

The Parish of St Mary-the-Virgin, Wivenhoe
PCC Meeting on Tuesday 12th September 2017 at 7.30pm at The Rectory

<p>Welcome & opening prayer Erwin opened the meeting with a reading and a prayer about making a new start. Erwin then spoke about Peter Terry who had not been able to attend PCC meetings for several months due to ill health. He had written to say that he had decided to step down from the PCC but hoped that he would be well enough to return when he was fit enough to do so.</p>
<p>Those present: Revd. Erwin Lammens; Bonnie Hill; Marika Footring; Ann Hanagan; Bill Eborn; Heather Edwards; Derek Rulten; Jan Marks; Barry Smith; Rick Cawley; Sue Jones and Deirdre Gill.</p>
<p>Apologies: Revd. Julia Murphy; Graeme Martin; Graham Wadley; Helena Hughes; Dominique Knutsen; Margaret Bigwood; Glyn Stanway; Nick Gustard; Scott Danielsen</p>
<p>Minutes of the PCC meeting of 11th July were approved and signed.</p>
<p>Conflict of Interest: Bonnie Hill again declared her conflict of interest concerning the Transformation Project because of her husband's involvement. Revd. Julia Murphy still needed to review/update her conflict of interest form.</p>
<p>Minute 2017\76 Matters arising a) Fit and Proper Declaration Form – Revd. Julia Murphy still needed to complete her form.</p>
<p>Minute 2017\77 Presentation by Deirdre Gill, Pastoral Assistant Deirdre delivered a PowerPoint presentation on the placement that she undertook as part of her two year course. Deirdre will be certificated at Chelmsford Cathedral on 14th October at 2 p.m. Erwin thanked her for her presentation and attendance.</p>
<p>Minute 2017\ 78 Finance a) Finance Report: Cash position: this was circulated to the PCC in advance of the meeting. Sunday Club is currently receiving £25 per month and Bill reported that the balance was quite low due to the recent purchase of a cupboard. b) Diocese of Chelmsford 2018 Budget Report. This document had been received and the PCC members had been invited to contribute to the response pages. Bill had no comments regarding the 2018 budget. There will be a withdrawal of central funding in the future and this was to be borne in mind going forward. It was agreed that Erwin would complete the response form on behalf of the PCC and submit it. c) Gift Day: A total of £1,016 was raised. Thanks were given to Marika for the refreshments which contributed to the overall total.</p>
<p>Minute 2017\ 79 Correspondence: a) A letter had been received from Michael Fletcher offering a series of paintings for exhibition within the church entitled The Stations of The Cross during Lent\Easter 2018. The PCC decided that as long as a method is used to hang the pictures appropriately then permission is given to display them. A meeting will be arranged to look at the logistics e.g. insurance cover would need to be considered. The pictures would only be displayed during Lent and taken down on Easter Saturday. b) A letter had been sent to Wivenhoe Town Council on the 22nd July enclosing the relevant page from the Quinquennial Report showing the work required within the churchyard. No response had been received to date.</p>
<p>Minute 2017\80 The Annexe and the Transformation Project a) A tabled report from Graham Wadley had been circulated prior to the meeting and is attached to the minutes as Appendix 1. b) Ben Downie also gave notice that an invoice for £1,500 plus VAT is about to be generated to cover the 50.58 hours they had spent on the project since January 2017. Approval was sought to make the payment when the invoice was received – this was granted by the PCC. c) An email had been received from Ben Downie giving details of costs for RIBA stages 4.1 £6,250; 4.2 £9,837 and 5 £7,935. The figures were based on a construction cost of £285,000. All of the figures given will be subject to VAT at 20%. It was noted that there was no indication about the level of the fee required for the Archaeological report – a quotation would be prepared once a written brief had been prepared by Colchester Borough Council. Approval was requested for expenditure of £6,250 plus VAT. A balance of £8,359.77 was held within the Appeal Fund. As the £1500 plus VAT had been approved earlier there were insufficient funds to meet the amount. There was a requirement for an additional £1000 in order to meet the cost. It was proposed by Sue Jones, seconded by Ann Hanagan and approved unanimously that the additional funding required to cover the shortfall be taken from the General Fabric Fund. d) A meeting of the Appeal Team and PCC had been arranged for the 2nd October, 19.30 in Church, it was hoped that as many PCC members as possible could attend. It is hoped that the Constitution can be agreed/approved at the meeting. e) Work in progress - Guidelines for Alcohol consumption on church premises; Feedback from the</p>

Worship Group on the availability for non service activities.

Minute 2017\81 Fabric

- a) **Fabric Team Minutes:** The September minutes had been circulated prior to the meeting.
- b) **Quinquennial Report:** We have received the full report from Simon Marks our Church architect. All members of the Fabric group have received a copy thanks to John Williams doing all the photo copying. If any member of the PCC is interested in reading this report please ask a member of the Fabric committee or one of the churchwardens. Bill requested that the Rectors Vestry be given higher priority than it is shown within the report as this was a space which is vital for the provision of the Sunday Club.
- c) **Sound\Lighting Decoration etc:** This is all on going with a huge amount of work going on behind the scenes. Sound has now reached the point of tender and the relevant information is currently being reviewed by our Church architect Simon Marks.
- d) **Sound Tender Document:** The Fabric Group had considered the tenders received at their recent meeting and had selected KEL Sound & Vision as the successful contractor. Information concerning the tender and a breakdown of the various costs had been circulated in advance of the meeting for the PCC to consider. The tender information had also been sent to Peter Mapp our Acoustic Consultant who had given us an independent assessment of the tenders and had endorsed the Fabric Group decision regarding KEL Sound & Vision. Bill mentioned that Alec Paterson had gifted a sum to the church and this could be used to assist with the cost of the sound system and audio visual system. There would also be funding from the FOSM and Newton Legacies. It was proposed by Barry Smith, seconded by Rick Cawley and approved unanimously that the sound and audio vision contract be awarded to KEL Sound & Vision. Sue Jones proposed that a budget of £30,500 (for the purposes of Faculty), be approved by the PCC for the provision of a new sound and audio visual system; this was seconded by Marika Footring and unanimously agreed.
- e) **Roof/Tower:** After a recent heavy rain storm earlier in August there were some leaks in the Bell Tower and over the Sunday Club corner.... North Aisle. Adrienne met with Age Roofing on Tuesday 5th September to view the tower and will return to meet Margaret on another occasion to have a look at the nave roof. The tower seemed to be fine and it was thought that the nature of the storm and the amount of water the tower had to deal with caused the gutters and parapets to cause water to divert and enter the interior.
- f) **Books & Bookcase in Church – Heather Edwards**
The proposed plan for a new bookcase for St Mary's is currently following two courses of action. The first is a detailed database which has been designed and is currently being filled with all available information on the books currently in St Mary's. No decisions have been made about the future of these books but ideas are being collated. The second course of action being followed is the research: For the correct type of bookcase, matching the newer wood already in the church and making it a robust and a moveable bookcase; Obtaining books through the diocese; Running a bookstall for a modern church as an outreach to the community - adults, teens and children, incorporating some of the leaflets and cards already available. A more detailed report is being put together covering both points.
- g) **Heating:** Eric Jakens had reported that Trevor and his team from Lindsey's had successfully fired up the boiler after the gas leak repair. The initial problem was that the sensors were set too low for a summer firing and the boiler asked the question "why do you need heat"? Trevor adjusted the sensors and it did the trick. So we are ready for winter although the annual service is now due. There will not be a cost for the repair, etc. The retention invoice had been received from Lindsey's and Bill Eborn requested authority to release the £1,942.07 and this was granted by the PCC.

Minute 2017\82 Organ Repairs

A briefing paper, prepared by Graham Wadley had been circulated to the PCC in advance of the meeting for consideration. The PCC was requested to approve a faculty application as follows: ***“Undertake repairs to the Walker organ in St Mary's church, Wivenhoe. Repair failing metal pipes, fit new tuning slides and clean all pipe work.***

The work to be carried out by Kevin Rutterford in accordance with his quotation dated 26th July 2017 for the cost of £2,475 (no VAT). Anticipated commencement date January 2018. An anonymous donor has pledged the cost of this repair.”

It was proposed by Derek Rulten, seconded by Barry Smith and unanimously agreed that the above application put before the PCC by Graham Wadley be approved. Approval was also granted for the cost of tuning the organ which was estimated to be £200.

Minute 2017\83 Overseas Link – Rachel Butterfield had recently been in touch with Rosemary Murchie to arrange to take items back to Africa.

Minute 2017\84 Health & Safety – Christina Volkmann and Margaret Allison had submitted their resignations as H&S Officers. Margaret had however agreed to assist by undertaking the routine checks e.g. emergency lighting units, first aid box and opening the church for the annual servicing of the fire equipment. Erwin asked if someone would be prepared to take on the role. Derek was willing to consider undertaking the role and will look at the H&S folder in church and speak to Bonnie if more information is required.

Minute 2017\85 Safeguarding

Diocesan Safeguarding Training – Members of the PCC who had undertaken the online training were asked to inform our Safeguarding Officer, Louise Beard.

Minute 2017\86 To receive reports from the various church committees.

Minute 2017\87 Mission & Ministry Unit (MMU)

- a) **Gathering at Ernest Road:** The PCC members of Greenstead, St Johns and Wivenhoe were invited to attend. Unfortunately the turnout was low but it was a good evening.
- b) The next meeting for members of the clergy will be on the 18th September.

Minute 2017\88 Adult & Children's Ministry, youth work & young adults - Erwin Lammens

- a) **Teddy Bears Picnic:** About 50 children and their adults attended.
- b) **Family Sports Day:** This was well attended and John Saxon returned to assist.
- c) **Alpha Course:** 8 people will attend the first session.
- d) **Listening Course:** Deirdre will be attending with others, but more people are needed to make the course viable. Please contact Deirdre if you wish to attend a.s.a.p.
- e) **Family Fun Festival** will take place from 11 a.m. in Castle Park on the 16th September. This is the first time we will be involved. Erwin asked that people support the event.

Minute 2017\89 Any Other Notified Business

- a) **Christmas Charity** – Last year it was decided that Boxes of Blessings for Uganda would be the chosen charity. It was proposed that this be the chosen charity for 2018. Bill asked if envelopes needed to go in December Tidings – it was decided to put them in.

There being no further business the meeting closed at 21.20 hrs with all members joining in saying the Grace. **Next Meeting PCC Meeting** - 10th October at 19.30 at The Rectory