

The Parish of St Mary-the-Virgin, Wivenhoe
PCC Meeting on Tuesday 14th March 2017 at 7.30pm at The Rectory

Welcome & opening prayer Erwin welcomed Eric and Mary back from their travels and we were asked to pray for the full recovery of Peter Terry. Erwin opened the meeting with a Bible passage from the School for Disciples booklet.

Those present: Revd. Erwin Lammens; Bonnie Hill; Sue Jones; Derek Rulten; Rick Cawley; Marika Footring; Jan Marks; Nick Gustard; Margaret Bigwood; Ann Hanagan; Bill Eborn; Barry Smith

Apologies: Revd. Julia Murphy; Carolyn & Graeme Martin; Peter Terry; Helena Hughes; Glyn Stanway; Graham Wadley

Minutes of the PCC meeting of 14th February were approved and signed.

Conflict of Interest: Bonnie Hill again declared her conflict of interest concerning the Transformation Project because of her husband's involvement.

Minute 2017\27 Matters arising

- a) **Litter in the Church porch** – ongoing
- b) **Volunteers needed to join an extended Vision Group** – Erwin invited PCC members to join a group being put together to consider the material gained at the Vision Day. Anyone interested should speak to Erwin.
- c) **Cory Wall Fund** – A question was raised at the February PCC regarding the raison d'être of the Cory Maintenance Fund.
 During 2012 it became obvious that part of the wall round the churchyard was in need of repair. A grant of £9,500 was obtained from the Cory Environmental Trust on the understanding that a funding and maintenance plan was put in place.
 Due to cuts to local funding it was perceived that Wivenhoe Town Council would not be able to assist in the future and Cory would not be able to accept future applications for grants to repair the wall.
 At the PCC on 12th February 2013 it was resolved that a Designated Maintenance Fund be established and that £20 be paid monthly into that fund.

Minute 2017\28 Safeguarding

- a) **Safeguarding declaration form** for those who have received in-service training – ongoing.
- b) **The 2016 Annual Safeguarding Report** was submitted by Louise Beard, St Mary's Safeguarding Representative. A hard copy of her report was signed by those present and the information would also be included within the Annual Parish Report.
- c) **Diocesan Safeguarding Training** – Members of the PCC who had undertaken the online training were asked to declare it.

Minute 2017\29 Finance

- a) **Annual Accounts:** Erwin thanked Bill, Ian and Vivien for their work in the preparation of the accounts. Marika asked about the increase in the amount spent on Upkeep of Services. Bill thought that the 2016 Christingle Service and the lack of the south roof, which had increased the heating costs, had had an impact on the figures. Bill said that a budget would be prepared and presented to the PCC in the near future.
The Annual Accounts had been circulated before the meeting. Bill Eborn proposed the approval of the 2016 Annual Accounts, this was seconded by Margaret Bigwood and approved unanimously
Part One of the Annual Report & Accounts had also been completed and circulated to the PCC prior to the meeting. Approval of the Annual Report & Accounts was proposed by Sue Jones, seconded by Derek Rulten, and approved unanimously. Part One of the Annual Report & Accounts was signed on behalf of the PCC by Revd. Erwin Lammens. Thanks were recorded by the PCC for all the work that Bill Eborn, Vivien Eborn and Ian Dimmock had done to ensure that the accounts were ready for audit and enabled the deadline to be met.
 Bill Eborn proposed the appointment of Peyton Tyler Mears as auditor/examiner at the Annual Meeting. The PCC were content with the proposal.
- b) **Approval of Discretions** - There was recently concern over who could authorise the emergency repair to the Church toilets (which fortunately only cost £70, plus £50 quoted for the replacement of a stop cock which wouldn't close). Bill believed that it had highlighted the need for the PCC to review the discretion it grants to authorise minor payments.
 Bill recommended the following spending discretions:-

To each member of the PCC	£100 Note 1
To the Rector	£250 Note 1
To the Standing Committee (a majority either in person or by E/mail)	£500 Note 2

Note 1 These discretions not to be combined.

Note 2 Where the Standing Committee authorises an action, the minutes of that Standing Committee be included in the papers for review at the next PCC following the payment for that action.

The revised discretions as given above were proposed by Bill Eborn, seconded by Eric Jakens and approved unanimously.

- c) **February Figures** – The General Fund balance shows there is sufficient income to last 6 months. Gift Aid for last year is awaited and after that is received a claim will be made for loose plate collections which will add to our income.

Minute 2017\30 Correspondence:

- a) Letter from Colchester Borough Council had been received concerning the change of a boiler flue location at Garden House, Falcon Yard, Wivenhoe. There were no objections to this planning application.

Minute 2017\31 Fabric (building) report by Sue Jones, Eric Jakens and Bonnie Hill

- a) **List of Projects** – a document had been circulated prior to the meeting to give an end of year report on behalf of the Fabric Group.
- b) **North Porch soffits and Fire safety notice:** Rod Catmur had started work and it was not as extensive as first thought. The repairs had been completed. There was concern about the fire assembly point being mounted on a pole by the kissing gate. If there is a difficulty with vandalism the notice may need to be put on the wall. There was a concern about knowing how many people, in an emergency situation, had left the church and those who were still inside.
- c) **Porch Gates:** We now have full Faculty and Dave Whymark will do a trial fixing of the gates on 30th and 31st March. The memorial plaque is ongoing.
- d) **Sound and Lighting:** Ongoing.
- e) **Toilets:** Both toilets are now up and flushing! Sue had contacted the plumber and the faulty stop cock will be repaired soon.
- f) **Vestry:** The architect Simon Marks has been contacted to ask him to comment (during the 5 yearly inspection) on the structural condition of the Vestry so the Fabric Group can plan the way forward for the Vestry refurbishment.
- g) **Quinquennial Inspection:** This will take place Wednesday 24th May at 10am. Bonnie Sue and Erwin will attend the 'feedback' session at the end of the day.
- h) **Window Guards:** This is ongoing due to the lack of craftsmen who can do the repairs. Barry Smith is researching this for us.
- i) **Heating:** The need for extra radiators in the Vestry/Organ area will be reviewed after the Quinquennial inspection. Some temporary heating will be used where necessary.
- j) **Roof Alarm:** E-bound will be carrying out our annual service on 30th March.

Minute 2017\32 Church Building Committee – Community Room

Graham sent a report about the planning application. Amended plans had been informally presented to CBC. Design changes had been reflected in the submission. No formal or informal comments had been received so far. There are arrangements for a multi-party meeting with various bodies which will include CBC, Historic England, DAC, architect and members of St Mary's building committee. The Archdeacon and Chair of DAC had assisted in taking the plans forward. The PCC had not seen latest plans but they will be shared as soon as practicable.

Minute 2017\33 Overseas Link – ongoing

Minute 2017\34 Health & Safety A Fire Drill will be carried out during morning service but it will be scheduled to happen in a few months time when the weather is warmer.

Minute 2017\35 To receive and take questions on various tabled committee reports.

Minute 2017\36 Mission & Ministry Unit (MMU) A meeting of unit clergy will take place on 20th March.

Minute 2017\37 Adult & Children's Ministry, youth work & young adults - *Erwin Lammens*

- a) **School for Disciples:** Erwin; Jenny; Melody; Dominique; Heather and Bonnie had attended St. Botolphs to listen to Bishop Stephen, Bishop Roger and others about our personal journey and that of our parish. Making the most of opportunities to learn, develop and challenge ourselves to be better and deliver more effectively God's message. Amongst other things we were also asked to consider spending the first half an hour of our PCC meeting to open ourselves to listening to God and thus making better decisions. As a result of one segment three areas for St. Mary's to consider developing were identified – Daily Reading Notes; Increasing Sunday Club numbers once the Rectors Vestry had been renovated and providing a Library in Church. There was a bag of material given to each parish and each member of the PCC and those attending on the evening would be handed some material as a result.
- b) **Refresh** Information had been received regarding the Refresh Course which would be held in July and a request for each parish to contribute £50.00 towards the cost of international guests from partner dioceses in Kenya, Sweden and Trinidad & Tobago attending the event. The payment of £50.00 was agreed.

Minute 2017\38 Any Other Notified Business

- Terry Gray who worked for Chelmsford Diocesan Board of Finance and assisted with our accounts on

more than one occasion is retiring after 33 years. The PCC agreed £20 be given as a donation towards a retirement gift. The money was provided by the PCC fund.

- Approval was given to change the date of the June meeting to the third Tuesday in the month – the meeting would now be held on the 20th June
- It was decided that the Editorial Team would approach various people to write for Tidings and it was no longer necessary for the PCC to identify people to write articles.
- Erwin thanked Eric, Carolyn, Mary and Marika for their service on the PCC as it was their last meeting. Margaret would be remaining as she would be changing her role. Marika was prepared to become a PCC member for a year as she was stepping down as a Deanery Synod member.

The PCC Secretary then left the meeting in accordance with the earlier-declared conflict of interest and Marika Footring minuted the following. The meeting continued at 20.50.

Minute 2017\39 Reordering & Transformation Project

Erwin explained that further amendments had been proposed to the Constitution of St Mary's Appeal Fund document. These had not been circulated before the meeting. After discussion, these amendments together with other changes proposed at the meeting were recorded on the appended document. As PCC members felt they would like a little longer to consider the possible ramifications of these changes, the document thus amended is to be circulated by email when members will signify approval or otherwise to the PCC Secretary within 48 hours of receipt.

There being no further business the chairman closed the meeting at 21.10 and led members in the Lord's Prayer.

Next Meetings: Annual Meeting date – Sunday 30th April 2017 in church at 16.00
Extra-Ordinary Meeting – Sunday 30th April 2017 in church at 15.45
PCC Meeting 9th May at 19.30 at The Rectory