

The Parish of St Mary-the-Virgin, Wivenhoe
PCC Meeting on Tuesday 9th October 2018, 7.30pm at The Rectory

Welcome & opening prayer. Erwin opened with a prayer asking for God's guidance during the meeting. Erwin welcomed Peter Terry to the PCC and explained to those present that he would be asking Peter to lead the meetings in future. Peter had undertaken this role in the past and it was good to have him back on the PCC.

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

Apologies: Glyn Stanway; Barry Smith; Douglas McCormick; Scott Danielsen; Graeme Martin; Nick Gustard

Conflict of Interest: Bonnie Hill item 2018/104

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 11th September were approved as correct and signed by the chairman.

Minute 2018\101 Matters arising from the PCC Minutes

- a) **Mr. Sadler** had been informed of the decision not to sell a portion of the churchyard.
- b) **Employment of Ex-Offenders Policy:** Marika had contacted the authors of the policy to highlight the syntax concerns and the responses had been less than helpful. Bill Eborn proposed the adoption of the policy and this was seconded by Derek Rulten and unanimously agreed.
- c) **Christmas Charity:** It was hoped that a decision could be made at the Churches Together meeting on 15th October. Information will be published in December Tidings. Envelopes for contributions will be within Tidings and at the back of church.
- d) **Benefactors:** The recording of names and organisations which had donated to the church was deemed to be work in progress.
- e) Peter Hill mentioned that he would like to have **concerts in church**. There are licence restrictions with only six opportunities for concerts annually with the end date of 31st October each year. If additional concerts are organised there will be a need for an occasional licence at a cost of £18.00 per event.

Minute 2018\102 Correspondence

- a) **Archdeacon Annette:** A request had been sent to churches within the archdeaconry asking for a drawing on a postcard sized card. The image to be a view of their church, cartoon or something of their choice. Hilary Wadley was prepared to undertake the task and the PCC were very grateful to her for agreeing to assist.

Minute 2018\103 Finance

- a) **Cash Position:** The figures would be circulated to PCC members after the meeting via email. The delay had occurred due to the Diocesan accountant being on holiday.
- b) **Professional Advisers:** Bill pointed out that when asking a professional for advice there is always a cost and the expense could be considerable. An invoice recently from Simon Marks which covered a number of months was a case in point. Professional advisers do need to be consulted but it would be advisable that a log be kept of such contact to enable the expense to be justified when an invoice is received. Anyone engaging the services of an adviser should ensure Bill is made aware.
- c) Could fundraisers please send all money taken at an event, together with expenses as the audit trail needs to be complete. Bill will ensure that expenses are repaid as quickly as possible after the event.
- d) **Barclays Bank:** Due to the amount of money currently passing through our bank account Barclays Bank have advised Bill that we are no longer able to have free banking and there will now be a monthly charge of about £50.00.

Minute 2018\104 Fabric

- a) **Lighting:** The contractors had commenced work on the 25th September. A pre-contract and progress meeting had been held and attended by Simon Marks, Bowling Garrard and three members of the Fabric team. Work was going well and Simon Marks had agreed various small amendments of a practical nature with the contractor. A Bat report had been requested by the Chancellor before work proceeded – this had been achieved and work could commence as there were no bats within the church. Dates had been fixed for further progress meetings and the project is on target for a finish date of Tuesday 20th November.
- b) **Rectors Vestry & Organ Blower:** Bonnie suggested that the redecoration of the vestry take place in early 2019. The new plug sockets would be put in place soon as part of the lighting project. Graham Wadley had been in touch with The Village Workshop and a site visit is being arranged to investigate further the logistics and cost of relocating the organ blower. It is hoped that the organ blower work can be scheduled to fit into the redecoration timetable. Bonnie asked for permission for the Fabric Team to

fix a date with Bakers of Danbury for the commencement of the redecoration work and permission was granted.

Minute 2018\105 The Annexe and Transformation Project

a) **Annexe:** Architects Inkpen Downie are currently working on the detailed design and it is hoped by the end of October the plans will be ready for submission for Faculty. The preparation of the full application will take time and it is anticipated that all will be ready for sending in early 2019.

b) **Appeal Team:**

- **Analysis of grant-making trusts.** Peter Hill had produced and circulated a 12-page report in September detailing all of the trusts he had been able to find who might consider our Appeal, listing many of their requirements that are required before they will consider an application.
- **Survey.** To date, there had been 212 responses to our survey submitted via the internet and 46 paper-based responses.
- **The Encore Concert** was held on Friday 21st September - half the proceeds of the concert (£260) was received by the Appeal.
- **Next Appeal Concert** – Friday 2nd November at 7.30pm £7 including glass of wine. It is called a Feast of Music as it will feature the Wivenhoe Orchestra, the Comrie Singers and the Wivenhoe Recorder Group. So around 50 musicians and singers playing some familiar music. Tickets from RSVP gift shop or at the church door. The PCC were asked to encourage as many people as possible to attend.
- **Talk at the WI.** Peter gave an illustrated talk to the Wivenhoe W.I. on Tuesday 2nd October entitled St Mary's Church – Its Past and its Future. This was a means for him to talk about the Transformation Project! Paper copies of the TP survey were given out for completion during their meeting.
- **Appeal Monies.** As at the 4th Sept, the Appeal fund had £27,785.70 in it. More than £500 is being contributed every month which is good. There is a need to keep on encouraging people to sign a standing order to their bank to pay a sum of money, however small, even £5. It is not just the money but the fact it is another person supporting the Appeal.

c) **Reordering of the Nave Sub-Committee Report:** The nave sub-committee have taken on board the PCC's comments on the congregational consultation documents and are on schedule to start circulating the documents to the congregation and electoral roll on Sunday 14th October in advance of the presentation on the 4th November at 11.30am. Presentation draft is being completed and sample furniture (2 stackable pews, 2 wooden stackable chairs and 2 wire frame chairs) will be arranged. Please note that any loan furniture must be protected while lighting work is going ahead inside the church, Erwin suggests it is moved into the choir vestry between Sunday services and will discuss this with the lighting company.

The process for the arrival of the chairs is scheduled for the week beginning 22nd of October. They will stay for a short time afterwards and people will have a chance to test them out. This is for style only. The presentation has been reviewed that Erwin will give. Lucy thought it a necessity that a small working group be put together to look at what we as a church wanted to achieve from the use of the nave. There is no point in purchasing new chairs if the needs are not known. For example – what do we want to do for elderly groups, young people, baptisms, weddings, funerals and other events which could be much more creative with our seating and space in the future. The Worship Group had produced a piece of work which would assist with this. The group members were – Erwin Lammens, Lucy Crocker, Sue Jones and Peter Terry and there was still time to join the group. Suggestions from the PCC regarding their views on creative use of the nave by the church to be sent to Erwin before the 21st October.

d) **Grant funding:** A better impression would be given if we had various policies e.g. sustainability; accessibility and equality; safeguarding; privacy (GDPR). Someone would need to investigate further and provide the PCC with the information next month. Douglas McCormick was suggested as an ideal person to undertake the task.

e) An additional website page was needed to list all our policies – Marika will sort this out.

Minute 2018\106 Mission & Ministry Partnership (MMP)

In order to see God's Kingdom flourishing across East Colchester and Wivenhoe, we are working together to provide mutual support and development, to share local resources and expertise across the parishes.

Our MMP includes:

- Greenstead with St Anne– Rev. Tim Platts, and Rev. Sue Howlett.
- St John's – Rev Andy Sachs with Rev Viv Whitfield,
- University of Essex – Rev Julia Murphy
- Wivenhoe – Rev Erwin Lammens

Our Three Mission Priorities are:

1. To enable the flourishing of mission and ministry in the new Garden Community planned East of

Colchester through planting a new church.

2. To develop congregations as schools of disciples, mission and leadership development (Resourcing).
3. To re-energise, plant and pioneer where appropriate.

Please pray as we learn to work together and serve our local communities. We have the MMP Commissioning Service with the Bishop and Archdeacon of Colchester on **Sunday 4th November**, 2pm at St Matthew's Church Colchester, Harwich Rd, Colchester CO4 3HR. ALL ARE WELCOME

4. Cakes had been requested from each church for the 4th November. Heather will approach some of the congregation to see if they are able to assist with the baking.

Minute 2018\107 Adult & Children's Ministry, youth work & young adults

- a) Sunday Club had resumed on Sunday 9 September after the summer break. A new rota until the end of January 2019 was in place. The Sunday club took part in the History Day on 15 September with a stall in the churchyard and a history quiz for children in the church.
Sunday Club volunteers under the guidance of Sue Jones will organise again a Nativity Play on 16 December at the 10.30am morning service. This is already the fifth time that Sunday Club has staged their nativity play in church. A rehearsal will be booked for late November or early December. Erwin asked that the PCC spread the news among the Wivenhoe families as a large cast was needed.
All Together Team has prepared Harvest Festival and will continue to prepare the All Together services on first Sundays. The team is encouraged by the response of the congregation as it is now the best attended Sunday service at St Mary's.
Two people have asked to be confirmed and Erwin has made a bid with the Bishop's office for a Confirmation service on Sunday 3 March at 10.30am in the hope that more people will come forward. Erwin understood that the Bishop had pencilled the date into his diary.
The PCC had queried about organising something for young adults (18 and older). Erwin was still thinking of organising a 'Passover Sleepover' for young adults on the night of Holy Saturday (from just after Easter Vigil until the first Easter morning service).
- b) It was suggested that hot chocolate be served to the young people during the winter rather than orange and lemon squash. Perhaps herbal and caffeine free tea be served for adults.

Minute 2018\108 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 by identifying face to face sessions being organised by the Diocese in 2019.
- c) Elle asked how long we are prepared to wait for individuals to complete the training and suggested that a time limit be placed on completing the training. After three years the course needs to be completed again.
- d) Derek to be informed by individuals if they had completed the safeguarding training. Training needed to be undertaken by those on the pastoral team, Sunday Club leaders and PCC members.

Minute 2018\109 Health & Safety – Ongoing search for new H&S Officer. There was still concern about the December Market a review needed to be undertaken of the stall layout and the number of stalls which can be placed within the church. The number of people within the church needs at any one time during the event is to be considered and monitoring put in place at the appropriate level. Marika suggested that a rota be put together and the role shared if no-one is coming forward. Bill asked if there were any people known to the PCC who had knowledge of H&S. Perhaps the Churchwardens could take over the walk around the church before services to ensure that there are no risks identified. A competent person needs to be appointed with the necessary skill set. Perhaps after MMP this could be an area for sharing resources – this to be mentioned at the next MMP Council meeting.

Minute 2018\110 To receive reports and take questions on the reports from the following committees.

- a) **Fundraising:** Autumn Floral workshop 29th September raised £100. The Christmas workshop would take place on 12 December 10.30 - 12.30 at a cost of £25 per person.
- c) **Catering:** no report. New Group leader still required.
- d) **Worship & Vision Groups:** tabled report
- e) **Colchester Deanery:** no report
- f) **Wivenhoe Churches Together:** no report
- g) **FOSM:** The FOSM Autumn Fayre will be held in Church on Saturday 27 October from 2pm to 4pm. It was hoped that the PCC would support the event.
- h) **Pastoral Visitors:** After the formal opening time of prayers and recording apologies, time was given to receiving reports. This included any obstacles any Pastoral Visitor might meet. As the work is one of confidentiality the visitor might feel a sense of isolation in certain situations. Everyone appeared to be happy with their allocated person.
A new member was introduced to the team, now making 7 Pastoral Visitors
Any literature the Pastoral Visitor may acquire is handed out with explanation, i.e. Group invites.
Fishes made in felt with an enclosed prayer is an example of a hand out which could be given to their

cared for person. This also reinforces the spiritual aspect of the work of the Pastoral Visitor.

The Food Bank was inviting people who are likely to be on their own over Christmas to attend a Christmas dinner at the William Loveless Hall. The meeting closed with a Prayer.

- i) **Administration:** The church was opened by volunteers for the summer weekends during 2018. Unfortunately due to an error the sign-up sheet did not make it clear that two people should be in church when it is opened. Lynne has amended next year's sign-up sheet to make sure this is clear. This is particularly important in light of an experience in September when the church was open. A young male visitor acted rather suspiciously (for example he did not walk around the church but hung around at the back and asked some odd questions about the church). It has subsequently been discovered that he is a known petty criminal from the local area. It is advised that people who open the church up should be extremely careful that no money is left in view and that for the ladies their handbags should be hidden in either of the vestries or in one of the cupboards.
- j) **Communications team:** no report
- k) **Spirituality Steering Group:** nothing to report
- l) **Church bookings:** nothing to report

Minute 2018\111 Data Protection: nothing to report

Minute 2018\112 Overseas Link: Box of Blessings in Namalemba will be as one of the two Christmas Charities - details will be publicised in December Tidings.

Minute 2018\113 Any Other Notified Business

- a) **Opening the Church:** It was decided that the church should not be opened to the public without two people being present and that when anyone is alone in the church undertaking tasks that the church doors be locked. Personal safety was paramount and had to be taken seriously by all concerned.
- b) **Events – communication:** There were a large number of events being planned both internally and externally. It was important to ensure that when planning takes place an awareness of what else was going on was necessary and the publicity opportunities maximised. It was decided that Marika as our Communications Officer be informed of all events in order that information could go onto the church website. Marika also needs to be provided with the details of the new Tidings Editor so that communication can continue. Jane Hughes also needs to be brought into the communication loop as she takes the external bookings.
- c) **Churchyard – tree:** Recently a tree had failed in the churchyard and Wivenhoe Town Council had taped off the area and a tree surgeon had cut it down. Unfortunately a large ugly stump had been left and Bonnie was asked to contact Wivenhoe Town Council and ask what plans are in place to remove it. Wildlife Wivenhoe will no doubt be consulted by the Town Council. A tree replacement policy to be put in place at a future date.
- d) **Microphone damage:** Marika had discovered that the expensive tie clip microphone had lost its protective covering and the tie clip. The microphone itself was also not as secure as it was. It was not known how this had happened and was a concern. The Standing Committee when it met recently authorised the repair or purchase of another tie clip microphone – a limit of £100 imposed. The church insurance policy had been reviewed and the excess on the policy was £100 and thus it was not possible to recover the cost. Rick had undertaken to repair the unit and those present were grateful for his assistance.
- e) **PCC Meeting:** It was suggested that as the sample chairs are in church in November that the next PCC meeting be held in church – this was agreed.
- f) **Bill suggested that in 2019 PCC meetings** be held in church. As we are encouraging others to consider using the church in future for their meetings he believed we should lead by example. Equality of layout is also important and when everyone is present the current room at The Rectory is not large enough. The cost of heating the church was a concern and this needs to be monitored. The decision on moving the meeting venue to be discussed at the PCC meeting in November.

The meeting closed at 21.10.

Erwin ended the meeting with a prayer and then joined together in saying The Lord's Prayer.

Next Meeting – Tuesday 13th November 2018 19.30 at in Church