

St Mary the Virgin, Linton
Minutes of the PCC meeting held in the Pavilion
On Monday 22nd May, 2023

Present – Revd P Seaton-Burn (Chair & Rector), Mrs J Burge, Mr A Cornell-Webb, Mr T Dodd, Miss C Ellis (Churchwarden), Mrs S Ellis (Treasurer), Mrs S King, Dr S Nickolls, Mr J Organ, Dr D Parry-Smith, Mrs A Slaymaker, Mr J Thorne, Mrs S Thorne (LLM), Mr R Tonry, Dr M Warrington, Mrs C Watts (LLM and Safeguarding Officer), Mr D Watts (Churchwarden) and Revd M Wilcockson (Associate Priest).

1. Opening prayer

Led by the Rector

2. Welcome to new PCC members and apologies

The rector gave a warm welcome to new members of the PCC. Apologies were received from Mr A Gore and Mrs H Evans.

3. Minutes of the 13th March meeting 2023

Dr M Warrington arrived at this point.

The minutes of the previous meeting were scrutinised at the meeting by the PCC. Approved by the meeting as a true record.

4. Matters arising

Matter arising raised by D Watts – 6.1 item – national burial survey forms have been filled in and we await to see when they want to survey the church and graveyard, they are also in contact with parish council and the Monday gang.

M Warrington – 6.1 bullet point 3, were we not supposed to review the seating plan – P Seaton-Burn advised that we would discuss this at the next meeting, in order for us to think about this before we discuss the matter.

5. Election of PCC Positions and membership of committees – following APCM

5.1 Election of Officers

There were three officers to elect, Lay-Chair, the secretary and the treasurer. Lay Chair – David Parry-Smith who was unanimously elected by the meeting. Treasurer - Sue Ellis: who was unanimously elected at the meeting. – Secretary – Andrew Cornwell-Webb: who was unanimously elected at the meeting. The PCC would like to record their thanks to S Mudge for her work as secretary over the past 10 years.

5.2. STANDING COMMITTEE

The Revised Church Representation Rules 2020, Section 9 Governance, rule M31 states that the Standing Committee should consist of the minister, churchwardens and at least two other members of the PCC. The Standing Committee exists to transact the PCC's business between meetings, in accordance with any directions from the PCC and refer back to the PCC if a resolution is required. The PCC had adopted the practice of including the three officers and one other member. Jacqui Burge was elected in November 2020 as the additional member and was willing to continue at the May (2023) meeting. Michael Wilcockson had previously requested to be included in place of the Rector during the vacancy. The committee will therefore be, David Parry-Smith, David Watts, Charlotte Ellis, Andrew Cornell-Webb, Sue Ellis, Jacqui Burge, Michael Wilcockson and Paul Seaton-Burn.

P Seaton-Burn thought the amount of money the standing committee can approve is considerably low (£250) and suggested we raise this to £1000, this was unanimously approved by the PCC.

5.3. FABRIC COMMITTEE

Current members are Richard Tonry (Chair), Andrew Gore, John Organ, Judy Nightingale, Keith Nightingale, John Thorne, Jackie Hall, David Watts (as churchwarden). Paul Seaton-Burn was added to the committee.

5.4. FINANCE & STEWARDSHIP COMMITTEE

Current members are Suzanne Darkins (Chair), Sue Ellis, Sue Mudge, David Watts, Charlotte Ellis, Sarah Nickolls. Both Paul Seaton-Burn and John Organ were added to the committee. John was approved as stewardship officer following the APCM.

5.5. EVENTS COMMITTEE

The current committee is Charlotte Ellis (Chair), Nanette Blackmore, Jacqui Burge, Andrew Cornell-Webb, Sue Ellis, Sue Mudge, Anne Parry-Smith, Patricia Schofield, Cathy Watts and David Watts. The terms of reference state that at least two members must also be PCC members and this is fulfilled. No change.

5.6. CHILDREN & FAMILIES COMMITTEE

The team is currently Sarah Thorne, Nicola Collard, Moire Jarritt, Gill Powell, Cathy Watts, Catherine Croxall and Michael Wilcockson. No change

5.7. DIGITAL GROUP

This is a relatively new group set up to investigate and co-ordinate changing ways of working within the church and to consider aspects such as GDPR and social media. Members are Michael Wilcockson, Charlotte Ellis, John Thorne, Sarah Thorne, Molly Warrington and Cathy Watts. No change

P Seaton-Burn - Suggested to re-shape and re-frame the digital committee.

J Thorne said it has nothing to do with social media apart from when it deals with safeguarding.

C Ellis proposed we look at this and bring the matter to the next PCC meeting.

D Parry-Smith suggested to look at social media when we review.

5.8. MINISTRY TEAM

The group is composed of clergy, lay ministers and others with outward facing ministry, as invited by the Incumbent, and advises the PCC on spiritual and worship issues.

P Seaton-Burn suggested when they next meet they can look at how this fits in with the wider team benefice.

5.9. PASTORAL GROUP

Group members are invited to join the pastoral ministry by the Rector. Sue Filby chairs this group. Reports are presented to the PCC termly. No change

5.10. APPROVAL OF SIDESPEOPLE

David W suggested the list is too small and needs looking at –

Current list - C Hayes, R Read, S Filby, D Morse, T Richardson, N Blackmore and S Mitchell

The 8 o'clock do have their own list of sides people, these are M Holden, J & K Nightingale, R & J Tonry and M Cox.

D Parry-Smith – suggested enabling people to have the confidence and training to be a sides person. This felt to be a good idea among the PCC members.

5.12 RECOGNITION OF THOSE IN OTHER ROLES

P Seaton-Burn said there are a number of other roles which deserve thanks and it is much appreciated.

Meeting was happy to approve John Organ as Stewardship officer.

Paul has between 8 and 10 people who have offered to help with administering chalice, reading and lead intercessions.

We are grateful to our deacons – M Younger, T Dodd and T Richardson.

These are not being disbanded, however, the Rector is wanting to involve others in the format of our services.

6. Appointments:

6.1. PCC REPRESENTATIVES TO THE ANDERSON TRUST

Michael Wilcockson was appointed in November 2020 and as of this PCC meeting (May 2023) was happy to continue in this role. John Organ was willing to stand for one year and was agreed by the meeting.

6.2. PCC REPRESENTATIVES TO PARISH COUNCIL JOINT CHURCHYARD MAINTENANCE COMMITTEE

Richard Tonry and Andrew Gore were willing to continue as of this PCC meeting (May 2023) and were approved by the meeting.

7. Safeguarding report (Cathy Watts)

Verbal report given by Cathy Watts –

Thanks to M Warrington for her work towards the confidentiality declaration form which need to be completed by all of the PCC members by the 1st June. Paul was asked to sign the safeguarding document and policy to be displayed in church following this meeting.

P Seaton-Burn said in relation to the policy this does need to be reviewed annually.

All PCC members now have access to the training portal – this is part of the national safeguarding – certificates get automatically uploaded which Cathy has sight of.

All PCC members are required to complete basic safeguarding awareness, foundation level and raising awareness of domestic abuse.

All PCC members have done their DBS check and make lunch helpers are in progress.

Three safeguarding concerns have been raised, these are all being monitored and no need to escalate at this stage.

Training has to be undertaken by PCC members every three years and the new portal highlights this for her.

P Seaton-Burn signed the safeguarding statement and policy, which will be laminated and displayed in the church and pavilion.

8. Rector and Churchwardens' report

Verbal report given by PSB –

It has been three months since the collation service, Paul expressed his thanks for our patience and our welcome to him since his arrival.

Going forward Paul recognises it's not all about what he wants, but what we do collectively and see where God is calling us.

There is a need to declutter the building and simplify the use of the worship space, to not only be welcoming but to ensure that our young people feel as equally welcome.

This decluttering includes simplifying our acts of worship, to incorporate different styles of services. To encourage everyone whether that be through choral services or through Together with God.

As previously discussed baptisms will take place as part of our Sunday morning service, and he mentioned about looking at other forms of welcome into our church family.

Paul is also keen for people to meet with him and speak with him anytime.

Churchwardens report: (verbal report given by David Watts on behalf of the Churchwardens)

As PCC members we are therefore trustees and as such we all need to be known to the charity commission. For the new members D Watts requires our full name, address, DOB, telephone and email address.

This information is protected by GDPR rules.

The charity commission are moving to an electronic way of doing this and require a second administrator, for which D Watts suggested it should be C Ellis.

9. Pastoral and Missional reports to PCC

9.1 Children and Families Team

A report sent in advance of the meeting – S Thorne had no further comments to make, no questions were asked.

9.2 Deanery Synod update

No written report circulated.

David P-S and M Wilcockson both gave a verbal update on Deanery Synod matters including the deanery plan and building projects.

9.3 Events committee

Report sent in advance of the meeting – C Ellis had nothing to add at the meeting.

P Seaton-Burn asked for suggestions towards future events:

A Slaymaker suggested a Ceilidh.

S Thorne suggested something that was free for the village to come to.

10. Maintenance and Management items

10.1 Finance & Stewardship

Welcome to John Organ as stewardship officer

Quarterly report was sent in advance of the meeting:

M Warrington asked a question regarding the prior year funds on the balance sheet being different to the end of year funds. S Ellis confirmed the computer programme picks up the previous year's figures e.g. comparing May to May rather than May to the end of year.

10.2 Fabric committee

Richard Tonry said nothing to add to what was given at the APCM

Although the lighting controls has teething problems and is being looked at as we speak.

11. Letter about Peace Garden

Was circulated by J Nightingale in advance of this meeting in relation to the affiliation of the peace garden to the quiet garden scheme and whether we should still be affiliated to it. It was agreed as per her suggestion to cease the affiliation to the quiet garden scheme, although the peace garden will still be there for the use of the village.

12. Any other business

One item of AOB was brought by P Seaton-Burn, who suggested to consider the chairs and consider the affiliation of inclusive church. If there are any other areas you'd like to discuss please do speak to him.

A Cornell-Webb suggested looking at the structure of services.

D Parry-Smith suggested an away day.

C Watts had been on a course for leading your church into growth and suggested a term card for services.

Dates of future meetings: are held every 2nd Monday 10th July, 11th September, 13th November, 8th January 2024, 11th March.

Deanery Synod dates: 2023: Wednesday 12th July at West Wrating, Tuesday 7th November at Sawston.

Meeting closed at 9:09pm with prayer and the grace