

The Parish of St Mary-the-Virgin, Wivenhoe
PCC Meeting on Tuesday 9th January 2018, 7.30pm at The Rectory

<p>Welcome & opening prayer Erwin opened the meeting with a prayer celebrating the new year followed by a blessing.</p>
<p>Those present: Revd. Erwin Lammens; Bonnie Hill; Ann Hanagan; Bill Eborn; Barry Smith; Rick Cawley; Sue Jones; Derek Rulten; Graham Wadley; Heather Edwards; Glyn Stanway; Jan Marks</p>
<p>Apologies: Margaret Bigwood; Helena Hughes; Scott Danielsen; Graeme Martin; Marika Footring; Nick Gustard; Dominique Knutsen</p>
<p>Minutes of the PCC meeting held on the 12th December were accepted and signed as a true record.</p>
<p>Conflict of Interest: Bonnie Hill again declared her conflict of interest concerning the Transformation Project because of her husband's involvement.</p>
<p>Minute 2018\1 Matters arising a) Ann Hanagan and Derek Rulten had responded to the appeal for help with the staging units for the nativity. The PCC thanked them and Peter Cook for their assistance which was much appreciated.</p>
<p>Minute 2018\2 Correspondence a) Thank you letters had been received from Beacon House; The Bible Society and The Childrens Society for donations which were generated by collections at various Christmas Services.</p>
<p>Minute 2018\3 Finance a) Finance Report: Bill reported that all bills and the parish share had been paid as at the 31st December and a balance would be carried forward into 2018. The year-end accounts were being finalised. Erwin thanked Bill, Vivien and Ian for the tremendous amount of work they have done during the year. b) Parish Share – it was confirmed this would be £62,373, payable monthly at the rate of £5,197.75 – this was not a very big increase.</p>
<p>Minute 2018\4 Fabric a) Lighting: A meeting was in the process of being organised in January with the Diocesan Lighting Adviser Jim Laws and a representative from Iluma a lighting unit company. b) Redecoration\ Vestry – Paint samples will be purchased and areas of wall identified to put them on in order to monitor for durability and colour. c) Boxing in of the pipes: David Reynolds had completed the task and the PCC wished to record their thanks. There were no expenses arising from the work undertaken. Bonnie has the instructions on how to remove the cover. d) Window Grills: a quote had been received for £7,000 from Bakers of Danbury; the other company has yet to reply. e) Sound: Erwin spoke about the new sound system. Bonnie had ensured that it was in place for the services in December. Erwin thanked her on behalf of the PCC for her work and contribution. Peter Mapp our acoustic designer had attended the Midnight Mass service and checked the sound and hearing loop during the service. He is still working behind the scenes to refine the system in a couple of areas. It was agreed that the loop was excellent and had made a great difference and the head microphone was a great success. The lectern light will be removed to assist in the use of the static microphone placed there. Peter Mapp is currently working with Marika on the recording of services through the new system – there may be an extra cost if the contractors have to return to church to make changes to the system.</p>
<p>Minute 2018\5 The Annexe and Transformation Project a) Approval Request: Graham applied to the PCC for expenditure approval which would cover the cost of the archaeological survey people overseeing the test bore for the annexe. The following information was sent to members of the PCC shortly before the meeting. “Test Bores for Foundation Design for Annexe At the last PCC Meeting I requested a resolution concerning a faculty to dig two test bores on the south side of the church to assist in the valuation of the subsoil conditions to assist design of the annexe foundations. The Archdeacon took up the faculty requirement with the Chancellor in an attempt to circumvent the system. We have today heard that the Chancellor requires a full faculty application and it is now very tight to submit this in time for the January DAC meeting. This faculty application is covered by our resolution at the December PCC meeting. In December another issue outstanding was the unknown position of Colchester Borough Council Archaeological Department concerning the digging of the test holes and any relevant archaeological items which may be found. CBC Archaeology Department have not advised that they would be happy for us to simply appoint Colchester Archaeological Trust (CAT) to undertake the witnessing of the digging of these test bores rather than a new separate application. It is likely that CAT will be our preferred contractor for the full archaeological survey and therefore they have been approached to undertake the witnessing of the test bores and obviously to retain/record any archaeological finds during</p>

these digs.

CAT have made the following statement on 15 December 2017 concerning their costs for overseeing the digging of the test bores as follows:

Our watching brief rate is £32 per hour plus a daily fuel charge of £7. I would have thought we can do the field work for about or less than £150 + VAT. We could fold the results into the subsequent work to keep the costs down.

I would therefore like the PCC to agree to proceed with this expenditure but suggest that we allow a budget figure of £250-300 in case the process is delayed, perhaps by the finds or bad weather."

It was proposed by Graham Wadley that a budget of £300 be given for the cost of overseeing the digging of the test bores by Colchester Archaeological Trust. This was seconded by Sue Jones and agreed unanimously by the 12 members present at the meeting. Part of the funding for this will be taken from the Emergency Appeal account.

A Faculty in short form will be submitted to the DAC for their approval. This will delay the process. Permission was previously given at the December Meeting Minute 2017\121

- b) **Emergency Appeal:** Bill reported that 40 households had responded to the request for funds for the annexe and £13,870 had been received. Inkpen Downie had been informed that there is a limited amount of money available – Graham confirmed that this had been done on several occasions. In future all invoices received from Inkpen Downie will be sent to Graham Wadley for approval before payment is made.
- c) **Launch dates:** On Sunday 22nd April Erwin will address the congregation at the morning service. On Saturday 5th May the launch within the community will take place.
- d) Erwin thanked Graham and the team for their work. Graham had taken on the role of project manager. The level of commitment for the role will become more onerous as the project advances.

Minute 2018\6 Organ Repairs – Everything had been put in place and work had begun. Pipes will all be removed within 48 hours of the work starting. Some preparation in their workshop had already taken place and so within two weeks the pipes will be put back. The tuner needs to attend before the organ can be used for services but it is hoped only two Sundays will be affected.

Minute 2018\7 Overseas Link – A total of £455 had been raised. This will make a great difference in Namalemba

Minute 2018\8 Health & Safety – Margaret Allison had put a role specification together and this had been circulated to the PCC. Scott Danielsen had volunteered to take on the role and his offer was greatly appreciated and accepted.

Minute 2018\9 Safeguarding

Diocesan Safeguarding Training – Members of the PCC who had undertaken the online training were asked to inform our Safeguarding Officer, Louise Beard. Those who have not already completed the training can do so via this link <http://www.cofelearning.org/index.html>

Minute 2018\10 To receive reports and take questions on the reports from the church committees.

Minute 2017\11 Mission & Ministry Unit (MMU) - Meetings are taking place more frequently between the clergy to discuss, amongst other things, plans for the new garden city development. Heather Edwards will be attending the MMU Council meetings with Erwin on behalf of St. Mary's PCC. Heather had represented St. Mary's at St. Ann's at a rededication service after its renovation. More invitations will be forthcoming – Erwin will be attending a service at St. Johns Church in the very near future.

Minute 2017\12 Adult & Children's Ministry, youth work & young adults - *Erwin Lammens*

- a) **Nativity & Christmas Services:** The attendance at all of the Christmas Services (Christingle; Nativity; Crib Service; Midnight Mass and other Advent Services) were extremely good with more people attending than last year. Congratulations and thanks to all those involved in any way with the services.
- b) **Sunday Club Volunteers:** Two more people were needed for the team. The commitment would be four or five Sundays per year. Anyone interested should contact Sue Jones.

Minute 2017\13 Any Other Notified Business

- a) **Data Protection:** The rules on data protection are changing in May 2018 and there is a requirement to review data already held and to ensure that the necessary permission is given by those held on the databases. Marika and Bonnie will work on this together and will inform the PCC of developments.
- b) Graham Wadley had received a British Empire Medal in the Queen's New Year Honours List for services to Church music, his work within the Royal School of Church Music and within the community. He will be attending a Royal Garden Party in the summer and has had an invitation from Bernard Jenkin to visit the House of Commons before arriving at Buckingham Palace.

There being no further business the meeting closed at 20.43 hrs with all members joining in saying the Lords Prayer. **Next Meeting PCC Meeting** – 13th February at 19.30 at The Rectory