**ST MARY THE VIRGIN, LINTON**

**MINUTES OF PCC MEETING HELD ON THURSDAY 8th NOVEMBER 2018**

PRESENT

The Revd Canon Dr Maggie Guite (Chair), Mrs S Ellis (Treasurer), Mrs H Evans (Churchwarden), Mrs C Lockstone, Dr C Morse (Acting Secretary), Mr J Organ,

Mrs L Richardson, Mr R Tonry, Mr D Watts (Churchwarden)

1. OPENING PRAYERS

Maggie Guite opened the meeting with the Collect of Saints and Martyrs of England.

1. APOLOGIES
Apologies were received from The Revd Dr N Bown, Mr J Thorne, Miss R Richardson, Mrs S Mudge, Dr D Parry-Smith, Mrs G Fraser Lee, Mr A Gore
2. MINUTES OF 10th SEPTEMBER 2018

The minutes of the 10th September 2018 were approved and signed by the Chair

1. MATTERS ARISING
	1. Purchase of supplementary chairs - Chris Morse reported that the new supplementary chairs had been ordered and delivery would take place week starting 16th November. The DAC secretariat had given approval for the purchase.
2. RECTOR’S REPORT
	1. Sabbatical – Maggie reported that she had a lot of help from Joan Smith in listing Stephen Syke’s articles for possible publication. The work went well and Maggie is now trying to set up a web site containing some of Stephen Syke’s sermons.
	2. Maggie had also been on two retreats. One of the thoughts that she has taken on board is attempting to have one day a month to read and learn.
	3. Maggie Guite provided a Christmas service schedule as follows
		1. Sunday December 2nd - Wild Church. Outdoor crib in the churchyard (Maggie Guite and Linda Richardson)
		2. December 2nd - pm Advent Carols (Nicola and David)
		3. Sunday 16th- Messy Church
		4. Tuesday 18th December – 6pm - Heights school carol service (Maggie Guite)
		5. Thursday 20th December – 7.30pm – “The Longest Night” – a quiet service for those who find Christmas difficult
		6. Friday 21st December - Christmas activity morning (Nicola and Children and Families committee)
		7. Sunday 23rd December - Christingle/Together with God (Cathy, Nicola, and Maggie)
		8. Sunday 23rd December - 6 pm Carol Service (Nicola and David)
		9. Christmas Eve - 4 pm Crib Service (Maggie with support from Children and Families team)
		10. Christmas Eve - 11pm Midnight Eucharist (Nicola with Maggie preaching)
		11. Christmas Day - 8 am Malcolm Guite
		12. Christmas Day - 10 am Festival Service (Nicola Bown will take the service as Maggie will be in Bartlow)
	4. The Christmas sheep trail will be run again as last year with all the sheep being at the Crib service.
	5. Mary/Joseph in a Box will be going to different houses each night. People will be encouraged to take it to the next person (and have a social time together). Mary/Joseph would return to the church for the Crib service with the sheep.
	6. It will be necessary to have the Christmas tree installed in the church by the 14th of December so that the infant school can decorate it at their service. There will be a star theme. It was agreed that Sue Ellis should contact Pam Richardson to see if she could talk to the Smiths about having a tree.
	7. There will be a Christmas activity on Friday 21st of December. The pavilion is considered to be too small for this activity so it will be in the Village Hall or the school. (Secretary Note – School now booked). On the 23rd of December we will be holding a Christingle service at 10am and the carol service will be in the evening. On Christmas Eve there will be carol singing in the afternoon and the crib service.
	8. The Christmas theme this year will be ‘Follow the Star’ a Church of England initiative. The church will have booklets available to give to visitors to the church. It was agreed that 50 booklets be purchased at the price of £55. An app is available to support the ‘Follow the Star’ booklet. It was agreed that it would be a good idea to print out the Bible references in the booklet and provide these to people who would like to have them to read.
	9. There was a discussion about bibles in the pews in the new year. It is felt that it would be a good idea to have them and an investment should be considered in the future.
	10. Maggie plans to produce a new Rector’s letter before Christmas.
	11. Maggie Guite mentioned that she had access to a “welcoming audit” which would be run over a few sessions. It was felt that this could be run after Christmas.
	12. There was much discussion about a course for Advent of this year. York Courses have brought out a new course called “Life to the Full”. Another possibility would be to have a session of meditation concerning “how to pray” or “ways to pray”. The general feeling was that “ways to pray” was the most popular. Maggie Guite agreed to think this through and put out a verbal notice on Sunday. The meeting/s could be held in the Rectory.
	13. It is planned to have a parish quiet day sometime next year. Another possibility is a trip to Walsingham.
3. FINANCE & STEWARDSHIP COMMITTEE
	1. The next finance meeting will be held on Tuesday 13th November and discussions will take place concerning the budget for 2019. The budget will be reported to the PCC at the January PCC meeting.
	2. The current situation is that the income is greater than expenditure; however this may change before the end of this financial year. The fact that a gift day has been cancelled and also that the Christmas event will produce less money than budgeted means that our income this year could be lower than budgeted. Sue Ellis was thanked for producing the reports and for managing the finances in such a professional manner. Sue reported that she is acting as coordinator for requests for money from the Anderson Trust and the Parish Council
	3. The need to appoint someone to manage the stewardship campaign was discussed. Prayer is requested for this item.
4. EVENTS COMMITTEE
	1. A report had been submitted.
	2. Discussion was held concerning the fund-raising event for the team in 2019. It has been agreed that the event will be held in Linton. The date has not yet been chosen but will be selected as a date that is not close to the scarecrow festival. The PCC will need to think about who/what/when/where to carry out this event. One possibility could be a barn dance in the church. This could take place in September soon after the schools go back. A Ploughman’s meal could be served. We need to identify people to get involved in the organisation. A full discussion will be held at the next PCC meeting.
5. FABRIC COMMITTEE
	1. The report from the fabric committee had been circulated.
	2. Andrew Gore had submitted a number of additional comments namely
		1. The Noticeboard. Andrew has had an email from the district councillor John Bachelor who has spoken to the planning officer in question and has received a promise from the planning officer to send out a decision letter next week. He did end his message “no doubt you will let me know if it does not happen”.
		2. Andrew is meeting the security engineers on the 27th of November at their annual inspection of the church security systems and they will be able to confirm what possible additions could be incorporated into the current system. The company will then provide a quotation.
		3. Andrew is also concerned about the suggestion of keeping the bins in the south porch. He proposes that some lockable wood bin storage units be purchased and installed. **This was agreed with Chris Morse proposing and David Watts seconding - a unanimous decision**.
	3. David Watts reported discussions he had concerning the fixing the projector screen. He has had a quotation to replace the current screen winch with a new one which will then need to be maintained. This will cost about £3000. He suggested that this should be actioned as soon as possible. **Proposed Chris Morse, seconded by Richard Tonry. Unanimous decision**.
	4. David also reported that there had been a visit from a consultant to do a green energy audit. They will be making recommendations and indicating potential savings. Eventually we will need a full lighting survey. A full audit of the lighting will be required. David reported that The Friends have agreed to pay for the audit subject to reviewing the quotation before the order is placed. The possibility of putting solar panels on the south roof was discussed and was considered to be a good thing to do.
	5. It was proposed that the Faculty be requested for the new cupboard to be installed by the North door. This was **proposed by David Watts, seconded by John Organ and carried unanimously**.
	6. It appears that it will not be possible to pipe waste water from the proposed kitchenette in the church into a soak-away. The only possibility appears to run a pipe into the main drains which exist for the pavilion. Further investigation is required.
	7. Prices have not been obtained yet for the music stands but should be available week beginning the 12th of November
6. ORGAN REVIEW
	1. David Parry-Smith had produced and circulated draft terms of reference. Acceptance of these was **proposed by John Organ, seconded by Helen Evans and agreed unanimously**.
7. PEACE GARDEN ISSUES
	1. Some vandalism had taken place in the Peace Garden. Some graffiti had been marked on the bench. We would like to thank Hannah Foote for scaring off the vandals and also cleaning the graffiti off the bench.
	2. Police are aware and a crime number has been issued. It has been reported in the Linton news.
	3. The PCC would ask anybody that is passing the Peace Garden to make sure that everything is all right. Care should be taken to make any approaches non-threatening. Please do not challenge individuals if you feel uncomfortable doing so. Any concerns should be reported to the Churchwardens to follow up.
	4. An official opening has not been held for the Peace Garden. It is needed sometime soon. It is suggested that representatives from donor organisations would be invited.
	5. It was agreed that Maggie should talk to Judy Nightingale about advertising the Peace Garden on the “quiet garden website”. Maggie agreed to ask Judy is she felt able to administer and requests from the website as she is centrally located.
8. MISSION ACTION PLAN
	1. The main item discussed was the Logo. It was agreed that the administrator should be asked to produce standard letter heads etc.
	2. Andrew Gore had commented on the use of uppercase and lowercase and it appears that the there is some confusion in the guidelines as both appear to be supported. It was agreed that Chris Morse should follow this up and check which is correct.
	3. Subject to the above the PCC agreed with many thanks to adopt the logo and also the guidelines. **Proposed by Linda Richardson, seconded by David Watts, unanimous decision**.
9. BEACON YOUTH TRUST
	1. Romsey Mill are currently supporting some of the activities in Linton. Adverts for a new youth worker in Linton have been produced and interviews are planned in December.
	2. The Parish Council is thinking of funding for three years and could possibly increase the amount they gave. Such an outcome would provide consistency of provision in Linton
	3. Romsey Mill will continue to fill the gaps. The PCC thanked David Watts for standing in as acting trustee during Maggie’s sabbatical.
10. ANY OTHER BUSINESS
	1. The PCC agreed to empower the Finance Committee to decide on which charities to give to at Christmas.
	2. Chris Morse reported that Duncan Keys was going to be made a Minister of a Baptist Church on November 25 in Shoeburyness.
11. DATE OF FUTURE MEETINGS
	1. It was agreed that PCC meetings would be held on Monday, the 14th of January 2019 and Thursday, the 14th of March 2019.
12. CLOSING PRAYER.