

ST MARY THE VIRGIN, LINTON
MINUTES OF PCC MEETING HELD ON THURSDAY 12TH MARCH 2020

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, Mrs C Lockstone, Dr C Morse, Mrs S Mudge (Secretary), Mrs J Nightingale, Mr J Organ, Mrs G Powell, Mr D Watts (Churchwarden) and Revd. M Wilcockson.

1. OPENING PRAYER

2. APOLOGIES

Apologies were received from Mrs L Read, Mr R Tonry and Mrs C Watts.

3. MINUTES OF 13TH JANUARY 2020

The minutes of 13th January 2020 were approved.

Note: The Chair proposed a specific extra item be taken at the beginning of the meeting on Covid-19 and the PCC's response – see item 4 below.

The Chair also advised that owing to the length of the agenda, several reports submitted in advance be taken as read (shown with an asterisk) so that discussion could be concentrated on items where decisions needed to be taken.

4. CORONAVIRUS COVID-19

Advice had been received from the Bishop's Office about appropriate procedures. Maggie Guite said that Home Communion visits were still possible. The Pastoral group should consider phoning people rather than visiting. Maggie asked for people to notify her when they know of people self-isolating so that help may be given with shopping etc. Anne Parry-Smith had asked whether future events should continue to be advertised and planned. It was agreed that things would be planned as normal until advised otherwise. *(This changed soon after the meeting with further restrictions recommended nationally aiming to halt the spread of the virus.)*

5. MATTERS ARISING

5.1. BARTLOW LAND SWAP

Ref 4.1 - Sue Mudge reported that the pastoral measure had been granted to allow Bartlow PCC to exchange a portion of consecrated but unused piece of Bartlow churchyard for an adjacent disused stable which can be turned into a kitchenette and WC.

5.2. FRIENDS OF ST MARY'S

Ref 12.2 - Margaret Cox, Secretary of The Friends of St Mary's, had written to Sue Mudge and other PCC members suggesting a meeting to consider how to formalise requests for funding from the Friends, in view of the number of different projects under consideration.

6. SAFEGUARDING REPORT

Cathy Watts had sent the following report:

- All members of the PCC now had an enhanced DBS certificate.
- Next group for DBS checks will be the Pastoral visiting team.
- A reminder to do the online training of C0 and C1 and send certificates to Cathy.
- Are the 3 copies of The C of E Code of Safer Working Practice still in circulation? After reading the document, please direct any questions to Cathy.
- The church website will be updated to meet the recent Diocesan directive.

- The 'Duty to have due regard to House of Bishops safeguarding guidance' will be circulated to PCC members.
- Cathy requested help to draw up appropriate hire agreements for the pavilion and church. Sue Mudge offered to do this.
- Maggie Guite read a statement from Ely Diocese regarding safeguarding.

7. INFANT SCHOOL REPORT *

A report from Nicola Collard, Chair of Governors, had been circulated. It covered the following topics: measures to improve staff well-being, governor links with staff subject leaders, committee work and budget update, pupil numbers, forthcoming Governor day.

8. RECTOR'S REPORT

Maggie Guite made the following points.

- She would like to be able to establish Children and Families work on a more secure basis – see also item 11.
- Lent groups have been offered.
- The Passiontide Promise will run at 8 am each weekday morning from 30th March until Easter. Good Friday service will be at 2 pm, preceded by children's activities from 10.30 - 12.
- Maggie thanked David P-S for editing and preparing new versions of service leaflets for Ash Wednesday and Holy Thursday, based on Common Worship. Maggie wishes to dispose of the old ones, which are ASB linked and are in poor physical condition.
- Maggie advised that the books given as gifts to LHJS Year 6 leavers should be purchased soon to take advantage of a discount. The cost will be shared with Linton Free Church.

9. MINISTRY TEAM REPORT *

A report from 16th January had been circulated. Advent and Christmas services were reviewed. Ideas for Lent and Easter were discussed. An application for 40 NRSV bibles has been prepared for The Anderson Trust.

10. FINANCE & STEWARDSHIP REPORT

Minutes from the February committee meeting had been circulated along with the 2019 accounts, which are currently with the Independent Examiner. Items to note from the minutes:

- It will be possible to hire the pavilion to outside groups, now it is more than 10 years old, as long as future use does not clash with nor prohibit church needs.
- Giving Sunday was confirmed as 15th March. David Watts has prepared a presentation and leaflets.
- Photocopier - savings could be made from the quarterly cost by ending the contract and buying a scanner / printer for the rectory. Sue E to check whether there is a penalty clause in the contract.
- Lian is not keen to move the flower equipment to the existing shed. Need to consider alternative options.
- Recommendation for supporting a specific USPG project was accepted. Maggie suggested offering information on the 10 projects and asking the congregation to choose one. Helene Evans offered to be the ongoing contact, from late summer.
- Children and Families worker - it was estimated that the cost of a 20 hour post would be about £17,500. There may be options for match-funding. Many grants for new projects do not cover salaries. The figure would have to be sustainable for more than one year. See also item 11.

- PCC is grateful to Suzanne Dawkins for joining the F&S committee and undertaking to write the minutes. She has already successfully researched some existing questions and issues.

The 2019 accounts and report for the APCM booklet were accepted; proposed by Sue Ellis and seconded by Gill Powell. Sue drew attention to the 2019 deficit and also the deficit budget for 2020, agreed in November. It is hoped that Giving Sunday will prompt people to review their giving so that regular income will in future cover the regular expenses. Sue also commented that there are several forthcoming projects to finance, albeit with some help from The Friends of St Mary's. It was noted that the PCC is required to hold sufficient reserves to cover two months of expenditure.

11. CHILDREN AND FAMILIES TEAM REPORT *

A report from Sarah Thorne had been circulated, comprising five parts:

- A summary of existing groups with plans for a new Baby Steps course in May and Summer Activity Club for six Wednesday mornings.
- An update on Sarah's two year LLM training, with five months remaining.
- The working agreement with Ridley Hall showing the ongoing commitments and work with groups in Linton.
- Future ministry opportunities in Linton guided by MAP task 6: to develop ministries with children, young people and families.
- A possible job description for a Children and Families Minister - a role which Sarah would like to take in order to use her training and skills for the benefit of local families.

The cost of such a role was estimated to be £17,500 - as above in item 10. Maggie is exploring the option of extending the work across the Team. The smaller churches would not be able to contribute much financially but it might help attract match-funding. Maggie proposed setting up a subgroup to consider role and responsibilities of this post, funding opportunities and to report back on viability; seconded by Helene Evans. Suzanne Dawkins will be asked to be on the group. The PCC extended thanks to Sarah for her detailed report. It was agreed that Sarah would be asked to make a presentation to the congregation to increase awareness of her existing work.

12. EVENTS REPORT *

Minutes from the meeting on 2nd March had been circulated.

- The recent 'Come and Sing' organised by Anne and David Parry-Smith had been very successful with more than 70 singers attending and over £1,100 was raised. Note that the afternoon would have been difficult without the use of toilets in the Infant School.
- Other points related to future events and initial plans for the Christmas Tree Festival on 5/6 December.

13. PEACE GARDEN

Judy Nightingale provided information about the Quiet Garden Movement. The cost would be £40 for the Peace Garden to affiliate to the scheme. Judy is willing to act as host, the nominated contact. The person or group visiting would come for a Quiet Day, would pay a set fee and require access to a toilet, tea and coffee facilities. It was agreed that Judy would apply to have the garden listed, keep it fairly low key and assess the demand.

14. REVIEW OF NOTICEBOARD

Additional photographs had been submitted from a member of the community to support their previous adverse comments regarding the visual impact of the board. It was however noted, that many more people have stopped to read the various items on the new board

because it is more visible and gives more information. It would not be cost effective to scrap the board, nor transform it into two smaller ones. It was proposed that the board be moved nearer to the yew tree and at a more acute angle to the east-west path from the churchyard gate. It would be helpful if the splay of the path were increased to allow people to stand nearer to the front of the board. This could be done with the Parish Council re-surfacing work, due in the next few months. Andrew Gore agreed to ask Enid Bald to put this approach to the PC planning committee for their comments.

15. DEANERY SYNOD REPORT *

The Synod had not met since the November PCC meeting but David P-S had circulated an update of various matters.

- Deanery Spring Fair will be held on Saturday 21st March at the Memorial Hall, Gt Shelford.
- Deanery Synod reps are elected for a 3 year term. The current period ends 31st May and 2 representatives will be elected for Linton at the APCM.
- Next Deanery Synod meeting is 23rd April at Lt Shelford. Debbie Hill, Diocesan Children's Advisor, will be the speaker and all are welcome to attend.

16. FABRIC REPORT

A report from Andrew Gore and the committee had been circulated.

- a. Item 1 - agreed to delegate quotes for the QI work to the Standing committee.
- b. Item 3 - Chairs. Advice from Geoffrey Hunter was that the DAC are very unlikely to approve the chairs from David Watts' former church, due to changing guidance on upholstered chairs. Disposal of pews, formerly from Michaelhouse in Cambridge - Geoffrey asked for details of their provenance. Andrew will explore this via Great St Mary's Church.
- c. Item 4 - Lighting - the visits to St Benet's (Lampholder / Benedict) and Barton Church (Norwich Architectural Lighting) had been very useful. Andrew had raised further questions with Henry Freeland. It was agreed that NAL would be invited to make a presentation, at a non-refundable cost of £400, with a view to them being asked to design a scheme. Liturgical input would be sought at the briefing stage. Michael Wilcockson asked whether the distribution board would require replacement. Andrew advised that it was replaced 5 years ago and should be adequate for any new scheme.
- d. Item 5 - Andrew will pursue the recommended asbestos survey with Henry Freeland.
- e. Item 6 - it was recommended and agreed that the offer of 100 buff reclaimed floor tiles be accepted (no cost). Various samples had been discussed with Henry at the QI meeting. Second hand red tiles will be sought. Henry considers that if the DAC approve the buff tiles, the work could be treated as within Archdeacon's consent and be part of the QI works.
- f. Item 8 - Richard Tonry's scheme for the literature shelves will be sent to the Standing committee.
- g. Item 9 - it is desirable to have two more sets of key fobs for the alarm system. However, a visit is needed to program them and therefore it can wait until the service visit is due in December.
- h. Item 10 - pavilion ramp - recommend that Crofton Engineering be asked to quote for work and agreed.
- i. Church hoovers - old ones still remain in church. Jo George was asked to decide what was no longer needed. Jo requested that a rechargeable one be bought which would be lighter to use. Jo agreed to research prices.

17. PROGRESS OF IMPROVEMENTS TO CHURCH INTERIOR

17.1. RESURRECTION CHAPEL

New chairs cannot be acquired until the pews are removed. See 16 b above re question of provenance.

17.2. LIGHTING SCHEME

Addressed in 16 c above.

17.3. INTERNET CONNECTION

Letter box has been installed, post code allocated - CB21 4JX as expected - David Watts will now contact Plusnet to install internet, as agreed previously.

17.4. ORGAN

David Parry-Smith had circulated a report to give information received thus far from the organ building companies and also an article to explain the difference between rebuilding and restoring an organ. Clevedon have estimated £46,500 + VAT for a clean and overhaul only. Information from other companies is awaited but early indications are that quotes will be higher. Rebuilding would last another 70 years or so. It was last done in the 1960s with only a clean since then. Meanwhile, David requested that the PCC approve the quote from Johnson's of £1,295.60 (no VAT) to do immediate remedial work on the swell concussion bellows. Photos showing the damage were in David's report. This was proposed by John Organ, seconded by Chris Morse and agreed.

17.5. PHOTO BOARD

Helene Evans had found a more appropriate display board (600 x 900cm) at a better price than the earlier one.

* Also see David W's updated church plan for all potential improvements – attached.

18. APCM – PCC AND DEANERY SYNOD VACANCIES

Deanery Synod reps are due to be elected for the next 3 years - currently Andrew Gore and David Parry-Smith.

Three PCC members have completed their term of office: Sue Ellis, Colleen Lockstone and Sue Mudge. Chris Morse and John Organ were re-elected last year for one year only as too few new people volunteered. Linda Read wished to resign early - which creates 6 vacancies.

Pam Richardson has said that she wishes to resign as Electoral Roll Officer.

Sue Mudge also reported that sidespeople are to be approved by the PCC now, rather than at the APCM.

19. AOB

None.

The meeting closed in prayer at 21.25

Date of future meetings: Monday 11th May, Thursday 9th July, Monday 14th September, Monday 9th November, Thursday 14th January 2021, Thursday 11th March.