

The Parish of St Mary-the-Virgin, Wivenhoe
PCC Meeting on Tuesday 13th November 2018, 7.30pm in Church

Welcome & opening prayer. Erwin opened the meeting with a prayer about the Light of God that shines in the darkness, reminding everyone that this will be the theme of the Taizé service on 25 November. Those present prayed for the recovery of Deirdre Gill. Erwin then handed over the running of the meeting to Peter Terry. Peter introduced Lucy Wadley who would be giving a short presentation.

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

Apologies: Graham Wadley; Barry Smith; Douglas McCormick; Glyn Stanway; Ann Hanagan; Deirdre Gill; Graeme Martin and Nick Gustard

Conflict of Interest: Bonnie Hill item 2018/118

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.

Reordering of the Nave presentation:

Lucy gave a presentation about the results of the survey that had been conducted with those on the Electoral Roll and with members of the congregation. Overall there had been a very positive response to testing the chairs and how they would work within the space. 74 responses had been received which Lucy had converted into pie charts. Lighter and more manageable chairs were a clear favourite with those that expressed a view. There were comments and concerns raised on the back of the survey forms. These were constructive even when negative in nature. The main concerns were also listed and thought will need to be given to these in the future should the decision be taken to remove the pews.

Bill spoke about the following - linking the seating requirements may not be necessary for a church service but would be required for concerts or public events. There were six pews in the chancel which did not have quality pew ends. These could be replaced with those removed from the nave. Bill reminded us that funding for the entire Transformation Project needs to be raised before any work can commence. Should the 31st December 2021 be reached before that figure is achieved then all those who have contributed to the appeal would need to be consulted as to the way forward.

It was asked if the armed chairs could also be stacked. Lucy thought that individual, armed chairs could be placed on the top of a stack but that question would need to be asked of the manufacturer. There is a certain amount of flexibility with chairs as a space can be left for walking aids in front of them in order to support those that need assistance to stand up.

There was a value to the existing wood being taken up from the floor - this could be sold to offset the cost of the new floor. Lucy was thanked for all her assistance and for attending the meeting.

Statements of Need and Significance will need to be written. Consultation will need to take place with a number of groups such as The Victorian Society and a considerable amount of further research and planning undertaken should the decision be made to remove the pews.

Following consultation with members of the Electoral Roll and the Congregation, and after considerable research by this group, the Reordering Team recommended to the PCC that the pews in the nave should be removed and replaced with chairs.

When the decision is made as to which chair is to be purchased, the following will need to be considered:

That the chairs should:

1. Be stackable (30+ high)
2. Be light in weight
3. Be made of solid wood / wood veneer /or wire frame
4. Be uncovered (i.e. Not upholstered)
5. Have the option of having arms
6. Have the option of 'add-ons' i.e. book holders/links
7. Be accessible and 'user friendly' for all members of the congregation.

The Reordering Team also recommended that the carpet tiles should be removed and replaced with solid wood flooring.

When making a decision as to the specific flooring to be purchased, the following should be considered:

1. The effect on the acoustics of the building
2. The on-going maintenance needs
3. To be mindful of the previous decision to install the same flooring in the nave and the annexe
4. To be mindful of the previous decision to ensure the uniformity of floor levels in the nave and the annexe.

PROPOSALS:

1. The members of the PCC formally accept the recommendation from the Reordering Team to

remove the pews from the nave and replace them with chairs.

2. The members of the PCC formally accept the recommendation from the Reordering Team to remove the carpet tiles and to replace these with solid wood flooring

In respect of the above recommendation, members of the PCC, whether present or not at the meeting, are requested to respond with their vote – by email - no later than the 30th November.

Minute 2018\114 Matters arising from the PCC Minutes

- a) Card for Archdeacon Annette was designed by Hilary Wadley and had been sent.
- b) The Standing Committee had made a decision on the Christmas Charity – Beacon House and Namalemba will benefit this year.
- c) Appeal Team had been made aware of the licence restrictions for concerts during any 12 months and the financial implications if this was exceeded.

Minute 2018\115 Correspondence

- a) Thank you letters – Anne & John Williams for their gift; Eileen Root; Graeme Martin; Beacon House and the Nightshelter for their Harvest gifts; The Children's Society (collection boxes raised £1270.10)
- b) A letter had been received expressing disapproval of the image of a Tommy being projected onto the tower wall as it included a weapon. This matter had been raised and discussed by the PCC when permission had been given. Erwin agreed to write back to the person concerned explaining the process that had been followed when the decision had been made.

Minute 2018\116 Finance

- a) **Cash Position:** The figures had been circulated with the tabled reports.
- b) **The Janet Ashton Legacy:** Janet died in 2014 and left £10,000 to the church and at the time the PCC had decided that the money should be put into the general fund. Bill Eborn proposed as the financial circumstances of the church had changed that £10,000 be transferred into a Janet Ashton Fabric Fund. This was seconded by Margaret Bigwood and unanimously agreed.
- c) **Barbara Patterson:** A letter had been received stating that a bequest was in progress but this may take up to 10 months before it was received.
- d) **Church of England Table of fees:** Bill proposed that Erwin be authorised to reflect the new Church of England fees in any charges for 2019. This was agreed.
- e) **The Christmas Card for 2018:** A payment of £261 was due from St. Mary's and the remaining amount will be paid by the other Wivenhoe churches.
- f) **Parish Share:** There will be a 2.6% increase in the amount due in 2019. This is due to the number of weddings and funerals we had last year. We had a lower number and so our rebate was not as high as previously thus the increase in cost. £5,530.72 per month will be due.

Minute 2018\117 Fabric

- a) **Lighting:** The contractors had completed the work early and the final meeting to hand over the system would be taking place on the 14th November. Erwin was pleased with everything although the east window light was not as strong as had been hoped. There are eight settings. It is very flexible as a system. The last invoice had been received and it was not as high as expected. The contractors were excellent and they had finished earlier than expected by all parties involved.
- b) **Rectors Vestry & Organ Blower:** The Fabric Team had contacted Bakers of Danbury and the redecoration will take place in Spring 2019. Bakers had agreed to undertake the work at the quotation price even though there would be a delay in commencement. The photocopier had been moved into the rectors vestry and thanks were due to Bill, Vivien and James Eborn for their assistance in moving a heavy piece of machinery. When in place it worked which was a relief to all. Arrangements are now in place with Altdigital for service calls and the meter readings. John Williams will continue to order the toner and paper. A church key is being cut for John Williams to enable him to have access to church. As a thank you Jane Cole has been given a card and plant. The rectors vestry is a mess and needs to be sorted out. It was suggested that anyone who had items in the vestry that they clear out anything that is not needed immediately. More items need to be kept at home. Everything will need to be cleared out before the redecoration.
- c) **Quinquennial:** The Fabric Team had requested authorisation for work to be undertaken to move forward on clusters one and two of a document that had been circulated with the agenda. The work involved: repairs to the cupola; tower south elevation; top of the north tower; base and lower ground levels of the tower. The majority of the work was included in Priority A within the Quinquennial report. One element included under cluster two would not be undertaken – the selective repairs to the lower tower walls. This would cost approximately £56,000 and was a priority C – this would be undertaken on a separate occasion. It was proposed by Bonnie Hill seconded by Bill Eborn and unanimously agreed that the Fabric Team be given authorisation to identify suitable contractors and to obtain quotations for the work required within clusters one and two of the schedule with the exception of the selective repairs to

the lower tower walls 3.2.3.

Minute 2018\118 The Annexe and Transformation Project

- a) **Annexe:** Still waiting for detailed plans from the architects – hopefully these will be available for the December PCC meeting.
- b) **Appeal Team:**
The Appeal had so far raised over £28,000 (Bill gave an updated figure of £32,000) from around 70 people and 3 organisations. 22 people had entered into monthly standing orders so far which means the Appeal is now benefitting by £550 per month. Whilst this is obviously good, it would be very helpful if more people would back the Transformation Project Appeal with a monthly sum of even as little as £5, or whatever people can be afford, to show the trustees of grant-making trustees in a tangible way that the Transformation Project is well supported. Peter Hill thought that 22 people didn't demonstrate that support.
When the PCC has made a decision about seating in the Nave, we can begin to approach grant-making trusts with applications for financial support.
About 250 people had responded to the Church survey to date. Two thirds of these people used the electronic survey to record their answers to 7 questions. The survey will end on 31st December. The analysis of the first 100 responses showed that the majority of people were supportive of St Mary's making changes.
There was an Appeal Concert on Friday 2nd December. The Concert on 21st September organised by Colne Radio with profits shared with the Appeal raised £260. There is another Appeal event on Friday 21st December – A Christmas Carol by Charles Dickens performed by Anthony Roberts with musical accompaniment by Jamie Cunliffe. Wine and mince pies in the interval. Tickets £6. More Friday Appeal concerts will be organised next year. As well as raising money, it is important to keep the Appeal in people's minds.
- c) **Reordering of the Nave**
A presentation was given to the congregation and electoral roll on the 4th November 2018 about the re-ordering of the nave and in particular the styles of furniture and flooring being considered, everyone then had the opportunity to complete a survey at the end of the presentation. There was a good turn out and a very positive level of interaction and questions. 18 surveys had been returned before the 4th November and 41 surveys were returned on the day of the presentation. To give people time to consider their response the deadline for returning completed surveys was extended to the 11th November on the invitation letter.
All loan furniture will remain in the church until after the next PCC meeting, the Nave sub-committee will analyse the survey answers.
- d) **Grant funding:**
Douglas McCormick had confirmed that he was prepared to write the various policies for sustainability, accessibility and equality etc.

Minute 2018\119 Mission & Ministry Partnership (MMP)

On Sunday 4 November at 2pm Bishop Roger and Archdeacon Annette presided at the service of commissioning of the Mission and Ministry Partnership between the Greenstead churches, St John's Colchester and St Mary's Wivenhoe. Its name is Wivenhoe And Colchester East with University Chaplaincy Partnership (WACE UP). At the service prayers were led by members of the different churches and testimonies were given about a vision for the future of the MMP. Elle Vanner and Sue Jones respectively read a prayer and testimony on behalf of St Mary's.
The clergy and lay ministers of the MMP will continue to meet every third Tuesday of the month and elaborate further how they can work together.

Minute 2018\120 Adult & Children's Ministry, youth work & young adults

- a) **Follow the Star:** St Mary's had registered and hopefully it would provide information to those seeking a church when they are visiting friends and family.
- b) **Christingle Service:** Toys gifted at the Christingle Service: It has now been suggested that the toys be sent to a school in Malawi and also gifted to some refugees living in the Colchester area. Helpers had been arranged to collect them from church after the service.

Minute 2018\121 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 - Saturday 16 March a face to face Safeguarding Training will take place at St Leonards Church in Colchester 09.45 -12.45. Those in leadership roles need to undertake the face to face training and Derek will send a list of roles to Bonnie who will circulate the information.
- c) A date was set when all safeguarding training should have taken place. It was decided that all those who were required to undertake the online Safeguarding Training for the first time or needed to renew their training should do so before the 31st January 2018

d) The newest version of the Church of England Safeguarding Policy needed to be adopted. The policy needed to be circulated before the next meeting to enable PCC members to read it through.

Minute 2018\122 Health & Safety

- a) Scott had been responsible for the role but had recently stepped down. Erwin thanked him for his time and effort. As a consequence there is a need for a new H&S Officer – Erwin will approach the MMP to ask if this is something that they are able to assist us with.
- b) Chris Singleton had visited church and reviewed the paperwork and assessed the building. He had identified a few areas which needed to be followed up on. The overall assessment was that we had good paperwork and practical measures in place to offset the risks.
- c) A new H&S notice and accident book needed to be purchased. Bonnie will organise this.
- d) Margaret Bigwood will check the First Aid box contents and replace items as necessary.
- e) Bonnie to write to Adrienne Woods and ask for a copy of the Tower risk assessment and the name of their nominated H&S Officer.
- f) The risk assessment for the December Market had raised concerns. Peter Terry was consulting with Tricia and will go through everything before the event to ensure that everything is in place.

Minute 2018\123 To receive reports and take questions on the reports from the following committees.

- c) **Fundraising:** no report
- d) **Catering:** no report. New Group leader still required.
- e) **Worship & Vision Groups:** no report
- f) **Colchester Deanery:** no report
- g) **Wivenhoe Churches Together:** no report
- h) **FOSM:** The total amount banked following FOSM's enjoyable Autumn Fair held on Saturday 27 October was £233.50
- i) **Pastoral Visitors:** nothing to report
- j) **Administration:** nothing to report
- k) **Communications team:** see below
- l) **Spirituality Steering Group:** nothing to report
- m) **Church bookings:** nothing to report

Minute 2018/124 GDPR, Communications and Licensing Report

The monthly e-Newsletter was going well and positive comments had been received. The average number of 'opens' was around 80%, well above the industry standard (category: religious) of 29%.

Since GDPR rules kicked in, the number of subscribers who are now sent the mailing has reduced from 99 to 47. Those who no longer receive the newsletter are subscribers who, despite repeated reminders from May onwards, failed to respond to the invitation to update their preferences by opting into email - as the GDPR now require.

The PCC were asked to promote the newsletter wherever appropriate: it is easy to subscribe via the church website.

On the website, a new page had been added to the Contact tab, called 'Safeguarding and other church policies'. This should satisfy the requirements of the C of E policy in respect of Safeguarding. The addition of the new Safeguarding and H&S policies is awaited pending receipt of same.

Marika advised that by 'following' the St Mary's website a notification email is sent whenever a new post is made?

Event publicity/Communications

External hiring, Transformation Project and Fundraising organisers have all responded to the changes in the communications regime. A separate St Mary's Events calendar is now in use to keep track of everything.

The 'A Church Near You' C of E website is continuously updated with St Mary's events.

Licensing

All licences as discussed at the September PCC meeting are now in place.

Details of requirements, such as copyright lines underneath printed hymn texts in wedding and funeral booklets, still need attention but this has been under discussion.

With the new PPL licence it was possible to play music from a CD during the FOSM Autumn Fair for the first time during such a non-worship event. Such music needs to be reported to PPL once a year so anybody wanting to make use of the facility please contact Marika; a legible photocopy of the CD booklet insert containing the copyright information may be all that is needed. Marika Footring

Minute 2018\125 Overseas Link: Rachel was making enquiries with those in Namalemba to see if it would be preferable to purchase a cow and some farming materials this time to create some income. Rachel is travelling to the UK on 7th December and so will be able to take back the items for the maternity unit that Rosemary has ready. A visit to see us would be wonderful but it may be that there will not be sufficient time for her to do so.

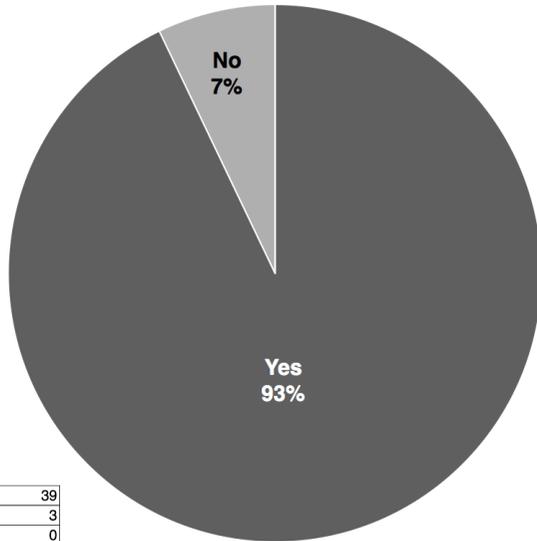
Minute 2018\126 Any Other Notified Business

- a) **Flag Pole:** A local resident had regularly asked those connected with church for a flag pole to be put on the top of the tower. The original decision of the PCC when this was last discussed was to stand – there would be no flag pole due to access difficulties.
- b) **Bookcase:** It had been suggested that the bookcase at the rear of the church be removed but this will not be taken down yet as the wall will look dreadful. Heather had investigated the cost and styles of a replacement. This matter will be put on hold until the redecoration of the nave takes place.
- c) **Lifts to Church:** The lifts provided by Deirdre needed to be covered while she is incapacitated and also the fifth Sunday is sometimes a problem – volunteers were needed.
- d) **Meeting in church – refreshments** needed to be organised. Erwin suggested a coffee machine be purchased at a cost of £34.00 – the money was provided by the PCC contributions. It was suggested that PCC members take it in turns to do the coffee and teas in 2019 – Scott will be responsible for January.
- e) **Blue collection bowl –** Bill asked that everyone ensured that the blue bowl was visible and doesn't move around the church. Much needed funding came via this vessel.
- f) **Christmas decorations - volunteers needed.** It was suggested that Jenny Bennett arranged the Christmas flowers on a day of her choice and the Christmas tree would be decorated on 8th December starting at 09.30.
- g) **The meeting closed at 21.25**

Erwin ended the meeting by speaking about our legacy of not only for the building but of people. Those present then joined together in saying the Lord's Prayer.

Next Meeting – Tuesday 11th December 2018 19.30 at The Rectory

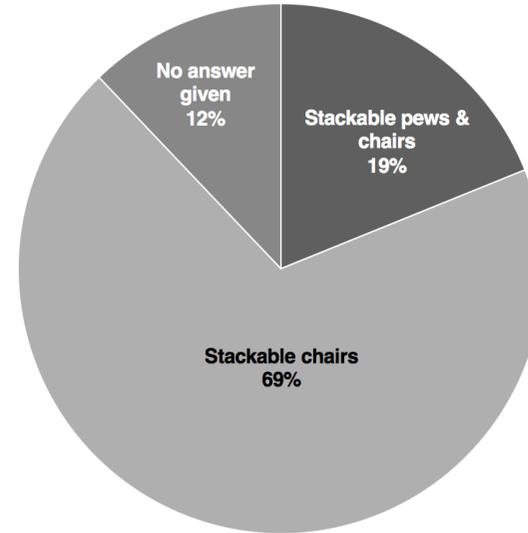
Q1. Do you agree that we need to make a change to our existing furniture layout to fulfill both Our immediate and future needs?



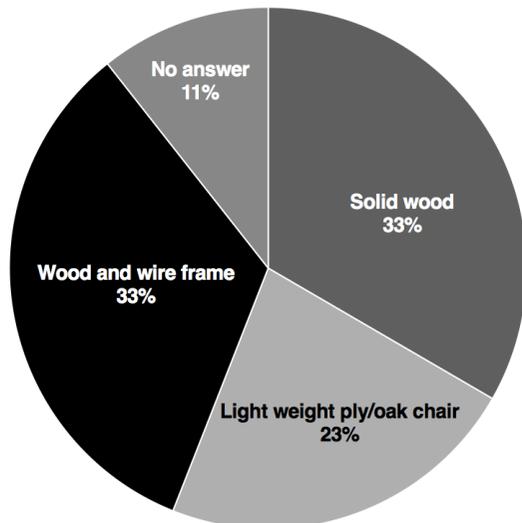
Responses to Q1

Yes	39
No	3
No opinion	0
No answer given	32
Total replies	74

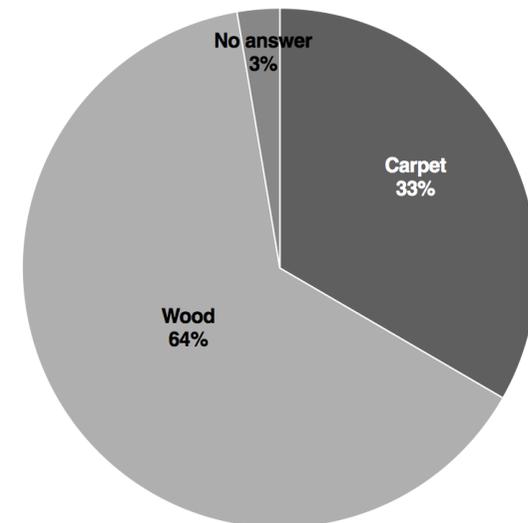
Q2. Which of the furniture options would you prefer to see in the nave?



Q3. Which of the stackable chairs STYLES do you prefer?



Q4. Which flooring options would you prefer to see in the nave?



Comments and concerns

Furniture

- Pews are easier with children
- Storage required for – Books, order of service, glasses, kneelers, walking sticks, bags
 - **Arms to help support elderly when standing up**
- **Chairs should be stable enough for elderly to support themselves when standing up**
 - The chairs must be sustainable
 - Linking
 - Upholstery
 - Must be comfortable for at least an hour
 - Row creep should be considered
 - Some chairs too shiny and make you slip forward

Flooring

- **Acoustics must be considered**
- Cleaning and treatment must be considered
 - Carpet should be blue

General

- **The Annex should be the priority**
- The pews are beautiful and the end should be used within the church
 - Re-consider modifying some of the existing pews
 - What will happen to the hand stitched kneelers?