

**ST MARY THE VIRGIN, LINTON**  
**MINUTES OF PCC MEETING HELD BY ZOOM**  
**ON MONDAY 10<sup>TH</sup> MAY 2021**

**PRESENT**

Dr D Parry-Smith (Chair), The Revd. Canon Dr Maggie Guite, Mrs J Burge, Miss C Ellis, Mrs H Evans (Churchwarden), Mrs J George, Mr A Gore, Mrs S Mudge (Secretary), Mrs J Nightingale, Mrs G Powell, Mrs S Thorne (LLM), Mr R Tonry, Mrs C Watts (LLM and Safeguarding Officer), Mr D Watts (Churchwarden), Revd. M Wilcockson and Mr M Younger.

**1. OPENING PRAYER**

After prayer, David Parry-Smith invited each person to rank their well-being levels on a scale of 1 to 10 (1 – relaxed, 10 – can't sleep) and to say what had been their first love – to encourage people to think of a happy time and in doing so, to put aside the concerns of the day.

**2. APOLOGIES**

Received from Mrs S Ellis (Treasurer), Dr J Hall and Mrs P Schofield.

It was noted that Jackie Hall had resigned from the PCC and the secretary was asked to write to thank Jackie for her contribution.

**3. MINUTES OF 11<sup>TH</sup> MARCH 2021**

The minutes were approved with no corrections.

**4. MATTERS ARISING**

**4.1. APCM**

The APCM was scheduled to follow the service on Sunday 23<sup>rd</sup> May, in the church at 11.15. There will be at least 5 vacancies for PCC members. Two nominations had been received so far. Michael Younger proposed that a notice should be displayed in church to allow people to offer themselves as a candidate or propose others - **action Sue Mudge**. Judy Nightingale, Jo George and Jackie Hall had resigned for personal reasons. Richard Tonry's term of office had ended and one place had been unfilled at the previous APCM in October.

**5. IMPACT OF COVID-19**

**5.1. PROPOSALS FROM THE MINISTRY TEAM FOR FUTURE PATTERN OF WORSHIP**

- No singing in services, other than a cantor, until everyone is allowed to sing.
- Continue to run a 10.00 Zoom service while social distancing is still needed.
- Together with God service will move to a 2<sup>nd</sup> Sunday when possible to be in church and CW not required to be at Bartlow on 2<sup>nd</sup> Sundays.
- Retain All-age Eucharist for Christmas and Easter services.
- Recommendation for flexibility for Baptisms, depending on wishes of the family; i.e. Baptism could take place in TWG, Parish Eucharist, Messy Church or as a separate family Baptism service with a welcome at TWG - proposed David Watts, seconded Gill Powell and agreed.
- Radio frequency problem - recommendation that Simon Roper be asked to investigate and PCC to agree to buy license to use different frequency if appropriate - proposed Jacqui Burge, seconded Richard Tonry and agreed.

## 6. RECTOR'S REPORT

- Worship in church re-commenced beginning of April for Easter, as discussed at previous PCC meeting. Currently reaching a wider group of people with offering the combination of an actual service, Zoom, Facebook Live and delivery of paper service sheets - estimate 70+ participants.
- Concern that there may still be people who are not engaged with any of above offering. Maybe Pastoral group could ring those identified using electoral roll.
- Maggie and colleagues have attended a Bishop's Study Day in preparation for the Living in Love and Faith series and also training for new wedding register arrangements.
- Cathy Watts has created a template to co-ordinate services across the Team - thanks from Maggie for that.
- Maggie and Michael Wilcockson have been mentoring Sue Filby as she starts the ALM training in Pastoral Ministry.
- Diana Cook from the Cambridgeshire Wildlife Trust would like to encourage us to apply for a Churchyard Conservation Award, of which the Patron is the Rt Revd Stephen Conway, Bishop of Ely. The aim is to encourage villages to increase the diversity of wildlife in their churchyard, engage groups in the initiative and display an advisory board to explain the project. An initial meeting has been held.
- Maggie hopes that services at Nichols Court and Symonds House will be possible again after June 21<sup>st</sup> when further restrictions are expected to be relaxed.
- Maggie is grateful to all her colleagues during the last year; also to Anne Parry-Smith and Sue Mudge, the Finance committee and Sue Ellis, David Parry-Smith for music provision, both live and recorded.
- Community engagement is increasing through the Linton Community Help team and the Children and Families ministry.
- Maggie is trying to take two days off some weeks to help with downsizing before her move and also to decorate the new house.
- Michael Younger asked how we can help to engage everyone as possibly only Maggie knows who may have dropped out of church life. **Action - all PCC members to consider who they haven't seen for a while and to send a list to Maggie and churchwardens.**

## 7. SAFEGUARDING REPORT

Cathy Watts had circulated a report to show progress with various tasks and listing those areas which still require attention.

- New PCC members will require DBS clearance and online C0 and C1 training.
- PCC needs to approve a policy on recruitment of ex-offenders.
- Maggie and the churchwardens have been asked to review the GDPR policy, checklist, parish audit and associated papers approved by the PCC in 2018.
- A named data controller is required - David Parry-Smith offered to take this role.

## 8. FINANCE AND STEWARDSHIP REPORT

Sue Ellis had circulated documents in advance. In her absence due to illness, David Parry-Smith (Chair of the Finance & Stewardship Committee) spoke on behalf of the committee.

- Terms of Reference - David explained the changes, insertion of safeguarding sentence, and the terms of reference were approved.
- The sum from the Sterling Bond fund had finally been received into the church account, after some delay. It is intended to invest most of it in ethical funds - some research is required to assess what would be appropriate.
- Sue's paper showing projected balances for the year was considered. It clearly showed that regular income including the gift aid returns does not cover the regular

expenditure. If this continues, funds will have to be used from savings for August onwards - not a good position.

- Giving day has been set for Saturday 19<sup>th</sup> June, preceded by a relevant sermon on the Sunday before. A leaflet will be prepared to send to electoral roll members to highlight the current situation and illustrate the income / expenditure figures. For instance, David P-S said that just dividing the parish share by 129 (number on roll) equates to about £42 per month. If the other general running costs are included, the figure per person is minimum £73 per month.
- Michael Younger (Deanery Treasurer) said that the Deanery faced similar issues with some parishes not paying the Parish share in full last year. Michael is arranging a series of meetings for clergy, treasurers and lay-chairs for each parish or team. The meeting for Linton Team will be at Horseheath in June. Andrew Gore pointed out that analysis done by Michael showed that there is a wide variation in weekly giving across all parishes in the Deanery.

## **9. REPORTS TO PCC**

### **9.1. DEANERY SYNOD REPORT**

David Parry-Smith's report was taken as read. It commented on the April meeting where David gave an update on Mental Health First Aid issues and presented a video made by a colleague and himself; talked about the financial position (as above); gave an update on Deanery vacancies and mentioned elections to Diocesan Synod and General Synod.

### **9.2. MINISTRY TEAM REPORT**

Additional items to the worship recommendations in 5.1:

- Living in Love and Faith report – different options for discussion groups are to be offered - two face-to-face limited to six people in each and a Zoom group.
- Thy Kingdom Come booklets take the form of prayer journals to cover the days between Ascension Day and Pentecost. People are to be encouraged to collect a booklet from church and maybe give one to someone else.

### **9.3. FABRIC REPORT**

Richard Tonry had circulated a report to provide updates for ongoing projects.

- Work to fix the frame and ease the inner door to the tower had been completed along with the remaining Smartwater applied to the roof. The Friends of St Mary's have agreed to fund the work.
- Lighting - awaiting a revised scheme from NAL (Norwich Architectural Lighting).
- Duct for broadband has finally been done after unreasonable delays and poor communication. PC can now proceed with re-surfacing paths in churchyard.
- Notice boards - the proposed size of the replacement one at the top of Church Lane was slightly larger than the size permitted without requiring planning permission. A smaller version of 75x135cm is recommended. The revised quotation including the St Mary's logo and delivery will be £656 including VAT - proposed Richard Tonry, seconded Gill Powell and agreed. Lead time will be about three weeks. A handyman may be needed to remove the old one and install the new. The board will use the same keys as the one in the churchyard and there will be space for more A4 sheets than at present. It is still intended that the board in the churchyard will be moved back and lowered when the paths are re-surfaced.
- Land in Church Lane - it has been confirmed that the land beyond Church Cottage is still owned by the Diocesan Board of Finance. The owners of the former Rectory have not been asked to contribute towards maintaining the strip of roadway. Andrew Gore proposed negotiating with the Board of Finance before accepting the transfer of land; seconded Maggie Guite and agreed with one abstention.

- Andrew Gore would like to organise a pavilion working party, possibly on Saturday 22<sup>nd</sup> May, although Sarah Thorne said that there would be Messy Church in the churchyard that afternoon which may reduce the available helpers.
- Sue Mudge informed the PCC that she had received an email from Brian Cox to say that the Parish Council intend to remove a dead lime tree in the churchyard, near the Garden of Remembrance.

#### **9.4. INFANT SCHOOL REPORT**

A detailed report from Nicola Collard, Chair of Governors, had been circulated. Nicola described the preparation for children returning to school from 8<sup>th</sup> March, the continuing importance of mental health and wellbeing for staff and children, monitoring of teaching and learning along with other governor responsibilities.

#### **9.5. CHILDREN AND FAMILIES TEAM REPORT**

Sarah Thorne had circulated a report listing recent activities and also looking to the future.

- C of E report 'Growing Faith' encourages churches to develop partnership with schools and households. The first principal is connected communities - looking at places where church, schools and households meet; ways of connection and how to build relationships.
- Recent Team activities include: Mothering Sunday activity bags and posies; Easter Boxes of Hope created and delivered to 14 families; Easter trails in partnership with Linton Free Church; Easter Sunday Zoom service attended by 8 families, 5 of whom were new to Zoom services; Tots in the Garden started after Easter; Nicola Collard continues virtual worship with infant school and will liaise with GenR8 and Mr Puxley, LHJS headteacher, over distribution of 'It's your Move' books for year 6 children.
- Intergenerational ministry - consider how this could be developed using the church building, the outdoor space around the church and Zoom all-age services.
- Further funding bids have been submitted for the Linton Make Lunch project.

Additional comments from the meeting were that Michael Wilcockson is going to train young people from SMYG to help at Messy Church sessions and Sarah said that a session of Tots in the Garden was planned to take place in the Chalklands community garden.

#### **9.6. BEACON YOUTH TRUST REPORT**

A report had been circulated from Hugh Paton, treasurer of the Trust, detailing sources of funding and the budget April 2021 - March 2022.

- St Mary's and Linton Free Church have both agreed to contribute £6,500 for the forthcoming year. Linton Parish Council will add £16,000. The Anderson Trust has awarded a grant of £5,000 and there are also some regular donor contributions which attract gift aid refunds.
- Beacon Youth Trust has acquired the Drop-in centre on the recreation ground, formerly used by Linton Action 4 Youth. Lizzie Bottrill, youth worker, and her colleague have organised renovation and decoration of the building.
- Sadly Lizzie has resigned and is due to leave Linton at the end of May. It has not been an easy year with periods of furlough and limited face-to-face contact with the young people. Lizzie is employed by Romsey Mill and staff there will manage recruitment.
- Maggie Guite said that it has been hard for Lizzie to find suitable accommodation in the Linton area and the last year has been particularly difficult for a young adult.
- Lizzie has been helping with SMYG and had a send-off from that group. Sue Mudge was asked to write to Lizzie thanking her on behalf of the PCC and St Mary's.

## **9.7. EVENTS REPORT**

Charlotte Ellis had circulated a brief report noting the successful evening with Malcolm Guite (by Zoom) in April. The photo village trail/quiz should be available from 22<sup>nd</sup> May. Plans for celebrating Maggie and Malcolm's retirement will be discussed at the next meeting.

## **9.8. PASTORAL VISITORS GROUP REPORT**

The report from Judy Nightingale had been circulated and summarised the position:

- The group consists of seven lay members, three clergy and two more church members have indicated their willingness to join.
- Home visits have not been possible since March 2020 but contact has been maintained by regular phone calls to some 18 people, including some couples.
- In addition to the clergy, there are nine other people authorised to take home communion.
- Safeguarding training and DBS checks will be monitored on an ongoing basis.

## **10. THE INTERREGNUM / VACANCY**

- David Watts has had initial conversations with the Archdeacon and Rural Dean.
- The Diocese has written to David to say that the Rectory will be leased for six months. In the meantime, after Maggie moves out, the PCC is responsible for the upkeep of house and garden.
- Arrangements can be made with the Diocesan Housing officer, if we wish to retain access to the photocopier which is in a separate front lobby of the Rectory.
- Michael Younger asked if the PCC might give consideration to the Parish Profile at the July meeting, even before the Archdeacon's visit; on the basis that the sooner the process starts, the sooner the Profile can be agreed and the post can be advertised.

## **11. AOB**

### **11.1. MAGGIE GUITE'S FINAL SERVICE**

Maggie would like the service on 4<sup>th</sup> July to be for the Team. It is not yet known whether social distancing will have stopped after 21<sup>st</sup> June deadline. Numbers would not be an issue if the service were held outdoors. Michael Younger suggested that there should be a bad weather alternative; e.g. LVC hall. David Parry-Smith suggested that a small group should plan the service and consider seating, music, alternative venue, events committee involvement for refreshments etc. Michael Wilcockson and Cathy Watts had started planning plus DP-S, DW, GP offered to join them. *(Since the meeting, the initial plan for a lunch afterwards changed to lighter refreshments with a separate farewell on Friday 23<sup>rd</sup> July owing to the current uncertainty over lifting of the lockdown later in June – SM.)*

### **11.2. THANKS TO RETIRING MEMBERS**

Jo George and Judy Nightingale were thanked for their contribution to the PCC. It was also noted that the meeting would be the very last PCC for Maggie since retired clergy were not eligible to stand for a PCC. Gill Powell gave a vote of thanks and commended Maggie for her leadership and dedication to the parish.

The meeting closed in prayer.

Dates of future meetings: Thursday 8<sup>th</sup> July, Thursday 9<sup>th</sup> September, Monday 8<sup>th</sup> November, Thursday 13<sup>th</sup> January 2022, Monday 14<sup>th</sup> March