

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

<p>Welcome & opening prayer. Thank you to Deirdre for providing the refreshments. Erwin opened the meeting with extracts for the night prayer for the 11th March, linked to the season of Lent.</p>
<p>Those present: Rev Erwin Lammens (chair); Bill Eborn; Bonnie Hill;; Rick Cawley; Graham Wadley; Peter Terry; Barry Smith; Margaret Bigwood; Douglas McCormick; Deirdre Gill; Heather Edwards; Marika Footring;</p>
<p>Apologies: Derek Rulten; Glyn Stanway; Scott Danielsen; Graeme Martin; Ann Hanagan; Nick Gustard; Eleanor Vanner</p>
<p>Conflict of Interest: Bonnie Hill item 2019/33 and 2019\39c</p>
<p>Conflict of Interest and Fit and Proper Person forms – completed\reviewed.</p>
<p>Minutes of the PCC meeting held 11th February 2019 were approved and signed.</p>
<p>Minute 2019\29 Matters arising from the PCC Minutes - None</p>
<p>Minute 2019\30 Correspondence</p> <p>a) Thank you email from Tony Forsgate for his gift upon his leaving the choir after 50 years.</p> <p>b) A request had been received from Jackie Boyd for the reduction of one of the trees in the churchyard which is opposite her home. It was decided that the Wivenhoe Town Council be sent the information and Jackie be informed that the request to WTC had been made.</p> <p>c) Information had been circulated before the meeting regarding the wildlife plan for the churchyard. The intention was to designate the north east corner of the churchyard as a wildlife haven with an appropriate signage board giving details of the project. It was proposed by Margaret Bigwood and seconded by Deirdre Gill that the board design and the information within the accompanying documentation be approved. This was unanimously agreed by those present.</p>
<p>Minute 2019\31 Finance – Bill Eborn</p> <p>a) Cash Position: The figures were circulated at the meeting. Marika asked about the money held on behalf of the Music Society. The money, a donation from Wivenhoe Soup is being held within the St. Mary's accounts within a restricted fund.</p> <p>b) The Annual Accounts had been circulated before the meeting. Bill Eborn proposed the approval of the 2018 Annual Accounts. This was seconded by Marika Footring and approved unanimously.</p> <p>c) Part One of the Annual Parish Report & Accounts had also been completed and circulated to the PCC prior to the meeting. Approval of the Annual Report & Accounts was proposed by Margaret Bigwood, seconded by Douglas McCormick, and approved unanimously. Part One of the Annual Report & Accounts was signed on behalf of the PCC by Revd. Erwin Lammens. Thanks were recorded by the PCC for all the work that Bill Eborn, Vivien Eborn and Ian Dimmock had done to ensure that the accounts were ready for audit and enabled the deadline to be met.</p> <p>d) Bill Eborn proposed that Peyton Tyler Mears be appointed as auditor\examiner at the Annual Meeting. The PCC were content with the proposal.</p>
<p>Minute 2019\32 Fabric</p> <p>a) Organ Blower: The Village Workshop had been into church and removed the blower from the rector's vestry and the electrical work had also taken place. The elements have been taken away and the blower will undergo some maintenance and then replaced within a sound proof box and put into the organ casing. Due to the blower box being removed a water pipe has been exposed and a plumber needs to reroute the pipe to make it skirt the wall rather than running diagonally across the corner of the vestry. The PCC asked that the Fabric team organise the work – a maximum budget of £500 was set for the work.</p> <p>b) Quinquennial clusters – the quotation document had been drawn up and sent out to three companies and all had replied. The Fabric team discussed the quotations and some of the figures were unclear. One of the companies will be asked to return for a meeting to clarify some of the figures and the complexities of the work being undertaken.</p> <p>c) Photocopier: The engineer had been to church to repair the copier as it was producing very faint copies. The problem with the toner is going to continue; it is fine at the moment but will degrade over time and will need to be cleaned again. The toner keeps spilling within the copier and this problem will continue due to its age. The drum also needs to be replaced. The PCC, after discussion, decided that the photocopier should be replaced. It was also decided that a new photocopy machine be purchased rather than leased. A formal proposal for the purchase of a new photocopier was proposed by Douglas McCormick and seconded by Rick Cawley and unanimously agreed. Bonnie was asked to order the new machine and then cancel the contract with Altodigital.</p>
<p>Minute 2019\33 The Annexe and Transformation Project</p> <p>a) Annexe: Information\plans from Ben Downie was still awaited. Graham asked for approval of the wording of the Faculty application. The text was read to those present by Douglas McCormick.</p>

“The PCC approves the submission of an application for faculty for the construction of an annexe/meeting room with supporting facilities on the south side of the church in accordance with plans drawn up by Inkpen Downie and given planning permission by Colchester Borough Council in July 2017.”

Graham Wadley proposed and Marika Footring seconded the wording of the Faculty application stated above and this was unanimously agreed.

- b) **Millennium Yew:** The PCC had instructed that a letter be sent to Wivenhoe Town Council for permission to move the Millennium Yew from the south to the north side of the church. The following has been received in reply from Kevin Harkin WTC Office Manager.

“The Council’s Estates Open Spaces Committee considered the matter of relocating the Millennium Tree in St Mary’s Churchyard at its meeting on 8 November 2018.

The Committee judged that relocating a 3m+ tall yew tree is not a practical proposition. With that said and further to receiving your letter I intend to seek the advice of the Council’s tree surgeon and obtain an estimate for the work before reporting back to the Estates Open Spaces Committee on 13 March 2019. I will in turn, notify you of the decision of the Committee.” The PCC await the outcome of the WTC meeting.

- c) **Reordering of the Nave:** The group has not met since the last PCC meeting, but has been very busy working on the following:

1. Making arrangements to visit a number of churches to see in situ the chairs that are on a short list.
2. Writing (and rewriting several times!) both the Statement of Need and the Statement of Significance.
3. Discussing with the architects the technical aspect of our nave proposals
4. Meeting with Peter Mapp, our consultant for the sound up-grade, to discuss the acoustic implications of removing the pews and carpet tiles. His report is awaited.
5. Making arrangements to receive further advice from a sub-committee of the DAC.

When all of the above are finalised they will be brought to the PCC for information and where appropriate approval.

The Statement of Need and Statement of Significance had been circulated to the PCC before the meeting for their consideration. A discussion took place.

Peter Terry proposed that the Statement of Need and Statement of Significance documents be approved in principle. This was seconded by Douglas McCormick and unanimously agreed. Lucy Crocker was thanked for all her hard work in helping to prepare these statements.

- d) **Appeal Team:** The Appeal team have been working on a detailed document to support applications to grant-making trusts. They have been trying to get the messaging right to show that the community will benefit from the grant money being sought, around £250,000 at the moment, as well as the Church community. The document cannot be completed though until there is more confidence in the overall budget for the Transformation Project. In particular a budgetary amount for chairs and flooring is needed. The grant application to the National Heritage Lottery Fund will be the most important application made.

It is worth bearing in mind that they say on their web site: “We use money raised by players of the National Lottery to inspire, lead and resource the UK’s heritage to create positive and lasting change for people and communities, now and in the future.” The application needs to address their requirements.

Minute 2019\34 Mission & Ministry Partnership (MMP) – Erwin Lammens

The MMP council meeting (Heather and Erwin attended) took place on 14 February at 7.30pm at the home of Revd Sue Howlett (Greenstead) and minutes of the meeting will be available (MMP Council Secretary is Celia Wicks from St John’s). The next council meeting is on 20 July at 7.30pm. The next clergy prayer and planning meeting will be on Tuesday 19 March from 9 until 11am at St John’s.

Marika asked about an MMU website page – this is work in progress at the present time.

Minute 2019\35 Adult & children’s ministry, youth work & young adults – Erwin Lammens

- a) **Children’s Ministry**

The Crib service in reverse at Candlemas on 3 February run by the All Together Team was appraised enthusiastically. Several children and families took part. A huge ‘Thank you’ to Sue Jones and Teresa Warren and everyone else who helped. The All Together team will be preparing Mothering Sunday service (31 March - 10am!)

Invites for the Baptism family event have been sent to all baptism families of the last 6 years. The event is on Saturday 9 March at 10.30pm. Hannah Cole and Fran Bailey are coordinating this event. At the event a banner will be produced with handprints of all the children.

Sunday Club volunteers and Marika’s Easter stations team will again organise the Easter themed workshops for families on the day before Easter, Holy Saturday 20 April at 2pm.

- b) **Youth Ministry,**

The altar servers’ rota will go live in March with 4th Sundays covered by young people (2nd and 5th Sundays by Beryl Harvey). During their duty they will be wearing an altar server cross which they received as a gift from the church. Two young people have joined the choir. Churchwardens, and sidespersons are required to ask young people if they could give a hand as sidesperson, the collection,

reading or junior churchwarden.

c) **Young Adults**

Passover Sleepover' on Saturday 20 April from 8pm (Vigil) until 8.30am on Easter morning for young adults between 18 and 35.

Erwin would like to offer 'Be a vicar for a day' to the same age group 18-35 during the week following Vocations Sunday, 12 May. It would mean that someone who would like to explore ordained Parish ministry will shadow me for a full day and take part in meetings, services, visits etc. I also meet and advise people in my role as Area Ordination Adviser.

The Confirmation service with Bishop Stephen, Bishop of Chelmsford, took place on Sunday 3 March at 10.30am. There were 8 candidates from St Mary's and 2 from St John's. Thanks were recorded for those involved with the preparation which was led by Revd Viv Whitfield (St John's) and Erwin; Sue Jones led the session for the 3 young candidates.

Minute 2019\36 Vision

- a) **Welcome Leaflet:** Erwin proposed a new format which would be printed ready for May\June. This would be in folded A3 format. Content\information on the proposed four page leaflet were suggested. Paper copies rather than electronic versions were needed. Bill asked for cheque payee details for "St. Mary's Wivenhoe" be put within the information. Erwin will bring more details to the next meeting. Coloured paper to be used or colour photocopying. A brief note about services to be included perhaps.
- b) **Spontaneous giving via card machines** – put on agenda for May PCC meeting
- c) **Men's Group:** Douglas stated that the first meeting would be on Monday 25th March 19.30 his home in West Street, Wivenhoe. Some interest had been expressed. At the meetings encouragement, support and exploring faith will be included.
- d) **Discussion of items from Vision Day**
Involvement in liturgy and shared leadership (lay and ordained)
- 1) *All Together team is a good example how shared leadership can improve liturgy.*
All Together and Holy Ground are working well. The Baptism Family Day went well but some adjustments need to be made if it is held again.
 - 2) *Proper briefing and instruction when new volunteers are involved; we need to look at how welcoming we are about tasks and ensure that the briefing is sufficient for the role being undertaken.*
When tasks are allocated on Sunday mornings someone does need to brief those involved within the service to ensure that they are aware of exactly what is required. Churchwardens to be proactive and ensure that the bread and wine and collection are taken at the appropriate time. When visiting clergy are taking services extra care needs to be taken to ensure that everyone is on message. First verse of the hymn the bread and wine travel to the altar with the exception of the fourth Sunday when Blessed be God Forever needs to be sung first.
Erwin wondered if a talk on the practical things should take place to make sure that everyone is aware of what is required.
 - 3) *Matins Service: this was thought to be a difficult service as there was a need to juggle the Prayer book, Hymn book and pew sheet.*
Some have found it difficult to manage the literature. Douglas said that if AV was used it would be much better and the beauty of the service could be fully enjoyed. The service is sometimes off-putting when people are new to the service. Graham could have a hard copy of the screen shots if the AV option is used. A Matins service will be selected to try this – perhaps the third Sunday in May.
 - 4) *Use of AV: some would like it to be more used, others think once a month (at All Together) is just right. When AV is used, we should go paperless*
Some have asked for service booklets when the AV is used as they sit in a position where they are unable to see the screen.
 - 5) *Standing up and sitting down during services is a mystery to some.*
Adding when to sit and stand during the service within the service literature is important.
 - 6) *There is still not sufficient information about who is who: include the All Together and Sunday Club Team on the photo board.*
There is not sufficient space on the existing PCC members board for additional photographs. Marika thought that we should not be pointing at photos but rather people should be introducing themselves or being introduced to new people. Perhaps put photographs on a rolling PowerPoint on the screen before the service could assist but personal contact is important.
 - 7) *Explain better what is going on during the service and what the differences between the services are.*
This was included within the discussions on two of the points above.

Minute 2019\37 Safeguarding, Derek Rulten

- a) For those who still need to complete C2 Leadership Safeguarding Training , below are details of three training sessions being held locally ;-
- b) **Training:** Saturday, 16th MARCH, 2019, St Leonards, Lexden, 112 Lexden Road, CO3 4BL. 09.45am – 12.45pm; Saturday, 30th MARCH, 2019 Fordham All Saints, John Bowen Barn, Fordham. 09.15am – 12.30pm; Saturday 12th OCTOBER at St John's – start and finish time unknown but no doubt similar to the two sessions above.
Those attending must have completed the basic Child & Adult Safeguarding E learning modules. A place on either course can be booked on the Chelmsford Diocese Safeguarding web site.
- c) **Online training** Bonnie had offered her home for a session for those who would like to get together to do the E learning course.
- d) **Equality & Diversity statement:** The PCC had received the text of the statement in advance of the meeting. It was proposed by Peter Terry that the Equality & Diversity statement be adopted. This was seconded by Erwin Lammens and approved unanimously. The statement will be published on St. Mary's website.
- e) **Annual Safeguarding Report:** The annual report had been written by Safeguarding Officer Derek Rulten and as he was unable to attend the meeting to deliver his report verbally it had been circulated to the PCC before the meeting.
- f) **Safeguarding Policy:** The PCC review this policy annually and the Church of England had published a new version for 2019. The PCC had received a copy of the new wording before the meeting for consideration. The PCC adopted the new version of the Church of England Safeguarding Policy and Revd. Erwin Lammens, and Churchwarden Margaret Bigwood signed the document on behalf of the PCC.

Minute 2019\38 Health & Safety

Bonnie had provided the risk assessment for the Baptism Family day. Bonnie will update and provide the risk assessment for the Easter Workshop unless a new H&S Officer is appointment before then. More information is required about the activities taking place at the Easter workshop before the risk assessment can be finalised.

Minute 2019\39 To receive reports and take questions on the reports from the following committees.

- a) **Fundraising:** no report
- b) **Catering:** New Group leader was still required. Anyone wishing to join the catering team should contact Tricia Bray to help at individual events.
- c) **Worship & Vision Groups:** no report
- d) **Colchester Deanery:** Meeting on the 27th February at St Stephen's church, New Town.
Deanery Lay Chair Canon Roger Ennals chaired the meeting.
Discussing practical ways in which parishes can help one another, for example:
A Deanery vision plan, Vocation days, Our New Archdeacon, Discipleship year, 'Who Cares?', 40 years of Fair Trading, Deanery Youth News. These are some of the topics that are covered at the meetings. The last meeting covered Pioneering and youth work. Speakers included: David Beales, a licensed evangelist working in Colchester; Rev Sue Howlett concentrated on pulling communities together across Greenstead and St Anne's area; Rev Hannah Cooper from St Luke's Highwoods on pioneering youth strategy from very small groups; Strong churches can help smaller congregations; Dot Salmon on football and Pizza, plus a service at 4pm for teenagers; Beks Korniej on Deanery youth news – there is a lot out there for the kids to join in, spread the word. (Look at the leaflets at the back of the church); Andy Sachs from St John's telling us about the New Wine course for 18 – 24 year just olds, again see leaflet at back of Church.
The Area Dean, Revd Paul Norrington, shared some news and we also heard from Mary Durlacher from the Deanery Standing & Pastoral Committee, informing us about church attendance by under 16s, the homelessness, gypsies and Roma, and how the church can help them.
- e) **Wivenhoe Churches Together:** no report
- f) **FOSM:** a banner will be designed and purchased and will be displayed in church when ready.
- g) **Pastoral Visitors:** nothing to report
- h) **Administration:** no report
- i) **Spirituality Steering Group:** nothing to report
- j) **Church bookings:** nothing to report
- k) **Wivenhoe St Marys Music Society (WSMMS):** this item was taken under Any Other Business due to a conflict of interest declared by PCC Secretary Bonnie Hill who left the meeting before the matter was discussed.

Minute 2019/40 GDPR, Communications and Licensing Report - Marika Footring

Facebook: Scott Danielsen and Elle Vanner – no report

Minute 2019\41 Overseas Link: Rosemary Murchie

Rosemary has been in touch with the Christian Women in Namalemba and here the recent email

conversation which passed between the parties follows.

Dear Sisters & Brothers,

In my last email I asked for prayer for the people who will be confirmed on March 3rd. I now have all their names which are:-

Ryan Clark, Graham Last, Angelique Basson, Derrick Basson, Esme Basson, Amanda Basson, Liam Basson, Jo Bruton, Greg Butler, Christine Johnson.

Please remember them in prayer, especially on March 3rd as they take this big step in their Christian life. Pray also that they may feel welcomed and supported by our Church congregation.

Wishing you every blessing, Rosemary Murchie

From: Namalemba Project

Subject: Re: Confirmation at St Mary's Wivenhoe

Greetings from the Christian women of Namalemba to our sisters of Wivenhoe U.K.

We want to assure you that we joined you in the prayers of our brothers who were confirmed on 3rd March.

We prayed at 09:00 hours East African Standard Time. The prayer was led by our Vicar, Lastone Bagaga for 20 minutes. We hope that your people had a peaceful prayer, which will guide them in executing their work.

Please convey our love and greetings to them and to all our brothers and sisters with much hope that they will have a peaceful Ash Wednesday on 6th March.

God Bless You.

Betty Mafuko; Betty Kakya and Charles

Minute 2019\42 Any Other Notified Business

- a) **Privacy Notice** needed to be updated and the PCC asked Marika to update and publish the notice on the website.
- b) **Tidings:** Erwin spoke about the difficulty in producing content and tight deadlines for the January and August editions of Tidings. It was suggested that a July\August and December\January issue be published rather than twelve editions each year. This would have an impact on current advertisers but this could be dealt with by extending the renewal date. There had been 320 copies ordered and most have been taken. The PCC decided that in future there would only be 10 copies of Tidings published each year.
- c) **Vocation trainee:** A vocation trainee will be joining St Mary for a period of nine months. During that time the person will experience as much as their full time employment and personal circumstances will allow them. The person will regularly attend St. Mary's church services.
- c) **Wivenhoe St Marys Music Society (WSMMS):** Following the agreement of the PCC on 14 January 2019 to the formation of the Wivenhoe St Mary's Music Society to hold concerts in Church with the profits going to the Transformation Appeal fund at the end of each year, after we have built up sufficient reserves to protect both us, as well as St Mary's from potential losses from unsuccessful events, approval is sought to offer to sell to people attending these events wine, beer and lager. Naturally WSMMS will apply for an appropriate licence for each occasion. For clarification, WSMMS would not want to expand the range of drinks for sale other than soft drinks. WSMMS feel there are some events like the one planned for Sat 24th May 2019 which will be a Jazz Concert with Chris Allard where the opportunity of selling wine, beer and lager might go down well and assist with the profitability of the evening. A draft copy of the proposed Constitution of the Music Society was provided and circulated before the meeting to PCC members. Once agreed by the Committee of the Music Society, WSMMS will then put it formally before the PCC for final agreement. It would obviously be helpful to the Music Society if the PCC wanted to propose changes to this draft constitution as soon as possible. The Committee, presently comprising Peter Hill as Chairman, with Jan Richardson, Dilly Meyer, Frances Belsham (Membership Secretary), Philippa Hawley, Giles Job (Secretary to the trustees of the Roman River Music Festival), David Harrison, Graham Wadley and David Currie (who previously served on the Board of the London Philharmonic Orchestra) are anxious to get on and put together an exciting programme of events with local musicians or groups, by aspiring professional musicians and with highly-professional musicians. We are hoping that the follow up event will be on Saturday 6th July with Quire. (For information, Quire is a community choir based in Colchester, Essex that offers the opportunity to have fun singing a varied and exciting programme of music from around the world. Quire learn 'folk' choral music from many traditions including American Gospel, Fasola and Shaker song. Central and Southern African Gospel and Work song, Hispanic song, Celtic and West Gallery song. Also included in our repertoire are Russian, German, Maori, Irish and Dutch songs, many sung in the original language).

Peter Hill had submitted a paper to the PCC (details above) in which he asked for approval for the sale of wine, beer and lager at any future concerts to be arranged by this Society.

He also submitted a draft constitution for the above, wishing to any receive any comments that the PCC might have on the constitution before the Society's committee undertook further work on it.

After considerable discussion the PCC agreed that it was essential to take advice from the Diocese on

the content of any constitution that needed to be put in place by a group who wished to be affiliated to St Mary's.

There was strong support for this decision because of the status of the church as a registered charity and the ensuing need to ensure general good governance under its rules and regulations.

As a consequence the PCC members felt unable to agree to any concert being held by the Society as an organisation affiliated to St Mary's until such time as a constitution be put in place that was agreed by both the Church and the committee members of the Society.

Because of this view and because there was no further time available, the PCC felt unable to make a decision concerning the sale of alcohol at future concerts.

The meeting closed with a prayer from Erwin at 22 05.

Annual Parish Meeting will take place on **Sunday 14th April**, in church at 12 noon.

Next PCC Meeting – Monday 13th May 2019 19.30 in church

Deirdre volunteered to sort out the refreshments at the May PCC meeting.