

**ST MARY THE VIRGIN, LINTON**  
**MINUTES OF PCC MEETING HELD IN CHURCH**  
**ON MONDAY 11<sup>TH</sup> JULY 2022**

**PRESENT**

Mr M Younger (Chair), Miss C Ellis (Churchwarden), Mrs S Ellis (Treasurer), Mrs H Evans, Mr A Gore, Mrs S Mudge (Secretary), Dr S Nickolls, Dr D Parry-Smith, Mrs P Schofield, Dr M Warrington, Mrs C Watts (LLM and Safeguarding Officer), Mr D Watts (Churchwarden) and Revd. M Wilcockson.

**1. OPENING PRAYER**

Michael Younger opened the meeting with prayer.

**2. APOLOGIES**

Apologies were received from Mrs J Burge, Mr A Cornell-Webb, Mrs S King, Mr J Organ and Mr R Tonry.

**3. MINUTES OF 12<sup>TH</sup> MAY 2022**

The minutes were approved as a true record.

**4. MATTERS ARISING**

There were none.

**5. SAFEGUARDING REPORT**

Cathy Watts was pleased to report that the parish dashboard had been updated since the May PCC meeting and the extra actions have enabled us to reach level 3.

- Additional risk assessments have been given to Cathy for bell ringers, SMYG etc.
- DBS checks have continued for relevant people.
- Cathy has received new posters and pocket guides.
- Section 12 of the Safeguarding handbook relates to use of social media and Charlotte Ellis has become the named person for social media.
- Cathy attended a recent network meeting for parish safeguarding officers. It became very contentious when it was suggested that the range of people required to undertake safeguarding training should be even wider - for example, to include grass cutting volunteers.
- Item from Dashboard - 'Known offenders, and others who may pose a risk to children and vulnerable adults, must be effectively managed and monitored in consultation with the Diocesan Safeguarding Advisor.' Cathy asked 'Are the incumbent and Parish Safeguarding Officer aware of the above requirement, and will they comply if applicable?' It can now be recorded that assurance was given to the PCC on 11.7.22.
- Record keeping for up to 75 years is advised for Children and Young People's activities. 'Record Keeping and Retention Records of any children's activities, Sunday school/junior church/youth club/choirs and related safety risk assessment – should be kept for 50 years after the activity stops.' This seems very impractical. Electronic records may not be accessible in 50 years' time.
- Safer recruitment - should be accorded more importance - for any position especially volunteers.
- Next step is to do a Safer Recruitment and People Management survey.

Michael Younger thanked Cathy and said that he is very grateful for her persistence and understanding of all the appropriate procedures.

## **6. CHURCHWARDENS' REPORT**

David Watts spoke to the following points.

### **6.1. VACANCY UPDATE**

- There were no suitable applicants after the second round of advertising.
- Parish reps have a Zoom meeting booked with Archdeacon Alex on 26<sup>th</sup> July.
- Possible plan is to advertise throughout August and first two weeks of September, with a mid-September closing date and a mid-October interview date.
- Therefore unlikely to have a new Team Rector until 2023.

### **6.2. REPORTING**

- Post APCM there are a number of reports to be filed.
- The Charity Commission has our approved accounts, APCM minutes and details of new PCC members.
- The Diocesan parish financial return was completed with help from Sue Ellis who provided the figures; an energy survey for church was done; Easter attendance figures submitted.
- The appraisal for the Rector's administrator has been carried out.

### **6.3. FINANCE – SUE ELLIS**

- Not scheduled to report on finance but David Watts invited Sue Ellis to give a half-year update.
- At end of June, there was £49,200 total in the current account and CCLA savings account, of which £14,000 is in the Children and Families Ministry fund and £8,500 of that is restricted.
- Our holding in the CBF Church of England investment fund has recently been increased to £30,000, which represents our reserves.
- Note that our current account income each month does not cover the outgoings – a situation which cannot be sustained. Sue has transferred £10,000 from savings to the current account this year and estimates the deficit to be about £3,000 per month, which is in line with the deficit budget set last November. Greatest cost is the ministry share at £5,527 per month (£66,322 per year).
- It was said at the May PCC meeting that we would review funding to the Beacon Youth Trust in July. We currently give £6,500 per annum (£541.67 per month) and August will be the last payment of the 3 year commitment. The F&S committee is due to meet at the end of July and can then make a recommendation to the September PCC meeting.
- Michael Younger asked Sue Ellis approximately how many people were part of the Parish Giving Scheme. Sue thought about 50 people. Some still give by Standing Order but it tends to be for relatively low amounts.
- David Parry-Smith suggested that there should be a plan to mitigate the deficit while taking account of the national levels of financial difficulty. Maybe should include something on the Sunday presentation and the pewsheets – refer to the F&S committee.

### **6.4. GRANT APPLICATIONS**

David Watts is working through the list of Diocesan bodies which allocate grants and has talked to Doug Irish (Linton Free Church). A number could be approached for the lighting project; some of which have closing dates in September.

### **6.5. BEACON YOUTH TRUST**

David Watts has circulated the delayed June report. The monthly youth services have started and alternate between St Mary's and the Free Church. They are an important

development both for the young people and also in strengthening ties with the Free Church.

#### **6.6. MINISTRY TEAM UPDATE**

- No meeting since May but the next one is due to consider Harvest, Remembrance and Advent.
- Confusion over the name of the group; i.e. Ministers' team and Ministry team, so a possible name change will be discussed.
- May reinstate This Time Tomorrow (replaced intercessions once a month).

#### **6.7. COVID MEASURES**

- Hardly anyone wears a mask, majority of people are taking communion in two kinds, financial offertory being brought to the nave altar, Gospel read from centre of nave as before.
- Spaces between rows of chairs remain at 1.25m – would be helpful for the school service if a front row were reinstated. Would there be sufficient space for communicants at the nave altar? David Watts suggested passing this to the Ministry Team. Michael Wilcockson revealed that people at the 8am service had reverted to receiving communion at the high altar again.
- David Watts would like to include bringing the elements to the nave altar but more volunteers would be needed on the monthly rota. Sue Mudge said that often two people had been asked just before the service started and it need not be a rota item. David Parry-Smith suggested that Michael Wilcockson could explain the purpose of the procession to the congregation so that people would be willing to participate and understand what to do.

#### **6.8. PHOTO BOARD**

The board in the porch needs bringing up to date. Tony Smith is able to be in the pavilion to take photos before the 8<sup>th</sup> September PCC meeting. There are at least 7 PCC members who do not have a photo plus others may wish to have theirs updated. Please make time to do this as it is unrealistic to expect Tony to set up his equipment more than once.

#### **7. GAS CONTRACT PRICES**

David Watts had circulated figures just before the meeting. Prices are so fluid that the agent was not prepared to issue them any earlier. The current supplier, Crown, was found to be the cheapest even though the total price will increase by £6,500, based on present usage. David Parry-Smith proposed that the Crown contract price be accepted, seconded by Michael Wilcockson. It will take effect from July 2023 after the existing contract term ends and be fixed for 24 months. The meeting agreed that it was not sensible to wait any longer before accepting a price. It was suggested that a group be convened to look at how to reduce our usage over the next year – consisting of Richard Tonry, Nanette Blackmore, Andrew Gore and Charlotte Ellis.

#### **8. REPORTS TO PCC**

##### **8.1. FABRIC COMMITTEE**

Richard Tonry had circulated reports.

- Formal approval is still awaited for the **redcoration and Faculty for the lighting** project. Lighting contractor cannot start work until January 2023 but external QI works can be done in August.
- The **plans for the kitchenette** drawn by Henry Freeland have been received positively by the Events committee and Nanette on behalf of flower arrangers. The PCC would like to ask for indicative costings for the project.

- Fabric committee propose preparing a combined Faculty to cover the kitchenette, storage cupboard in the north aisle, disposal of remaining pews and purchase of more chairs. Proposed by Molly Warrington, seconded by Helene Evans and PCC members agreed to proceed.
- The Friends have received a bequest from John Bald on behalf of Enid, to purchase an adjustable **wooden lectern**. Michael Wilcockson has reviewed a suitable model with John Bald. The eagle could then be located elsewhere in the church or offered for sale. Sue Mudge reminded members that when this was proposed via an article in the Linton News a few years ago, there were a number of replies from people who did not wish to see the eagle go.
- **Re-surfacing the churchyard paths** is scheduled to start on 18<sup>th</sup> July.
- The vandalised items in the **Peace Garden** have been dismantled and removed. The donor of the memorial bench has been consulted. Richard Tonry has offered to draw plans for a built-in bench with back rest made from sleepers to replace the arbour and to get a quote. The committee agreed that installing a security camera to deter further vandalism would be a good idea.
- Andrew Gore has met with a handyman to discuss the state of the **pavilion ramp** and hand rails. Replacing like for like would cost £154 or including free-standing hand rails would cost £184. Andrew asked for permission to spend up to £250 in case other issues were found when the work was started. PCC members agreed.
- John Thorne had prepared a report about the **audio-visual** system and specifying areas requiring an upgrade. John has been installing fibre-optic links to allow the AV system to be operated by someone adjacent to the font instead of from the front row of the nave chairs. The broadband link to the church requires improvement to avoid the internet dropping out mid-use. The aim is to allow Zoom to be more effective and also have the AV readily available for other services and events. Sue Mudge queried whether it was appropriate to offer Zoom every week at 10am when it was sometimes only used by one or two people yet took effort from those operating it and distracted from their own worship and spiritual experience. It was much appreciated when we were not able to meet in church but maybe is no longer needed? Printed service material is distributed to households weekly. Perhaps that material could also be accessed by someone temporarily unable to be in church. Michael Wilcockson commented that use of Zoom from St Mary's had not been as effective in terms of mission outreach as had been experienced by other churches. It was proposed by Sue Mudge, seconded Charlotte Ellis, that use of Zoom at 10am should be suspended and reviewed during August - agreed by the meeting.

## 8.2. CHILDREN AND FAMILIES TEAM

- Sarah Thorne had circulated a report giving news of the successful children's activities tent at the Jubilee picnic, the Tots Plus session in the Chalklands garden, the donation of 'It's Your Move' books for year 6 children at Linton Heights Junior School, SMYG and the Beacon Youth Trust new monthly youth service, Messy Church programme and Make Lunch update.
- Cathy Watts was pleased to report that Pam Richardson had responded to the plea in the pewsheets for another adult to help with SMYG sessions from September.
- Sue Mudge had received a letter of thanks from Kelly Harries, headteacher, in response to the donation of £750 towards the cost of refurbishing the Infant School hall floor, agreed at the last meeting.

## 8.3. INFANT SCHOOL REPORT

Thanks were recorded to Nicola Collard for her report. Governors have been able to resume school visits and talk to their subject link teachers. Reading is one of the six priorities of the School Improvement Plan and the school library has been refurbished. A Regional Adviser from Ely Diocese was present at Friday Church recently and passed very favourable comments. Staff and governors have been expecting an OFSTED visit any time

and Michael Younger announced that it was scheduled for the next two days and asked PCC members to pray for everyone connected with the school.

#### **8.4. PASTORAL GROUP**

Sue Filby had prepared a report and also circulated a risk assessment and a Pastoral Visitor Role Outline, following a group meeting in June. Michael Wilcockson wished to record thanks to Sue for making progress on safeguarding issues. Michael reported that he and Hannah Foote had been able to make the first post-pandemic visit to Symonds House that day. Sue Filby is the main contact for Nichols Court residents and they are able to have Communion twice per month.

#### **8.5. DEANERY SYNOD REPORT**

Andrew Gore had circulated a report following the 6<sup>th</sup> July meeting, giving information on the following:

- Deanery Pastoral Plan – Members of the working group have been appointed. A letter from Andrew Gore (Deanery Lay Chair) and Michael Wilcockson (Rural Dean) has been sent to PCC secretaries to outline the timescale and invite parishes to start collating information. Michael W suggested that Linton might like to meet separately from the Camps and Horseheath congregations, possibly with Bartlow. It was agreed to meet on Thursday 15<sup>th</sup> September, 6.30 for a bring and share meal and discussion / reflection – open to any congregation members interested in shaping the future. Cathy Watts and Michael W will communicate with Bartlow members and Ian Fisher.
- Parish Share – Five parishes had paid less than 50% of their share at the half-year point. Michael Younger (Deanery Treasurer) hopes that some of those 5 will make the full payment by the end of the year. The Deanery Share for 2023 may rise by 4% to cover an increase in clergy stipends.
- Interviews have been held for the vacant deanery youth worker post (Youthing project) but outcome was not known.
- Vacancies – Julie Norris, formerly of Granta Vale benefice, was appointed Associate NSM priest in Great Shelford before Simon Talbott moved and so is able to look after that parish. The house-for-duty post in Harston, Hauxton and Newton benefice is about to become vacant. Other Deaneries are in a similar position and there is evidence to suggest that younger priests appear to prefer urban positions, thus causing difficulty in filling posts.

#### **8.6. EVENTS COMMITTEE**

Charlotte Ellis's report summarised recent activities such as the coffee mornings – May for Christian Aid (£1,146.96), June run by the bell ringers (£182.60) and the Hazelsong Theatre performance in May shared profits and raised £166.50 for church funds.

Jan Munt's postponed talk about Ely Cathedral plus high tea is now booked for 11<sup>th</sup> September, followed by the regular coffee morning and ploughman's harvest supper on 17<sup>th</sup> September.

#### **9. LONG TERM PAVILION DEVELOPMENT**

Andrew Gore had circulated a paper outlining proposals for extending the pavilion to make it more flexible in terms of usable space, storage, a larger kitchen and additional toilets plus improving the access ramp and providing a covered walkway from the south porch. All sensible suggestions but Andrew acknowledged it would not be possible for at least another five years given current projects requiring funding. It was resolved to wait for a new incumbent to be in post for 6 months and then review options.

#### **10. TOILET TWINNING**

David Parry-Smith had mentioned this briefly at the previous meeting. It can often be funded by people making a donation when using the facilities, enabling a toilet to be built

in an overseas deprived country. Molly Warrington and Cathy Watts thought it a good idea and David P-S will ask Anne P-S to investigate and proceed.

**11. ANY OTHER BUSINESS**

There was none.

The meeting closed with prayer at 9.00pm.

Dates of future PCC meetings:

Thursday 8<sup>th</sup> September, Monday 14<sup>th</sup> November,  
Thursday 12<sup>th</sup> January 2023, Monday 13<sup>th</sup> March 2023.

Deanery Synod: Monday 7<sup>th</sup> November at Ickleton.