

ST MARY THE VIRGIN, LINTON
MINUTES OF PCC MEETING HELD BY ZOOM
ON MONDAY 9TH NOVEMBER 2020

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 J Hall, Mrs S Mudge (Secretary), Mrs J Nightingale, Dr D Parry-Smith, Mrs G Powell, Mrs P Schofield, Mr R Tonry, Mr D Watts (Churchwarden), Revd. M Wilcockson and Mr M Younger.

Mrs C Watts (Safeguarding Officer) was present until the end of item 5.

Mrs S Thorne (Children and Families Minister) was present until the end of item 12.

1. OPENING PRAYER

2. APOLOGIES AND WELCOME TO NEW MEMBERS

There were no apologies. Jackie Hall, Patricia Schofield and Michael Younger were welcomed as members of the PCC. They were elected at the delayed APCM on 11th October.

3. MINUTES OF 14TH SEPTEMBER 2020

The minutes of 14th September 2020 were approved.

4. MATTERS ARISING

4.1. IMPACT OF COVID-19

A 2nd national lockdown of at least 4 weeks had been imposed from 5th November. David Parry-Smith proposed the following motion:

The PCC resolves that the purpose of Lockdown is to keep everyone safe during the Pandemic. The PCC will abide by the guidance of the Government and Archbishops and Bishops as issued from time to time. This means that there is no scope for working around the rules. The purpose of the rules is to reduce the risk of people contracting the virus. The result is that the church may only be used for a limited number of purposes not including public worship or ad hoc or regular meetings.

In all uses of the church and associated buildings, the PCC will follow the Guidance issued by the Government on 6 November 2020 and as subsequently amended along with recommendations of the Archbishops and Bishops.

For any permitted uses, the PCC will review and amend appropriate risk assessments and keep these up-to-date in changing circumstances.

This motion was seconded by Gill Powell and agreed by the meeting.

4.2. STEWARDS IN CHURCH

Since the September PCC meeting, the Standing committee had agreed that the steward system could cease. The colder weather made it less agreeable for someone to sit in church for two hours and the relatively few visitors each session (sometimes none) posed very little risk. Maggie Guite had emailed all stewards to thank them for their service and also Jo George for creating the weekly rotas. The church would continue to be open during the day for private prayer. It was felt that previous numbers of visitors indicated that there would not need to be any booking system for usage during November. Good signage, provision of sanitiser and the socially distanced seating would be sufficient.

5. SAFEGUARDING REPORT

Cathy Watts had produced a report which will be circulated to members after the meeting. Main points are:

- Digital working group has met and will make recommendations about having a named person for social media accounts, church email addresses for PCC members for security and accountability, a paid Zoom account for all church meetings, the need to update the website with information about GDPR, digital safeguarding etc.
- A Dashboard action plan – PCC members are invited to discuss, amend and approve before it is signed. Four areas need addressing in order to complete level 1, including online training by new members and some existing people where training needs renewing after 3 years.

Action is required by everyone to read Cathy's report and proposed action plan, complete the training and be aware of the responsibility held by the PCC to safeguard children, young people and vulnerable adults.

Various points were made about using a single Zoom account for church business in that there are different groups and committees meeting this way which could be at the same time and there would need to be several hosts, not just one person facilitating everything. Cathy indicated that she would write a proposal to put to the January meeting.

(For more explanation on Safeguarding go to the Diocese of Ely website, select safeguarding then safeguarding templates and resources or click the link

<https://www.elydiocese.org/safeguarding/safeguarding-templates-resources/>

There is a helpful short video on the Safeguarding Dashboard which complements Cathy's reports to PCC – SM)

6. ELECTIONS OF PCC OFFICERS AND COMMITTEES

6.1. PCC OFFICERS

The existing officers were willing to continue in their roles and were re-elected en bloc:
David Parry-Smith - Lay Chair
Sue Ellis - Treasurer
Sue Mudge – Secretary.

6.2. 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 committee had included the PCC officers and one other PCC member. Maggie Guite said that it seemed sensible to include the three PCC officers. Gill Powell wished to stand down. Jacqui Burge was proposed by David Parry-Smith, seconded by David Watts and was appointed. Committee members are therefore: Maggie Guite, Helene Evans, David Watts, David Parry-Smith, Sue Ellis, Sue Mudge and Jacqui Burge.

6.3. FABRIC COMMITTEE

Richard Tonry, Andrew Gore, Judy and Keith Nightingale are willing to continue, along with Maggie and a churchwarden. Jackie Hall was proposed by Maggie, seconded by David Parry-Smith and agreed to join the committee. John Organ and Chris Morse are current members and will be asked whether they are willing to continue. It was agreed that Richard Tonry would become Chair of the committee, taking over from Andrew Gore.

6.4. FINANCE & STEWARDSHIP COMMITTEE

Current members are David Parry-Smith, Sue Ellis, Maggie Guite, Helene Evans, David Watts, Sue Mudge, Sarah Nickolls and Suzanne Darkins. Hannah Foote had resigned during the year. David Parry-Smith said that he had stepped in as chair and would like

someone else to take it on after the next APCM. There were no changes to the committee. The Stewardship Officer, when appointed, would also join the committee.

6.5. EVENTS COMMITTEE

Current members are Charlotte Ellis, Nanette Blackmore, Jacqui Burge, Andrew Cornell-Webb, Sue Ellis, Colleen Lockstone, Sue Mudge, Anne Parry-Smith and David Watts. Charlotte was appointed Chair at the September PCC meeting, in line with the terms of reference, which also states that at least two members of the committee must be PCC members and this is more than fulfilled with five members.

6.6. CHILDREN & FAMILIES GROUP

Current members are Sarah Thorne, Nicola Collard, Maggie Guite, Moire Jarritt, Gill Powell and Cathy Watts, all of whom are involved in work with children and families.

6.7. PASTORAL GROUP

This group is led by Judy Nightingale and membership is approved by Maggie Guite. One of the main activities has been to visit former active members of the church and take home communion to them. This had to be suspended from March when lockdown was imposed but telephone contact has been maintained. A draft terms of reference has been prepared.

6.8. MINISTRY TEAM

Terms of reference were accepted at the November 2019 PCC meeting and lists the membership as the 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.

6.9. DIGITAL GROUP

A Digital group has recently been formed to make recommendations about online activities; e.g. streaming services, virtual meetings, church Facebook pages, considering equipment, safeguarding issues, data protection, administrators etc - see item 5 above.

6.10. SIDESPEOPLE

Sidespeople used to be approved at the APCM but it has now become a PCC responsibility. The current list of names had been circulated. It was noted that Kate France had stood down from the team for the 8am service and everyone else was approved. When church services resume some kind of normality, it would be right to check with those on the list that they are able and willing to continue.

7. APPOINTMENTS

7.1. PCC REPRESENTATIVES TO THE ANDERSON TRUST

Two PCC representatives are required to join the Anderson Trust. The previous people, John Organ and Linda Read, are no longer PCC members. Gill Powell, as chair, is not counted as one of the two reps. Michael Wilcockson and Sue Mudge volunteered and were approved.

7.2. PCC REPRESENTATIVES TO JOINT CHURCHYARD MAINTENANCE COMMITTEE

The two current PCC representatives are Richard Tonry and Andrew Gore. Both are willing to continue.

8. FABRIC REPORT

8.1. THE FRIENDS AND PCC DRAFT PROTOCOL

As noted in the September minutes, Andrew Gore, Richard Tonry and David Watts had met with Chris Morse, Margaret Cox and Hugh Paton from The Friends of St Mary's Committee to discuss arrangements to formalise communication regarding Fabric issues. Andrew had used the meeting notes to write a draft protocol. The Friends had made a few amendments and the updated version was circulated in advance of this meeting. Acceptance of the Protocol was proposed by Andrew Gore, seconded by Michael Younger and agreed.

8.2. OTHER FABRIC MATTERS

The committee had not met. A report updating various points had been circulated from Richard Tonry and Andrew Gore. **Lighting** – Andrew proposed that The Friends be asked for financial support to approach Norwich Architectural Lighting to design a scheme for St Mary's. The fee quoted was £1,450 + VAT. If the NAL scheme were to be accepted, there would be 10% discount on trade prices for items purchased via NAL which would effectively reimburse the fee. David Watts seconded the proposal and members agreed.

Churchyard path resurfacing – no further news of a date from the Parish Council.

9. PROGRESS OF IMPROVEMENTS TO CHURCH INTERIOR

Resurrection Chapel pews – investigations are ongoing to find a good home for them.

Lighting – as in 8.2 above.

Internet connection – A BT Openreach surveyor has been to assess the best way of installing a connection from the pole in Church Lane to the vestry. David Watts has not yet received a quote. It is likely to be via a trench under the churchyard wall, across the path to the porch, passing close to the church north wall to avoid graves and into the vestry via the unused outer door. David said that Geoffrey Hunter (DAC) thinks that a faculty will not be needed for the churchyard work as conditions have recently been relaxed specifically for work of this nature, given the increase in demand for streamed services. Andrew Gore agreed to liaise with the Parish Council to allow the trench to be dug before the work to resurface the paths. David Watts asked if the PCC would allow the Standing Committee to authorise the work to avoid further delay. David Parry-Smith proposed a ceiling of £1,500 for approval by the Standing Committee, seconded by David Watts and agreed. Approval from the whole PCC would be needed if the cost of the work is higher.

(NB. After the meeting a quote was received for £2,353.10 incl VAT. A resolution to agree costs of up to £2,500 and allow the work to be progressed was put to the PCC by email and agreed. The resolution is stated at the end of these minutes- SM.)

Organ – the work on the swell is still outstanding – DP-S.

North porch – the photograph board is on display but needs updating with photos of the three new PCC members.

10. MINISTRY TEAM REPORT

Maggie Guite summarised the recent meeting as a report had not been circulated.

Christmas services – options for services with and without lockdown were being considered.

All Souls – families were able to book a time on Sunday 1st November and come into church as their own small group to remember relatives who had passed away.

Live streaming of services – Maggie thinks that some sort of streaming will be maintained. Her mobile phone has performed well so far but moving to the next level of sophistication could cost £5,000 to £8,000 in equipment. Some churches are finding that it can be good outreach as well as people appreciating the flexibility. Questions remain over short term / long term improvements and what is best for St Mary's; given that we have

financial constraints and also to consider privacy and safeguarding factors. It was recommended that the Ministry Team should put forward proposals to the January PCC meeting.

11. FINANCE & STEWARDSHIP REPORT

Draft minutes from the committee meeting on 22nd October had been circulated along with the balance sheet and budget summary for the nine months to the end of September 2020. The final two columns on the budget summary show the actual budget figure for each line for 2020 and the proposed budget for 2021. There is a projected deficit of £36,600.

- Michael Younger asked for clarification about the Sterling Bond fund. Sue Ellis has been notified that the Bond will be closing. She proposes that the money will initially be put into one of the CCLA accounts. She is currently trying to resolve a problem with Barclays and identification of signatories.
- Michael Younger was concerned to ensure that the PCC understood that the balance sheet showed a deficit for the current year and that the church could run out of money in 2 years.
- The committee had considered this and recommend that reserves are drawn upon to cover expenditure during the ongoing COVID situation, with the hope that fundraising can then be increased and reserves restored.
- Still wish to find a stewardship officer.
- Grateful to the Events committee for pursuing virtual fundraising initiatives, which have raised around £2,000 since May. Social media posts also help to keep people aware of St Mary's presence in the village.
- The budget includes provision for a further payment of £300 for 3 years to the Deanery Youthinc project.
- David Parry-Smith proposed that the PCC accept the budget for 2021, seconded by Sue Ellis and accepted with 1 abstention.

12. CHILDREN AND FAMILIES TEAM REPORT

A report had been circulated from Sarah Thorne in her new role as Children and Families Team Minister, licensed in October 2020.

- Make Lunch Club – the forms have been submitted to TLG (Transforming Lives for Good) and the project will be launched to the St Mary's community via a Zoom service on Sunday 15th November. The leaflet (previously discussed) will be distributed to those on the Electoral Roll and a video will be shown in the service and posted on YouTube. Training for the core team will commence soon.
- David Parry-Smith mentioned the possible ongoing government funding for lunch provision during holidays for those in receipt of free school meals. Outcome is not yet known for Christmas and February half term. Sarah said that the real bonus of her work will be the relationships developed with families. There is still a question of how to reach families in real need.
- Sarah and helpers currently have contact with some 60 families through delivering activity bags:- Harvest in a Bag, Light up October, Remembrance in a Bag. Plans are underway for Nativity in a Bag which will also include materials to make a Christingle. The PCC commend this approach during lockdown and when group activities are not possible.
- Sixteen 'Love in a Box' shoeboxes have been created and are on the way to Romania.

Sarah Thorne left the meeting.

- Michael Younger asked for some clarification about the honorarium agreed in September for Sarah and pointed out that other Lay Ministers do not receive a financial reward. Maggie responded that Sarah is specifically licensed for children and families work. Many similar roles elsewhere are paid positions. If St Mary's

raises enough funding for a part time post, then the position will be advertised in the appropriate manner.

- David Parry-Smith said that £3,000 for the honorarium was in the 2021 budget and he proposed that it be started to be paid from January. Patricia Schofield seconded it and all were in agreement.

13. INFANT SCHOOL REPORT

A report from Nicola Collard, Chair of Governors, had been circulated. Wellbeing and mental health continues to be a strong focus in the school and the staff appear to be coping with the current situation. There have been no positive COVID cases in children or staff and the children's attendance has been high, at 96% average since the start of September. Zoom meetings have been well used for governor training, meetings and maintaining governor contact with staff. Kelly Harries, headteacher, and the staff intend to make the weeks prior to Christmas a fun-filled time for the children, which may help to compensate for a different style of Christmas nationally. Please continue to hold the school community in your prayers. Sue Mudge said that she would write a note of support to Kelly Harries, on behalf of the PCC.

14. EVENTS REPORT

The minutes from 2nd November had been circulated. Charlotte Ellis talked about the virtual Christmas tree show, family quiz and a paper quiz which was planned. Advertising will be via The Linton News, social media, church website and pewsheets.

15. DEANERY SYNOD REPORT

An update had been circulated and the next Deanery Synod was scheduled for 12th November, as a Zoom meeting. Andrew Gore added that although clergy appointments were currently frozen, it was hoped that the Duxford/Ickleton /Hinxton team would be able to make an appointment early next year.

16. RECTOR'S REPORT

Maggie Guite expanded on the comments from the Ministry Team about Christmas services. There are questions about duplicate services to cater for the usual numbers, practicalities of operating a booking system, possibly taking Christmas out into the village with carol singing and readings.

17. AOB

Sue Mudge said that committee terms of reference would normally have been reviewed at the first meeting after the APCM. She asked committees to consider their terms of reference at their next meeting and bring to the PCC on 14th January. Progress of the Mission Action Plan would also be reviewed in January.

The meeting closed in prayer at 22.00

Date of future meetings: Thursday 14th January 2021, Thursday 11th March.

Resolution from item 9: Following its meeting on Monday 9th November by video conference, the sum for installation of the telephone line enabling broadband to be installed in the church being found above the limit set for the Standing Committee by the PCC, this PCC now resolves that the sum of £2500 (including VAT) be authorised to be spent from the general funds and allotted to the account for care of the fabric.

The PCC further resolves to direct David Watts (Churchwarden) or Richard Tonry (Chair of the Fabric Committee) to complete and sign the undertaking in the attached Practice Direction for installation of telephone lines in churches. This resolution to be agreed by email. 13.11.20