**st mary the virgin, linton**

**minutes of PCC meeting held on Monday 14th january 2019**

**Present**

Dr D Parry-Smith (Chair), The Revd. Canon Dr Maggie Guite, Mrs S Ellis (Treasurer), Mrs H Evans (Churchwarden), Mr A Gore, Mrs C Lockstone, Dr C Morse, Mrs S Mudge (Secretary), Mr J Organ, Miss R Richardson and Mr D Watts (Churchwarden).

# Opening Prayer

# Apologies

Apologies were received from Mrs G Fraser Lee, Mrs L Richardson, Mr J Thorne and the Revd. Dr N Bown, whose placement at St Mary’s had ceased.

# minutes of 8th november 2018

The minutes of 8th November 2018 were approved.

# matters arising

## supplementary chairs

Chris Morse was thanked for organising the purchase of additional chairs for the church.

## christmas services

Maggie Guite said that the various Christmas services had been well supported and there had been a lovely atmosphere. The new chairs had been appreciated.

## projector screen

David Watts reported that the new motor had been fitted but then did not work. The company had replaced the original one to keep the screen usable while another replacement motor is procured.

## peace garden

An official opening of the garden is yet to be organised.

# Rector’s report

1. Nicola Bown’s time in Linton was celebrated with her final service followed by a bring and share lunch – thanks to the Events committee for organising the lunch. Nicola now has a six month placement in Great Shelford to complete her three years as curate.
2. Maggie Guite is hoping to arrange a speaker from USPG, given that the church makes a donation to the charity but probably few people know what its work entails. The name has been updated to United Society of Partners in the Gospel.
3. Maggie would like to observe the 3rd March (Sunday before Lent) as a church poverty Sunday. Church Action on Poverty is an ecumenical charity based in Manchester – see [www.church-poverty.org.uk](http://www.church-poverty.org.uk). A pancake party was suggested.
4. Helene Evans had proposed that an overseas link to continue the outward-looking theme might be appropriate. This could be through USPG or the Diocese which has established links with Kigali in Ruanda or via the Cambridge Ecumenical Council which has links with Vellore in India. A link liaison person would be needed to coordinate this initiative – to promote it and establish ways of communication.
5. The church computer used by the Rector’s Administrator has become very slow. Mel Symonds has researched whether to get a new or refurbished one and had been advised that a new Dell laptop would be most suitable. It was agreed to progress this. Sue Ellis commented that her laptop used for the accounts was bought at the same time and is also very slow.
6. It would appear that more qualified first aid people are needed within the church so that activities like the summer holiday club can be covered. David Watts is researching possible training. It would be a duty of the future health and safety officer to keep the records up to date. Firstly a request should go in the pewsheet to identify those people already qualified through other positions / work.
7. Team fundraising event – team treasurers and churchwardens had not yet met to discuss the suggestion from Linton to have a barn dance in the church. See item 9.
8. Maggie informed the PCC that Sue Filby had resigned as Safeguarding Officer. Mel is willing to undertake the DBS checks as required but another person is needed to be the actual safeguarding officer, i.e. the person who may be approached by anyone with concerns. The **secretary** was asked to send a letter of thanks to Sue Filby.
9. Michael Wilcockson will be ordained priest in Eton College Chapel on Saturday 22nd June. His status for the first few months in this parish is unclear. Maggie will liaise with the Diocese of Ely as he will need a licensing date, possibly in the early autumn. An official welcome can be given to him then.
10. Lent starts late this year as Easter Sunday is 21st April. Maggie has been thinking about potential Lent courses. A series on Welcoming (as mentioned previously) is more of an activity / evaluation. A course helping us to be confident in sharing our faith may be appropriate. Maggie intends to discuss options with the Ministry team.

# mission action plan review

David Parry-Smith recalled that the MAP was accepted at an APCM and therefore started in May. It was reviewed last May. Thus 2019 on the timeline effectively means from May and not January. It was agreed to email people involved in the various activities to ask for an update on their area.

# beacon youth trust

One applicant had been interviewed in December for the youth worker position. It was felt that the person did not have enough experience for the full-time job but they had been offered a part-time role until July. The Parish Council has agreed to support youth work for 3 years. They have allocated £19,000 for year one and £16,000 for years 2 and 3. The plan is to extend the youth work with a lead worker and other help. There is a proposal in the budget for St Mary’s to increase the contribution too – see item 8.

# Finance and Stewardship report

Sue Ellis presented the budget for 2019 which had already been circulated. Main points to note: no expectation of an increase in regular income, no budget for a Christmas event (although one would be welcomed), Parish Share will be £1,000 less than shown due to a rebate for paying the full amount last year (new figure will be £63,362.29), fuel costs are uncertain due to the switch to Green Energy, increase of £2,000 for Home mission – youth work costs. Assuming other expenditure remains similar to previous years produces a deficit budget of £4,495. This may of course be helped if a Stewardship Officer were to be appointed. Michael Younger has been talking to a couple of people to explain what the role might entail.

The budget was proposed by Sue Ellis, seconded by David Watts and agreed by those present.

# team fund-raising event

Early autumn had been considered for a barn dance in St Mary’s but in view of The Friends Safari supper on 6th September, the choir festival at King’s College on 21st September, a concert by Hadstock Silver Band on 5th October, Shudy Camps harvest supper etc, maybe 20th July would work instead. It is the equivalent weekend to the skirmish and hog roast arranged at Castle Camps last summer.

# health & safety policy

Version 2 prepared by David Watts had been circulated. David commented that it was substantially longer than the first version and he still has a long list of questions which need answers. There are many responsibilities for a relatively small group of people to manage. David said that the document would be completed by March at the earliest, with agreement after the APCM. The section on preparation of food has implications for those catering for church events. It was queried whether the Rector and PCC have Trustees’ indemnity and **Sue** **Ellis** was asked to check the terms of the Ecclesiastical policy.

# Annual Parochial Church meeting (Apcm)

There was discussion about a suitable date, given that Easter Sunday is 21st April and the APCM must be held by the end of April. Sue Mudge reminded people of the discussion at the May PCC meeting about how to make the APCM more attractive and to engage more of the congregations. It was decided to hold the APCM at 11.15 after the 4th Sunday service on Sunday April 28th and to follow it with a bring and share lunch. Sue queried the style of the report. Although some items are legally required, it had been suggested that activities could be shown by using photos on the screen. It was agreed that Sue would ask people to supply a very brief written report of four lines or so as well as some photos. Putting the request in the pewsheet immediately will give people time to take photos. Sue will collect these and Maggie said that she would ask Mel to put them into a presentation format.

Sue queried the correct place to display the notice of the APCM and also the notice for the complete revision of the Electoral Roll. The wording in the regulations is ‘on or near the principal door of the church’. Maggie said that the inside of the glass outer door was used for Baptism photos and would be a good position.

Sue also expressed concern about the lack of PCC nominations last year. There will only be 4 of the current members left at the APCM out of the 12 elected places. There are currently 2 vacancies, 5 people have completed 3 years and have to stand down and another has resigned before the end of 3 years – giving 8 places to fill. The personal approach tends to have better results so **every current PCC member** was tasked with talking to other church people in an effort to encourage them to stand for election. It would be wise to mention that meetings are held on alternate Mondays and Thursdays – just 6 in a year plus any sub committees.

# Events Committee

The minutes of the recent events meeting had been circulated showing money raised from the pre-Christmas events and indicating plans for this year. There was a profit of £652 from Paul Karensa’s Comedy and Carols evening and an impressive £668 from the Carol service collection which will go to Cambridge Churches Homeless project. There will be a cabaret and meal with Jancis Harvey performing on Saturday 2nd March in the church. In view of the effort required to organise the Scarecrow Festival (planned for 28 – 30 June), other events will be limited. It was noted that committee members are also involved in making and serving refreshments at many special services throughout the year.

# Fabric report

Andrew Gore said that permission had finally been granted for the notice board in the church yard. The price for the music stands has been received and passed on to Chris Morse, as The Friends of St Mary’s have agreed to fund those. The music stands can now be included on the same Faculty as the storage cupboard / screen by the north door. The motion to do so was proposed and agreed in September.

# green energy report

The reports from the Green Energy audit had been circulated. Since the November PCC meeting, the Standing Committee had approved the prices for a switch from October 2019. David Watts proposed the motion that the PCC would pursue the Green Energy report with a view to reducing energy on ethical grounds. This was seconded by Maggie Guite and agreed by those present. It was noted that a future lighting survey would need to incorporate flexibility for possible re-imagined church use.

# organ refurbishment report

David Parry-Smith had circulated a short report from the organ sub-committee. Andrew Gore proposed that the group continue to investigate turning the organ through 90 degrees, re-constructing it on a smaller footprint and providing the necessary camera coverage to enable the organist to function effectively. This was seconded by Colleen Lockstone and agreed by the meeting.

# Deanery synod report

David Parry-Smith had circulated a report following the November Deanery Synod.

Hosting a workshop in Linton on the theme ‘Confident in sharing your faith’ was referred to the ministry team.

The Deanery has agreed to make a contribution to one parish to enable them to pay the full parish share. A loan may be offered to a second parish as the Deanery stands to lose the rebate if the full share is not met, and thus other parishes miss out.

# Any other business

Maggie Guite said that she is looking for more people to act as Deacons and administer communion. She would like to propose Yannick Auckland for this role, subject to Yannick’s agreement. It was seconded by John Organ and approved by the meeting. Maggie will check whether such appointments are required to be communicated to the Bishop.

# Date for next meeting

Thursday 14th March.

APCM Sunday 28th April at 11.15

The meeting closed with prayer at 9.40pm.