

**The Parish of St Mary-the-Virgin, Wivenhoe**  
**PCC Meeting on Tuesday 12<sup>th</sup> December 2017, 7.30pm at The Rectory**

<p><b>Welcome &amp; opening prayer</b> Erwin opened the meeting with a prayer for Advent</p>
<p><b>Those present:</b> Revd. Erwin Lammens; Bonnie Hill; Marika Footring; Ann Hanagan; Bill Eborn; Barry Smith; Rick Cawley; Sue Jones; Scott Danielsen; Derek Rulten; Helena Hughes; Graham Wadley; Heather Edwards;</p>
<p><b>Apologies:</b> Graeme Martin; Margaret Bigwood; Glyn Stanway; Nick Gustard; Dominique Knutsen; Jan Marks</p>
<p><b>Minutes of the PCC meeting</b> held on the 14<sup>th</sup> November were accepted and signed as a true record.</p>
<p><b>Conflict of Interest:</b> Bonnie Hill again declared her conflict of interest concerning the Transformation Project because of her husband's involvement.</p>
<p><b>Minute 2017\117 Matters arising</b></p> <p>a) <b>Appeal Letter and leaflet:</b> both had been prepared and distributed. £9,350 had been raised to date.</p> <p>b) <b>Poppy Tribute</b> – Bonnie had approached various organisations and having received a positive response another will be organised for Remembrance Day 2018.</p>
<p><b>Minute 2017\118 Correspondence</b></p> <p>a) Toybox had sent a letter thanking St. Mary's for their donation which arose from the St. Nicholas service collection.</p>
<p><b>Minute 2017\119 Finance</b></p> <p>a) <b>Finance Report: Cash position</b> had been circulated prior to the meeting.</p> <p>b) <b>Parish Share</b> will be 1% up next year and will be £62,373 in total. This is £643 more than last year.</p> <p>c) <b>December Market</b> raised £1,375.31. The stall revenue was up but the bucket collection was down by £60.00. Two of the market stall holders were not happy about the one way system and tape being put across for health and safety reasons. The layout needed to be considered\changed to ensure all stalls are given equal opportunities for sales.</p>
<p><b>Minute 2017\120 Fabric</b></p> <p>a) <b>Sound and AV:</b> KEL the contractor had installed the system on time. Chris Gutteridge had worked very long hours, on at least one occasion until 22.00, to ensure that everything was in place for the 2<sup>nd</sup> December. The final programming of the system had taken place on Monday 11<sup>th</sup> December and was followed by a training session for those who are responsible for switching the system on for various services and occasions. The KEL invoice had been received and payment will be made. The PCC wished to record their thanks for the dedication Chris had shown and a card was sent to him.</p> <p>Peter Mapp the sound acoustics expert spent a significant number of hours designing and providing the specification, helped with selecting the contractor and then returned to commission the system which involved another four hours of his time. The PCC wished to record their thanks for the gift of his time and expertise and a card was sent to him.</p> <p>Ecclesiastical Insurance will be given the details of the new sound &amp; av system. Bonnie will send the invoice for the equipment so that they have the full list of items that we now have on site. This may have an impact on our premium.</p> <p>A laptop was needed to be able to run the various presentations. Bill Eborn suggested a figure of £300 for the purchase of a laptop and the programme to run PowerPoint. The budget of £300 was proposed by Bill Eborn, seconded by Barry Smith and unanimously agreed.</p> <p>The sound equipment cupboard which was needed could be made from the oak and mdf which is available. An estimate for making the cupboard was needed and to this end Karl Douzier was to be approached. Marika, Rick and Bonnie to discuss further the location and design of the cupboard.</p> <p>Rick Cawley will find someone to help with the disposal\sale of the old sound equipment.</p> <p>b) <b>Vestries</b> (Choir and Rectors) to be cleared\sorted out when the Christmas decorations are being put up if there is time to do so.</p> <p>c) <b>Boiler Room</b> – matter closed.</p> <p>d) <b>Lighting:</b> Ongoing</p> <p>e) <b>Boxing in of the pipes:</b> David Reynolds will construct a cover which will not be affixed to the wall. The PCC were delighted to hear the news.</p> <p>f) <b>Window Grills:</b> Bakers of Danbury have sent their quote but the second company has still to be received.</p> <p>g) <b>Redecoration:</b> Ongoing</p> <p>h) <b>Vestry\New Carpeting:</b> Ongoing</p> <p>i) <b>Drains:</b> Rod Catmur had been to look at the North Porch drain and has cleared it out as much as possible. The situation will be monitored over the next few months.</p>
<p><b>Minute 2017\121 The Annexe and Transformation Project</b></p> <p>a) Graham had hoped that advice from CBC Archaeological would arrive before the PCC meeting but it had not. Therefore, Graham requested provision for an interim faculty application as recommended by the Archdeacon for the test holes to assist in the annexe foundation design. The background is as</p>

follows:

Ken Rush Associates plan to excavate two small trial pits adjacent to the side wall of the church. Trial pit one is between the angled buttress and the side of the existing porch and will tell us about the existing foundations and porch foundation to be removed. Trial pit two is adjacent to one of the straight buttresses outside the South aisle of the church. These trial pits will expose the foundation for the measurement and may be carry out a few minor insitu tests to check ground conditions. The soil will be replaced and compacted, placing the soil back as excavated. There will be no disturbance to the site as these trial pits are so small it will not affect any buried archaeology and it is considered that the archaeological exploration can go ahead afterwards. The pits will, however, confirm the depth of the made ground, and expected depth of the archaeological excavation.

In order to provide an accurate foundation plan for the raft and to verify that the annexe can be supported off the existing structure, this site investigation is absolutely necessary.

This work needs to be undertaken soon and if possible prior to the archaeological survey although this will depend upon the awaited CBC advice. The cost of the test holes has already been authorised by the PCC.

Therefore, I request that the PCC authorises the following interim faculty application but noting that this will only be submitted if CBC consent to this sequence of work prior to full archaeological survey. The cost will be about £300.00 and is part of RIBA 4.1 - the cost had already been approved by the PCC at a previous meeting.

**Faculty Proposal**

Graham Wadley proposed that excavation of two small trial pits on the south side of the church, adjacent to the south wall in the area of the proposed new church annexe in order to determine ground and foundation characteristics to allow foundation design to proceed. This was seconded by Sue Jones and agreed unanimously.

- b) The Nave re-ordering cost Sub Team had met to discuss the seating options and will report to the PCC again when there is further news to report.

**Minute 2017\122 Organ Repairs** – The paperwork is being finalised and start date is 9<sup>th</sup> January and Mr. Rutterford will work as quickly as possible and so that only two Sundays will be without the organ.

**Minute 2017\123 Overseas Link** – £240 had been raised so far and had been sent to Rachel Butterfield. The appeal is still open.

**Minute 2017\1 Health & Safety** – Person still needed to fill this role. Role specification still needs to be prepared and advertised in Tidings.

**Minute 2017\124 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\125 To receive and take questions on the various church committee reports**

**Minute 2017\126 Mission & Ministry Unit (MMU)** - Heather Edwards volunteered to join the MMU Council

**Minute 2017\127 Adult & Children's Ministry, youth work & young adults - Erwin Lammens**

- a) **Alpha Course:** everyone who started the course successfully completed it.  
b) **St. Nicholas:** The number of children were slightly down from 85 to 65 this year. The collection was not impacted upon.  
c) **Christingle Service:** 321 people had attended. Thanks were given to Sue Jones for her work. The collection was £314.14 this year against £241 last year.  
d) **Carols on the Quay** was held in church this year due to snow and ice. Approximately 283 people attended. The collection was down on last year. The following donations had been made - £50 to The Bible Society, £272 to Beacon House and £272 to WaterAid.

**Minute 2017\128 Any Other Notified Business**

- a) **Photocopier:** there may be a problem with black lines appearing on the copies. Although it is not happening at present it may need attention in future. Jane Cole is still happy to have the copier within her home  
b) **July PCC date** – Erwin requested that the meeting be held on Monday 9<sup>th</sup> July.  
c) Sue asked for help with **moving the staging** units that are required for the Nativity play from Broomegrove School to church at 07.30 a.m. on Friday 15<sup>th</sup> December.

There being no further business the meeting closed at 20.35 hrs with all members joining in saying the Grace. **Next Meeting PCC Meeting** – 9<sup>th</sup> January at 19.30 at The Rectory