

Minutes of The Parish of St Mary-the-Virgin, Wivenhoe
Emergency PCC Meeting on Monday 16th April 2018 at 7.30pm at The Rectory

St Mary's PCC, Wivenhoe - Registered Charity Number 1165660

Welcome Erwin read Psalm 127 v 1&2 which related to buildings - Unless the Lord builds the house we labour in vain.

Those present: Rev Erwin Lammens (chair), Sue Jones, Margaret Bigwood, Rick Cawley, Ann Hanagan, Bill Eborn, Heather Edwards, Marika Footring; Bonnie Hill, Graham Wadley, Graeme Martin; Glyn Stanway; Lucy Crocker and Peter Hill from St. Mary's Transformation Project

Apologies: Barry Smith; Derek Rulten; Scott Danielsen; Dominique Knutsen; Jan Marks; Helena Hughes; Nick Gustard

Minutes of the PCC meeting of 13th March 2018 were approved as correct and signed by the chairman.

Conflict of Interest: Bonnie Hill

Minute 2018\42 Correspondence – Letter of thanks from Shirley & Tony Forsgate for the lovely cake and congratulations upon their Diamond Wedding Anniversary. Thanks were extended to Anne Williams for organising the cake.

Minute 2018\43 Review\approval of the presentation to the congregation on the 22nd April

Erwin then presented his PowerPoint presentation which would be given on Sunday 22nd April at the 10.30 a.m., the hymns and readings within the service will be based on building. On 5th May the official launch will take place. In June and September the Wivenhoe Community will be informed\updated to keep the momentum going. Lucy had assisted in preparing the presentation and would make any amendments as a result of the review by the PCC.

Erwin spoke about the existing church layout and then moved to a view of the proposed annexe. Erwin then highlighted the work that had been undertaken e.g. heating, sound & AV and the plan for the lighting which will be completed by the end of 2018. The money for all of these elements has been received via legacies, donations and FOSM. Erwin then went on to speak about the plans for the new south entrance; toilet facilities; community room; kitchen and landscaping the Carolin Garden. Marika asked that care be taken when selecting the cooker and to see if a larger model could be fitted into the kitchen. Reordering of the nave was then mentioned – the lack of flexibility when hosting various events and services and finally redecoration of the church interior. Several views of the church with the annexe were then shown showing the various new elements.

Erwin then spoke about the existing church layout and the fact that the pews in the chancel would not be changed - this was an important point to note. Conceptual ideas for layouts within the nave using chairs and stackable pews were shown, together with configuration ideas for various services and events. Marika spoke about the visual unity the changes would bring which would be better than the seating we have now. Erwin asked about how much should be said regarding the amount required (£375,000) – it was agreed that it wasn't necessary. The final slide gave suggestions on how to help by including the project in our prayers, spreading the news; financial support and practical ways of assisting. It was vitally important to encourage the congregation to sign up to the vision.

Minute 2018\44 Review\approval of the presentation to the general public on 5th May

Peter Hill had provided material for circulation to members of the PCC prior to the meeting to enable a review of the documentation. The material included a leaflet and letter being sent to every home within Wivenhoe and the presentation which would be shown on launch day. 5,000 leaflets will be printed and an invitation is extended for a follow up session on 9th June. Peter believed that it was very important for the church to ask what can the church do for the community e.g. arts and music. Hopefully there will be press coverage to support the documentation\launch. A pop up banner had been designed and made an important point – "To make St. Mary's fit for a greater role in Wivenhoe." This phrase could be used to emphasise the value of the project. The following text had been used - A place for worship, a place for arts, a place for people at Chelmsford Cathedral.

Glyn looked into better wording for the first sentence of the third paragraph of the letter: 'St Mary's is at the brink of...'

The PowerPoint slides will be faded in as they change. Glyn mentioned the number of seats provided in text and visual seating did not tally with the illustrations. 40 in text and 48 on the plan. Bill thought it would help to make the annexe more viable as a venue if a higher number of people could use it. Peter needed Ambassadors to assist in May at the launch and June at the community information meeting and asked for volunteers to contact him.

There will be a new section on the website with all the information about the appeal and how to donate. Approval was sought for the documentation and PowerPoint presentation subject to the amendments discussed at the meeting – approval was granted.

Minute 2018/45 Appeal Team matters: Gift Aid and PayPal

Gift Aid

Bill was committed to assist in the raising of the £375,000 required for the Transformation Project. Gift Aid was a great concern as there were various facets of this that could cause problems in the future. The target amount needed to be met and spent before Gift Aid could be claimed. If the target was not met then donors would need to be approached to ask them if they would be prepared to extend the end date for their support or support an alternative project. The target date for the funds being gathered in was 31st December 2021. It was important to have an end date for the appeal as those who are prepared to give via regular standing orders would need to inform their bank of the term of giving. Only when the money received for the appeal\project had been spent could the gift aid be claimed. Tax payers need to deal with offsets themselves – the church does not have responsibility for this aspect.

In July 2020 the planning permission runs out which means some of the building work has to be commenced before that date. A decision about the amount of work commissioned at that point will depend on the donors and the amount of money available. The PCC will need to make a decision at the appropriate time.

Electronic Giving

Bill spoke about electronic giving and the risk to the church bank account as details are being published within the 5,000 leaflets.

He was against electronic giving (PayPal \ Just Giving) and was not sure that much money would be raised via this conduit. He was personally not in favour of electronic giving and he would not support it as he felt that it was an insecure means of receiving money.

Marika asked about the security risk in publishing the church bank account details rather than using PayPal. PayPal is used by many large, significant companies for receiving monies. A check had been made by Marika and the security report on PayPal gave them an “A” rating. PayPal was a financial institution dealing with payments and transactions. The younger members within the community would find it very convenient to use PayPal rather than cheques etc.

Bill stated that he believed that our data and bank account would not be safe and asked that it be recorded that he did not wish to be associated with any risks or loss arising from any funds which were received via electronic giving such as PayPal.

Glyn asked about the possibility of setting up another bank account which could be utilised for collecting the funds. Bill said this had already been put in place.

The Diocese had been asked for a view on electronic giving but nothing had been heard from them so far. It was decided that the final decision could wait until the May PCC meeting when advice from the Diocese had been received.

It was thought that those wishing to have sponsorship for events in aid of the Transformation Project would probably wish to use JustGiving for collecting funds. TextGiving is available via the Diocese.

Minute 2018/46 Approval for the churchyard to be used on 30th June for WivFunHoe a charity event being organised by Cllr. Bob Needham Mayor of Wivenhoe designate.

Information had been received that work was advancing towards a Charity Fundraising week-end on 30th June 2018. Central to the festivities would be a Mardi Gras style procession down the High Street. It was hoped that this would continue through St Mary’s churchyard and then part of the parade would go onwards to The Quay.

The Wivenhoe Orchestra had been booked and they would like to perform in the churchyard. By way of making the event viable, they would like to have a number of market stalls and possibly a Punch & Judy show in the churchyard as well. To complete the event, a bar serving beer etc. is requested. The bar will be provided by the Rose & Crown and so the relevant license, measures for public order and security of stock will all be in place. Proceeds from the event will be given to local charities and the St. Mary’s Appeal.

It was agreed by those present that the churchyard could be used but all activities must cease by 17.00. All rubbish to be removed from the churchyard and taken off site and not left by the gate. The interior of the church would not be available nor the toilets.

Meeting closed at 21.12