

ST MARY THE VIRGIN, LINTON
MINUTES OF PCC MEETING HELD BY ZOOM
ON THURSDAY 8TH NOVEMBER 2021

PRESENT

Dr M Warrington (Chair), Mrs J Burge, Miss C Ellis (Churchwarden), Mrs S Ellis (Treasurer), Mrs H Evans, Mr A Gore, Mrs S King, Mrs S Mudge (Secretary), Mr J Organ, Dr D Parry-Smith, 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

Molly Warrington opened the meeting with a Celtic Daily Prayer reflection.

2. APOLOGIES

Apologies were received from Mrs P Schofield. It was noted that Mr E Andrade had moved from Linton and resigned from the PCC.

3. MINUTES OF 9TH SEPTEMBER 2021

The minutes were approved as a true record.

4. MATTERS ARISING

4.1. POST-SERVICE COFFEE

Item 6.1 - Helene Evans commented that the discussion about serving coffee safely (post Covid) would not have been necessary, had we created the kitchenette in church as recommended in the Mission Action Plan 5 years ago. Refer to Fabric committee report in item 7.

4.2. F&S RESOLUTION

Item 7.1 - Sue Ellis found that she had to quote a PCC resolution in order to open the new investment fund as agreed at the September meeting. Sue proposed the following resolution: *It is resolved that an initial investment of £10,000 is made into the CCLA investment 'CBF Church of England investment fund' and that the trustees authorised to administer this investment are any two of Susan Ellis Treasurer, David Watts Churchwarden and Helene Evans Trustee.* This was seconded by David Watts and agreed by those present. Sue also reminded members that she required everyone's name, address and date of birth in order to complete the Trustee section.

4.3. BEACON YOUTH TRUST

Item 7.7 - David Watts reported that the Trust was pleased to appoint Cynthia Mukoku as the new Youth Development worker. Cynthia was due to start on 15th November.

4.4. HISTORY NEEDS YOU PROPOSAL

Item 8.1 - no further information was available.

5. SAFEGUARDING REPORT

Cathy Watts gave an update.

- St Mary's acknowledged national Safeguarding Sunday on 3rd October with a sermon and a hymn written especially for the day.
- Cathy attended the Parish Safeguarding Network meeting on 6th Oct.
- The Parish dashboard now allows individual DBS information to be uploaded and should generate reminders. Cathy will start doing this.

- DBS checks for PCC members are ongoing, along with online training.
- Cathy is due to attend another DBS workshop on Friday, which will probably generate further changes and updates.
- The National Safeguarding Team has released the new Safer Recruitment and People Management Practice Guidance (SRPM). To support that guidance there is a new SRPM online training module.
To ensure that all Parish Safeguarding Officers, Clergy and those required to complete the Safer Recruitment and People Management training are up to date with the new guidance, the Diocesan Safeguarding Team would encourage appropriate people to:
 - a) Complete the new SRPM training module – regardless of when the previous Safer Recruitment training was completed;
 - b) Read the E-Manual;
 - c) Complete the attached SRPM Assessment Tool and share with your PCC.
 Note that anyone interviewing for new incumbent – MUST do this!
- The Digital group were due to meet in October, but will rearrange. Thanks to Molly for the GDPR documents.
- Cathy is still supporting Duncan Ogilvy in Bartlow, trying to get their PCC checked and trained. They have their own dashboard now.

6. CHURCHWARDENS' REPORT

6.1. CHARLOTTE

6.1.1. Vacancy

Charlotte reported on the meeting with Team Churchwardens and Archdeacon Alex Hughes on 11th October. Molly Warrington had put together a proposed Team introduction and the Linton section which had been agreed at an additional PCC meeting on 27th September. Other parishes had not finished their contributions. Archdeacon Alex asked parishes if they were happy with the combined introduction and also said that each parish does not have to formally agree the contributions from each other. Churchwardens agreed to ask Molly to collate all the parish sections and produce the completed Profile. When ready, it will be sent to the Archdeacon and to the Rural Dean. Some parishes still need to select the parish representatives and then that group can meet with the Archdeacon.

6.1.2. Gift for Lian Watkin

Lian is due to retire from organising the church flower rota after many years. A congregation member has asked if we can thank Lian and show our appreciation with a gift. Garden vouchers were considered and it was suggested that a friend could be asked for advice.

Action CE

6.2. DAVID - MINISTRY TEAM

6.2.1. Advent and Christmas services - summary

- Evening service 'Blessings' at start of Advent, Sunday 28th Nov at 6pm;
- Advent Promise, 29th Nov - 24th Dec, Mon-Thurs 8am in the church, Fridays in the pavilion with breakfast afterwards;
- Advent window trail - sheep, to be brought to the Crib service on 24th Dec;
- Advent Study groups, Wed evenings, Thursday and Friday mornings;
- Christingle at Messy Church on Sunday 12th December at 3pm, helpers needed;
- Bishop Dagmar's visit, rearranged for Sunday 19th Dec at 10am;
- Carol Service Sunday 19th Dec at 6pm;
- Crib service, Friday 24th Dec at 4pm;

- Midnight Mass, 11pm on 24th Dec, no booking required this year;
- Christmas Day (Saturday), 8am and 10am Family Eucharist;
- Sunday 26th, Michael W willing to take Service of the Word at 9am using BCP/CW; compromise as no dispensation forthcoming to cancel services; David P-S offered music; some debate about whether should be a Eucharist service. PCC approval needed to change normal pattern - David P-S proposed a short service of Michael's choice, seconded John Organ, agreed with 1 person against the proposal and 2 abstentions;
- Christmas and Epiphany booklets, **At the heart of Christmas** by Justin Welby and Stephen Cottrell and guests. Church House publishing has them at £30 for 50 - propose purchase 100 copies - agreed.

6.2.2. Covid Restrictions

Current restrictions were reviewed, with some diversity of opinion. The following points were agreed.

- Although face masks are not compulsory elsewhere, in light of rising cases in the community, it is felt that they should continue to be requested in church in order to be welcoming and considerate of everyone's needs. Masks are worn to protect others. Important to communicate position clearly and consistently and also promote use of hand gel.
- Ventilation needs to be maintained. High level windows are always open. Dilemma over keeping doors open and wasting heating. Agreed that doors could be closed during services to conserve the heat, when the weather turns colder.
- Choir allowed to sing without masks in chancel, as sitting away from other people, but should wear masks when moving around the church.
- Music group sits at the front of north aisle because they need to be near the piano and also a smaller number of people are involved.
- Names of those in church are still to be recorded.
- A non-serving Deacon is helpful to assist visiting priest with liturgy.
- Chairs and side-aisle pews are still spaced wider than usual. Continue with this but maintain some flexibility to accommodate more people for one-off occasions.
- Continue to use paper towels, not fabric. SM to buy another box.

6.2.3. Other service issues

- It would be helpful to buy a battery / mains powered PA system. Previously have borrowed one from Malcolm Guite. DW to investigate.
- Lights in the chancel failed one Sunday recently and choir sat in north aisle as an emergency option.
- Extra lighting is required for the chancel for Christmas and winter time (in advance of the planned lighting project). David W has currently borrowed four lights from David Donnan which are used for Hendstock. If we purchased LED floodlights to do the job we would probably need to spend £50 on lights and another £30 on the stands.

7. REPORTS TO PCC

Reports from the Deanery Synod, Fabric committee, Infant School, Children and Families team, Events committee and Pastoral visitors group had been circulated and were taken as read with the following additional comments.

7.1. DEANERY SYNOD

David P-S had highlighted the following:

- The forthcoming meeting at Little Shelford with Rev Dr Julie Norris, who was due to talk about 'Ethical perspectives on creating, storing and using human embryos';
- General Synod members from the Diocese of Ely;
- The Deanery Pastoral Plan.

Andrew Gore added that he was due to meet the Bishop with regard to the Pastoral Plan. It had been announced that Simon Talbott, Rural Dean, was moving from Great Shelford to become the Bishop's senior chaplain in January. Andrew hoped that an interim Rural Dean would be appointed.

7.2. FABRIC COMMITTEE

- The report updated ongoing projects; the committee had not met.
- Kitchenette - raised in Item 4 Matters Arising: Richard Tonry said that a major problem is the use of the current area by flower arrangers. A storage shed in the churchyard, as agreed by the PCC some time ago, would require planning permission and to be flood proof. The conversion could be reasonably straight forward if extra storage were not needed. It was pointed out that this was part of the MAP five years ago and part of the delay may be due to a lack of continuity when PCC members change. David Watts reminded people that when the DAC was consulted, he stressed that any changes should all be part of a whole church plan along with other priorities such as the lighting project and storage at the top of the north aisle. *(David W subsequently circulated the most recent church improvement plan, version 7).*

7.3. INFANT SCHOOL

Thanks were recorded for Nicola Collard's report which showed her care and concern for the school and her enthusiasm for encouraging the Christian ethos. A question was asked about challenges and concerns faced by the school, which will be passed back to Nicola for the next report.

7.4. CHILDREN AND FAMILIES TEAM

Sarah Thorne added to her report to say that 45 shoe boxes had been collected for Children in Distress. Molly Warrington thanked Sarah for her dedication and her continued outreach work – and also to Cathy Watts, Sue Ellis and Alison Wilcockson who form the core team for Linton Make Lunch.

7.5. EVENTS COMMITTEE

Charlotte Ellis's report said that the new monthly coffee mornings on 3rd Saturdays were popular. The September one raised £287.10 for City of Sanctuary (a charity supporting Afghan refugees); October raised £154.30 for rejuvenating the children's area in church and the November one will go towards the Afghan charity again. *(Note that the September PCC meeting set a cash target of £1000 for Afghan aid).* Charlotte also appealed to PCC members to provide an item for the hamper for the Christmas raffle, run by Nanette.

7.6. PASTORAL GROUP

Judy Nightingale had provided a report and asked for clarification around issues of DBS checks; depending whether the visit was official or made as a friend/neighbour. David P-S said that ideally everyone who visits someone should be aware of safeguarding issues as it protects both parties. Cathy said that some people didn't wish to have DBS checks and have stood down from the group but were still continuing to visit elderly people.

Molly Warrington as chair, summarised discussion by saying that the guidance is that if someone visits on behalf of St Mary's and thus represents the Rector, the PCC requests that they undertake safeguarding training and obtain a DBS check. Even when the visit is in a private capacity, the check and safeguarding training is desirable but not mandated.

7.7. BEACON YOUTH TRUST

The appointment of Cynthia Mukoku was noted in Item 4 Matters Arising.

8. FINANCE & STEWARDSHIP REPORT – BUDGET FOR 2022

Sue Ellis had circulated various papers - the income and expenditure for nine months of 2021, the balance sheet to end September, the monthly forecast from April to December 2021 and a draft budget for 2022 with explanatory notes.

- Sue commented that the projected income had been increased by £5,500 in line with the gift day promises but she had been cautious with income from other areas such as Events. In expenditure, the charitable giving remained at 10%. The donation to the Beacon Youth Trust is included that category. The current commitment ends in summer 2022 and a future sum will require consideration. It is hoped that donations from The Friends of St Mary's will cover structural repairs, including the lighting project.
- David Parry-Smith and Sarah Thorne left the Zoom meeting while salaries and fees were discussed. Figures in the proposed budget allowed for an increase of 2.5% for organists and 3% for the Rector's administrator from January. The honorarium for the Children and Families minister could be funded for a further year, thanks to a legacy received during 2021. These figures were proposed by Gill Powell, seconded Molly Warrington and agreed, with two abstentions (others with a vested interest). David and Sarah were re-admitted to the meeting.
- The proposed budget shows a deficit of £34,000. Sue E pointed out that deficit budgets have been set in other years and then the situation has improved during the year. The final figure for 2021 is likely to be near breakeven thanks to legacies of £16,000, grant money for C&F work and the Gift day. Further questions were taken.
- The budget for 2022 was proposed by David Parry-Smith, seconded by Gill Powell and approved with one vote against.

9. REVIEW OF GDPR DOCUMENTS

Molly Warrington had amended the documents from 2018 and had circulated papers headed: GDPR and the PCC, Data Privacy Notice and St Mary's Church Consent Form. The privacy notice had been extensively updated to include use of images, recordings of services and subsequent rights of the individual. Molly proposed that the documents be accepted, seconded by David Watts and agreed.

10. INFANT SCHOOL GOVERNORS

10.1. HANNAH FOOTE

Sue Mudge said that Hannah's term of office as a governor ends in December and she is willing to stand for another four year term. Hannah's nomination as a Diocesan Board of Education (DBE) governor was proposed by Cathy Watts, seconded by Helene Evans and agreed with one abstention because of family relationship (Gill Powell).

10.2. KATHERINE CROXALL

Sue Filby's term of office ended on October 31st and Sue has resigned in order to create time to develop her pastoral ministry to elderly people. Katherine Croxall is willing to be nominated to fill Sue's position as a PCC governor. Sue M said that Katherine is known variously as a trained teacher, a bell ringer, mum to George, flautist and is part of the fund raising group for C&F ministry. Katherine was proposed by Charlotte Ellis, seconded by Helene Evans and appointed as a PCC governor.

Sue Mudge will contact Hannah and Katherine to thank them both and organise the forms which are required by the DBE. The same form applies to new and re-appointed governors, for both PCC and DBE positions. Michael Younger commented that Linton Infant School was fortunate in having a full complement of eight Foundation Governors. Some schools are unable to fill positions.

11. AOB

11.1. INCLUSIVE CHURCH

Michael Younger had requested this item and had circulated a paper proposing that St Mary's identify more formally with Inclusive Church, given that we agreed to state in the Parish Profile that we are an inclusive church. There were some initial comments about timing, waiting for a new Rector, gauging more opinions from the congregation and more discussion could have ensued. However, Michael Wilcockson proposed that this item should be put on the agenda for the next meeting, rather than be taken at the end of a long evening. This was seconded by David Parry-Smith; 10 people in favour, 4 against and 3 abstentions - thus deferred until January.

The meeting closed with prayer from Michael Wilcockson at 9.50pm.

Dates of future meetings: Thursday 13th January 2022, Monday 14th March.

Deanery Synod: Tuesday 29th March, Wednesday 6th July, Monday 7th November.