

**The Parish of St Mary-the-Virgin, Wivenhoe**  
**PCC Meeting on Monday 14<sup>th</sup> January 2019, 7.30pm in Church**

**Welcome & opening prayer.** Erwin opened the meeting with a Bible Reading and gave an overview of the sense of the text. Erwin read from Isaiah chapter 61 which mentioned remembering those who are broken hearted and oppressed.

**Those present:** Rev Erwin Lammens (chair); Bill Eborn; Bonnie Hill; Eleanor Vanner; Rick Cawley; Heather Edwards; Scott Danielsen; Graham Wadley; Barry Smith; Margaret Bigwood; Douglas McCormick; Ann Hanagan; Deirdre Gill

**Apologies:** Derek Rulten; Glyn Stanway; Peter Terry; Graeme Martin; Marika Footring; Nick Gustard

**Conflict of Interest:** Bonnie Hill item 2019/5

**Conflict of Interest and Fit and Proper Person forms** – completed\reviewed.

**Minutes of the PCC meeting** held on 11<sup>th</sup> December were approved and signed.

**Minute 2019\1 Matters arising from the PCC Minutes**

- a) Safeguarding – C5 refresher training is only available for clergy – everyone else needs to repeat their original course after a period of three years.
- b) New form regarding Ladders had been put in church and Eric is aware. Douglas will dispose of the wooden ladder. There are metal ladders that also need to go.
- c) New appointment – Viv Howard has been appointed Administrator & Electoral Roll Officer.

**Minute 2019\2 Correspondence**

- a) A thank you letter from Toybox had been received; they had received the donations from the St. Nicholas Service.
- b) A thank you card from Rachel Butterfield for the support given to Namalemba during the year.

**Minute 2019\3 Finance**

- a) **Cash Position:** The figures were circulated at the meeting. Information about the Christmas service receipts were also given within the financial figures as a matter of interest.
- b) **A donation** had been received from Lily Worland which will be put into the general fund – there was no restriction on its use.
- c) **Parish Share information** had been received for 2019 payments – the payments had increased from £5197.75 per month last year to £5,337.01 per month this year.
- d) **Transformation Appeal Total** as at 11 January 2019 - £34,749.78  
 Total number of Standing Orders - 28  
 Monthly income from those Standing Orders £673.66. Erwin spoke about the importance of increasing the number of people contributing via standing order. The monthly amount did not need to be significant.

**Minute 2019\4 Fabric**

- a) **Organ Blower** – Faculty information was submitted before Christmas in preparation for the January DAC meeting.
- b) **Rector's Vestry** – The person who will be leading the team to decorate the vestry met with Bonnie in December and it was agreed that the decoration work take place late March, early April. This timetable will hopefully accommodate the removal and relocation of the organ blower from the vestry.
- c) **Quinquennial clusters** – quotation document is being drawn up
- d) **Sound** – Marika reported developments after KEL's latest visit on Friday 14 December. Chris Gutteridge of KEL spent 3 hours at the church, testing for the various problems experienced since the installation of the system in December 2017.  
 In a follow-up email dated 17 December Chris communicated the following:  
*"There are two issues that are being faced; the screen itself is not a cause from my investigations and I am confident that this can be ruled out. I have noted and proven that upon the striking/igniting of the bulb within the projector, there is significant broadband interference produced by the unit for around ¼ of a second, and in a very, very confined field. The rear aerial is in reasonably close proximity to the projector and has built-in amplification which is boosting the already high intensity interference spike. I have modified the output level from the aerial in order to hopefully quell the amplification of this interference – on Friday I was unable to reproduce the issue following this adjustment, so I am hopeful that this has been reduced to a level that no longer causes an issue.*  
*However, the second issue is a little more difficult to resolve. Whilst the projector is controllable, and we know almost precisely when this is going to occur, I gather that there has been occasion where the screen/projector has not been in use, yet still interference has been experienced. As was demonstrated on Friday, there does seem to be some level of interference produced when trains pass by – not a huge amount, but reasonably identifiable in some instances. What this has shown is that potentially, there could be instances where a train (with a damaged pantograph for example) could create broadband interference, but as it passes by, causing a temporary and instantaneous spike in interference. This is*

*speculation as I was unable to identify anything specifically but would explain the transient nature of the issues that are being faced and no specific, identifiable cause when the screen is not used. Again, I am hopeful that the changing of the aerial sensitivity should aid the suppression of this external interference, but updates would be appreciated."*

Since 14 December, no further problems have been experienced. Rick and Marika are cautiously optimistic that these adjustments have resolved the issue but have not been sufficiently confident to run entirely without additional precautions yet, as they didn't want to risk anything during the busy Advent and Christmas services. They will from now on run the system without taking extra precautions and hopefully establish that the problems are a thing of the past.

#### **Minute 2019\5 The Annexe and Transformation Project**

- a) **Annexe:** The current balance in the restricted fund for the Annexe and Emergency Appeal was £32,809.50 and the Transformation Fund Main Appeal £34,196.13. In the last few days a meeting had taken place with Inkpen Downie and the disappointment with their performance and progress of our project was expressed. We were given the impression that RIBA 4.1 should have been completed in October last year. As a result of the meeting the programme was reviewed and a new timeline drawn up for the completion of all the elements that were still needed in order to produce the final design for the Faculty application. The costs had already been confirmed. Hopefully the 4.1 work will be completed by the beginning of February. Fees of £3,000 need to be paid – this amount had already been approved by the PCC. The target for the Faculty application is the March DAC meeting. The next stage is RIBA 4.2 – there is quite a significant gap between 4.1 and 4.2 and this means that we need to narrow the gap and that will require funding. The 4.2 covers detailed work to meet Colchester Borough Council planning consent requirements; application for technical consent for detailed work for building regulations and detailed drawings and specs which would enable us to get quotations from builders. The cost of 4.2 would be £16,000 including VAT. The Emergency fund has money available for use and Graham requested the PCC consider awarding the funding.

There is a necessity to carry out the remaining archaeological work, this will be done on a day rate basis and this would cost between £2,500 - £4000, although this is not required at present, funding will need to be available at the appropriate time. The large scale fundraising needs to move forward. Some archaeological work had been undertaken but only to facilitate the test bores and the new work will be two 2 metre square holes in the middle of the annexe floor area. The excavation will be witnessed by the Colchester Borough Council archaeological team as it is a condition of the planning consent. £110,000 has been pledged for the lobby and toilets and there was a considerable amount of money still required to complete the project. Douglas will prepare a paper and present it to the next PCC meeting which will give the stages that still need to be achieved.

An important area within the church is the floor levels between the annexe and the church and this is a high priority and will definitely be achieved. The floor type will be consistent within the annexe and nave. The Re-ordering Faculty will be applied for once the Annexe Faculty has been approved.

Graham Wadley proposed that approval be given for the RIBA 4.2 work to be undertaken which would cost £16,000 this was seconded by Bill Eborn and unanimously approved.

- b) **Appeal Team:** At their last meeting on Wed 9<sup>th</sup> Jan Peter Hill presented the findings of the Survey of residents of Wivenhoe and afterwards shared the results of this survey of 285 people with the PCC. Having now run 3 events in St Mary's in aid of the TP Appeal, Peter thinks there is a successful formula (Friday evenings to include a glass of wine and bit of socialising time). He wants to develop the idea of a concert programme to support the Appeal not just financially but to keep the Appeal alive in the minds of people in Wivenhoe other than through articles and other forms of communication with people.

Peter has made tentative steps to begin an application for grant-funding from the Heritage Lottery Fund but without a clear decision on the Re-ordering of the Nave Project and DAC approval for both this and the Annexe, he can't see that he will be able to make much progress.

With clear support for the Appeal by a monthly standing order from only about 28 people to date, it would be really helpful to show that the congregation of St Mary's, in particular, really supports the Appeal by a much higher proportion of the electoral roll members subscribing to it via a monthly standing order. The amount is irrelevant. It can be as low as £5. It is the principle which is important. He hopes that in 2019, the PCC can help boost these numbers.

- c) **Reordering of the Nave:** As from January Lucy Crocker will be stepping down for the Nave sub-committee, Peter Terry will be taking over as Chair.

Following on from the congregational consultation and PCC vote, the sub-committee intend to visit some local churches who have installed stackable chairs and wooden flooring, to assess suitability of particular products and to assess any concerns raised in the consultation survey. Alongside this the committee will begin to pull together documentation required for the faculty application.

They would like the Nave sub-committee to be made up of at least 6 members in 2019 and are therefore looking for a replacement committee member who is willing to play an active role in the next stage of development.

d) **The Wivenhoe St Mary's Music Society**

At the recent SMART meeting it was agreed that Peter Hill put a formal proposal before the PCC to ask for permission to form a new organisation to be called The Wivenhoe St Mary's Music Society which will be based at St Mary's Church.

Its purpose will be two-fold:

1. To enhance the beautiful St Mary's Church as a place where people can come and listen to fine music. This would be performed by people who could be local to Wivenhoe, or young upcoming musicians, as well as highly-professional musicians. It is hoped a Music Society could be established as a well-respected organisation known for putting on extremely good concerts that might attract a wide audience.
2. At the end of the year, any surplus made by the Society above that which is required to be 'working capital' for the following year will be given to the Transformation Project Appeal Fund.

Due to their absence Graeme Martin and Derek Rulten had indicated in writing that they were in favour of the formation of the Music Society. Marika had also been in touch and wished the following information to be put before the PCC, in her absence, before the decision was made.

"Whilst the proposal has its attractions, more information is needed before I as a PCC member would feel in a position to consider supporting it.

Questions that need answering:

- What would be the legal relationship between the Society and St Mary's church;
- Have implications of profit making been considered against our charitable status;
- Have PRS and PPL requirements and obligations been considered - and the administration of same?
- There will no doubt be other questions.
- My suggestion would be that the proposers should explore these and other aspects by talking to a church (St. Botolphs perhaps) where this sort of thing already happens, and then come back to the PCC with a proper business plan."

Bill thought the Music Society was a good idea, it brought in money and this sort of society could develop in the future. He believed the Society would not be external from St. Mary's. The charity commission are quite happy, as long as we show the gross and expenses of any profitable activity or event. This has been arranged for the concerts that had already taken place and will continue. Taking a similar line as the FOSM constitution would perhaps be a way forward. The PRS will have to be reviewed and extended as and where necessary and the associated cost may not be excessive. A broad range of musical styles will be covered within the programme offered.

Having discussed the matter the PCC decided that it be agreed in principle and any expenses that are incurred should be included within the concert cost. Answers to some of Marika's questions were still required but the PCC were in favour of the Music Society being formed. Graham proposed that in principle the Music Society be formed, Ann Hanagan seconded and all those present were in favour.

**Minute 2019\6 Mission & Ministry Partnership (MMP)**

The MMP did not formally meet in December but clergy had a festive lunch. Canon Jenny Tomlinson will be leading a day course for those who may be asked to lead Worship in their church. *Wings for Worship* will take place at St Matthew's church on Saturday 19 January from 9.30am until 4.00pm. Lunch will be provided for all participants.

The Confirmation service with Bishop Stephen, Bishop of Chelmsford, on Sunday 3 March at 10.30am will be a joined confirmation for all churches in the MMP. The preparation will be organised at/by St Mary's during 4 sessions in February.

Next MMP clergy meeting is on Tuesday 15 January from 9 until 11am.

**Minute 2019\7 Adult & Children's Ministry, youth work & young adults**

The Sunday Club and many helpers were very pleased with the turn-out at the amazing Nativity Play. It was possibly the first time at St Mary's that *Away in a manger* was sung in sign language. The children had a lovely party afterwards which was organised by Sunday Club coordinator Teresa Warren.

The All Together Team has prepared Epiphany on 6 January at 10.30am.

St. Mary's have been offered through St John's (MMP) a visit from Watoto children's choir during their tour through the UK on Sunday 20 January. They will take part in the 10.30am service. They will be brought and returned by coach. A sandwich lunch will need to be provided for the choir members.

A gathering for Baptism families of the last few years will be organised on Saturday 9 March at 10.30. Hannah Cole and Fran Bailey will be coordinating this event.

Sunday Club volunteers will again organise the family afternoon with Easter themed workshops on the day before Easter, Holy Saturday at 2pm.

Erwin will be forming a team of helpers to prepare 'Passover Sleepover' for young adults between 18 and 33.

## Minute 2019\8 Vision

There were quite a few recommendations arising from the work that was undertaken at the Vision Day held in 2017 that need to be discussed by the PCC. Rather than dealing with them all at once it had been decided to allocate a few to each PCC meeting over the coming months. The headings are given below, within the quotations the recommendations from those present at the Vision Day and thereafter the comments of the PCC.

**Welcoming newcomers and unease after the service at coffee:** *“Sidespersons and Welcoming Team roles are not clear. The welcome team needs to ensure that everyone gets the same level of welcome before and after the service. Perhaps the use of the welcome team needs to be reviewed.”*

Bill said that once we have chairs there will be no welcome cards on the pews but we have the audio visual equipment – we could advertise events and welcome those present using this means of communication. Welcome to St. Mary’s with Erwin’s photograph on; photographs of the Welcome team and those on duty put on the screen; tea and coffee advert and inviting people to stay after the service; advertise the service that morning; give details of who is preaching today - their name and that of others that are serving at the altar etc; type and length of the service to be published and the arrangements for the children; adverts for fundraising events; please pray for the following people; list of next week’s services. The rolling PowerPoint to be silent and only on before the service starts and then during coffee at the end of the service.

Scott spoke about the human interaction which still needed to be addressed to ensure that new people are spoken to at the end of the service. An individual needs to be named to look after new people. The person on Welcome duty needs to appoint someone if they are unable to undertake the task themselves. There was a fear of overwhelming new people with too enthusiastic a welcome which may be off putting for some.

**Men’s Group** – *“this kind of group would be really good.”*

Douglas spoke about the need for the group as men are very bad at getting together and he would be prepared to organise it – a social group that men could attend and talk about how they are coping and sharing. This could act as an introduction to church life and may result in their family attending services. The details of when and where to be arranged.

**Who is who in the different groups and teams? What do they do? How to contact them?** *“There is a need for ‘a welcome to St Mary’s’ leaflet with details of who is who in church. This would make it so much easier for new people to quickly feel comfortable. Telling people about the electronic newsletter, Tidings, logistics in the booklet would also be helpful. Marika is extremely good at social media - following on Twitter is really informative. A balance of hard copy and electronic copy needs to be found. Duplication of effort is something to be borne in mind when going forward. The most effective medium that works for an individual needs to be used to contact and engage with people.*

*Erwin to invite people to stand up if they are being directed to them for tickets etc. during the notices.*

*More people to be identified when carrying out roles – e.g. tea; coffee, etc. Perhaps put who is on duty on the pew sheet each Sunday, who the sidespersons are; who the welcoming team are; prayers led by; who the Sunday Club leader is; who is reading; preacher; who is going forward with the bread and wine.*

*It would be really good if herbal teas (peppermint tea for instance) were available after the service.”*

Welcome Leaflet - Bill’s suggestion in the first point would cover most of the information that we would want to share with those in church at various services. There are ways to share information and Scott and Eleanor volunteer to liaise with Marika regarding putting information on Facebook. Twitter is also a natural medium for sharing information and Marika undertakes this task on a regular basis.

A small number of leaflets could be run off as and when they are required.

Herbal teas – Scott had provided a packet and would top up as and when.

**Who is and what does St Mary’s pastoral team?** *“Update from Deirdre in the future about her work and her team at a service. It was important that details of this work be published in the ‘welcome to St. Mary’s’ booklet.”*

An opportunity to share this information could be via the audio visual once it is up and running.

## Minute 2019\9 Safeguarding

- a) Derek had received information from the Diocesan Safeguarding Office which stated that the following people had a current Safeguarding certificate. Some members of the PCC and Sunday Club had completed the training but were now required to complete the on-line training again as a renewal is required after three years.

	CHILD	ADULT
Lyn Smith		29.05.18
Marika Footing		14.09.18
Arthur Driver	16.05.16	18.05.16
Janet Driver	14.10.16	14.10.16

An Verhofstadt	18.03.17	18.03.17
Deirdre Gill	28.03.17	28.03.17
Glyn Stanway	21.11.17	21.11.17
Derek Rulten	27.03. 18	13.05.18
Jeremy Evans	09.05.18	10.05.18
Eleanor Vanner	03.07.18	03.07.18
Scott Danielsen	13.11.18	13.11.18
Heather Edwards	05. 03.18	
Barry Smith		29.05.18
Rick Cawley	01.19	01.19

- b) Bonnie has offered her home for a session for those who would like to get together to do the online training together. A date and time to be arranged – please contact Derek if you would like to take advantage of this opportunity.
- c) C2 Training at St. Leonards, Lexden 09.45 – 12.45 on 16<sup>th</sup> March and Fordham All Saints on 30<sup>th</sup> March 09.15 – 12.30.

#### Minute 2019\10 Health & Safety

**Tower & Bell ringing risk assessment:** Both the tower and bell ringers risk assessment (RA) had been received. Both RAs are in the H&S folder in church. It is believed that all the necessary paperwork has been completed. A volunteer is still required to take on this role to ensure that weekly checks are undertaken and new RAs are drawn up and existing RAs reviewed before events.

The Churchwardens and the Verger will take responsibility for checking the church before events for the time being.

**Minute 2019\11 To receive reports** and take questions on the reports from the following committees.

- a) **Fundraising:** The Christmas market raised £1465 and the Floral Wreath Workshop £120. Also the catering for the evening event on 11 December made £11. The next fundraising meeting is on 29<sup>th</sup> January at Anne and John Williams house at 7.30 p.m. Anyone wishing to join the team please contact Tricia Bray. Future events planned for 2019 - June Market, Gospel Choir 17<sup>th</sup> November and December Market as normal. The team will also be arranging four seasonal Floral workshops and the first will probably be at the end of March
- b) **Catering:** no report. New Group leader still required. Erwin asked if PCC members could suggest someone to take on the role.
- c) **Worship & Vision Groups:** no report
- d) **Colchester Deanery:** no report
- e) **Wivenhoe Churches Together:**
- f) **FOSM:** A good stall position at the December Market helped us to sell goods to the value of £156.85. FC goods are also available all the year round at the Wyvern Stores (High Street Post Office) where they excellent sellers.
- g) **Pastoral Visitors:** nothing to report
- h) **Administration:** nothing to report
- i) **Spirituality Steering Group:** nothing to report
- j) **Church bookings:** nothing to report

#### Minute 2019\12 GDPR, Communications and Licensing Report

**Diocesan Parish People:** Bonnie had been appointed to oversee the completion of the online Parish People Report. The process had previously been a paper exercise. Only one entry was needed to complete the process. The Diocese will be chasing parishes that have not completed the task. Churchwardens and the Verger for the time being will take responsibility for checking the church before events.

#### Minute 2019\13 Overseas Link:

Rachel Butterfield had returned briefly to the UK and although she was not very mobile due to a knee operation she had managed to collect knitted items from Rosemary Murchie and will take them back with her. Boxes of Blessings money will be sent during January.

#### Minute 2019\14 Any Other Notified Business

The Area Conference is being held on 26<sup>th</sup> January at St. John's Church in Colchester and Erwin encouraged those present to attend. The speaker this year is Nick Shepherd. The cost of attendance will be paid by St. Mary's. Erwin; Deirdre and Margaret will be going. Please let Erwin know if you wish to go.

Thanks were given to Scott for organising the refreshments and clearing away after the meeting, Eleanor volunteered for the February Meeting.

The meeting closed at 21.15. Erwin asked those present to join together in saying The Grace.

**Next Meeting – Monday 11<sup>th</sup> February 2019 19.30 in church**