

The Parish of St Mary-the-Virgin, Wivenhoe
PCC Meeting on Tuesday 8th May 2018, 7.30pm at The Rectory

Welcome & opening prayer. Erwin welcomed Deirdre Gill, Eleanor Vanner and in his absence Douglas McCormick to the PCC. Erwin then said a prayer in which we thought about Archdeacon Annette who was retiring in November having taken on the role in 2004 and those who are communicants and communion assistants at the Eucharist.

Those present: Rev Erwin Lammens (chair); Margaret Bigwood; Barry Smith; Ann Hanagan; Bill Eborn; Heather Edwards; Marika Footring; Bonnie Hill; Graham Wadley; Derek Rulten; Deirdre Gill; Eleanor Vanner

Apologies: Douglas McCormick; Graeme Martin; Dominique Knutsen; Glyn Stanway; Rick Cawley; Scott Danielsen; Nick Gustard

Conflict of Interest: Bonnie Hill;

Minute 2018\47 Appointments

a) **Appointment of Treasurer and Secretary to the PCC** under Rule 13 Appendix II

It was proposed by Margaret Bigwood and seconded by Ann Hanagan that William Eborn be appointed as Treasurer of St. Mary's PCC. This was agreed unanimously.

It was proposed by Bill Eborn and seconded by Barry Smith that Bonnie Hill be appointed Secretary to St. Mary's PCC. This was agreed unanimously.

b) **Co-option of 2 PCC member(s)** under Rule 14

It was proposed by Heather Edwards and seconded by Derek Rulten that Graham Wadley be co-opted to St. Mary's PCC. This was unanimously agreed.

It was proposed by Eleanor Vanner and seconded by Deirdre Gill that Graeme Martin be co-opted to St. Mary's PCC. This was unanimously agreed.

c) **Election of Standing Committee Members** under Rule 13 Appendix II 14(a) in accordance with the Church Representation Rules 2017

It was proposed by Derek Rulten and seconded by Barry Smith that the following persons be elected to the St. Mary's PCC Standing Committee: Revd. Erwin Lammens; Margaret Bigwood; Douglas McCormick; William Eborn; Bonnie Hill and Graeme Martin. This was unanimously agreed.

Conflict of Interest and Fit and Proper Person forms – previously completed forms were handed out to those present for review, amendment and confirmation that the information was correct and relevant.

Minutes of the Emergency PCC meeting held on the 16th April were approved as correct and signed by the chairman.

Minute 2018\48 Matters arising from the Emergency PCC Minutes - None

Minute 2018\49 Correspondence

a) **Letter regarding WildAboutWivenhoe** – information had been circulated to the PCC in advance of the meeting for consideration. The PCC having reviewed the request decided that at times this sort of area can look attractive but at others it will look scruffy and unkempt. There will also be occasions where the areas indicated on the submitted plan would be needed for June Market, Art on the Railings, the outdoor Shakespeare productions and the annexe. Originally the perimeter of the church walls and churchyard walls had been proposed so the application received was radically different. Graham Wadley asked that it be noted that the footpath through the Carolin Garden was not an official footpath.

It was agreed by those present that the applicant should go back to the original proposals which involved the areas around the edge of the church and churchyard walls and a recommendation to Wivenhoe Town Council that the lawn should not be mown as closely as previously. Erwin suggested that a notice be placed within the churchyard by Wivenhoe Town Council to explain the reason for the length of the grass. Barry did not wish to have the churchyard looking untidy around the base of the church walls, tombs and other areas. Erwin will report back to the WildAboutWivenhoe Group.

b) **People Parish Return** – nominating a person to complete the online return

The PCC authorised Bonnie Hill to undertake the role of co-ordinator for the collation and submission of the information required for the Diocesan People Parish Return.

c) **Thank you** card from Sue Jones. This was circulated to those present.

d) **Colchester Borough Council** – Hygiene Rating. After a recent inspection of the church a notification had been received that our facilities are rated as 5 which is the highest level. Bonnie will ensure it is put up in church.

e) **Distribution of Communion** Notification had been received from the Diocese that the regulations had changed. As a result of the change by the General Synod in 2015 two main changes needed to be noted. In some circumstances children may now assist in distributing Holy Communion and authorisation can now be devolved to the parish or benefice, without the need for the Bishop's direct involvement. At the March 2018 PCC meeting approval was given to apply for authorisation for Lay

Assistants within services and Lynne Horner had recently processed the paperwork under the old system.

- f) **Request** for the use of the church for a Concert in aid of the Cancer Centre & Ross Foundation. A request had been received for use of the church on 13th July for a cello concert. The event was the day before the band concert in the Rectory Garden. Erwin explained that a glass of wine was being offered for a donation – it was decided that a TEN (Temporary Event Notice) was required and a copy of the permission needed to be submitted prior to the event.
- g) **Banner** – request from Bob Needham to place a banner on the church railings for his event. The PCC gave approval for the banner to be placed on the railings no more than 10 days before the event and it should be taken down on Monday 2nd July.
- h) **Bishops Lent Appeal** £220 had been raised and a letter of thanks had been received.

Minute 2018\50 Finance

- a) **Cash Position:** Bill circulated the figures to those present. The question was asked concerning the payment of the Parish Share. Bill stated that there were sufficient funds at the present time.
- b) **Diocesan advice regarding electronic portals:** The answer had been received from Chris Copus and he said that he could not give an official position on behalf of the Diocese. He mentioned that My Donate had been used for the Bishops Lent Appeal. A separate bank account was seen as good practice. Bill had undertaken more research and he had a real concern about the risk to St Mary's money if electronic payments were used. There was a reputational risk if anything were to occur as a result of electronic payments and asked those present not to authorise its use. The balance within the designated account would be restricted and funds moved out before the figure rose to anything significant. The PCC decided unanimously that electronic means will not be used to collect appeal donations.

Minute 2018\51 Fabric

- a) **Lighting:** A briefing note had been circulated in advance of the meeting for consideration by the PCC. The lighting design had been reviewed by Simon Marks of Purcell our church architect and he was content with the project so far. The Fabric Team had worked hard to ensure that the lighting design met the DAC's four criteria for church lighting - light for movement; light for reading words and music; light to emphasise liturgy and architecture and light to given an ambience for worship. It was proposed by Bill Eborn that the lighting design be commissioned, Bowling Garrard be appointed as contractor and the expenditure of £51,216 be approved by the PCC. This was seconded by Barry Smith and unanimously agreed.
- b) **Safe:** A new company has been found to provide the Rosengren safe which has Faculty approval. We were unable to purchase the original due to the time it took to secure the necessary approval. The survey is being undertaken on Wednesday 9th May in church and Bonnie and Bill will meet with the new provider to ensure that they are able to manoeuvre it into place etc. Bill asked if the existing milner safe could be put in the Vestry corridor where the Hoover lives at the moment. The PCC were content with the change of provider for the Rosengren safe and the relocation of the milner safe.
- c) **Rectors Vestry:** Barry had been in touch with Bakers of Danbury regarding repairs to the rector's vestry window and external door. A quotation had been received in the sum of £998.40 which included VAT. The cost was dependent upon work being carried out in one phase and no allowance for stoppages had been included. The PCC believed that the repairs were necessary to ensure that the vestry was warmer during the winter than it was this year. It was proposed by Barry Smith and seconded by Margaret Bigwood that the repairs to the rector's vestry be undertaken at a cost of £998.40. This was unanimously agreed. The cost of the repairs would be covered by the Newton Legacy. There was no indication about timing at present. The work will be scheduled around church and event commitments and to this end Erwin will provide Barry with a full list of dates to avoid.
- d) **Church Cleaner:** Eric Jakens had been covering the duties undertaken since February 2018. He had indicated that as he is now away from home more frequently due to family commitments that the PCC should review the cleaning of the toilets and tea station area. The PCC gave approval for another cleaner to be employed on the same terms as previously. The Safer Recruitment process will be used for the appointment. An advert in the pew sheet, Wivenhoe Forum, Tidings and other avenues would be used to advertise the position.
- e) **Fabric General:** Window grills: Barry has worked on this and Bakers of Danbury will soon be able to do the repairs. The roofing repairs are completed. Eric has replaced the vandalised Fire assembly point notice with a new one. Bill and Eric are dealing with the drains. Book cupboard is ongoing. Transformation of the Nave ongoing.
- f) **Fabric Team:** Minutes of the Fabric Team Meeting held on 24th April had been circulated to all members of the PCC prior to the meeting for their information.
- g) **Wall:** Heather asked about the ownership of the wall between the fish and chip shop and the Carolin Garden. This was not in a good state of repair. Heather had suggested to the shop owners, who had raised the matter, that they look at their deeds to clarify ownership.

h) **Black out curtains:** These were required for the choir vestry as the sun has an impact on the audio visual equipment in the summer.

Minute 2018\52 The Annexe and Transformation Project

There has been a lot of activity which has moved the Annexe project forward, including a committee meeting on 5th May and also a meeting with Ben Downie, Architect.

The two test bores were completed without any archaeological finds, but also allowing confirmation of the concepts for the preliminary structural and foundation designs by Ken Rush Associates. The foundations will be a raft as envisaged.

This will now enable the architects to consider the design in detail and also prepare an updated cost analysis by the quantity surveyor. There are ongoing discussions with the architects concerning this programme.

The Annexe Committee has identified a need for detailed co-operation with the Fabric and Nave Re-ordering subteam concerning floor levels. This is important to ensure we achieve the promised level floor throughout nave and annexe, particularly as the nave floor level seems likely to be raised by the oak floor option. The Annexe Committee will provide a briefing to the other groups soon.

There had been an offer from someone to do the acoustic design within the annexe and James Dodds has very kindly offered some art work and a tour of his studio for fundraising. In 2016 Mary and Child stained glass window was donated by Ann Howard. The donor's hope was that it be included within the annexe. It was suggested that the west side of the new lobby be considered and a copy of a prayer which appertains to the Mary and Child image on a stained glass window be mounted nearby. Graham will consult with the architects.

Bill was concerned about floor levels in nave of the church and the new lobby. It was imperative that this be addressed at an early stage if alterations are made within the nave and the lobby. There was quite a large void beneath the pews on the south side and if they were removed this needed to be factored in, the earth outside was higher than the current interior, there is also a stone within the lobby – all these issues need to be brought together to achieve a level floor so various adjustments need to be made. It was suggested that a architect be appointed to enable all the changes in the nave and annexe to be brought together and someone was tasked with delivery. Graham had spoken to Ben Downie and he had indicated interest in the role of designing the level in both nave and annexe. Simon Marks was our architect and it was important to ensure that there were no difficulties if Ben Downie was appointed to the project architect designer role.

Minute 2018\53 Data Protection Officer

Adoption of the St. Mary's Data Privacy Notice. The information will be circulated to PCC for approval. Feedback to be sent to Bonnie within 7 days.

Minute 2018\54 Overseas Link – ongoing. Rosemary Murchie is the link person with the Christian Women (Mothers' Union) In Namalemba in Uganda on behalf of the PCC. Helena Hughes is the PCC's link person with the Karlstad diocese in Sweden but as she has decided to move to Sweden a new link person with Karlstad will need to be found.

Minute 2018\55 Safeguarding

New Safeguarding Officer – Derek Rulten had volunteered to take on the role. Heather Edwards proposed Derek as the St Mary's PCC Safeguarding Officer. Deirdre Gill seconded the proposal and it was agreed unanimously by those present.

A safeguarding session was required – the following may be interested in attending a group session - Pastoral Visitors, Scott Danielsen and Heather Edwards. A date and venue to be fixed.

Minute 2018\56 Health & Safety - no report

Minute 2018\57 To receive reports and take questions on the reports from the following committees.

a) **Fundraising:** The Floral workshop held in St Mary's in April raised £140 for the General Fund. It was a resounding success. The next one has been arranged for the 4th July, with an autumn and Christmas one to follow.

Thanks to Peter and Bonnie Hill, the Blind Auction and supper raised £306 despite the heavy snow fall. With thanks to their 'cooks and their demonstration' teams.

The June Market on the Saturday 2nd June 10 – 2:30 and posters were up around the village, in Tidings, and other local magazines. Helpers on the day and cakes were still required. A box for donated items was at the back of the church.

The Colchester Brass band had been booked for July 14th and posters and tickets were being sent to print the first week of May. New fundraising ideas were always welcome along with any extra help even for one event.

b) **Catering-** nothing to report

c) **Worship & Vision Groups:** notes from a recent meeting had been tabled

d) **Colchester Deanery:**

- **Provision for 18-24 year olds**

Marika had suggested a video evening and Bill suggested a sleepover. Heather suggested music events.

e) **Wivenhoe Churches Together:** nothing to report

f) **FOSM** – nothing to report

g) **Pastoral Visitors:** nothing to report

h) **Administration:** no report

i) **Communications team:**

- **Tidings\monthly electronic newsletter** A way will be found to ensure that everyone has access to information\news via hardcopy and electronic means.
- **Church Photocopier** At present this is within the home of Jane Cole. Jane had indicated that this should be moved elsewhere in the next couple of months. It was felt that this could be moved to the Rectors Vestry. The electric socket provision needs to be addressed when the renovations are undertaken in the vestry.

j) **Spirituality Steering Group:** nothing to report

k) **Appeal Team Report:** The Appeal for the Transformation Project was launched on Saturday 5th May. The event in St Mary's was attended by lots of members of the PCC and the Appeal team, and quite a few leaders of Wivenhoe organisations.

The Bishop of Colchester, The Right Rev Roger Morris, came too and who afterwards said in an email: 'The new annexe will provide Wivenhoe with a start-of-the-art community room and the re-ordering of the church will allow the nave to function once more as the 'people's place' - a place for meetings and all kinds of events - which is what it was before the Georgian reordering of the eighteenth century and the introduction of fixed pews'.

Our MP, Bernard Jenkin, came as well. After his visit he tweeted: 'Tremendous project for the whole of Wivenhoe! Wonderful leadership. I'm on board!'

A team of volunteers are now delivering a leaflet about the Transformation Project, together with a letter from Erwin and Peter Hill, to every household in Wivenhoe. We need everybody in Wivenhoe to get behind this project. The best way for people to show their support for it is to subscribe at least a few pounds each month to the Appeal by a Standing Order, or whatever they can afford.

The aim is to get a lot of publicity for the Transformation Project and the Appeal with articles and photographs already in the Gazette and Essex County Standard (last week and expected this week); an article in the Brightlingsea & Wivenhoe Chronicle (next weekend); Wivenhoe News and in Tidings. The St Mary's web site has a new section devoted to the Appeal.

The Appeal has its own very catchy logo, designed by Lucy Crocker, which will be used at every opportunity to promote the Appeal. The aim of the Appeal can be summed up in one sentence: Enabling St Mary's to fulfil a greater role in Wivenhoe.

Minute 2018\58 Mission & Ministry Unit (MMU) – A document had been circulated before the meeting for consideration. This was a living document and it was anticipated that in October the partnership could be achieved.

Minute 2018\59 Adult & Children's Ministry, youth work & young adults - *Erwin Lammens*

First Communion for 5 young people had recently taken place at the All Together Service.

The question was asked if we were engaging with Baptism parents. Erwin explained that they are invited to a service to receive the baptismal water, they also receive three anniversary cards – but certainly more could be done.

Resource at Essex University on the 16th June. More information had been received and would be circulated via email to members of the PCC with the Minutes. The booking details were contained within the information.

Minute 2018\60 Any Other Notified Business – None

The meeting closed at 21.50 and those present joined together in saying The Grace

Next Meeting – 12th June 2018 19.30 at The Rectory

Photographs will be taken of new PCC Members just before the June meeting begins.