

St. Mary the Virgin, Wivenhoe
Minutes of the Annual Parochial Church Meeting
in Church on Sunday 30th April 2017

The Meeting opened at 16.00 with a prayer read by the Revd. Erwin Lammens. Revd. Erwin Lammens in the chair welcomed the 45 people present.

1. **Apologies for absence:** Peter Terry; Marika Footring; Anne Williams; John Williams; Scott Danielsen; Ann Evershed; Maureen Reynolds; Sylvia Usher; Elisabeth Baines; Austin Baines; Dominique Knutsen; Shirley Forsgate; Tony Forsgate; Joy Wilderspin; David Wilderspin; Jane Stanway and Glyn Stanway.

2. **Minutes of the meeting held on 24th April 2016**

Eric Jakens proposed, Teresa Warren seconded and the meeting unanimously agreed that the minutes of the meeting held on Sunday 24th April 2016 were a true record and these were signed by the Chairman.

3. **Matters arising** - none

4. **Discussion of items**

Erwin then took those present through the 2016 Annual Report and highlighted some of the work undertaken by the various teams and individuals. Erwin mentioned the Deanery Synod report and the meetings that had taken place over the years concerning the Mission and Ministry Unit. Erwin thanked the Deanery representatives Rick, Nick and Marika for their work. The electoral roll made us a middle sized church and Erwin thanked Lynne for her work in updating the roll – six new people had joined. The Fabric Team were thanked for the amount of work involved and the new sound, lighting, porch gates, annexe and other areas of work. Health and Safety – it was important to ensure that risk assessments and measures were in place and the team were thanked for their work in this area. Secretary to the PCC report – this gave the structure of the PCC and Erwin thanked Bonnie for her hard work within the PCC and other areas. Tidings – this was an important reach out tool and thanks were given to those who contribute in any way including the distribution, advertising and the many others involved in its production. All Together Sunday – formally all age worship – a team had worked hard to bring the service to life on the first Sunday in the month. The bell ringers were very busy and thanks were given to Adrienne and the ringers. The catering team had worked for many hours\ weeks to provide the refreshments and food during the year for various occasions both service and fundraising related. They are an important part of the church and were thanked for their commitment. Church Cleaning – Mary Jakens had taken over from Jane Stanway and was doing a brilliant job in organising the rota and all the members of the cleaning team were thanked for their work. Wivenhoe Churches Together (WCT) had given a summary of the year – Ann Evershed is now chair of WCT and Rick was also a member of the team. Communications, this was vital in reaching out to the community and the work undertaken very much appreciated. Flower report – although Sylvia had not been well she still continued to organise the team of arrangers. FOSM – Erwin pointed out that the support was invaluable and FOSM had recently agreed to assist with the funding of the new sound and lighting projects. Fundraising team – a great many events had been organised during the year. The team worked in such a way to bring a great number of people together as a result of the events. Although there was a very good team was in place more members were needed. Music – Sunday Services were not the only thing going on in this area – St Mary's Singers and Music for Remembrance – the music was certainly uplifting. The Pastoral Group visit our parishioners – Deirdre Gill had taken over the team but an additional two or three people were still needed to become visitors. Safeguarding – a list of those who had been through training had been published and appropriate measures were in place for DBS. Spirituality – a fairly new group who were organising events and plans were in place for continuing with the work. Uganda link – this is growing, uplifting and it is always wonderful to get the letters from the Ugandan women. Toddler Group – a great group of people lead the group and now have two sessions a week at the WS&GA Hall. Sunday Club has been working hard and the Christmas Play, Easter Workshop and June event were incredibly successful. Tuesday Bible Study Group – this is now developing into two groups one in the afternoon and another in the evening. Twitter and Website – updates go on so quickly which means news is shared within 24 hours which is brilliant. The website had almost 13,000 views

which is excellent and uplifting. The Worship group meets every 6 weeks and the group were thanked for their work in this important area.

Erwin spoke about his report and encouraged people who had not read it to do so. Erwin thanked everyone for their work, skills, dedication and time. The 2016 showed that numbers at services had slowed down. This was presumably due to the first couple of months of 2016 not having a roof on the south aisle and the cold which was a consequence. On average 77 people attended on a Sunday morning. Baptisms and Weddings were up and it was interesting that this is following a trend – funerals in church were declining.

5. Acceptance of accounts

In presenting St Mary's Accounts for the year ended 31st December 2016 for acceptance, Bill Eborn thanked everyone who had contributed to enable Parish Share for the year to be paid in full. Bill also thanked Ian Dimmock, our Diocesan Accountant, who had taken all the raw data, converted it into "diocesan speak" and prepared the accounts for signature by the Independent Examiner.

Recently the final payment of the Newton Legacy had been received giving a final total of £531,601.13. Having re-roofed the South Aisle and replaced the heating, the balance in the Newton Legacy Fund stood at £372,472 – a good way to face the Quinquennial Inspection in 2017.

Bill said he was always happy to answer any questions on finance and, if he didn't have the figures to hand, he would respond and send a copy for information to the PCC.

Bill had had notice of one question relating to the disparity between the 2015 and 2016 figures for Upkeep of Services and Administration costs on page 15 of the annual report. There were two main reasons for this:- Administration in 2015 included the cost of the 2014 and 2015 accounts, whereas Upkeep of Services in 2016 included the cost of the Christingle, for which there was a contra donation. Also the 2015 accounts were prepared by Chelmsford Diocesan Board of Finance who had classified some items differently.

Just before he asked for the acceptance of the accounts, he informed those present that on Friday 28th April HMRC paid St. Mary's £11,480.89, being the Gift Aid repayment for the whole of 2016.

As St Mary's is now up to date with the submission of Gift Aid claims on identifiable donations, a claim for Gift Aid on a percentage of open plate collections can now be addressed. However, the claim can only cover the past two years.

There being no other questions the acceptance of the accounts was proposed by Bill Eborn, seconded by Graeme Martin and unanimously agreed.

Erwin thanked Bill Eborn, Vivien Eborn and Ian Dimmock for their work during the year.

6. Appointment of Auditor\Independent Examiner

Peyton Tyler Mears, having agreed to act as Auditors\Independent Examiners were proposed by Bill Eborn, seconded by Christina Volkmann and unanimously agreed that they be appointed for 2017/2018 by the meeting.

7. Deanery Synod Representatives

Erwin thanked Marika Footring in her absence for her service in the role of Deanery Synod representative. Nick and Rick were also thanked for their past commitment and for volunteering to go forward for another term. The following three candidates for Deanery Synod were put forward for election -

Nicholas Gustard, proposed by Jan Marks, seconded by Barry Smith and unanimously agreed

Heather Edwards, proposed by Bonnie Hill, seconded by Sue Jones and unanimously agreed

Richard Cawley, proposed by Sue Jones, seconded by Margaret Bigwood and unanimously agreed

8. Election of Church Wardens

Erwin thanked Eric Jakens for his role of Churchwarden over the past six years and Erwin presented him with a gift of a personalised bottle of Glenfiddich. Eric thanked everyone and said he had really enjoyed his time in the role. Sue was also thanked for her work and for being prepared to continue for another year. Sue took the opportunity to also thank Eric and said she had really enjoyed working with him.

It was proposed by Margaret Allison, seconded by Teresa Warren, and agreed unanimously that Suzanne Jones be elected Churchwarden.

It was proposed by Joan Barratt, seconded by Mary Jakens and agreed unanimously that Margaret Bigwood be elected Churchwarden

9. Election of members of the P.C.C.

Erwin thanked Margaret Bigwood, Carolyn Martin and Mary Jakens for their time and commitment as members of the PCC upon the completion of their three year term.

The following three candidates for were put forward for election to the PCC -

Dominique Knutsen, proposed by Scott Danielson, seconded by Helena Hughes and unanimously agreed.

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Marika Footring, proposed by Rick Cawley, seconded by Nick Gustard and unanimously agreed.

An information sheet had been prepared for the new PCC members explaining the role of the PCC and notification of the dates of the meetings. Meeting dates for the coming year were made available to all PCC members and report writers.

10. Appointment of Sidespersons

The following people were approved by the meeting to act as Sidespersons:

Margaret Allison; Austin Baines; Nick Gustard; Ann Hanagan; Bonnie Hill; Mary Jakens; Carolyn Martin; Graeme Martin; Maureen Reynolds; Susan Scrivener; Barry Smith; Lyn Smith; Maureen Smith; Joy Wilderspin; Anne Williams and John Williams.

Bill Eborn proposed the above named be approved as Sidespersons by the meeting, this was seconded by Lynne Horner and agreed unanimously.

11. Safeguarding – A Safe Church Policy

The Safe Church Policy; Parish Activity Plan – working with Children and the Safeguarding Statement document had all been approved and signed at the Parochial Church Meeting on 20th March 2017 and the meeting formally adopted the documents unanimously.

12. Any Other Business

Lynne Horner spoke about the Fair Trade notice being removed from the church notice board as it was not certain that we fulfilled all the criteria to qualify as a Fair Trade church. Our tea, coffee, etc. may not be purchased within the requirements. Lynne will investigate and report back to the Catering team.

There being no other business Erwin thanked all those who had attended the meeting and closed the meeting at 16.50 with The Grace and asked those present to pray and remember Peter Terry who is currently unwell together with those who were included within the prayer list.

The meeting having closed Graham Wadley took the opportunity to inform those present about the St. Mary's Annexe project and Peter Hill then spoke about the Transformation Project.

Erwin then led a service of Compline.