCC REPRESENTATIVES TO THE ANDERSON TRUST

Michael Wilcockson and Sue Mudge were appointed last November and are willing to continue. They were proposed by John Organ, seconded by David Watts and agreed.

6.2. PCC REPRESENTATIVES TO PARISH COUNCIL JOINT CHURCHYARD MAINTENANCE COMMITTEE

Richard Tonry and Andrew Gore were nominated to continue; proposed by Jacqui Burge, seconded by Michael Wilcockson and agreed.

6.3. BEACON TRUST

David Watts suggested that Michael Wilcockson should become a Beacon Trustee in place of Maggie Guite. Michael was proposed by Cathy Watts, seconded by Helene Evans and approved unanimously.

7. SAFEGUARDING REPORT

Cathy Watts gave an update.

- DBS checks have moved to a three-year cycle from five years so several need to be renewed. There are currently 20 checks in progress; including new PCC members, 8 Make Lunch volunteers and a new churchwarden.
- New PCC members will be asked to sign a confidential declaration when their DBS clearance is received and also to undertake online C0 and C1 training.
- Logging church activities is ongoing.
- Cathy will share the dashboard tool when there is more time at the next meeting.
- Molly Warrington has offered to be the named General Data Protection Regulation (GDPR) data controller. David Parry-Smith had volunteered (in the absence of anyone else) but felt that there was a potential conflict of interest as Anne P-S is the GDPR data processor.

8. CHURCHWARDENS' REPORT

8.1. VACANCY AND PARISH PROFILE – MEETING WITH ARCHDEACON

Charlotte Ellis reported the following points.

- The churchwardens of the five team parishes met with Archdeacon Alex Hughes on 28th June to discuss the vacancy. The legal responsibilities lie with the Rural Dean, Simon Talbott, and the churchwardens with support from the PCC.
- Cover for services was discussed. Archdeacon Alex was booked to lead the service in Linton on Sunday 11th July. Simon Talbott has provided a PTO list (Permission to Officiate) in the Ely Diocese. However it is rather out of date, so if anyone has a friend who has PTO in the Diocese, do please ask if they would be willing to come to Linton. Churchwardens have been proactive with this as the more advanced

planning the better. So far, services are planned up to the end of September and into October across the team, with only a few gaps. There is a schedule of festival services and it is hoped to maintain this.

- Legal notices will be issued to PCC secretaries, the ministry team and the three patrons - Tim Breitmeyer of Bartlow, Charterhouse and the Bishop. However, the process can start before the legal notices are issued.
- The principal task is the parish profile. We can look at the last one; look at Sarah's parish profile from the beginning of her training course, the Reach Ely questionnaire responses and possibly the new census data if available.
- Alex advised us to look at the church as we were when Maggie arrived, where we are now, and whether it is where we want to be. He suggested as well as talking as a PCC and with those who have roles in the church, we should talk to those who are not often asked, those who have tangible links, along with the wider community and the Parish Council.
- We should be making this a matter of prayer on a regular basis, both individually, at prayer meetings and in services.
- A person specification will come from the profile. This needs to be sharply focused and explain why we need a priest. Alex advised that it would be unlikely to attract someone coming straight from a curacy and more likely to be a second or third incumbency as we are a group of 5 parishes, hence lots of responsibility. Alex did say that Ely is an attractive diocese in which to work and our new incumbent could come from anywhere in the country. When we get to that point, we will need to consider how we will find that person. We could invite the patrons to find someone or advertise in the Church Times or online platforms. We could also advertise, and the Bishop can suggest strongly to someone that they should apply.
- We talked about timescales. Most vacancies are for around 9 months to a year. The board of finance must have sufficient cash flow to be able to pay for the post. So far, that is not anticipated to be a problem. Alex encouraged us to start the parish profile but emphasised it is important for a little bit of water to pass under the bridge. The profile itself will have a page for each of the team parishes and then an overall part. We need to select a group to create the parish profile for Linton and a draft should be ready for PCC approval at our September meeting. In October the churchwardens are due to meet with the Archdeacon and parish representatives to look at all the profiles together. Amendments can then be made for final approval by all PCCs in November.
- Each church in the group needs 2 representatives for the interview process. Often these are the churchwardens. This was the case last time and David and Charlotte are willing to be the representatives. The three patrons officially make the appointment, however the parish representatives have absolute veto. They must feel confident to say 'No' if they think that the fit is wrong. Once someone accepts the job offer, they usually have to give 3 months' notice to their current job. So we could, at the earliest, be looking at someone being in place for next Easter.

8.2. LINTON REPS PLUS PARISH PROFILE GROUP

- Michael Younger asked whether the model of two reps from each parish could be amended, given that Linton contributes 80% of the team ministry share and two other parishes are unlikely to meet theirs.
- Michael Younger proposed that Charlotte Ellis and David Watts should be the two representatives for Linton, seconded by Sue Mudge and agreed.
- Group to write the profile - David Parry-Smith asked who would be interested - two churchwardens, Molly Warrington or Michael Younger if Molly were unable to do it for health reasons, Michael Wilcockson, Sarah Thorne, Sue Mudge, David Parry-Smith. It was suggested that someone from the 8am congregation should be invited. Richard Tonry and Judy Nightingale will be contacted. Sarah Thorne suggested that

a young person should be included. Michael Wilcockson preferred to involve the youth group after the first draft.

- Ideas should be gathered from a wider group and then edited. Sarah T cautioned against focussing on what we want; but think about what the wider community needs. Michael Y said that it is important to construct the process prayerfully and reflectively; don't rush; the church can actually grow and develop during an interregnum, as has happened before. Engage with the community; e.g. Parish Council, Linton Free Church, four schools.

8.3. OTHER CHURCHWARDEN MATTERS

David Watts gave the following report.

- PCC members are trustees of a charity and details must be submitted to the Charity Commission. David will email people to ask for their information when requirements for this year are known.
- The GDPR register is due for renewal from 2018 and everyone will need to complete a new form, not least for display of their image when services are filmed.
- Living in Love and Faith - Having finished the first wave of courses and had our plenary we need to consider how we go forward with this and how far we are willing to go to become an affirming church.
- Church emails - It is good practice if we all have and use church email accounts for church business. New members of the PCC and those who have not made the transition yet will be getting emails inviting you to take one up in the near future.
- Sound - We have had three problems with the sound system in the last few months. There is a fault on the lectern microphone cable which will need tracking down. Simon Roper is due to visit in August and will look at it then. Some people with good enough hearing have noticed a high pitched interference with the sound. We have tracked the source of this and will need to alter the default settings and that will solve it. One of the three Crown amps blew and was uneconomic to repair. It has been replaced.
- Rector's Administrator - This is a PCC appointment and the PCC need to appoint a line manager for the vacancy who will be involved in regular meetings with Anne P-S. Anne used to meet Maggie weekly and now will meet with Michael W. It might be helpful if the line manager was there at least on some occasions. David Watts was proposed by Helene Evans for this role, seconded by Charlotte Ellis and agreed.
- Meetings - Maggie used to meet with churchwardens roughly every fortnight. During the vacancy Michael will meet with Charlotte and David. It may be the case that Simon Talbott (Rural Dean) will join these from time to time.
- Rectory Garden - Stella Green who manages diocesan properties has been informed that we do not have anyone to look after the garden at the rectory, having asked the Monday gang and others.
- Churchyard - A few of us had a meeting with the representative of the Cambridge Churchyard conservation scheme. It seems possible that we will adopt it, Monday gang members were reasonably enthusiastic but we need someone to champion it in the local village so that what we are doing and why is understood.
- Covid restrictions - due to be relaxed, posing two questions. Firstly the church - how quickly do we anticipate that we can return it to normal, in light of continuing positive cases?
- Secondly the pavilion - We have had enquiries for the hire of the pavilion which have been deferred during the pandemic. There is a request for a birthday party on the 25th of this month and three for regular weekly hire of the building. Accepting these will mean more income but will require more cleaning. The pavilion will have to be cleared of the stuff stored there before it can be let. Are we willing to accept

an increased level of use? We have to balance the extra income against the loss of facility. David offered to obtain a quote for a professional clean at least once a week.

- Since the pavilion had not been used recently, David had asked LayElectrical to inspect the cooker prior to hirers being in there. Regrettably the element insulation has got damp and elements short out in the ovens and grill. To replace these is uneconomic. We could try drying it out by keeping the kitchen hot but it's not certain that it will be successful. Nanette's robust little cooker is available but pro tem. More importantly the wall switch for the cooker is faulty and delivered a shock to the electrician even though it was turned off.
- Protect Duty - A recent Bishops' letter urged us to respond to the consultation on Martyn's Law, which relates to staff and volunteers taking counter-terrorism training. David responded and gave reasons why this would put a great burden on rural churches and does not appear to take account of risk.
- Plusnet - David has written to complain and to request compensation for all the missed visits and the time spent waiting for the wrong engineers.
- Church mobile - David would like the PCC to consider having a duty phone for the church. It is not appropriate for Michael, or in the past Maggie, to give out their personal number for church business. It also means that there will be a single correct number to contact irrespective of changes to the landline number at the rectory and future clergy changes. Plusnet has a £6 pcm rolling contract sim only deal. Will need to buy or be given a phone for this. O2 do unlimited minutes and texts with new iPhone 11 for £27 a month. Tesco have a similar offer. David P-S proposed that this be pursued.
- DW moved on to matters from the Ministry Team. Principles for organising services were listed in the circulated report and used by the clergy when planning services through to October. Both Ian Fisher and Michael Wilcockson have been very generous with their time and David is conscious that they should not do too much. Covering Sunday at 8am with visiting clergy is proving more of a challenge.
- Zoom is working from church. It was necessary to improve the Wi-Fi in the church to do this but the benefit of stronger coverage was that Maggie's final service from the churchyard behind church could also be transmitted by Zoom.
- Maggie did her final school assembly on Friday with Year 2 in church. Zoom was used to show the service in the Y1 and Foundation Stage classrooms in the school.
- The ministry team also hopes to resume services at Nichols Court and Symonds House, which will have implications for the rota.
- Charlotte has been asked to attend Ministry Team meetings in future. It will give us the benefit of her wisdom and insight and provide a bit of disaster planning should David be unavailable.

9. REPORTS TO PCC

Reports from the Deanery Synod, Fabric committee, Infant School, Children and Families team, Events committee and Pastoral group had been circulated and, in view of the lengthy churchwardens' reports, were taken as read with the following comments.

- Fabric - David Watts requested approval to progress the lighting scheme and to seek tenders for the work - proposed by John Organ, seconded Helene Evans and agreed.
- Michael Younger commended the reports from the Infant School and the Children and Families team, saying that they showed great vibrancy and sense of vision.
- Charlotte Ellis added to the Events report by saying that the Linton photo quiz had raised £180 so far.

10. RE-APPOINTMENT OF INFANT SCHOOL GOVERNOR

Cathy Watts had completed her four year term of office and was willing to stand again. David Watts proposed that Cathy be nominated to the Diocesan Board of Education for re-appointment, seconded by Sarah Thorne and agreed - with thanks to Cathy for her service.

11. AOB

David Watts offered a last point for people to take away. He exhorted members to make time and space to hear God and to hear each other. He is aware that some people readily speak in meetings while others are more reflective. David P-S created the opportunity to be at ease at the start of the meeting and we need to carry that forward, particularly as we consider the parish profile. David W urged those offering to chair meetings to find ways of including everyone so that we do not miss that still small voice of God.

The meeting closed with prayer from Michael Wilcockson at 9.45pm.

Dates of future meetings: Thursday 9th September,
Monday 8th November, Thursday 13th January 2022, Monday 14th March