

**The Parish of St Mary-the-Virgin, Wivenhoe**  
**PCC Meeting on Monday 9<sup>th</sup> July 2018, 7.30pm at The Rectory**

<p><b>Welcome &amp; opening prayer.</b> Erwin opened the meeting with a prayer which had been used at The Commissioning of the Mission and Ministry for the North Colchester family of Churches</p>
<p><b>Those present:</b> Rev Erwin Lammens (chair); Ann Hanagan; Bill Eborn; Marika Footring; Bonnie Hill; Deirdre Gill; Eleanor Vanner; Rick Cawley; Scott Danielsen; Douglas McCormick; Glyn Stanway; Barry Smith; Derek Rulten; Nick Gustard; Heather Edwards</p>
<p><b>Apologies:</b> Graeme Martin; Graham Wadley; Margaret Bigwood; Dominique Knutsen;</p>
<p><b>Conflict of Interest:</b> Bonnie Hill item 2018/78; Eleanor Vanner item 2018/80</p>
<p><b>Conflict of Interest and Fit and Proper Person forms</b> – previously completed forms were handed out to those present for review, amendment and confirmation that the information was correct and relevant.</p>
<p><b>Minutes of the PCC meeting</b> held on the 12<sup>th</sup> June were approved as correct and signed by the chairman after an amendment to 2018/64g unable to able</p>
<p><b>Minute 2018\74 Matters arising from the PCC Minutes</b></p> <p>a) <b>Wildlife in the churchyard:</b> A request had been received for a contribution to assist with the expenses of introducing plants etc. into the churchyard. A figure of £3000 had been mentioned for the whole wildlife project. Bill Eborn stated that there was no money available to make a contribution. There were other priorities for church funds at the present time. The PCC decided that it was not possible to allocate funding from St. Mary's.</p> <p>b) <b>Application from Tapas Bar:</b> No further contact had been made by the owners of the Tapas Bar – it was decided that the matter would be set aside.</p> <p>c) <b>Licence for film and audio in church:</b> Marika had circulated a document before the meeting giving details of the licences required to play music and screen videos in church. The answer to the first question – do we wish to play recorded music while events other than services take place? It was decided that this was the wish of the PCC. The cost of the licence would be put before the PCC at the September meeting.  The second question was did we wish to play videos but within services and events? The answer to this question was yes. The cost of the licence would be put before the PCC at the September meeting.</p> <p>d) <b>New format for Tidings:</b> Erwin informed the PCC that there were volunteers prepared to put a new version of Tidings together. All adverts would be set aside in the new version which may give an opportunity for sponsorship to cover costs. The expectation was that a paper version of Tidings would be published along the electronic newsletter. A mock edition will be prepared to present at the September PCC.</p> <p>e) <b>Resource Day:</b> Erwin, Bonnie and Deirdre had attended the day at Essex University which had been very well organised and informative. Erwin urged those who had not attended to take up the opportunity being offered on 15<sup>th</sup> September in London.</p>
<p><b>Minute 2018\75 Correspondence</b></p> <p>a) <b>Roof Alarm:</b> Recently the roof alarm had been triggered twice and for no reasonable explanation. Bonnie had been in touch with the alarm company and they had suggested that the alarm be muted for a two week period. The PCC had been consulted and did not agree with that course of action. Having informed the alarm company they proposed that they visit without a charge if a new element failed, an element had a manufacturing defect or an installation had failed. This information was put before the PCC and they decided that the company be asked to come and check it.</p> <p>b) <b>Ecclesiastical Insurance:</b> The insurance policy renewal documentation had been received by the PCC Secretary. There was a rise in the amount of premium - £66.09, an increase of £5.50 per month. The PCC having considered the matter approved unanimously the renewal of the premium.</p> <p>c) A thank you letter had been received from the Open Air Shakespeare Company and a donation of £600.00.</p>
<p><b>Minute 2018\76 Finance</b></p> <p>a) <b>Cash Position:</b> The figures were shared with those present.</p> <p>b) <b>Budget:</b> The Income and Expenditure Budgets for the Unrestricted General Fund of St Mary's Church Wivenhoe for the year to 31 December 2018 were placed before those present. The Charity Commission requires each charity to prepare an annual budget which should be approved by the charity's trustees. The PCC were made aware of the following:-</p> <ul style="list-style-type: none"> <li>• Certain items in the budgets have a specific assumption but there are some assumptions which apply to the whole budget.</li> <li>• The cost of repairs to fabric of the Church and any items identified as needing action in the Quinquennial Inspection Report prepared after the inspection of 24 May 2017 will be met by existing legacy funds.</li> </ul>

- Inflation will continue to be relatively low during the period covered by the budget.
- The cost of the Transformation Project and any associated architectural and other cost would be independently funded in full.
- Fundraising for the Appeal for £375,000 may or may not greatly affect the fundraising for St Mary's General Fund.
- There would be no increase in Parish Share during the period covered by the budget.

The PCC having examined the figures, Bill Eborn proposed that the Budget be approved; this was seconded by Scott Danielsen and agreed unanimously.

- c) **Open Gardens** Following the 2018 Open Gardens, the Wivenhoe Open Gardens Committee had donated £1,800 to St Mary's, being half the profit from the weekend.

The Transformation Appeal had as one of its aims to provide a level access to St Mary's especially for those with disabilities. Bill proposed that the PCC follow the precedent set last year [PCC minute 2017\107b] of placing the money in the Fabric Fund restricted to the Carolin Garden. Last year the donation from Open Gardens was £2,600, (making a total so far of £4,400). The proposal was seconded by Barry Smith and agreed unanimously.

#### **Minute 2018\77 Fabric**

- a) **Lighting:** The plans showing the position of the lighting units for the new scheme were made available for PCC members to view them. The Faculty application and all supporting information had been sent to the DAC office in time for their July meeting.

- b) **Rectors Vestry:** Bonnie informed the PCC that enquiries had been made regarding the cost of installing three, surface mounted, double electrical sockets into the rectors vestry. Bakers of Danbury had been asked by Barry Smith to provide the cost of repairing the plaster and redecorating the rector's vestry. Funding would be covered by the Newton legacy and the Langley Bale legacy. It was not certain if this matter required approval from the Archdeacon or if a Faculty was required by the PCC. The PCC decided to move forward even though the cost of the work was not available. The information would be circulated via email as soon as it was available and responses would be documented and included as part of the DAC approval process.

Bonnie Hill proposed that three electrical surface mounted sockets be installed, the plaster work repaired and the walls and ceilings redecorated within the rectors vestry. The project was agreed subject to the cost being approved via email by the PCC. This was seconded by Eleanor Vanner and approved unanimously.

- c) **Window Grills** – Bakers of Danbury were due to start work on 5<sup>th</sup> July but only the scaffolding which had been stored within the church had arrived so far.

- d) **Black out curtains:** Barry had arranged a meeting at church with a supplier and will inform the PCC of the cost of the blinds at the next meeting.

- e) **Damage to main gate notice board:** A small donation had been received from the company concerned as a gesture of goodwill. The matter was now closed.

- f) **Wi-Fi in church:** Douglas reported on a way of introducing Wi-Fi into church. There are various ways of doing this and one of them was via a sim card. A discussion took place regarding the value of having Wi-Fi available in church at the present time. It was believed that most people would have Wi-Fi capability on their phone and there was little value in having an additional connection available. The PCC decided that the installation of Wi-Fi within the church was not necessary at the present time.

- g) **Organ Blower:** Graham Wadley had investigated the cost of moving the organ blower from its current position in the rector's vestry to another location. This could possibly be achieved for a maximum cost of £2,500. More specific information was required in order to gain DAC\Faculty approval before this could move forward.

#### **Minute 2018\78 The Annexe and Transformation Project**

- a) **Annexe** – Graham Wadley

The test bores have confirmed the planned design of the foundations. This has enabled information to be given to Rob Neve to undertake a cost analysis with all the current information. The revised costing has been received, but it has not yet been reviewed in detail by the Annexe Committee. It does not appear to be too dissimilar from the preliminary costing from 2016, but it will be reviewed by the Annexe Committee soon and further reported.

A joint meeting has been held between the annexe and reordering groups to particularly look at floor levels. This is primarily to ensure that we achieve the promised accessibility throughout the whole complex.

The footprint of the Annexe was marked out on the grass in white paint for the Transformation Appeal Day on 9<sup>th</sup> June. This enabled people to gain a good idea of the layout and size of the annexe. A lot of interest was generated.

- b) **Appeal** – Peter Hill

Following the official launch of the Appeal on Sat 5<sup>th</sup> May, we had arranged a more detailed

presentation in St Mary's on Saturday 9<sup>th</sup> June. This was not well attended with only about 20 – 25 present. The slide presentation was given by Rev Erwin and Appeal Chairman Peter Hill. We had one person who congratulated us publically on the vision for St Mary's and a couple of people who afterwards privately said that before the presentation they were opposed to the removal of the pews but, having seen the presentation, and seen what the possibilities are from more flexible seating arrangements, were now happy with all aspects of the Transformation Project. One person who came was not so persuaded and wanted the fixed pews to remain.

The Wivenhoe History Group's talk in St Mary's on Friday 8<sup>th</sup> June on the History of St Mary's Church given by Graeme Martin made a profit of £251.68 which has been donated to the Appeal.

Since its launch, the Appeal has raised £21,553.46 from one - off donations from 75 people (64 donations but some from couples). This included a donation of £5,000 from the Wivenhoe Community Trust and a single donation of £10,000 from an individual. In addition, there are now 17 people who have completed monthly standing orders contributing £465 each month.

The team hope they can increase the overall sum that the Appeal has raised in the coming months as well as increasing the number of monthly contributors through keep promoting the TP message. It is important to show that there is widespread support for our aims.

Peter and Erwin have been invited to make a 30 minute presentation to Wivenhoe Town Council on Monday 16<sup>th</sup> July 2018. Peter is offering to give talks to other organisations.

At the next team meeting on Wed 4<sup>th</sup> July they will be discussing how they can show support by Wivenhoe residents for the Appeal. Based on the Appeal results so far, excluding the two significant donations, 75 people have contributed just £6,553 (although we should recognise that some £26,000 was given by church members towards the pre-launch Appeal for fees relating to the planning application). Only when the team can show wider support for the objectives of the Appeal, and that all necessary approvals are in place, can we really begin to approach grant-making trusts.

The PCC were informed about an event on 8<sup>th</sup> September, organised by Brian O'Dell, in aid of the Appeal. The indication was this was to be an afternoon and evening event and the finish time suggested was 11 p.m. Sponsorship would be sought to offset the costs. There was a fear that as the church was surrounded by dwellings on all four sides that noise nuisance was a significant concern, alienating more than recruiting neighbours to the cause of the transformation project. The community had to be carried with us at this time. It was suggested that it might be possible to hold the evening event at Broad Lane or the Wm. Loveless Hall. There would not be a difficulty using the churchyard for an afternoon event.

c) **Reordering of the Nave Sub-Committee Report – 2 July 2018** – Lucy Crocker

1. Congregation and electoral roll consultation to take place on a Sunday end September/early October. Date to be agreed
2. The Congregation and electoral roll consultation will include the information below
  - a. The congregation and electoral role members only will be invited to attend a presentation after the Sunday morning service, late September/Early October. Invitation format to be confirmed but this will be the congregation's opportunity to cast their view and ask questions.
  - b. Maximum 10 slides/15 minutes
  - c. Outline of the process so far and reasons behind some of the proposals.
  - d. Two furniture options to be put forward for consideration based on the information presented to the DAC. Option 1. All new stackable pews and chairs Option 2. All new stackable chairs
  - e. Two flooring options to be put forward based on the information presented to the DAC. Option 1. Carpet as existing Option 2. New oak flooring. **EL** to discuss if both options should be included at the July PCC meeting
  - f. Cost estimate will be outlined verbally within the presentation
  - g. Furniture samples of solid wooden chair, wire frame chair and stackable pew to be available at the presentation. **Note:** These will be **examples** of the style of furniture only and should not be seen as a final proposal. Non-upholstered, linking, under chair shelf were appropriate.
  - h. Survey sheets to be available after the presentation to ask people their opinions, see attached initial survey for consideration.
  - i. Results of the survey to be presented to the PCC for review before the November vote
3. Proposed the PCC vote on the seating and flooring for the nave to take place in November after congregational and electoral roll consultation late September/early October
4. Faculty application for the nave re-ordering

- a. Once the PCC has made the final decision (in November) the faculty application process can start. We will need to put together a strong dossier with statement of need, statement of significance, projected future use of the church, detailed description of the re-ordering, consultation results, costing for purchase, planning for future maintenance, plans for a new home, use or storage of furniture made redundant. It could take up to a year to submit all of the information required for faculty.
- b. Due to the sensitive nature of this project we estimate consultation with DAC and associated societies (Historic England, Victorian Society, Church Building Council) to take anywhere up to 18 months if not longer. This means that all going well the faculty for the re-ordering may be received spring or summer 2020. Grants for the re-ordering may be applied for once the faculty has been received and with the other appeal funds we would be financially able to carry out the physical reordering, hopefully by autumn 2020.
- c. This timing needs to be taken into consideration alongside the Appeal teams grant applications.

A discussion took place concerning the most effective way of consulting all those on the electoral roll, some of whom, inevitably, would not be able to attend church for the planned presentation when the survey forms would be handed out. There was also concern expressed regarding the percentage of responses required in order for them to be of assistance to the PCC and DAC with the decision making process.

Advertising needs to be very pro-active. It was decided to provide a postal vote so that everyone has an opportunity to participate. Eleanor volunteered to help deliver some of the survey forms to people who did not attend church regularly. Responses could be posted back or returned on the day of the presentation. Samples of the proposed types of seating should be available on presentation day. The survey form was put before the PCC for discussion. For the first question there should be the option for those who have no specific opinion.

Is the PCC mandated by the survey result? The survey would be advisory only and the PCC would make the ultimate decision. The result of the survey would have to be disclosed to the DAC if/when the Faculty was applied for.

d) **Joint meeting Annexe & Re-Ordering Groups on 7<sup>th</sup> June 2018** – Graham Wadley

Present: Erwin, Lucy, Sue, Eric, Margaret, Douglas, Graham

This meeting was primarily to co-ordinate the consideration of floor levels in nave and annexe in order to meet the stated objective of a level floor throughout the complex.

The annexe floor level is currently flexible but ID have advised that they will attempt to finalise in the next design phase (say in next 2-3 months).

Nave level will depend upon choice of flooring and this also relates to furniture chosen.

It was agreed:

- The stone slab under the main south door would remain and be the datum for all floor levels.
- Re-ordering Group will consider a detailed survey of all levels within the nave.
- DM advised that if necessary slight adjustments could be made to nave flooring during construction.

Other issues briefly discussed:

- Consider detail for south inner door (Annexe).
- Cupboard position to be resolved (Re-ordering).
- Some discussion about a ramp in the North Aisle to allow wheelchair access to altar area (Re-ordering).

**Minute 2018\79 Mission & Ministry Unit (MMU)**

At their meeting on 13 June the AMPC (Area Mission and Pastoral Committee, which consists of Area Bishop, Archdeacon, Area Deans and Lay Chairs) approved the proposal to form a Mission and Ministry Unit with the churches in Greenstead and St John's Colchester. The formal approval during a ceremony may take place in the Autumn this year.

The MMU council at which Heather Edwards represents St Mary's had a meeting at the rectory in Wivenhoe on Monday 4 June. Unapproved minutes of this meeting had been circulated to the PCC with the meeting agenda. The Area & Pastoral Ministry Committee have approved our MMU working together and a commissioning service during the autumn will be arranged.

**Minute 2018\80 Adult & Children's Ministry, youth work & young adults**

- a) **Baptism Group:** A meeting with Fran Bailey, Hannah Cole and Erwin took place on Saturday 23 June. An event is planned for Saturday 9 March 2019 for baptism families who had their child baptised in the last 5 years. All children will be asked to help make a poster. The focus will be on baptism families being part of the larger family of the church. Fran who is an experienced video

maker will prepare a promotion clip for St Mary's activities with families and children. She will include activities and services that St Mary's organises for children and their families. This clip will be shown at the baptism families gathering and several other occasions in Spring/Summer 2019 and could be made available online. GDPR\parent permission will be organised.

**b) Christian Studies**

Three members of St Mary's (Eleanor Vanner, Susan Hales and Scott Danielsen) have shown an interest in the Course in Christian Studies that will start in September at St John's Colchester (and other venues in the Diocese):. A taster evening is taking place on 18 July at St John's. With the PCC's approval Eleanor would also like to start her training for authorised local preacher

**c) Training of an Authorised Local Preacher:**

The following resolution was passed at the meeting.

This Parochial Church Council endorses the nomination of Eleanor Vanner as an authorised local preacher. The voting was 14 for, 0 against and 0 abstentions.

The resolution having been passed the Request for Bishop's Authorisation of a Local Preacher form was signed by The Revd. Erwin Lammens and Secretary to the PCC Bonnie Hill.

**d) Church Attendance:** Erwin had prepared half year statistics and these had been sent in advance of the meeting to PCC members for their information. The drop in figures had been in part due to the dreadful weather at the start of the year. There had been a drop in plate collections but there are a good number of those paying via bank standing orders.

**Minute 2018\81 Safeguarding –**

For those who still need to take the online course the link is <http://www.cofelearning.org/index.html> Parish reference code 20.23. Safeguarding Training session - Derek was not a trainer but would assist as and where he was able. There is now a C2 Leadership Face-to-Face Safeguarding Training for those with specific roles. DBS checks undertaken by Lyn Smith are proving to be difficult now as the system has changed from online to paper. The amount of information that has to be read through and acted upon now is considerable. It was noted that St. Marys hasn't got a policy for the employment of ex-offenders and this needs to be considered. A Diocesan Safeguarding Officer to be invited to a meeting to discuss the difficulties with the new DBS procedure\new system. A letter to be sent by Bonnie asking for a meeting.

**Minute 2018\82 Health & Safety –** Ongoing search for new H&S Officer.

**Minute 2018\83 To receive reports** from the various church committees.

**Minute 2018/84 Data Protection –** nothing to report

**Minute 2018\85 Overseas Link –** nothing to report

**Minute 2018\86 Any Other Notified Business**

Terry Vanner plans to undertake a cycle ride on behalf of The Appeal in the future. The wording for the sponsorship form to be agreed with Bill Eborn.

The meeting closed at 21.40 and those present joined together in saying The Grace.

**Next Meeting – Tuesday 11<sup>th</sup> September 2018 19.30 at The Rectory**