

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

Welcome & opening prayer. Erwin spoke about Dominique Knutsen who had delivered twin girls. Erwin also asked to pray for Peter Terry who is unwell. He also mentioned that Maisie Thomas had passed away. Erwin spoke circulated two pieces of paper – a cartoon by Dave Walker representing a PCC route map for meetings and 9 points for PCC meetings to consider. He spoke about the need to keep on track and to plan and achieve our aims and objectives. Erwin thanked Jan Marks and Helena Hughes for their work as PCC members and Sue Jones for the considerable time and effort she had committed to the role of Churchwarden.

Those present: Rev Erwin Lammens (chair), Sue Jones, Margaret Bigwood, Jan Marks, Graeme Martin, Barry Smith, Rick Cawley, Scott Danielsen, Ann Hanagan, Bill Eborn, Heather Edwards, Marika Footring; Bonnie Hill, Helena Hughes. Louise Beard St. Mary's Safeguarding Officer attended to deliver her annual report and left at 20.15.

Apologies: Graham Wadley, Dominique Knutsen, Glyn Stanway, Derek Rulten, Nick Gustard and Graeme Martin

Minutes of the PCC meeting held on the 13th February were approved as correct and signed by the chairman.

Conflict of Interest: Bonnie Hill; Heather Edwards

Minute 2018\28 Safeguarding

- a) **Louise Beard, St. Mary's Safeguarding & Child Protection Officer** attended the meeting to give her annual report to those present. The Safeguarding report would be included within Part Two of the annual parish report.
- b) **Diocesan Safeguarding Training** – Members of the PCC who had undertaken the online training were asked to inform Louise. Those who have not already completed the training can do so via <http://www.cofelearning.org/index.html> Erwin suggested that a group session be arranged to assist those who have not completed the training. The session would take place before the June PCC, at the Rectory, beginning at 18.30.
- c) Louise was thanked for her work in this area, she wished to step down and it is hoped that someone would take this role on in the near future.

Minute 2018\29 Matters arising from the Minutes

- a) **Data Protection Officer** – Marika Footring volunteered to undertake the role.
- b) **A Data Audit form** that had been circulated and the majority required had been returned. These were passed to Marika with a list of those who still needed to supply information.

Minute 2018\30 Correspondence

- a) **(re)source information** had been received – a conference at Essex University on the 16th June. 5 members of the PCC indicated that they would attend. Apologies were given by several members due to their availability that day.
- b) **Request from Wivenhoe History Group** – On Saturday 15th September the WHG requested that the church be open and that tea and cake be on sale for visitors – all proceeds going to the church. Permission is also sought for them to put up a gazebo in the churchyard. The PCC having considered the requests decided that the gazebo was acceptable and non exclusive use of the interior of the church be given to the Wivenhoe History Group. The Appeal team had also requested that the church be used for an exhibition\update on how the appeal was going on the same day and it was hoped that they would organise the refreshments.
- c) **Essex Clergy Trust** had sent a letter of thanks for a donation.

Minute 2018\31 Annual Parish Report & Accounts

- a) **The Annual Accounts** had been circulated before the meeting. Bill Eborn proposed the approval of the 2017 Annual Accounts; this was seconded by Scott Danielsen and approved unanimously. A clean certificate had been issued by Peyton Tyler Mears.
- b) **Part One of the Annual Report & Accounts** had also been completed and circulated to the PCC prior to the meeting. Approval of the Annual Report & Accounts was proposed by Bill Eborn, seconded by Helena Hughes and approved unanimously. Three copies of Part One of the Annual Report & Accounts were signed on behalf of the PCC by Revd. Erwin Lammens and the two Churchwardens. Thanks were recorded by the PCC for all the work that Bill Eborn, Vivien Eborn and Ian Dimmock had done to ensure that the accounts were ready for audit and enabled the deadline to be met.
Bill Eborn proposed the appointment of Peyton Tyler Mears as auditor\examiner be put before the Annual Parish Meeting. The PCC were content with the proposal.

Minute 2018\32 Finance

- a) **Cash Position:** details had been circulated to the PCC in advance of the meeting.

- b) **Purchase of Bell Ropes:** Adrienne had reported that after 20 years of use the tenor rope was no longer fit for purpose. Adrienne wished to purchase a new rope costing £198.00 plus VAT from Mendip Ropes and asked for the PCC's approval to do so. A request had also been received for a new set of muffles for the bells at a cost of £244. Bill Eborn proposed that the Bell Tower Captain be authorised to spend up to £500 for the ropes and muffles. This was seconded by Rick Cawley and unanimously agreed.

Minute 2018\33 Fabric

- a) **Lighting:** No news on the costs of the lighting scheme. Ongoing.
- b) **Window Grills:** Barry had written and appointed Bakers of Danbury to undertake the work and indicated that some stone work will also be required. Aiden of Bakers was looking into when the work could be scheduled.
- c) **Roof repairs:** Margaret had contacted Age Roofing and it was anticipated that the scaffolding would be put up soon. The work on the roof itself would only take a couple of days. Margaret will let Age Roofing know about a funeral taking place on the 23rd March and if they could avoid that day it would be greatly appreciated.
- d) **Safe:** Permission has been received from the Archdeacon to install a new safe in the rector's vestry corridor. There were a couple of conditions but they could be easily implemented. The Rosengrens Grade 2 safe we hoped to purchase has been sold but a Rosengrens Grade 3 safe was available from the same company. It will however cost an additional £180 plus VAT. Bill Eborn proposed that a new Rosengrens Grade 3 safe be purchased at a cost of £2340; this was seconded by Ann Hanagan and unanimously approved.
- e) **Drains\Rectors Vestry:** The Quinquennial reported no further movement in the walls of the vestry. Last month's PCC was informed by Graham Wadley that the external drain to the vestry was unlikely to be a soak away as in former years the water used to pump the organ was discharged into that drain. The vestry is not suitable for the Rector's needs. Bill proposed that the Fabric Committee be charged with investigating the cost of making the vestry watertight and windproof. It was noted that whilst this would make the vestry more palatable for the Sunday Club; this first phase was only until the Annexe was available for the Sunday Club at which time the second phase of the vestry refurbishment would be put in place to make the vestry a suitable office for the Rector. The PCC decided that the two phase approach be taken and that the Fabric Committee starts the process – in the first instance consulting Simon Marks to find out exactly what is required.
- f) **Heating.... clock:** Bill Eborn and Eric Jakens had been in contact with the Peacocks and a visit had been arranged and work undertaken to correct the fault at no cost. It was recommended that a regular service be arranged after 12 – 18 months.
- g) **Re decoration test spots:** Some test pots of paint have been purchased and paint applied within the window. Ongoing.
- h) **Nave project:** There is a meeting on 22nd of March with a group from the DAC....Lucy Crocker will give a presentation. Marika asked if just the two options selected by the PCC at the last meeting were going to be put before the DAC – it was confirmed that this was the case. Bonnie asked about the acoustic impact of the wooden floor options – it was accepted that Peter Mapp\KEL would need to return to adjust the system and that this would come at a financial cost.

Minute 2018\34 The Annexe and Transformation Project

- a) **Launch dates:** Sunday 22nd April and Saturday 5th May
- b) Graham Wadley had sent the following report in his absence - The application for a faculty to dig two test bores for the foundation design had been given conditional approval by the DAC. They require a full specification for the watching brief from Colchester Archaeological Trust. At the time of writing this was still awaited. The public consultation for this work finished on 4th March after which the formal faculty application was sent to the Chancellor, with the CAT specification. Due to this requirement and the availability of the specialists it is hoped that the test bores will start on 9th April. After that the foundation design can commence and Inkpen Downie will then be in a position to prepare the design details sufficient for the faculty application for the annexe proper. Graham Wadley
- c) An email had been received from the Appeal Chairman regarding the leaflets which were currently being drawn up. He would share the final version via email with Bonnie and she will circulate them to the PCC. Bill Eborn had reviewed the draft leaflets. On the general leaflet it does not explain what would happen to the donated money if the amount required was not raised and the project failed. Also anonymous donations would be a difficulty if money needed to be returned.
- d) Bill believed that it would be confusing to donors if the emergency appeal was active at the same time as the main appeal which was going to be launched on 5th May. Therefore the emergency appeal would be closed on 4th May. Bill proposed that the emergency appeal be closed on the 4th May and this was

agreed by those present.

- e) The south porch construction was also mentioned – the PCC needed to ensure that the Newton Legacy is used for the cost of that part of the project and separate invoices issued for that work.
- f) Gift aid – there is a letter being written which will refer to gift aid and it needed to be absolutely correct in the wording to ensure that gift aid can be claimed.
- g) The roof repair had been mentioned in the leaflet and it was agreed that this element should not be included within the total amount spent on the transformation project. It also implied that the lighting had been completed and that needed to be adjusted to say that it was currently work in progress.
- h) We are asking the general public for money – no lawyers have reviewed the project that we are undertaking. Canon Jenny Tomlinson is someone who could be consulted with regard to the material/leaflets going out to the Wivenhoe Community to ensure regulations and ethics are being adhered to.
- i) Printing costs of the leaflets will be about £1,000. As there is currently no money within the appeal fund Peter Hill had agreed to make a donation to more than cover the cost. The PCC agreed that if he wished, Peter Hill could make a donation direct to the Appeal Fund before it officially opened, which will cover the cost of the leaflets and gift aid could then be claimed. The printing will be paid direct from the appeal fund and not from restricted funds.

Minute 2018\35 Overseas Link - ongoing

Minute 2018\36 Health & Safety

- a) Bill Eborn asked about the December Market and was worried about the number of stalls and adequate refuge areas during the event. Stall booking forms were being received and it would be good to know the number of stalls which could be accepted.
- b) The fire assembly point notice had been removed. A replacement sign may be available and Scott will ask Margaret Allison.

Minute 2018\37 To receive reports and take questions on the reports from the following committees.

- a) **Fundraising:** nothing to report
- b) **Catering-** nothing to report
- c) **Worship & Vision Groups:** nothing to report
- d) **Colchester Deanery:** Joel Gowen was the speaker who informed the deanery about Church planting, The Support network, the MMU and the importance of Safeguarding. He advised us about using the approach that fits and learning to work with what we have got. The plan is to build 101 new Church communities within the diocese by 2028. Not just build them but to provide sustainability into priestly training, and to continue supporting these grassroots into fully established plants. Developing them with theological reflection/learning and Prayer; whilst recognising boundaries and practical coping mechanisms. He took questions on finance, Pioneer hub and Pioneering People also on accessing social media. He encouraged those present to look at how/what each church can provide for 18 -24 year olds and there will be a course on Pioneering in September.
Beks Korniej and her new co-worker Dot, who has 10 years + experience, spoke on Deanery Youth News. Messy church working not just for children but for families, list of youth events for this year including Colchester Castle Park Event as last year. Noting that Josephine Jefferies is the families' minister.
The General Synod report was read by Mary Durlacher. The discussions were on, Times of change and the radical problem of divisions. The Creed, Doctrinal, sacraments, responding to the spirit. She mentioned the sad news about the death of Billy Graham.
John Chandler's bulletin was well received. The latest developments on Data protection were also mentioned. Heather Edwards
- e) **Wivenhoe Churches Together:** nothing to report
- f) **FOSM** – tabled minutes of the last meeting
- g) **Pastoral Visitors:** The month of February has been a cold one, especially for the elderly in the village. Visiting has taken place by the Pastoral Team and found their people warm and comfortable. A group meeting was held 22nd of February and it was decided to arrange speakers to come in and talk about listening skills etc. Apart from that our group stands united. Deirdre Gill
- h) **Administration:** no report
- i) **Communications team:** no report
- j) **Spirituality Steering Group:** nothing to report
- k) **Appeal Team Report:** The Appeal team continues to plan for a public launch of the Transformation Project Appeal in May and are working on a range of literature, letters and press releases to ensure maximum publicity before writing to every household in Wivenhoe. Peter Hill, Chairman

Minute 2017/38 Mission & Ministry Unit (MMU)

A Clergy Away Day has been planned for 19th March.

Minute 2017\39 Adult & Children's Ministry, youth work & young adults - Erwin Lammens

- a) **First Communion:** A book entitled "I belong" is being used. 5 children have attended.
- b) **Communion Assistants:** Erwin explained that a new list of Communion Assistants had been drawn up. He had contacted all those who already undertake this duty and they were prepared to continue. Erwin asked that Deirdre Gill be added to the list in her role as Pastoral Officer to enable her to give house communion to the housebound. Erwin proposed that the list be approved – the PCC agreed to the appointment of all those put forward as Lay Assistants at Holy Communion

Minute 2017\40 Wivenhoe Housing Trust

- a) Rob Neve was approaching the end of his three year term as St. Mary's representative on the Trustee Board. He was willing to continue for another term if it was the wish of the PCC to do so. It was proposed by Marika Footring and seconded by Sue Jones and unanimously agreed that Rob Neve be reappointed to the Wivenhoe Housing Trust Board as St. Mary's church representative.

Minute 2017\41 Any Other Notified Business

Next Meeting - Annual Parish Meeting 29th April at 12 noon

PCC Meeting – 8th May at 19.30 at The Rectory

There being no further business the meeting closed at 21.50 with all members joining in saying the Grace.