

The Parish of St Mary-the-Virgin, Wivenhoe
PCC Meeting on Monday 11th September 2018, 7.30pm at The Rectory

Welcome & opening prayer. Erwin opened with a prayer for God's blessing on a church meeting.

Those present: Rev Erwin Lammens (chair); Margaret Bigwood; Bill Eborn; Marika Footring; Bonnie Hill; Deirdre Gill; Eleanor Vanner; Rick Cawley; Scott Danielsen; Glyn Stanway; Derek Rulten; Heather Edwards

Apologies: Graeme Martin; Graham Wadley; Barry Smith; Douglas McCormick; Ann Hanagan; Scott Danielsen; Nick Gustard

Conflict of Interest: Bonnie Hill item 2018/92

Conflict of Interest and Fit and Proper Person forms – only one form now needed to be reviewed to ensure that the information was correct and relevant.

Minutes of the PCC meeting held on the 9th July were approved as correct and signed by the chairman.

Minute 2018\87 Matters arising from the PCC Minutes

- a) **Licence for film and audio in church:** Marika had prepared a paper which had been circulated in advance of the PCC meeting. The question was asked if the MMU could share licenses but this was not possible. The PCC having considered the material decided to purchase the Church copyright licence, Music Reproduction licence, PRS for Music Church licence, PPL Church licence and Church Video licence from CCLI at a cost of £493.80 per year. This was proposed by Bill Eborn and unanimously agreed. A person was needed who would report to CCLI our usage under the various licences – Marika accepted the role. Arrangements were in the process for keeping pew sheets and service sheets for weddings, funerals, etc. – they would be placed in a specific container within the choir vestry.
- b) **Additional tie clip:** there are times when two are required in church and it was decided to purchase another at a cost of £30 +VAT. Those present were unanimously in favour of the purchase.
- c) **New format for Tidings:** An example of the new format was circulated in advance of the PCC meeting for consideration. The PCC decided to change the format of Tidings from its current booklet to a single A3 folded sheet. A discussion took place regarding cost and whether it would be free or a small fee charged. Sponsorship would hopefully offset the cost of production and the number required needed to be reviewed. Some copies were currently being put in shops, it was decided that this would not continue. Marika thought that uniformity/identity was important and this should be borne in mind. It was agreed that the copies would be free. Lucy Wadley would initially assist with the launch of the new style newsletter together with Sue Clement, who has experience in this area, and Sue Jones would assist with content and photographs. There would be 12 monthly editions. As Tidings is changing its format John Williams will be stepping down as Tidings Editor.
- d) **Public Liability Certificate:** The relevant information had now been put up on the notice board within church.
- e) **Roof Alarm:** Bonnie had written to the roof alarm company and the £98.00 which was charged for out of hours call outs due to the false alarms had been refunded via a credit note. The settings on the roof had been set incorrectly and since they had been adjusted there had been no more difficulties. The roof alarm contract was due for renewal. A decision was made that the out of hours service be continued and the annual maintenance agreement be renewed.

Minute 2018\88 Correspondence

- a) **Request from a resident in East Street:** A letter had been received from Mr. Sadler asking the PCC to consider the sale of a small part of the churchyard to increase the size of his garden. The PCC considered the request and after discussion decided that this would not be possible.
- b) **Retirement of Archdeacon Annette:** Information had been received regarding a service in Chelmsford Cathedral on 18th November at 15.30 and a request had been made for a contribution to a gift. The PCC noted the date of the service and decided to contribute £50.00 and this would be paid from the gift fund which PCC members contribute to. Past churchwardens and members of the congregation were to be given the opportunity via the pew sheet to make a contribution.
- c) **Beacon House** has circulated their annual report which had been received by Bill Eborn and an electronic copy could be sent on request. It was noted that Austin and Elizabeth Baines take donated items to Beacon House.

Minute 2018\89

- a) **Resignation of Dominique Knutsen:** Dominique had moved from Wivenhoe to France and had submitted her resignation from the PCC. Her name has now been removed from the Charity Commission website as a Trustee.
- b) **Casual vacancy:** As a casual vacancy now existed the PCC considered the appointment of

another person. Peter Terry had indicated that he would be prepared to return to the PCC if it was the wish of those present. Erwin Lammens proposed that Peter Terry be elected to the PCC until the Annual Meeting in April 2019. This was seconded by Bill Eborn and agreed unanimously. It was further agreed that Peter Terry be appointed to the Standing Committee. Erwin Lammens formerly proposed the appointment of Peter Terry to the Standing Committee, Bill Eborn seconded and this was unanimously agreed.

Minute 2018\90 Finance

- a) **Cash Position:** The figures had been shared before the meeting. Gift Aid for 2017 had been received in the sum of £15,458.11. The current appeal fund balance is £28,420.70.
- b) **Diocesan Budget:** Bill Eborn was prepared to reply to the Diocese on behalf of the PCC – this offer was gratefully accepted. Marika asked about the rise of 2% in the parish share amount – it is currently approximately £5200 each month and the plus 2% in 2019 will add an extra £100 per month. The MMU grouping will have an impact on how this is paid in the future. Fees for weddings were down across the Diocese which impacted on income. Bill was concerned that there were 20 parishes that are unable to pay their full parish share and the level of assistance should perhaps be increased by the Diocese. Colchester Deanery pays the total parish share amount due, some churches pay more than required and this results in the total being fully covered.
- c) **Newton & Langley-Bale Legacy:** An information sheet showing the balance totals had been circulated prior to the meeting to all PCC members. Bill informed those present that the Fabric Team had discussed finance and as a result it was proposed that £150,000 be set aside within the Newton Legacy in order to fund major repairs to the south roof and the tower etc. when required. Bill Eborn proposed that £100,000 be spent on Quinquennial items which would leave £150,000 in the Church of England deposit bank account until it was needed. This was seconded by Margaret Bigwood and agreed unanimously.
- d) **Payments:** Bill spoke about the need for him to know in advance that purchases were being made; this would enable him to release money from various accounts. All purchases above £50.00 are to be checked with Bill Eborn before ordering, and the invoice should be sent direct to the treasurer, approval will be sought from the appropriate body and then it will be paid. The PCC believed that this system was good practice.

Minute 2018\91 Fabric

- a) **Lighting:** The Faculty had been granted with conditions and work will commence on Tuesday 25th September. The completion date will be 20th November. There will be a degree of disruption caused by the work and there will be a need to store items within the north side aisle and it is hoped that the congregation will appreciate it will be a time limited inconvenience for the greater good. The contractors are aware of the services on Wednesdays and choir practice on Thursdays. There is a loss of 20 chairs but they can be relocated to the front of the nave.
- b) **Rectors Vestry & Organ Blower:** Permission under List B had been granted by the Archdeacon for the plug sockets to be put into the Rectors Vestry and the redecoration had also been approved. There were concerns about the cost – it was extremely important that the work was undertaken by the appropriate contractor and Bonnie read to those present a warning message from the Chancellor about the perils of those who fail to do so. The work was specialised due to the plastering and making good as well as the painting of the walls and woodwork. There were concerns about using Bakers so often for our work but the PCC were content to take this forward on this occasion. Progress was being made on the relocation of the organ blower. Graham Wadley had kindly volunteered to contact The Village Workshop and will invite them to give a quotation for the work. A Faculty will be required at some point.
- c) **Black out curtains:** More investigation was needed to try and find a cheaper solution to the problem.
- d) **Permission to get quotations for Quinquennial Clusters 1 and 2:** Copies of the information were handed to those present for consideration. The Fabric Team requested permission to approach two contractors to obtain quotations for the work. Permission was granted to apply for quotations – unanimously agreed
- e) **Principle of commissioning a Benefactors' Board** - The FOSM committee was concerned that there was no longer any recognition in the Church and the reason for FOSM's existence and they have raised over £95,000 for the fabric of St Mary's since FOSM was formed on 1st May 1993. FOSM was originally started to preserve the fabric of St Mary's for future generations. The founding members were both Churchgoers and those who didn't go to church. The Church authorities will no longer grant permission for plaques recording the generosity of benefactors to be fixed on church walls. There are already a small number of freestanding plaques on one of the north windowsills. The Appeal Team is planning some form of recognition for the major donors. Bill asked for permission to liaise with Peter Hill to look further into having some form of "Benefactors' Board"? The intention being to include some past benefactors as well as those donating to the Appeal. Of

necessity it won't be a complete list as a certain number of donors ask for their gift to remain anonymous.

Glyn disagreed with the principle of recording names within the church, he thought it unnecessary. Others thought it was part of the church's history.

The majority of those present agreed that Bill Eborn should investigate this matter further and report back.

Minute 2018\92 The Annexe and Transformation Project

a) **Annexe:** A Planning Stage Estimate had been undertaken and this document had been circulated to the PCC in advance of the meeting. Ratification was requested for the cost of the report which was £420.00. The expense was unanimously ratified by those present.

b) **Appeal Team:** The Team have not met since the beginning of July. They had recently launched a Survey in support of the Transformation Project to try to get a sense of public opinion in support of this Project. This survey will be on that can be completed on PCs and mobile phones. It asks just 7 simple questions (avoiding the temptation to be too intrusive and make it too detailed). Marika has already included the link in the recent St Mary's newsletter. The team will ensure it gets wide publicity. The survey is aimed particularly at wider Wivenhoe and it is hoped it will show the level of support that there is in Wivenhoe for St Mary's and the Transformation Project. A paper copy of the questionnaire is available at the back of church for those people who do not use computers. The survey is undertaken on a computer system (Survey Monkey) that will give the team a bar chart analysis of the responses to our 7 questions. The team asked the PCC to promote the survey to their friends and neighbours.

Two fund-raising concerts are planned. The first is on Friday 21st Sept at 7.30pm. Encore, a singing group formed just this year and already comprising 12 members, led by Ian Gray who was the person who took the lead role in Fiddler on the Roof in March, will be performing Songs from the Musicals to raise money jointly for the Transformation Appeal and Colne Radio.

The second concert is planned for Friday 2nd November with the Wivenhoe Orchestra, the Comrie Singers and Julie-Ann's Recorder Group. The team hope to arrange Friday evening music concerts in St Mary's in order to leave the field open for the St Mary's Fund Raising Team to organise other events to benefit the Church.

Erwin had organised a talk on 20th Sept by David Walker, a church cartoonist, with a retiring collection in aid of the Transformation Project. And on Sat 15th Sept the History Group are promoting an opportunity to look at the High Street 100 years ago. It is hoped the High Street will be full of people that day. An Information point will be set up in the Churchyard which we hope will get a lot of visitors from 10am to 4pm. The Church will be open and it is hoped to sell teas & coffees as well as get people interested in the Transformation Project.

Peter has been trying to find the time to analyse those web sites of the grant-making trusts to see which will support an application for the Annexe only or which will be more attracted by the wider use of the Nave with the Annexe as a necessary and important part of that vision of the future for St Mary's but I regret that the days do not seem long enough to fit everything in. Peter Hill, Chairman, Transformation Project Appeal Team

c) **Reordering of the Nave Sub-Committee Report:** Lucy Wadley had submitted a copy of a survey which will be distributed with a letter. The Nave sub-committee intends to give a consultation presentation to the congregation and electoral roll on Sunday 4th November 2018 at 11.30, after the All Together Service. An invitation letter and survey will be sent out to all those on the electoral roll w/c 15th October 2018, copies will be also be available in church and the date will be advertised on the pew sheet, website and e-newsletter in advance.

There will be a selection of chairs and a pew in church for three weeks for people to try. Glyn thought the survey needed to be clarified and the examples were styles rather than actual proposals and the layout needed to be adjusted. Consider adding the wording "for illustrative purposes only" and styles. The PCC were content for the survey and letter to be distributed.

d) **Grant funding:** Grant funding bodies are very keen to see that applicants have an environmental policy, equality act and that fair trade products being used. This needed to be addressed. The Appeal Team to be asked for a list of what they believe we need to adopt and the PCC will consider the proposals.

Minute 2018\93 Mission & Ministry Unit (MMU)

A date had been set for the Commissioning Service on Sunday 4th November at 14.00, venue to be fixed. Erwin will inform the PCC when the venue is known.

Minute 2018\94 Adult & Children's Ministry, youth work & young adults

a) **Confirmation Service:** this will take place on Sunday 3rd March at 10.30 a.m. There are two people so far but more will no doubt join later.

b) **Christingle Service:** In the past a toy collection had been organised at the service and it was transportation to recipients overseas that had become a problem. James O'Dell had contacted Erwin

and volunteered to ensure that the toys collected reach the Rohingya refugee children in Bangladesh. The PCC were in favour of this proposal and the return to a toy collection was unanimously agreed.

Minute 2018\95 Safeguarding

- a) For those who still need to take the online course the link is <http://www.cofelearning.org/index.html> Parish reference code 20.23.
- b) Safeguarding Training session - Derek will assist where he is able to do so.
- c) DBS session with Diocesan Safeguarding Officer – decision was taken not to arrange this at present. Erwin had spoken to the Archdeacon and it was suggested that the MMU Safeguarding\DBS team members get together and support each other.
- d) 31.8 is the new name for the churches child protection advisory service.
- e) The Parish Safeguarding Handbook is currently being updated. The Diocesan online safeguarding training is valid for three years and then it needs to be done again.
- f) Formal adoption of the Diocesan Employment of Ex-Offenders Policy was agreed. There were concerns about the grammar, and syntax used within the document. The Diocesan Safeguarding team to be advised of the PCC's concerns on the badly written document.
- g) Derek spoke about a speaker at a conference he had attended who pointed out the danger of having a policy but not putting it into practice.

Minute 2018\96 Health & Safety – Ongoing search for new H&S Officer. Christmas Risk Assessment had been started within the fundraising team but needed to be followed up.

Minute 2018\97 To receive reports and take questions on the reports from various church committees.

Minute 2018/98 Data Protection: nothing to report

Minute 2018\99 Overseas Link: nothing to report

Minute 2018\100 Any Other Notified Business

- a) **Change of PCC meeting day to the second Mondays in 2019:** those present considered the proposed change and Glyn and Derek would find it almost impossible to attend on Mondays due to other commitments. Glyn believed it was important that the Churchwarden attended the meetings. It was decided to change to Mondays in 2019 but if over time this also doesn't work for Douglas McCormick meetings may revert to Tuesdays to enable Glyn and Derek to attend.
- b) **Encore Concert on 21st September:** this is being organised by the Appeal Team.
- c) **Christmas Charities:** It was proposed that Namalemba and Wivenhoe Foodbank\Christmas Meal be supported this year. The PCC decided that a 50\50 split would automatically be made for all donations received for the Christmas charities. More investigation was needed about the Christmas Meal to ascertain if they required money. Bill asked that the Carols on the Quay be asked who they would be supporting this year. If the Christmas Meal did not require funding then either the Nightshelter or Beacon House could be selected instead – whichever one had not been selected by Carols on the Quay.
- d) **Projection onto the Tower for Remembrance:** Peter Hill asked permission of the PCC to project an image of a "Tommy" onto the west tower of the church. This would involve the connection of an electrical cord for a lighting unit via the bell chamber. Adrienne had been consulted and she was content for this to happen. The proposal was to have this working from the 1st - 12th November between 17.00 and 22.00. The cost of the electricity would be paid for by Peter Hill and he planned to consult the Treasurer to work out the cost. There was a concern about the gun in the picture though the gun was held in a non-shooting position illustrating that the gun should never be used again. The PCC having discussed the matter decided that permission would be given with a vote of one against and 11 for the proposal.
- e) The meeting closed at 22.00

Next Meeting – Tuesday 9th October 2018 19.30 at The Rectory