

The Parish of St Mary-the-Virgin, Wivenhoe
PCC Meeting on Tuesday 12th June 2018, 7.30pm at The Rectory

<p>Welcome & opening prayer. Erwin opened the meeting with three prayers for the World Cup from the Church of England – for the competition, players and those not interested at all!!</p>
<p>Those present: Rev Erwin Lammens (chair); Ann Hanagan; Bill Eborn; Heather Edwards; Marika Footring; Bonnie Hill; Graham Wadley; Deirdre Gill; Eleanor Vanner; Rick Cawley; Scott Danielsen;</p>
<p>Apologies: Douglas McCormick; Margaret Bigwood; Graeme Martin; Glyn Stanway; Dominique Knutsen; Barry Smith; Nick Gustard; Derek Rulten;</p>
<p>Conflict of Interest: Bonnie Hill;</p>
<p>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.</p>
<p>Minutes of the PCC meeting held on the 8th May were approved as correct and signed by the chairman. Two items were clarified before signing.</p>
<p>Minute 2018\61 Matters arising from the PCC Minutes – None</p> <p>a) Wildlife in the churchyard: The PCC had received the proposal in advance of the meeting. Eleanor believed it had a good balance and was thorough. The community needs had been addressed and our stewardship of the area was also important. The PCC approved the Enhancing Wildlife in St Mary's Churchyard proposal.</p>
<p>Minute 2018\62 Correspondence</p> <p>a) Request from our Fundraising Team to use Rollo Estates boards to advertise church events at no cost. The PCC wished it to be made clear to Rollo Estates that if we took up the opportunity this would not prevent St. Mary's accepting an offer from a different estate agent in the future. Having considered the matter the PCC were in favour of Rollo Estates advertising our events on a non exclusive basis. A vote was taken and this was approved unanimously.</p> <p>b) Ecclesiastical Insurance Competition: Heather received the information and will investigate further.</p> <p>c) Result of the Bishop of Chelmsford's Lent Appeal - £220 from St Mary's and a total raised of £35,000.</p> <p>d) Resident complaining about ivy growing within the churchyard and onto his home in Alma Street: A letter had been sent by Bonnie to Wivenhoe Town Council to alert them to the problem. An email reply had been received to acknowledge the letter.</p> <p>e) Tables in the churchyard: application by Crawford owner of the Tapas Bar. A list of questions had been sent by Bonnie regarding the number of tables, location, time and litter etc. This matter will come back to the July meeting if a response to the questions is received.</p>
<p>Minute 2018\63 Finance</p> <p>a) Cash Position: Figures were circulated at the meeting. Since the first of June another £1500 had gone into the Appeal account - £13,042 had been received.</p> <p>b) The budget should have been put before the PCC for approval, but as there had been considerable work needed on Gift Aid for 2022, this had been postponed.</p> <p>c) Request for expenditure of £80 for more giving envelopes for the plate collections. Approval was granted for yellow, dated and numbered envelopes to be purchased. Marika had a notice on the website which pointed out that people should not be embarrassed if they have a standing order and feel awkward about passing on the collection in church without contributing.</p> <p>d) Resolutions for the change of bank signatories It was noted that the election of Douglas McCormick as a Churchwarden in place of Suzanne Jones required changes to the mandates of the Church Accounts.</p> <p>It was proposed by Bill Eborn and seconded by Scott Danielsen that Douglas McCormick become a signatory on all accounts held at Barclays Bank in the name of St Mary's Church Wivenhoe and that Suzanne Jones no longer be a signatory. This was agreed unanimously.</p> <p>It was proposed by Bill Eborn and seconded by Eleanor Vanner that Douglas McCormick become a signatory on all accounts held at CCLA in the name of St Mary's Church Wivenhoe and that Suzanne Jones and Graham Wadley no longer be signatories. This was agreed unanimously.</p>
<p>Minute 2018\64 Fabric</p> <p>a) Lighting: The information had been collated and was almost ready for submission to the DAC. The feedback on the cable runs is awaited from Simon Marks. Bonnie had taken photographs to accompany the Faculty application.</p> <p>b) Safe: This has now been delivered and put in place – the final cost was £525 cheaper.</p> <p>c) Rectors Vestry: Permission was sought from the PCC to ask Bowling Garrard to quote for the provision of additional power sockets within the vestry. These would not be chased into the wall but on the surface. Permission was also sought to ask Bakers of Danbury to quote for the repair and redecoration of the vestry after the power sockets had been installed. A mandate to purchase a</p>

carpet remnant for the floor of the vestry, when the work had been completed, was also requested. A Faculty would be required for this work. Approval to obtain a quote for the work within the rector's vestry and the purchase of a carpet was proposed by Bonnie Hill, seconded by Bill Eborn and unanimously agreed.

- d) **Organ blower** – Graham spoke about moving this out of the rector's vestry. A meeting had been organised on 29th June to see if it could be moved into church or replaced with a smaller modern version. The existing blower is 50 years old and there was a concern that if the vestry was more air tight in future there may be a problem. Graham will report back.
- e) **Church Cleaner:** A new cleaning service contract has been issued and signed. The contract commenced on 9th June 2018. All necessary safe practice documentation had been passed to the new cleaner.
- e) **Black out curtains:** These have been requested to offset the sun which streams through the west tower window and impedes the a/v projection. Investigations are under way thanks to Barry Smith and more information will be put before the PCC at the next meeting.
- f) **Damage to main gate notice board:** a lorry which was manoeuvring near the main gate had knocked one of the notice boards off. Thanks to the good offices of Eric Jakens this was repaired and put back up. The company was notified of the damage – they were unaware of the incident – they have indicated that a donation to St. Mary's will be sent.
- g) **Broadband in church:** Erwin has asked St. Johns about their broadband provision which had proved to be expensive but they had far more elements than we would require. Douglas McCormick volunteered to investigate the cost of MyFi and would report back. BT Business charged £29.52 per month for a phone line and £33.12 per month for broadband. Due to difficulties in reception there were only a few companies that were unable to provide signal strength and this should be borne in mind when selecting a provider. Marika was aware of a church broadband comparative website.

Minute 2018\65 The Annexe and Transformation Project

- a) **Annexe:** Approval is sought by the annexe building committee to be allowed to use money that has been set aside for the transformation project (emergency and the current appeal) to pay invoices related to the annexe for payments not exceeding the amount of £1000 in any 28 days. Bill asked that descriptive invoices be provided. Bill Eborn proposed that payments in the terms given above be approved, Ann Hanagan seconded the proposal and it was unanimously agreed.
- b) An exercise was being undertaken to provide a new estimated cost of the annexe.
- c) **Reordering of the Nave:** trying to ensure a flat floor level to provide a non varying floor in all areas of the church, old and new was vital. There is now a datum for the level which everyone will work to. The stone step under the south door is the new datum and is about three quarters of an inch higher than the existing nave floor and so it will not result in too much change. An incline towards the south door may be needed to enable smooth access. The plan is to have level access from the Carolin gate to the chancel steps all on one level. This is a primary element of the reordering, building of the annexe and new porch/toilets.

A re-ordering meeting is planned for 12th July. Lucy had concerns about the lack of direction and decision making on the reordering which is not allowing her to move forward with pews, chairs, flooring. Eleanor thought it was a bit early to make these sorts of decisions, but Erwin said that a long lead time is necessary due to the Victorian Society, the Faculty process and obtaining the support of the congregation. It was necessary to put information before the congregation and ask for their opinion – and it was the right time to ask again. The re-ordering team will work on a survey and put it to the PCC for approval.

When the last survey took place the congregation was not supplied with the amount of information that is available now. Clarification of what the options are needs to be pulled together. Formal approval still needs to be given about the flooring type.

- d) **Appeal Team:** The Appeal was launched on Saturday 5th May in St Mary's with three leaflets describing the Transformation Project and how people can support it through donations and legacy gifts. At the same time Marika added several pages to the web site and these have been viewed many times over.

The team also managed to get a lot of publicity in the Gazette with 2 articles, the Essex County Standard, and the Brightlingsea and Wivenhoe Chronicle. John Williams has also included a piece in Tidings to complement what Erwin wrote. And an article has also been published in the latest edition of Wivenhoe News.

At the same time, a letter from Erwin and Peter Hill has been delivered to every household in Wivenhoe with a leaflet outlining the Project to encourage donations. Thanks to everyone who helped deliver these leaflets and especially Lynne who so efficiently organised the distribution of the leaflets and letters.

Peter also drafted for Erwin's approval and then sent a letter to each of the 130 members on the Electoral Roll appealing for everybody to support the Appeal with either a single donation, or a

monthly donation of whatever amount, even £5, to show tangible support for the Appeal as well as to consider a legacy gift. In Peter's view, the more people who are willing to support the Appeal in this way, the stronger it makes the case to the grant-making trusts. Lynne Horner was very helpful in organising the labels, stuffing the envelopes and generally organising the distribution of these letters. There has been some discussion on the Wivenhoe Forum about the Transformation Project. There have been 55 comments made including the few of Peter's addressing some of the specific points which have been made. The thread has been read over 3,000 times.

So all of the forward planning by the Appeal Team has been put into action and Peter thinks has achieved the desired effect of getting the carefully thought through messaging out there. Donations are starting to come in and these are being acknowledged by Lynne with a carefully worded letter of thanks to encourage donors to mention the Appeal to their friends.

The £600 cost of all this printing and the 2 banners has been more than covered by a donation Peter has made to the Appeal account.

One big donation of £5,000 had been received already from the Wivenhoe Community Trust. Peter has written a number of letters to people he knows in Wivenhoe appealing to their generosity.

The next stage

Apart from moving the big display board from inside the Church to outside it for June Market where there was a table to promote the Appeal, by the South Porch, we are working on the presentation which will be held in St Mary's on Saturday 9th June at 3pm, and again at 4pm. An invitation to these two presentations has been made to all residents in Wivenhoe. It would be nice to think there will be a big turnout for this occasion.

The evening before the presentation, on Friday 8th June, the Wivenhoe History Group plan an illustrated talk about the history of St Mary's at 7.30pm. This talk by Graeme Martin had been widely advertised and so a good crowd was expected. This will be another opportunity to mention the Transformation Project of course.

Our new Mayor, Cllr Bob Needham, is a member of the Appeal Team. He had promised that the Appeal will be a beneficiary of the Mayor's Charity Fund this year. His first big fund-raising event on Sat 30th June in the WL Hall included food and a band. Tickets were on sale for £30.

The team's aim is to get as many people as possible to subscribe to the Appeal. It doesn't matter how much is given; it is important that people only give within their means. Even a standing order of £5 per month makes a difference. The challenge for the Appeal Team is how to keep the Appeal current in people's minds. Peter will be writing regularly in the St Mary's monthly newsletter to update people, as well as articles in publications such as Wivenhoe News. One thing that will be discussed is some way in which local residents can express their support for all aspects of the Transformation Project without necessarily having to give money.

- e) **Dave Walker**, famous for his church cartoons in Church Times, will be speaking on 20th September at 7.30pm in church. Retiring collection will be taken in aid of the Appeal.

Minute 2018\66 Data Protection Officer

PCC approval of the Data Privacy Notice was granted via email.

Minute 2018\67 Overseas Link: Rosemary had received an email from Rachel Butterfield giving an update on the use of the money raised for boxes of blessings at Christmas and the provision of baby clothes. Helena Hughes was our link with Sweden and as she is planning to move there so we will need to replace her.

Minute 2018\68 Safeguarding – Online training is still available for those who still need to undertake it. Ann Hanagan had undertaken Safeguarding Training via the Alzheimer's Society – unfortunately there was no certificate issued at the end of the course.

Safeguarding training needs to be organised – date and venue needed

Minute 2018\69 Health & Safety - new person needed before the December Market. Christina Volkmann had kindly repainted the steps.

Minute 2018\70 To receive reports and take questions on the reports from various committees.

Minute 2018/71 Mission & Ministry Unit (MMU) –

A very constructive evening Council Meeting had been held at The Rectory. Minutes will be shared when they are available.

Minute 2018\72 Adult & Children's Ministry, youth work & young adults - *Erwin Lammens*

- a) **Baptism Group:** Two people had been identified Fran Bailey and Hannah Cole who are Sunday Club Leaders. They are willing to find out more about the opportunities to engage with the baptism families. Perhaps the churchwardens could keep an eye on these people together with others (Eleanor volunteered) and invite them to go for a blessing and ensure they knew what was going on. What Happens in Church is on the website which would assist if people wished to take a look before attending a service.

- b) **Confirmation 2019** The Bishop has published dates for confirmation services. There is a minimum

number of candidates required for a local service otherwise candidates would need to attend elsewhere.

Minute 2018\73 Any Other Notified Business –

- a) **Resource at Essex University** on 16th June: Erwin; Deirdre Gill and Bonnie Hill are attending. Scott, Margaret and possibly Heather are going to the London session in September.
- c) **Licence for film and audio within church:** Marika had circulated a list of licences. It was decided not to allow amateur videos when recorded music is played – if a professional videographer is present they will have a licence already. Marika and Rick to come back to the July meeting with a proposal of what we need and how much it will cost. Rick to consult with St. Johns to see what they have in the way of licences.
- d) **AVSound problem:** there had been a problem but KEL had visited, without a call out fee, and everything is fine.

The meeting closed at 21.45 and those present joined together in saying The Lord's Prayer.

Next Meeting – Monday 9th July 2018 19.30 at The Rectory