

ST MARY THE VIRGIN, LINTON
MINUTES OF PCC MEETING HELD ON MONDAY 13TH MAY 2019

PRESENT

Dr D Parry-Smith (Chair), The Revd. Canon Dr Maggie Guite, Mrs J Burge, Miss C Ellis, Mrs S Ellis (Treasurer), Mrs H Evans (Churchwarden), Mrs J George, Mr A Gore, Dr C Morse, Mrs S Mudge (Secretary), Mrs J Nightingale, Mr J Organ, Mrs G Powell, Mrs L Read, Mr R Tonry and Mr D Watts (Churchwarden).

1. OPENING PRAYER

2. APOLOGIES AND WELCOME TO NEW MEMBERS

Apologies were received from Mrs C Lockstone.

David Parry Smith welcomed the six new members elected at the APCM – Jacqui Burge, Charlotte Ellis, Jo George, Judy Nightingale, Gill Powell and Linda Read – and thanked Chris Morse and John Organ for being willing to serve for another year so that all PCC vacancies were filled.

3. MINUTES OF 14TH MARCH 2019

The minutes of 14th March 2019 were approved.

4. MATTERS ARISING

4.1. PEACE GARDEN

Ref 4.1 - The garden had been officially opened on Saturday 23rd March. Maggie Guite commented that there had been minor vandalism recently and a No Smoking notice would help as then people could legitimately ask those smoking to stop doing so.

4.2. SCREEN REPAIR

Ref 4.2 - David Watts reported that the replacement motor has finally been fitted and the screen fully retracts.

4.3. H&S - FIRST AID

Ref 4.4 - Linda Richardson, Sarah Thorne and Cathy Watts had attended the First Aid course.

4.4. PCC DATES

Ref 17 - Judy Nightingale suggested that PCC dates should be publicised on the pew sheet as well as notes from the meetings - **Action Sue M**. A copy of the minutes is put in a folder at the back of church and also on the website after approval at the following meeting. It was agreed that that the minutes could be marked as draft and therefore displayed earlier.

Maggie Guite said that she would be on holiday for the next meeting date of 11th July. Several other people will also be absent – query change date? **Action Sue M**.

5. SAFEGUARDING REPORT

Cathy Watts, newly appointed Safeguarding Officer, thanked Sue Filby for achievements so far but said that the role had expanded recently and there was a lot more to do. The PCC has a duty of care as well as a statutory duty to uphold the House of Bishops' policies of 'Promoting a Safer Church' and 'Protecting all God's Children'.

See www.churchofengland.org/sites/default/files/2017-11/cofe-policy-statement.pdf

Cathy had just attended a Diocesan training course. She has been told that all PCC members need a DBS check and training. There is a parish safeguarding check list and action plan. Cathy has a designated email address of safeguarding@stmaryslinton.org.uk

The Diocese will be producing a regular safeguarding newsletter. **Actions** are change details on the website, adopt a policy at the next PCC meeting and watch the Panorama programme 'Scandal in the Church of England' broadcast on 29th April. Maggie advised that the Safeguarding Statement should be on the website home page. Cathy will attend every PCC meeting to advise members and give an update on progress and relevant issues.

6. ELECTION OF PCC OFFICERS AND COMMITTEES

6.1. LAY CHAIR, TREASURER AND SECRETARY

Lay Chair: David Parry-Smith was proposed by David Watts, seconded by Gill Powell.

Treasurer: Sue Ellis was proposed by David Parry-Smith, seconded by Jacqui Burge.

Secretary: Sue Mudge was proposed by David Parry-Smith, seconded by Chris Morse.

6.2. STANDING COMMITTEE

The Church Representation Rules stipulate that a Standing Committee should consist of not less than five persons and include the minister and churchwardens. 'The Standing Committee shall have power to transact the business of the council between meetings thereof subject to any directions given by the minister.' Other members of the committee last year were the Lay Chair, Treasurer, Secretary and Linda Richardson. David Parry-Smith said that it would be good to have a non-officer person to replace Linda who was no longer on the PCC. Gill Powell offered to take the position and was nominated by Helene Evans, seconded by Sue Ellis.

6.3. FABRIC COMMITTEE

Andrew Gore had canvassed existing members; namely Richard Tonry, Chris Morse, John Organ, Judy and Keith Nightingale and John Thorne and all were willing to stand again.

The Rector and Churchwardens are also welcome to attend any meetings. Andrew, as chair, proposed that he and Richard should share duties with a view to Richard becoming chair before the end of the year.

6.4. FINANCE & STEWARDSHIP COMMITTEE

Present members were willing to continue: the Rector, the Treasurer, David Watts, Helene Evans, Sue Mudge, Hannah Foote and Sarah Nickolls. Molly Warrington had nobly stayed as chair for the past year but was now retiring. The position of chair will be agreed by the PCC later. The Stewardship Officer, when appointed, will also be a member of the committee.

6.5. EVENTS COMMITTEE

Pam Richardson will be asked if she is willing to continue as chair. Sue Ellis, Charlotte Ellis, Jacqui Burge, Colleen Lockstone, David Watts and Sue Mudge fulfil the criterion that at least two members of the PCC should be on the committee.

6.6. CHILDREN & FAMILIES GROUP

It was suggested that this group which is chaired by Sarah Thorne, should be adopted by the PCC. Regular reports could be circulated to PCC members rather than being summarised within the Rector's report. Gill or Maggie will speak to Sarah and suggest that terms of reference are submitted.

6.7. PASTORAL GROUP

Judy Nightingale was asked to provide terms of reference and occasional reports for the PCC so that members are aware of this long term valuable ministry.

7. APPOINTMENTS

7.1. PCC REPRESENTATIVES TO THE ANDERSON TRUST

Two representatives are required to be PCC members. David Parry-Smith and John Organ had held this role. David said that he was happy to stand down. John Organ was willing to continue and Linda Read volunteered to be the second person.

7.2. PCC REPRESENTATIVES TO PARISH COUNCIL JOINT CHURCHYARD MAINTENANCE COMMITTEE

Andrew Gore and John Organ had been the two PCC reps. John said that he would stand down. Andrew was willing to continue and Richard Tonry volunteered to join him.

8. MISSION ACTION PLAN

The MAP timeline was due to be reviewed and updated after two years.

1. To train people in discernment of skills, gifts and ministry
 - Discernment training: This Time Tomorrow prayer slot on 1st Sundays arose from this. Need someone to do more for this area e.g. disseminate Diocesan training material to appropriate people; helping each other to determine skills and talents; pay someone to deliver training? David Parry-Smith and Gill Powell offered to meet to consider how to progress this.
2. To de-clutter the church building and improve the music area
 - De-clutter church: ongoing – the group was re-convened by Helene Evans and there is another meeting planned.
 - Music area improvement: linked to de-cluttering, also delayed while wider vision for use of church is considered. Singers have used trial music stand and modified versions have been ordered.
3. To facilitate spiritual growth
 - Liaison with other churches (ecumenical): Chris Kemshell, Linton Free Church minister, is part of the team for the Infant School Friday church services. He also works with Nicola Collard to run regular assemblies at LHJS. The summer holiday club had helpers from the Free Church. Chris Morse commented that several people from St Mary's attend the monthly coffee mornings at the Free Church. Maggie Guite said that she would ask Chris Kemshell for an admin contact so that we can publicise our events between the churches.
 - Maggie is hoping to arrange a Quiet Day at Toft, possibly September 14th.
 - A monthly prayer meeting has been started on every first Saturday in the pavilion.
 - Space for the Spirit continues on 4th Tuesdays at 8pm and deserves more support.
 - There were Advent and Lent courses. Some house groups exist and it is intended to re-launch and develop groups in 2020.
4. To raise the profile of Justice, Peace and the Integrity of Creation
 - Peace garden has been completed, had an official opening and is maintained by volunteers.
 - A social justice group has met but it would welcome more members and an enthusiastic leader. Specific brief was to look at focused giving from the church – appears later on agenda.
5. To improve Communication (within congregations and across wider community)
 - Initial effort focused on this objective – improved pewsheets, design of St Mary's logo and visual identity, greater communication within the Team.
 - New website designed and installed autumn 2018. Should now check that all St Mary's activities are represented and appropriate information is easy to find. Many appear under Church Life. NB Website should be shown on the MAP timeline.

- Improvement of notice boards continues; new board for churchyard is under construction, internal area for notices is linked with plans to build cupboard at rear of north aisle.
 - Re-establish a church magazine – currently lower priority.
6. To develop ministries with children, young people and families
- Sarah Thorne is the family liaison coordinator, supported by her year's training course.
 - Continued financial and other support of the Beacon Youth Trust, awaiting the appointment of a full time youth worker.
 - Maggie has set up a monthly youth group (ages 9 - 13) with Rachael Went, the Deanery youth worker.
7. To enhance hospitality
- First impressions of north porch – included in de-cluttering group.
 - Sidespeople training – initiated by David Watts.
 - Team social activities, underway with annual event to fund team travel costs etc. Continue to advertise each church's events within Team.
 - Welcome lunches for newcomers – not able to be started yet, more volunteers needed.
 - Judy Nightingale and Margaret Cox have initiated and hosted welcome breakfasts once a month between 8 and 10 am services - with an open invitation to everyone.
 - Kitchenette plans – some investigations started about drainage, also linked to longer term re-imagining use of church.

Action: David Parry-Smith agreed to update timeline and include website in objective 5.

9. REVIEW TERMS OF REFERENCE FOR PCC COMMITTEES

Fabric committee: no change to content, proposed DW, seconded RT.

Events committee: proposed HE, seconded CE.

Finance & Stewardship committee: it was agreed that the notes at the bottom should be incorporated into the body of the document, proposed DW, seconded JN.

Action: Sue M to amend Finance terms of ref as above, also add approved by PCC and date on all three documents.

10. RECTOR'S REPORT

- a. There has been a viable application for a full time youth worker and two applications for the Rector's administrator position. Maggie asked for agreement to fund an overlap of 2 weeks in June for the new administrator, assuming that someone could be appointed; proposed Chris Morse, seconded Linda Read. The administrator's salary would be £10 per hour initially and the terms of employment should include a probationary period of 4 months, rather than 6 so that a review would not fall into the busy December period.
- b. A number of voluntary roles are waiting to be filled. Someone is needed to organise the cleaning rota. There has been no Stewardship officer for a year. Michael Younger wishes to stop organising the rota for clergy and volunteers for Symonds House services. A leader for the music group would be desirable.
- c. Maggie is waiting to see whether there will be enough helpers to enable the summer holiday activity club to run. Liaison with REACH family workers will hopefully encourage needy families to participate.
- d. Harvest Festival will be celebrated on 22nd September, a 4th Sunday Together with God service, and followed by a bring and share lunch. There will be another celebration on 29th September as it is the 60th anniversary of Alan Clarkson becoming a priest and the 40th anniversary of Maggie becoming a deacon.
- e. Maggie asked PCC members whether they would prefer meetings to start at 7.30 rather than 7.45 and people agreed to the earlier time.

11. FINANCE AND STEWARDSHIP REPORT

Sue Ellis had circulated the figures for the first quarter of the year and accompanying notes. Payments of £300 to support Youthinc (Deanery youth work) were proposed for the next two years by David Parry-Smith, seconded Sue Mudge and agreed. Charitable donations of £500 to Haverhill Food Bank and £500 to USPG as recommended, were proposed by David Watts and seconded by Helene Evans. The F&S committee recommended moving reserves from the Sterling Bond fund into ethical funds; proposed by David Parry-Smith and seconded by Maggie Guite. Sue Ellis will investigate options.

12. EVENTS REPORT

Charlotte Ellis said the committee is very much focussed on plans for the scarecrow festival, just 6 weeks away. Lots of volunteers are needed to make the weekend a success. A new venture this year will be an outdoor morning service on Camping Close.

Looking further ahead, a trip to the seaside is planned for Saturday 31st August and a Christmas event on Saturday 7th December.

13. FABRIC REPORT

- a. Item 3 of the circulated report – a meeting with Geoffrey Hunter has been arranged for Tuesday 21st May to ask about the process for a re-ordering exercise. This has caused a delay to the proposed cupboard in the north aisle and the external shed.
- b. Item 5 - the kitchenette had not been seen as the responsibility of the Events committee. Andrew Gore requested that one person be nominated to liaise with him. Judy Nightingale suggested that ideas be sought from three churches nearby which have successfully installed kitchen facilities.
- c. Item 10 - re-staining oak porch doors. Could quotes be obtained from decorators who are not VAT registered? Andrew asked for recommendations of good people.
- d. Item 13 - parking area. Planning permission may be required to change the area from grass to gravel. The response from the Parish Council was that they were happy for laurel branches and undergrowth to be cleared but would prefer the area left as grass. Although it became very muddy last winter, Andrew suggested that a small amount of work be done to improve the grass and the area be assessed after another winter.
- e. Item 15 - woodstain pavilion – again expensive with VAT. Andrew asked PCC members to approve the quotes in principle so that work can be progressed before the next meeting with lower quotes if possible – proposed Linda Read, seconded John Organ and agreed.

14. DEANERY SYNOD REPORT

David Parry-Smith said that there had been no meeting since the report was presented to the APCM. He wished to draw attention to the Deanery Ascension Day service at Castle Camps on 30th May, also the Deanery confirmation service at Castle Camps on 16th June. There will be an Archdeacon's Visitation at Linton on 22nd May to install churchwardens.

At the start of the Deanery meeting on 3rd July, there will be an open session for anyone with a presentation from REACH and Francis Spufford reporting on the General Synod. There is a casual vacancy on the Diocesan Synod for which an election will be held.

15. FOCUSED GIVING REPORT

Molly Warrington had circulated a report after a small group met to discuss options. Developing an overseas link would need a specific person to lead it and liaise with appropriate groups – but who? There is scope within the MAP for a social justice group to investigate and develop things in this country. We already commit to giving 10% of income to charity. Need to consider who might be approached to lead initiatives in this area. Helene Evans offered to research overseas links.

16. NOMINATION OF SCHOOL GOVERNORS

Sue Mudge reported that Claire Revans' term of office as Foundation Governor will expire at the end of May and Nicola Collard's at the end of October. Nicola is the Rector's Representative Governor and PCC members were very happy to nominate her to continue; proposed Judy Nightingale, seconded John Organ. PCC members felt that the other position should be advertised in the pewsheet in the hope that a member of the congregation would feel moved to offer their services. Sue Mudge said that she would ask Michael Younger to write a suitable piece, from his view as a Foundation Governor. Claire had said that she was willing to undertake another term which would be an option if no one else came forward.

17. ANY OTHER BUSINESS

Sue Mudge drew attention to the annual Ride, Drive and Stride event, organised by Cambridgeshire Historic Churches Trust, on 14th September.

18. DATE OF FUTURE MEETINGS

PCC dates 2019-20:

Thursday July 11th (*no better date was found – see 4.4 above*)

Monday September 9th

Thursday November 14th

Monday January 13th

Thursday March 12th

The meeting closed with prayer.