

The Parish of St Mary-the-Virgin, Wivenhoe
PCC Meeting on Tuesday 13 February 2018, 7.30pm at The Rectory

<p>Welcome & opening prayer Erwin opened the meeting with a Prayer for Lent, based on the publication Prayers for Public Worship.</p>
<p>Those present: Rev Erwin Lammens (chair), Margaret Bigwood, Jan Mark, Derek Rulten, Graeme Martin, Barry Smith, Rick Cawley, Scott Danielsen, Glyn Stanway, Sue Jones, Ann Hanagan, Bill Eborn, Heather Edwards, Graham Wadley, Marika Footring (minutes). Lucy Crocker attended to give the presentation (see 2018\16) and left at 21.00.</p>
<p>Apologies: Bonnie Hill, Helena Hughes, Dominique Knutsen, Nick Gustard.</p>
<p>Minutes of the PCC meeting held on the 9th January were approved as correct and signed by the chairman.</p>
<p>Conflict of Interest: none reported.</p>
<p>Minute 2018\14 Matters arising</p> <p>a) Data Protection: A data audit form had been circulated to all PCC members and others undertaking roles within the church. This was the start of the process and a data privacy notice and consent forms needed to be dealt with amongst other things. A Data Protection Officer was needed to ensure that someone took responsibility for good practice and ensuring that in May everything had been put in place in time for the new regulations. No-one present volunteered for the role.</p> <p>b) The Data Audit form that had been circulated was briefly discussed. PCC members were encouraged to return the completed form before the next PCC meeting.</p>
<p>Minute 2018\15 Correspondence</p> <p>a) Bishop of Chelmsford's Lent Charity. The PCC agreed that donation envelopes for this Charity should be inserted in Tidings magazine.</p>
<p>Minute 2018\16</p> <p>Presentation by Lucy Wadley on reordering the nave. Lucy took the meeting through the various priced options that had been prepared regarding seating: solid chairs, wire frame chairs and stackable pews. Various configurations were discussed at length. Erwin explained that tonight's object was not to make a decision on the seating but to narrow the options down in anticipation of a DAC visit that had been arranged for 22 March. The PCC agreed that at the meeting with the DAC the following options would be put forward for their consideration: 1) stackable pews in the centre with chairs in the North and South aisles; 2) all chairs, both in the centre and aisles. Both oak flooring options. Further discussion to follow once we have the DAC's comments.</p>
<p>Minute 2018\17 Finance</p> <p>a) Finance Report: Balance sheet and draft Annual Accounts had been circulated to the PCC in advance of the meeting.</p> <p>b) Annual Accounts: These were presented by the treasurer. It was proposed by Bill Eborn that the draft annual accounts be approved and that the accounts be submitted to Peyton Tyler Mears for examination. This was seconded by Graeme Martin and approved unanimously.</p>
<p>Minute 2018\18 Fabric</p> <p>a) Fabric Meeting: The meeting notes had been circulated to the PCC in advance of the meeting.</p> <p>b) Lighting: The notes of a recent meeting with Illuma Design, Bowling Garrard and Jim Laws the Diocesan Adviser had been circulated to the PCC.</p> <p>c) Window Grills: a quote had been received for £7,000 from Bakers of Danbury; the other company had now replied and their quotation amounted to £9,310.80. It was proposed by Barry Smith that the Bakers quote should be accepted. Seconded by Bill Eborn. The proposal was carried unanimously.</p> <p>d) Roof Repairs: Margaret Bigwood proposed that the quotation of £1,572 be accepted and the work undertaken by Age Roofing. Seconded by Ann Hanagan. The proposal was carried unanimously.</p> <p>e) Safe: Bill Eborn proposed that a safe be purchased at a cost of £2,160 to replace the too small one currently in use. Seconded by Jan Marks. The proposal was carried unanimously. The cost includes delivery and installation. No faculty is needed but Erwin advised that the Archdeacon will need to be consulted.</p> <p>f) Boiler timer: Eric Jakens is pursuing this with the suppliers Colin Peacock. Ongoing.</p>
<p>Minute 2018\19 The Annexe and Transformation Project</p> <p>a) Launch dates: Sunday 22nd April and Saturday 5th May</p> <p>b) Approval Request: In relation to the preparatory works, the DAC have requested a fully detailed specification for the work that Colchester Archaeological Trust is to carry out observing the test bores. It was proposed by Graham Wadley that £180 expenditure be approved for the additional costs this will incur. Seconded by Heather Edwards. Carried unanimously.</p>
<p>Minute 2018\20 Organ Repairs</p> <p>Graham Wadley reported that these had now been completed and paid for by a much appreciated donation.</p>

Minute 2018\21 Overseas Link

The Christmas Charity had raised £465 and was now closed. The money had been sent.

Minute 2018\22 Health & Safety

Scott Danielsen had accepted the role of H&S officer and was handed the H&S folder previously held by Margaret Allison.

Minute 2018\23 Safeguarding

- a) **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>
- b) **Safe Church Policy:**
The document had been sent with the agenda. The policy was approved unanimously and signed by the chairman on behalf of the PCC.
- c) **Parish Activity Plan – children:** The document had been amended and circulated before the meeting for consideration. The Parish Activity Plan was approved unanimously and signed on behalf of the PCC by the chairman.
- d) **Cleaner:** Erwin informed the meeting that, on advice from the Diocese, the cleaner's contract had been terminated with payment in lieu of notice.

Minute 2018\24 To receive reports and take questions on the reports from the various church committees.

Minute 2017\25 Mission & Ministry Unit (MMU) - meeting notes were tabled. A Draft Partnership Paper had been shared by email before the meeting. The PCC declared itself content with the principles for the Partnership as set out in this paper. Bill Eborn proposed that a requested payment of £50 to start off the Partnership Council Fund be made. Seconded by Graeme Martin. All in favour.

Minute 2017\26 Adult & Children's Ministry, youth work & young adults - Erwin Lammens

- a) **First Communion:** The date for this is 6 May 2018.
- b) Erwin reported that two children had come forward for preparation.

Minute 2017\27 Any Other Notified Business

- a) **Date and time of the Annual Parish Meeting.** It was agreed that the start time of the 2018 APCM would be 12 noon, following on from the morning service.

There being no further business the meeting closed at 21.50 hrs with all members joining in saying the Grace. **Next Meeting PCC Meeting** – 13th March at 19.30 at The Rectory