

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

Welcome & opening prayer Erwin opened the meeting with the words of The Act of Commitment connected to Remembrance.

Those present: Revd. Erwin Lammens; Bonnie Hill; Marika Footring; Ann Hanagan; Bill Eborn; Heather Edwards; Barry Smith; Rick Cawley; Sue Jones; Margaret Bigwood; Scott Danielsen; Jan Marks; Helena Hughes; Derek Rulten and Lucy Crocker who gave a presentation.

Apologies: Graham Wadley; Dominique Knutsen; Graeme Martin; Glyn Stanway; Nick Gustard

Minutes of the PCC meeting Bill proposed that the Minutes of the 10th October meeting be accepted as a true record of the meeting and this was seconded by Ann Hanagan and agreed by those present.

Conflict of Interest: Bonnie Hill again declared her conflict of interest concerning the Transformation Project because of her husband's involvement. Margaret Bigwood and Erwin Lammens declared a conflict of interest – Minute 2017\106.

Minute 2017\104 Matters arising

a) **Poppy Tribute** – Erwin thanked Bonnie and Marika and the team of helpers for their work on the tribute. Bonnie reported that this had been far more successful than anticipated and she thanked all those who had assisted with the project. Thank you cards had been sent to the sponsors. The Poppy tribute raised £65.00 and at the Remembrance Service £507 making a total of £572. The retiring collection from the St Marys Singers concert was £99.57. Heather wondered if the poppy tribute would be organised again and Heather volunteered to help next year. Thought would be given to that.

b) **Annexe Finance:** The following report had been circulated prior to the meeting written by Graham Wadley. Following the discussions at the October PCC meeting, and particularly the acceptance of the Ken Rush Associates quotation for the structural design and test bores, authority to proceed has been given to Inkpen Downie as follows:

Catch up of fees from Inkpen Downie (ID)	£1500
ID fees (RIBA Stage 4.1)	£3500
Quantity Surveyor	£ 150
CBC Archaeological Brief	£ 250
Structural engineers fees and survey as above	<u>£1200</u>
Total excluding VAT	£7400
Total with VAT	<u>£8800</u>

A firm instruction has been given to Inkpen Downie not to exceed the approved financial limit of £9300.

Other points to note:

A faculty will probably be required for the test bores for the foundations. This will be tested when the test bore specification are available from Ken Rush Associates.

A quotation for the archaeological survey will be obtained on receipt of the brief from CBC. We have no funds or authority to undertake this work.

ID considers that it is unlikely that the results of the survey would prevent the scheme and even a major find may only require design adjustments.

We will not have information available from ID to enable a full faculty application until the New Year.

c) **Annexe:** Bill Eborn stated the following. Graham Wadley, who couldn't attend the meeting due to a business commitment, had raised with Bonnie the question that the figure for the next tranche of Annexe expenditure which he proposed at last month's PCC (Minute number 2017/92 (b)) was lower than the figure for the same expenditure passed at the September PCC (Minute number 2017/80 (c)).

To illustrate this, Graham has produced a paper "Annexe Costs". Unfortunately the financial position regarding the Annexe Fund had moved on in the last two months: - The fee for the £1,500 (which is £1,800 including VAT) for the "Catch up costs) was paid on 28 September (the actual invoice was for £1,826.17).

Allowing for this, and for a generous donation to the Annexe fund of £1,000, the balance in the Annexe fund at 31 October was £7,571.05. Thanks to this generous donation this money is available in the Annexe Account without recourse to the General Fabric Account.

Bill felt that for the avoidance of doubt, the PCC needed to bring the funds available to the Building Committee up to the figure passed in September. To achieve this Bill proposed that "the PCC confirm that the £6,250 (£7,500 including VAT) to pay for the costs of RIBA Stage 4.1, as set out in the paper "Annexe Costs" which had been circulated to all members, be made available from the Annexe Fund."

This was seconded by Sue Jones and unanimously agreed.

Minute 2017\105 Correspondence

a) Thank you card received from Peter Terry. A Thank You card was also received from The Mayor for a donation to the Mayors Charity Fund of half of the offertory received at the Civic Service

b) A letter had been received from Ecclesiastical Insurance asking the PCC to inform the congregation of their company and if an insurance policy is taken out, quoting TRUST130 and nominating St Mary's Wivenhoe, it would result in a £130 donation per policy. The PCC agreed that the poster could be

published in Tidings but it was not felt appropriate to put the details up in church or on the pew sheet.

Minute 2017\106 The Annexe and Transformation Project

- a) A presentation was given by Lucy Wadley on the reordering of the nave. Lucy explained that within the report certain assumptions had been made and listed them. Examples of activities which were possible within the nave were given to illustrate what actually happens within the existing space at the moment. Lucy then moved to potential future activities; the impact of layout and the number of people who could be accommodated. The standard seating capacity is 173 for standard services plus 40 extra chairs for large services. Furniture layouts were shown illustrating the various seating and table arrangements which could be configured for all sorts of events from services both large and small; theatre style; semi circular; dining; stage; market and exhibition.
- Lucy then spoke about the options for the furniture – the existing furniture does not give optimum usage of the space in the whole of the nave. Consideration needed to be given to a number of issues which included retaining the current configuration, replacing furniture and removing the fixed pews. Also new flooring and the ability to move furniture easily and perhaps removing the kitchen storage cupboards. Chair storage area would need to be identified if an all chair option was decided upon and perhaps a caretaker would be required to move furniture to keep everything tidy.
- Lucy then showed a chart giving the seating capacity using 500 x 500 chairs which are the same size as the current blue chairs and using only the space that is currently used. This gave a total of 173 for option 1; option 2 157 and option 3 138 with the ability to add 40 additional chairs in each case. The more chairs that are in church the number of seats reduces.
- Bill asked how many people would be seated on the south side middle fixed pews – the answer was 5 – 6 people could be seated on the south side outer pews. Linking chairs makes the chairs further apart but much depended on the link used. Longer links are used on curved shapes than the straight line configuration. If using a keyhole link on a wooden chair they are easily linked to each other. The linking method doesn't make very much difference overall to the amount of chairs which can be used in a specific space. The worship group had received the presentation and their comments had been circulated to the PCC
- Erwin thanked Lucy for her presentation and the work that she had undertaken so far.
- There is now a sub-team working on the seating options who had met recently and they will be reporting to the PCC from time to time.
- b) **An Appeal letter** written by Erwin was shared with the PCC. The letter asked for funding to assist in taking the project forward. A leaflet had also been prepared by Lucy. Marika and Bill suggested some small changes to the text of the leaflet and Lucy noted the changes. Erwin asked the PCC for their approval to send out the information – this was granted. The letters would be prepared for distribution to those on the Electoral Roll. On Sunday 10th December Erwin will give a presentation at the 10.30am service to link in with the letters.

Minute 2017\ 107 Finance

- a) **Finance Report: Cash position:** this was circulated to the PCC. Bill indicated that the financial situation was positive and at the moment all commitments could be met by the balances available to year end.
- b) **CAROLIN GARDEN**
- Bill spoke about the following. This Summer several of our congregation opened their gardens as part of Wivenhoe Open Gardens. As in previous years, St Mary's received half of the profits, £2,600. Wivenhoe Town Council, which is responsible for the safety and repair of St Mary's Churchyard, had suggested that St Mary's might like to put this £2,600 towards the costs of the repairs to the Churchyard wall identified in the Quinquennial. We declined and replied to WTC that this money was already allocated.
- Bill recommended to the PCC that this allocation be formalised to the upgrading of the Carolin Garden. Bill believed that this would be a fitting use of this money as it was raised by the congregation and community through Gardens; would benefit St Mary's; would benefit the community; and should be included in the overall plan for the Annexe and form part of the disabled friendly access to the Church.
- If there was a consensus in favour, Bill suggested that the money be transferred to the Fabric General Fund; but ring fenced for the Carolin Gardens. This way it could be used in advance of the completion of the building of the Annexe if, for example there was any question of that thoroughfare being unsafe or the tree fell down. Perhaps a disabled parking space could also be included within the renovation of the area. The money would be put in the General Fabric Fund rather than into the Appeal Fund just in case the money is needed earlier than the annexe build.
- Bill proposed that the £2,600, St Mary's share of the profits of 2017 Wivenhoe Open Gardens, at present in the General Account, be transferred to the Fabric – General Account being restricted to use on the Carolin Gardens. This was seconded by Ann Hanagan and unanimously agreed.
- c) **Church of England\Parish Fees:** A schedule of fees had been prepared and circulated to the PCC in advance of the members. The majority of the figures were set by the Church of England and the PCC

had no choice but to accept them. The figures set by the PCC concerned the Verger's fee; Organist fee, Bells, memorial cross and travel expenses for The Rector.

Barry was thanked for the work that he does in preparing the Crosses which are given to bereaved families.

It was proposed by Bill Eborn and seconded by Sue Jones that the Funeral and Wedding fees for 2018 be approved by the PCC. This was agreed by those entitled to vote.

Minute 2017\108 Fabric

- a) **Sound and AV:** The Faculty has been agreed and this project is back on schedule thanks to some very hard work and persistence from Bonnie. Although there was a slight problem with the screen provision everything was progressing.
- b) **Lighting:** Only one quotation had been received so far and that indicated that the cost of new lighting for the nave and side aisles amounted to £35,500. The Lux levels were appalling – in the daylight with all the lights on the DAC Lighting Adviser recorded Lux levels of between 73 and 15 – the requirement should have been a minimum of 150 in the nave and 300 in the chancel. Bill suggested that the basic lighting cost be paid for by the Newton Legacy. It is anticipated that the balance of the work needed will be paid for by the funds donated by FOSM.
- c) **Repairs/Maintenance:** The gutters (except the Tower) have all been cleared by Age roofing. Five light bulbs were replaced in the Nave roof. There was a minor problem with a chandelier light bulb South choir side. Trevor Baxter the electrician is aware and he feels that it is not a fire hazard. Many thanks to Eric for helping with the repairs/maintenance. An estimate for work on the roof had been received and the £1572 cost will come out of the Newton Legacy. If there are additional tiles and repairs which need to be carried out the PCC gave approval for them to be dealt with. The estimate for the additional work to be notified before being undertaken. It was decided to try and extend the validity of the estimate by 10 days to enable the Fabric Group to see if there was any other work identified on the Quinquennial Report which could be undertaken while the scaffolding was in place.
- d) **Redecoration:** As we need to test varying paints/colours around the Church for approximately one year to eighteen months (prior to complete re-decoration) paints/colours/costs are being researched.
- e) **Seating Pews/Chairs:** Lucy Wadley gave an excellent presentation to the Fabric Committee recently. She outlined all the options for consideration with regard to the seating and use of space in the main body of the Church. It will be researched by a small group (Erwin, Barry, Sue, Margaret and Lucy). We will keep the PCC informed of our research of the varying suitable options.
- f) **Boiler Room:** No further incidents, so hopefully this matter is closed.
- g) **Drains:** the drains had been rodded and hopefully this has cured the problem.

Minute 2017\109 Organ Repairs

The faculty had been granted for the pipe repairs and the required notice is being displayed for the necessary 28 days from Sunday 5th November 2017.

Kevin Rutterford has advised that the pipes will be removed during the second week in January and are planned for return by the end of January. There will be some further work on site plus a fairly major tuning exercise but all should be in good working order by early February. The wedding weekend is the target. We will use the piano for a minimal number of services during this period. A deposit of 40% with order has been requested (Order value £2475, so 40% is £990 No VAT). The donor has been approached to cover this payment and the deposit had been received.

Minute 2017\110 Overseas Link – Ongoing

Minute 2017\111 Health & Safety – Person still needed to fill this role. An advert to be put in Tidings. A role specification is required. In the absence of an H&S Officer Bonnie was asked to complete Risk Assessments for the following services – Crib Service; Christingle; St. Nicholas and the Nativity.

Minute 2017\112 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\113 To receive reports and take questions on the reports from the following committees.

- a) **Fundraising:** The Kingsland Community Gospel Choir will be singing at St Marys Church on the 25th November at 6.30pm doors open at 6pm. Tickets are available from the Wivenhoe Bookshop or on arrival at the door and they cost £6.00. The December Market at Church and Wivenhoe Late Night Shopping is on the 7th December from 6-8 p.m. The Mayor Mike Newton will switch the Christmas lights on at 6pm. There will be stalls inside the Church and in the Churchyard and Father Christmas will be in his grotto to receive the children's letters. St Mary's stalls are gifts, home bake, raffle and children's tombola.

Letters have been delivered to the Wivenhoe traders asking them to be open and to display a poster advertising the event.

Thank you for the food contributions for the hamper. Any offers of help with this event would be appreciated.

The current team has met for the last time. Erwin has been approaching people to come and find out

more. Tricia had indicated that she was willing to continue as long as there are others in a team.

- b) **Catering-** The Harvest Lunch was on the 7th October and was enjoyed by the 24 people who attended. Cakes were provided by the Catering Committee for the Deanery Evensong on the 3rd September. There will be a cake stall at the December Market and offers of cakes will be greatly appreciated.
- c) **Worship Group:** A meeting had taken place on 7th November and had received the re-ordering presentation from Lucy Crocker and commented as follows concerning worship aspects.
- i. Option 1 was generally considered unfavourable with very limited flexibility.
 - ii. Need to consider curved/horseshoe/auditorium layout centred around the chancel step area. This may cause a problem if linked chairs are required.
 - iii. A collegiate layout needs to be considered with perhaps a focal point in the centre of the nave.
 - iv. Baptisms at the old font, particularly Sunday afternoons, would benefit from all or part west facing seating.
 - v. Completely open space was briefly discussed with the implications of this not being possible due to furniture storage.
 - vi. Decisions have to be made about general storage and particularly the retention or otherwise of the long cupboard/worktop.
 - vii. Kneelers discussed without recommendation. Considered that few people actually use them.
 - viii. Some inconclusive discussion about provision of hymn books storage in seating.
- d) **Vision Group:** no report
- e) **Colchester Deanery:** The meeting was at Fordham in the John Owen Barn. Chaired for the second time by Erwin. Elections for the Joint Standing and Pastoral Committee of Colchester Deanery Synod enrolled 2 Lay and 1 Clergy member for service. Elections for the Chelmsford Diocesan Synod enrolled 1 Lay and 1 Clergy member. Mark Tiddy, the Bradwell Area Youth Advisor Shared the Diocesan Youth Strategy with the Synod in an excellent presentation with talk, discussions and slides containing some interesting analysis. Beks Korniejdelivered Deanery youth news including Joy events for churches. Revd Andy Sachs outlined the Love Colchester event planned by St John's for the 3rd Dec. in the town. Cards and mince pies will accompany the Good News greetings. Cards will be supplied by St. John's to other churches who would like to participate. Supermarkets are donating the mince pies. No treasurers report. Further talks and notices followed.
- f) **Transforming Presence:** no report
- g) **Wivenhoe Churches Together:** Minutes had been circulated in advance of the meeting
- h) **FOSM** – no report
- i) **Pastoral Visitors:** Nothing to report this month – status quo
- j) **Administration:** nothing to report
- k) **Communications team:** nothing to report
- l) **Spirituality Steering Group:** nothing to report
- m) **Appeal Team Report:** Peter Hill TP Appeal Chairman
- i. The structure of the team was considered, its members and its sub-groups. It was agreed there was a need to recruit a few more people to the Fund-raising/Social team in particular. The primary purpose of this team is not so much about fund-raising for the Transformation Appeal but more about ensuring the Appeal has an active profile and one that continues to be alive in people's minds.
 - ii. Lynne Horner was welcomed into the role of Appeal's Financial Administrator, taking over from Dominique Knutsen who has a 'changed focus' ! Lynne had volunteered to acknowledge all donations and to work closely with Bill Eborn.
 - iii. Peter Hill will be contacting the Rector of St Mary's Church Walthamstow to see if she has any tips on how they won a substantial Heritage Lottery for a scheme very similar to our Transformation Project.
 - iv. The team discussed timing of the public launch of the Appeal and pencilled in the weekend of 22nd April to allow time to get all the members of St Mary's on-board with all TP aspects of SUSTAINABILITY and ACCESSIBILITY.
 - v. Graham Wadley spoke of the present predicament of the Building Committee that without more money to pay the architects and others to satisfy the planning conditions necessary to progress the Planning Application, the Annexe cannot proceed at all. Ideally £20,000 is required urgently although a lesser sum would allow work to commence on satisfying some of the conditions. The team agreed the best way to raise this money would be for Erwin to write to all the people on the Electoral Roll, explain the need for this money, and that it is part of the overall TP Appeal. It will assist the public launch of the appeal if we are able to say that St Mary's has already raised a significant sum towards the future of St Mary's and its sustainability and accessibility.

Minute 2017/114 Mission & Ministry Unit (MMU)

- a) Each church in our MMU has been asked to appoint a member to join the new MMU Council. The first meeting would be on 22 January 2018. Erwin asked for a volunteer to join the council and go to the meetings with him. PCC members were asked to consider this.

- b) Volunteers from St. Johns Church, Greenstead and St Mary's will be delivering mince pies to a new housing estate as an outreach exercise. Volunteers required from St. Mary's to join them. Erwin has the details.

Minute 2017\115 Adult & Children's Ministry, youth work & young adults - Erwin Lammens

- a) **Alpha Course:** Two more meetings left and it is going very well.
- b) **New Sunday Co-ordinator:** Viv Eunson had stepped down and the PCC were very appreciative of the work that she had undertaken in the past. Teresa Warren had taken on this role for which the PCC were extremely grateful.
- c) **Transforming Lives for Good:** Karen Cakebread of St. Lukes had spoken about supporting school children in years 4, 5 and 6. This service is given to pupils who are in emotional need – the commitment is normally one hour a week during term time. Training is available.

Minute 2017\116 Any Other Notified Business

- a) **Flowers in Church:** Margaret Bigwood has ensured that flowers had been placed on the table in church and removed when they were not fit for purpose. Additional help, especially when she is away, was required and Erwin asked for assistance with this matter. The rota page is still at the back of church and needs to have more names added. The help can be in the form of money for flowers or flowers themselves. Margaret will put something on the pew sheet. Bill said there was money available within the flower fund.
- b) **Annual Parish Meeting:** The PCC agreed upon the Sunday 29th April 2018 at 16.00 as the date and time for the annual meeting.
- c) Sue asked the PCC to spread the word about the **Nativity Play**. Children are needed who are able to attend on 25th November from 2.00-4.30 and 09.00 Sunday 17th December.
- d) **Christmas Decorations** – volunteers required for the decorating of the church on Thursday 14th December at 09.30. Jenny Bennett has indicated she is willing to trim the tree. Erwin to ask Eric Jakens if he is able to assist.

There being no further business the meeting closed at 21.40 hrs with all members joining in saying the Grace. **Next Meeting PCC Meeting** – 12th December at 19.30 at The Rectory