

The Parish of St Mary-the-Virgin, Wivenhoe
PCC Meeting on Monday 11th February 2019, 7.30pm in Church

Welcome & opening prayer.

Erwin opened the meeting with a prayer taken from the booklet used for confirmation preparation. The prayer spoke about the fruits of the spirit.

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

Apologies: Derek Rulten; Glyn Stanway; Ann Hanagan; Graeme Martin; Scott Danielsen; Marika Footring; Nick Gustard

Conflict of Interest: Bonnie Hill item 2019/19 and Douglas McCormick item 2019/17c

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

Minutes of the PCC meeting held 14th January 2019 were approved and signed.

Minute 2019\15 Matters arising from the PCC Minutes

- a) Feedback on Area Conference held on 26th January was given by Deirdre Gill. Erwin and Deirdre attended. It was well attended and the speaker Nick Shepherd was extremely interesting. During the afternoon there were individual workshops. It was a very worthwhile day. Erwin will publish the 2020 date as soon as it becomes available.
- b) The Diocesan request for personal information had been completed.
- c) Heather reported back on whether a bell ringer would be prepared to take on the role of H&S Officer for St. Mary's Church. There was no-one able to assist so the search goes on.

Minute 2019\16 Correspondence

- a) Thank you letters had been received from Beacon House; Crisis and The Children's Society for donations which arose from the Christmas Appeal and Christingle Service. A further letter of thanks had arrived from Watoto Choir.
- b) A new client agreement had been received from Purcell as the ownership structure of the organisation was changing. Douglas had been tasked with reviewing the document and he informed the PCC that having spoken to them we have an informal agreement at present rather than a contract. Douglas proposed that the document be signed and returned on behalf of the PCC to enable St. Mary's to continue with an informal agreement. Those present were all in favour of this course of action.
- c) **New Diocesan appointments:** Reverend Ruth Patten had been appointed Archdeacon of Colchester and will take on the role in May 2019. Revd Sue Hurley has been appointed Area Adviser for Prayer and Spirituality with immediate effect.

Minute 2019\17 Finance – Bill Eborn

- a) **Cash Position:** The figures were circulated at the meeting.
- b) **Approval of the 2018 Annual Accounts:** the accounts had been circulated prior to the meeting for the PCC to review. The acceptance of the accounts was proposed by Bill Eborn seconded by Barry and unanimously agreed. The accepted accounts would now be submitted to Peyton Tyler Mears for independent examination.
- c) **Lent Charity:** Details of the proposed charity "LIFE" had been circulated with the agenda for the PCC to review. Douglas spoke a little more about the charity and its Trustees at the meeting. Bill Eborn proposed that LIFE (Let It Flow Engineering) be adopted as our Lent Charity, this was seconded by Eleanor Vanner and unanimously agreed. Envelopes won't go into Tidings but it will be mentioned on 24th March at morning service and an opportunity given to those wishing to contribute.

Minute 2019\18 Fabric

- a) **Fabric Committee Minutes:** The Minutes of the last Fabric Team meeting had been circulated to provide a full picture of the work being undertaken on behalf of the Churchwardens and PCC members.
- b) **Organ Blower** – had been approved by the DAC. At present the 28 day notice period was in place and the paperwork can be submitted to The Chancellors Office after the 27th February. Electrical work needed to be commissioned to provide a power source for the organ blower when it reaches its new location.
- c) **Quinquennial clusters** – the quotation document had been drawn up and sent out to three companies, replies awaited.

Minute 2019\19 The Annexe and Transformation Project

There had been significant activity over the last few weeks progressing various aspects of the Annexe Project and importantly co-ordinating with the whole Transformation Project.

a) **ANNEXE:**

Drawings and Faculty application

Inkpen Downie were progressing with the drawings required for faculty application. A further meeting is arranged with them for 15th February to agree various details for the final drawings.

A discussion had been held with Malcolm Woods, chair of the DAC, concerning the faculty document package. This has been agreed with some electronic submission directly to Malcolm making the proposal

much more simple. He still indicates support for the project.

Statement of Need

The original Statement of Need as used for the Planning Application will be retained as a reference document for the DAC/Faculty application. A copy of the text for this had been circulated in advance of the meeting for review. An update had been prepared which covered the current status – this had also been circulated for review prior to the meeting. The PCC having reviewed the wording of the addendum to the Statement of Need it was proposed by Graham Wadley, seconded by Bill Eborn and unanimously agreed that this be formally adopted.

Planning permission

Discussions had taken place with Colchester Borough Council Planning Department to clarify the position concerning the expiry of the planning consent in July 2020 and particularly to determine the terms of expiry/extension. It is now quite clear that unless qualifying works on the annexe are started before 27th July 2020 the planning permission will expire. Extension is not possible. This would mean that a new planning application would have to be submitted. This would receive the same treatment as a completely new application, with the existing permission counting for little. CBC would have to implement consultation with neighbours revalidate, conservation and heritage issues and of course there would be further fees for both council and architects.

It was explained to Graham Wadley that the new application could be refused. The situation is not helped as there are no longer any of the planning or conservation officers who made the original decision still working at CBC and so the PCC would be faced with a new team who may have different views.

There is therefore a major incentive to arrange for qualifying works to be carried out in the spring of 2020 to avoid potential major difficulties. Investigations have started to define what could be regarded as qualifying works to be undertaken to ensure continuance of the planning consent.

When the information is available it is recommended that the PCC consider the proposals in autumn 2019 with the objective of authorising the work to commence in Spring 2020.

Those present were in favour of investigations being made on the extent of the work that needed to be undertaken to ensure that the planning permission did not lapse. Douglas said it has to be a meaningful and effective start and he did not believe Colchester Borough Council would give a clear view of what level of work would be required. Sufficient money had to be available to take the building work forward. Inkpen Downie would be approached for information.

Millennium Yew

This bush is bang in the middle of the position for the annexe and it has always been part of the plans to move it.

There will need to be consultation with Wivenhoe Town Council and also the wildlife group, particularly concerning the position where the bush could be re-located.

It is hoped to enlist the assistance of a local landscape gardener to undertake this work at minimal or no cost.

Permission was requested to move the millennium yew in the next few weeks. This was granted by the PCC. Erwin believed that the best place to move the tree to would be the site where the tree fell recently on the north side of the church. Neighbours might need to be consulted. Bonnie had approached one of the Town Council workers and he was not hopeful that they would be able to undertake the work and there was no budget for it. The way forward was perhaps to move the Millennium Yew at our expense, hiring the specialist equipment and finding a person to undertake the work. It was decided to move the Millennium Yew.

Transformation Project Stages.

Douglas McCormick had prepared a document which had been circulated before the meeting explaining the stages of work required to achieve the completion of the transformation project:

1. Completion of drawings for submission of Faculty application for Annexe – expected latest end March 2019.
2. Preparation and submission of Faculty application – latest by end of April 2019. Faculty expected by June 2019.
3. Preparation and submission of Faculty application for re-ordering of the Nave – 11 June 2019. Faculty expected by September 2019.
4. Fund-raising in progress. Applications to grant-making bodies and congregational pledges (individual giving promised over 3 years) requested.
5. Preparation of Design and Specification information for construction contract – by end of July 2019.
6. Tender selection of contractor – possible from July 2019 onwards. This stage would take approximately 6 weeks to complete.

7. Appointment of Contractor, once sufficient funding achieved.

8. Construction period approximately 10 months from appointment of Contractor.

9. Construction must commence before July 2020, otherwise Planning Permission will lapse.

This is entirely dependent on sufficient giving, legacies and achievement of grant aid monies to allow us to pay for the transformation project.

It was important to keep the vision in the congregations sight and highlighting this within the community. Perhaps at the Regatta having a stall – plans are coming together to address this.

a) **Reordering of the Nave:** The following notes are from the Reordering team meeting -

“Lucy kindly agreed to attend meetings in the future but only to contribute to discussions and tasks that do not compromise her professional position. Those present agreed that her presence was highly desirable so that we could draw, appropriately, on her expertise and up-to-date knowledge.

Following considerable discussion, the following action points were agreed:

Visits to other churches:

- Purpose: to see in situ chairs that gained the most interest during our recent survey and to ask pertinent questions around their use etc.
- Lucy to email the reps of the companies involved to identify appropriate churches. If possible these should be geographically near to us.
- We hope to make these visits in the next couple of months.
- Lucy to put together a list of questions that should be asked.

The Statement of Need:

- Lucy took us through a draft Statement of Need that she had written. Everyone present thought she had produced an excellent document and we offered her our most sincere thanks.
- All present agreed to look closely at the draft and then to send any suggestions or amendments to Peter. Please submit these by Monday, 15th February. It should then be possible to have a final draft Statement ready for our next meeting. Barry, I will ask Lucy to send a copy through to you.

The Statement of Significance:

- Peter agreed to look into this. Possible sources to view existing statements or relevant documents: Inkpen Downie (documentation regarding Annexe faculty) – Erwin to forward to Peter/Lucy to forward to Peter the Statement of Significance that already exists for the annexe/The Quinquennial report/John Williams for existing examples.
- Any existing generic Statements of Significance will need to have at least one paragraph added specific to the proposals for the nave. Lucy kindly agreed to write a draft paragraph or two in preparation for our next meeting.

Architect:

- Purpose: To agree a way forward concerning the employment of an architect to draw a number of layout designs for chairs for the nave:
- The following points were discussed: Architects would be aware of recent legislation; codes and best practice that we would need to bear in mind /The advantage of using Inkpen Downie for this work (link with annexe and particularly as the floor in both nave and annexe need to be the same level) / Architect would need to be given the Needs Assessment / the finished drawings would need to become an appendix to the future Faculty Application / the architect should be asked to include plans for the storage of the chairs and to make a suggestion concerning the future of the storage cupboards and display tables.
- Lucy will make the first contact with Ben Downie and report back.

Acoustic evaluation

There was insufficient time to discuss this fully so it will become an agenda item for the next meeting.

The next meeting: Tuesday, March 12th. 9.30 am at The Rectory”

b) **Appeal Team:** nothing to report

c) **The Wivenhoe St Mary’s Music Society:** nothing to report

Minute 2019\20 Mission & Ministry Partnership (MMP) – Erwin Lammens

Wings for Worship was attended by Deirdre Gill at St Matthew’s church on Saturday 19 January. She found it worthwhile and useful.

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. There are currently 8 candidates from St Mary’s and 2 from St John’s – and there are two more people who are still considering confirmation. The preparation will be organised at the rectory on Saturday 16 February from 9.30am until 12 noon. The preparation will be led by Revd Viv Whitfield (St John’s) and myself; Sue Jones will be leading the session for the 3 younger candidates.

Next MMP council meeting (Heather and Erwin attending) will be on 14 February at 7.30pm at the home

of Revd Sue Howlett (Greenstead). The next clergy prayer and planning meeting will be on Tuesday 26 February from 9 until 11am at St John's.

Minute 2019\21 Adult & Children's Ministry, youth work & young adults – Erwin Lammens

On 20 January St Mary's welcomed Watoto choir from Uganda. The usual Morning Prayer was adapted for the occasion with inclusion of three songs by the choir and a presentation of the Watoto ministries by the choir's leader and our link with the Christian women in Namalemba by Rosemary Murchie. After the service children and accompanying staff received a sandwich lunch thanks to Anne Williams, Teresa Warren, Sue Jones and many other helpers.

All Together Church Team had prepared Candlemas on 3 February at 10.30am. It was a Crib service in reverse bringing to a close the Christmas season.

A gathering for Baptism families has been planned for Saturday 9 March at 10.30pm. Hannah Cole and Fran Bailey will be coordinating this event.

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

Youth ministry

Two weeks ago Erwin sent out an email to young families asking if some of the young people would be interested in being a server at the altar. 8 youngsters said they would like to help with this. Two of them would also like to join the choir. Other roles that could be offered to our youngsters are for example youth sidesperson, reader, young churchwarden.

Young adults

Erwin had sent out an email asking for help with the 'Passover Sleepover' for young adults between 18 and 35.

He would also like to offer 'Be a vicar for a day' to the same age 18-35 group during the week following Vocations Sunday, 12 May. It would mean that someone who would like to explore ordained Parish ministry would shadow Erwin for a full day and take part in meetings, services, visits etc.

Minute 2019\22 Vision

a) Peter Terry mentioned that no actions had been noted following discussions that had taken place at the January meeting and wished to address that before moving on to the points prepared for the current meeting.

- **Welcoming newcomers and unease after the service at coffee:** Erwin will meet with the welcoming team and discuss how inclusion after the service can happen.
- **Men's Group:** Douglas will start a group.
- **Who is who in the different groups and teams? What do they do? How to contact them?** Erwin is working on a welcome leaflet which will form the basis of a Welcome leaflet. This to be presented to the PCC at the March meeting
- **Who is and what does St Mary's pastoral team do?** Deirdre to be asked to address the congregation at a morning service.

b) The new issues to discuss were

- **Testimonies:**

These had a great impact and hearing about the reason people came to church would be special and sharing would be appreciated by many. Were there however sufficient people confident and willing to open themselves up to give testimonies to the congregation? Having this occasionally in church however would be wonderful.

There were positive memories of testimonies given at the last confirmation service but it was acknowledged that this is not easy for some people to deliver these in front of the congregation. However, it would be wonderful if individuals were willing. There may be people within the congregation and some names were discussed. Erwin had in the past approached people but all had declined. There was a need to make sure that anyone speaking is made to feel comfortable – perhaps using a microphone from their seat in the pew. Asking people direct would be a preferable approach. People could also speak about their role within the church or a question and answer session. Asking people to relate their own story or whatever approach they are comfortable with as one size does not fit all. There are many people in the congregation that are not known very well, and they could be asked for instance what they are doing tomorrow in order to link church to the remaining days of the week and the impact on their life.

The PCC were quite happy with testimonies taking place within St Marys and perhaps conversations should take place to encourage people to come forward instead of a sermon on Sunday mornings. Any names of those willing to give a testimony to be given to Erwin.

- **Keeping young people involved:**

Perhaps with the sound system. Potentially a youth club in the annexe – but what can we offer with them now? We are currently not encouraging teenagers to come to church or get involved. If we had a curate or youth minister this would be brilliant. MMP may be able to progress this area of work.

Erwin had included within his report to the PCC the work that he had been undertaking and he was asked to speak about his idea. The response had been positive to engaging young people in various ways within the services. Various roles had been identified where they could assist. A rota to be prepared to enable the young people to be involved.

- **Youth Ministry:**

We need to try to keep the young people that we have contact with now. The interaction with the 40 children on the Easter Workshop list needs to be maintained. Specific things will need to be organised to hold their attention. They need to have things that will specifically involve them. All Together on occasions needs to be more directed towards teenagers.

Bill spoke about the possibility of engaging a Youth Worker. Erwin will raise this at a meeting of the MMP on 14th February. Hopefully a youth worker from St. Johns could assist. Bill suggested that if we employed someone then a mechanism for their salary needed to be put in place. There might be money that could be allocated within the budget next year to cover a salary. It was felt that this is an exciting area to explore and we need to find someone to take this forward. Perhaps a coffee bar for young people when the annexe is built would be a good way to begin.

Minute 2019\23 Safeguarding

- a) Derek had not submitted a report.
- b) Bonnie had offered her home for a session for those who would like to get together to do the **online training**. A date and time to be arranged – anyone wishing to take advantage of this opportunity should contact Derek Rulten. There are still a number of PCC members who have not undertaken the training and Peter encouraged them to do so before the agreed date for completion.
- c) **C2 Training** at St. Leonards, Lexden 09.45 – 12.45 on 16th March and Fordham All Saints on 30th March 09.15 – 12.30.
- d) **Equal Opportunities:** Initially a policy document had been put together but that had not passed through the Standing Committee. A statement had been proposed rather than a policy and the statement had been shared with the PCC before the meeting. It was proposed that rather than an Equal Opportunity Policy or Statement that an Equality and Diversity Statement be written and adopted instead. Douglas was volunteered to write this.

Minute 2019\24 Health & Safety Nothing to report.

Minute 2019\25 To receive reports and take questions on the reports from the following committees.

- a) **Fundraising:** The following events are planned - St Marys Quiz 2 March; Blind Auction 16th March; Floral Workshop Spring 27th March; June Market 1st June
- b) **Catering:** New Group leader was still required. Erwin had identified several events and services that would require refreshments. The first service which would need to be catered for was the Confirmation Service and later in the year the Clergy Chapter Meeting.
- c) **Worship & Vision Groups:** The recent Worship Group meeting information had been circulated to the PCC with the agenda.
- d) **Colchester Deanery:** no report
- e) **Wivenhoe Churches Together:**
- f) **FOSM:** January had been a quiet month. Stock taking was in hand as at 31 December for the preparation of the Annual Accounts.
- g) **Pastoral Visitors:** nothing to report
- h) **Administration:** Letters had been sent out inviting people to complete an Electoral Roll form.
- i) **Spirituality Steering Group:** nothing to report
- j) **Church bookings:** nothing to report

Minute 2019/26 GDPR, Communications and Licensing Report - Marika Footring

- **Data Protection**

In January of this year the C of E published a document 'Parish Guidance: the Electoral Roll and GDPR' and an 'Electoral Roll Privacy Notice' pro forma.

The Church Administrator had been made aware of this new Guidance.

St Mary's Privacy Policy may need to be updated or even replaced to take account of the latter. Work is in progress.

- **Communications**

The e-Newsletter was steadily gaining subscribers, the number now stands at 70.

With the help of Eleanor Vanner and Scott Danielsen, a new Facebook church page is in contemplation if not yet in preparation, and progress will be reported at the next PCC meeting. Eleanor is prepared to have the church Facebook page linked to her personal account.

The Transformation Project's Progress web page was updated with Peter Hills latest report and the results of the August 2018 Survey, q.v.

Minute 2019\27 Overseas Link: Rosemary Murchie

Rosemary Murchie had sent an email on 23rd January to Namalemba via Rachel Butterfield with greetings

and to tell them about the Watoto visit, our forthcoming Confirmation Service; that more knitted items were ready to be sent and of course our English weather

Minute 2019\28 Any Other Notified Business

Tony Forsgate had recently stepped down from the choir and a cake and gift would be presented at the Sunday service on 17th February.

Thanks were given to Eleanor for organising the refreshments and clearing away after the meeting, Deirdre Gill volunteered for the March Meeting.

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

Next Meeting – Monday 11th March 2019 19.30 in church