

**The Parish of St Mary-the-Virgin, Wivenhoe**  
**PCC Meeting on Monday 13<sup>th</sup> May 2019, 7.30pm in Church**

**Welcome & opening prayer.** Thank you to Deirdre for providing the refreshments.

Erwin opened the meeting by welcoming new PCC members Greg Butler and Jane Taylor, unfortunately Angelique Basson was unable to attend. Erwin then read a prayer from Thy Kingdom Come.

**Those present:** Rev Erwin Lammens (chair); Bill Eborn; Bonnie Hill; Rick Cawley; Graham Wadley; Peter Terry; Margaret Bigwood; Douglas McCormick; Deirdre Gill; Heather Edwards; Marika Footring; Eleanor Vanner; Graeme Martin; Greg Butler and Jane Taylor. Lucy Crocker attended to assist with the Re-ordering at Minute 2019\48b

**Apologies:** Glyn Stanway; Scott Danielsen; Angelique Basson; Nick Gustard

**Minute 2019\43**

**Appointments:**

a) **Appointment of Treasurer and Secretary to the PCC** under Rule 13 Appendix II

It was proposed by Margaret Bigwood and seconded by Graeme Martin that William Eborn be appointed as Treasurer of St. Mary's PCC. This was agreed unanimously.

It was proposed by Douglas McCormick and seconded by Eleanor Vanner that Bonnie Hill be appointed Secretary to St. Mary's PCC. This was agreed unanimously.

b) **Co-option of 2 PCC member(s)** under Rule 14

It was proposed by Douglas McCormick and seconded by Heather Edwards that Graham Wadley be co-opted to St. Mary's PCC. This was unanimously agreed.

It was proposed by Margaret Bigwood and seconded by Bill Eborn that Graeme Martin be co-opted to St. Mary's PCC. This was unanimously agreed.

c) **Election of Standing Committee Members** under Rule 13 Appendix II 14(a) in accordance with the Church Representation Rules 2017

It was proposed by Eleanor Vanner and seconded by Greg Butler that the following persons be elected to the St. Mary's PCC Standing Committee: Revd. Erwin Lammens; Margaret Bigwood; Douglas McCormick; William Eborn; Peter Terry; Bonnie Hill and Graeme Martin. This was unanimously agreed.

d) The PCC agreed that Peter Terry would conduct PCC meetings under the chairmanship of Revd. Erwin Lammens.

**Conflict of Interest:** Bonnie Hill item 2019\48 and 2019\55 Graham Wadley 2019\58

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

**Minutes of the PCC meeting** held 11<sup>th</sup> March 2019 were approved and signed.

**Minute 2019\44 Matters arising from the PCC Minutes**

a) The plumbing and redecoration work within the Rector's vestry had been completed and the racking put in and filled. The photocopier had been purchased, delivered and put into the vestry. Hopefully this will now be a pleasant place for those attending Sunday Club and for others to use as and when necessary. Personal thanks from Bonnie to all those who helped empty and refill the Rector's vestry. Special thanks to Eric for helping Bonnie with two visits to the refuse tip and to Jan Marks who helped Bonnie to building the racking. The team were brilliant! On behalf of the PCC Peter Terry thanked Bonnie for co-ordinating the project and for being such an inspiration to all the team members.

b) Lucy Crocker had agreed to assist with the design of a FOSM banner

c) Alcohol in Church – Various options were put to the PCC

- o Consumption of wine at events – agreed unanimously
- o Consumption of bottled beer and bottled lager at events – passed (11 for and 4 against)
- o Consumption of wine, bottled beer and bottled lager but restricted to before the event and/or during the interval and included within the ticket price – agreed unanimously.
- o Wine beer and lager on sale during the interval before and after the event – set aside

There was a fear about the smell lingering and also spills within the church. Not everyone was of that view. Agreed that serving bottled beer\lager rather than tins was a better option.

After discussion the PCC decided that bottled beer, bottled lager and wine be permitted within the nave for a trial period of twelve months. 11 members of the PCC were in favour and 4 members against the provision of bottled beer and lager at events. The motion was carried.

There was then a discussion regarding alcohol being available before, during the interval and/or afterwards and also if it was to be sold or included within the ticket price.

Including the drink within the ticket price would restrict the amount consumed. Bill Eborn formally proposed that alcohol be provided within the ticket price before and/or during the interval for a twelve month trial period this was agreed unanimously.

During the season of Lent alcohol will not be permitted in church – this was agreed  
At some church events people attended and are asked to bring their own drinks – there was a distinct difference and this would continue to be permitted.

#### **Minute 2019\45 Correspondence**

- a) An email had been received requesting permission to put up an estate agents board within the churchyard, close to the High Street railings – to advertise WivFunHoe from 15<sup>th</sup> May to 15<sup>th</sup> June. The PCC decided to grant permission for the board to be put up.
- b) CCLA invitation to an event on 20th June 2019. Details available from Bill Eborn.
- c) Collection in aid of the Life Trust raised £432. Douglas McCormick recorded his thanks.

#### **Minute 2019\46 Finance – Bill Eborn**

- a) **Cash Position:** The figures were circulated at the meeting.
- b) **Budget.** The details of the budget had been circulated prior to the meeting to enable the members of the PCC to review the figures. The budget was proposed by Graeme Martin, seconded by Douglas McCormick and approved unanimously.
- c) **Card machine for giving** Bill had investigated the various payment machines and the background and recommended that the PCC didn't pursue this option. He believed that a much younger and larger congregation would benefit from electronic payments and St. Mary's didn't fit that criteria and a hard wired hub would be required. Gift aid would not be able to be claimed on the donations. BACs payments were obviously being used for some payments. Perhaps details of the BACs payments could be put on the welcome leaflet. Marika was very keen to investigate this further and suggested a small group be put together to explore this. Elle was willing to join Marika in finding out more. Douglas believed that it might cost us more to collect the money than we gained using that method of payment. Erwin said that the PCC recently decided not to install an internet connection in church; only if in future there seems a need for internet connection, electronic payment could be reconsidered.
- d) **Barbara Patterson** had died and she had been a wonderful supporter of St. Mary's and she has left a legacy of about £116,000. Bill proposed that when the legacy arrives the money be put towards the transformation project, Peter Terry seconded and this was carried unanimously. Barbara was a forward thinking person and would probably be delighted to hear that the money was being used to take the church forward.

#### **Minute 2019\47 Fabric**

- a) There was a problem with the **AV system** but Marika and Rick had restored the system to proper functioning. KEL still needs to attend to deal with the faulty lectern.
- b) On the 2<sup>8th</sup> April the **heating system** showed a fault light which stopped the boiler working. Fortunately Douglas was able to coax it into working and Margaret got the engineer out the following day to fix it and to do the annual service. All is now working.
- c) **The Fabric Team Minutes** had been circulated prior to the meeting to inform the PCC of the current stages of the projects and work being undertaken
- d) **Quinquennial** A request from the Fabric Team had been circulated to the PCC prior to the meeting for consideration. The PCC having considered the information put before them it was proposed by Bonnie Hill seconded by Bill Eborn and unanimously agreed that the tender from John W Younger be accepted and the sum of £10,200 allocated to cover the cost of the work. The expenditure would be covered by the Newton Legacy.
- e) **Lime Tree** Correspondence having passed between Bonnie and Wivenhoe Town Council this matter was now something that the High Street resident and the Council needed to resolve. St. Mary's was no longer required to take part in the process.

#### **Minute 2019\48 The Transformation Project**

- a) **Annexe:** Plans have now been received from Inkpen Downie enabling work to begin on the faculty application. The Annexe Committee will meet during June to prepare this with assistance from John Williams with the plan to submit the faculty application thereafter.  
Detailed structural steel drawings have now recently been received from Ken Rush Associates.  
On Easter Sunday a scale model of the Annexe was placed in church for all to see. This was masterminded by Hilary Wadley and Lucy Crocker made the model. The model has a lift off roof so that the internal arrangements can be seen. Hopefully this will create interest and give a good idea of the proposal. It is now a good fundraising tool available to fundraisers.  
**Planning** – The action that is needed to avoid the planning permission lapsing has been discussed with Ben Downie, he is asking a planning consultant and will advise what has to happen before July 2020.  
**Millennium Yew** – information from the Town Council says that the tree would not move easily and they suggested that a cutting be taken and propagated.
- b) **Reordering of the Nave:**  
At this point Lucy Crocker joined the discussion

Before the meeting information had been circulated to PCC members and three issues needed to be resolved.

- The choice of chair
- The choice of flooring
- Commissioning Inkpen Downie

Additional information had been provided for the meeting regarding the flooring options to assist with the decision making.

**Chair** – Peter recommended to the PCC that the Theo Stacking Chair be selected as it fitted together easily and was able to accommodate a book holder. They stack up to 30 chairs on one dolly. 5% of the chairs would have arms and are slightly more expensive. At the end of each row there would be a chair with arms. The chair had been specifically designed for churches. Some in the congregation need to have arms on their chair to assist them to stand. Bill Eborn proposed that the Theo Stacking chair would be –chosen option. This was seconded by Marika and unanimously agreed.

**Flooring** An acoustic report had been commissioned and this had played a part in the Reordering group's final recommendation to the PCC.

Wooden flooring was recommended to the PCC rather than carpet tiles. There was a choice of oak floor boards or oak engineered flooring. The acoustic report stated that there would be an impact on the acoustics and the difference would be noticed when a small number of people were in church. At a service there would be no noticeable difference and this would also be the same for those using the hearing loop. Rick Cawley said that the system may need to be reconfigured at times to ensure that the sound quality is maintained. Peter Mapp said that it would be good to have a plan B and that might mean a small carpeted area or cushions on chairs.

Having considered the recommendations put before the PCC Bill Eborn proposed that engineered flooring be selected for the nave area, this was seconded by Douglas McCormick and unanimously agreed.

**Inkpen Downie** The decision had previously been taken to undertake some work in connection with this project, providing the chair layout, capacity and routes of exit and installation of the floor. It was proposed by Douglas McCormick that the sum of £2062.50 plus VAT be set as a budget this was seconded by Margaret and unanimously agreed.

Peter thanked Lucy for all the work she had done to bring us to this point and she then left the meeting.

c) **Appeal Team:**

We continue to fine-tune the grant appeal document to send to the Heritage Lottery Fund (now called the National Heritage Lottery Fund). Just awaiting a provisional cost for the chairs according to which type is selected. Peter Hill intends to send this to a case officer to see what their reaction to it is.

33 people have now signed monthly standing orders, a few more since my appeal for greater support which Peter made at the AGM, which is helpful. These standing orders add another £24,000 to the Appeal in the form of pledges. The amount we need to raise is now circa £219,000

15<sup>th</sup>\16<sup>th</sup> June an event "coffee not in the annexe" will be taking place to raise funds. Helpers are needed to assist.

**Minute 2019\49 Mission & Ministry Partnership (MMP) – Erwin Lammens**

**Wace-up MMP** A reminder: WACE UP stands for: Wivenhoe And Colchester East (with) University Chaplaincy Partnership. MMP stands for: Mission and Ministry Partnership.

Clergy of the MMP will take part at services at St Mary's:

- on Sunday 14 July Revd Sue Howlett, Pioneer Minister and Team Vicar at Greenstead
- on Sunday 22 September Revd Viv Whitfield from St John's church.

Meanwhile Erwin will be leading services at St John's on 23 June in the evening and in Greenstead churches on Sunday morning 14 July.

The next MMP council meeting at which Heather represents St Mary's church is on 20 July at 7.30pm.

The next clergy prayer and planning meeting will be on Tuesday 21 May from 9 until 11am at St John's.

Clergy in the MMP will have a Vision Day for Wace-up MMP on 12 September from 9am until 5pm.

During the extended study leave of Revd Andy Sachs (vicar at St John's) until July I have been invited to lead the MMP meetings.

Bill was concerned about the names being used – MMU and MMP.

**Minute 2019\50 Deanery Vision Plan 2020 – 2030**

The document had been circulated with the agenda and reviewed by PCC members. Erwin had asked that questions be sent to him in advance of the PCC meeting to enable him to give full answers at the meeting. The PCC's response to the Vision Plan was required by 14<sup>th</sup> June 2019.

Bill thought that the font used was not easy to read. Also there is diversity in terminology: the Vision

text uses MMU while we refer to MMP.

Our MMP will reduce to a minimum of 2.5 Ministers by 2025 and there are 3 parishes – there was a concern about what would happen. At present there is a financial deficit in the Diocesan budget – if you can afford your minister and Diocesan running costs (£74,000 p.a.) you will be able to have one but if not there is a danger that there will be a shared ministry. At present we pay £65,000 and a supplemental payment of £9,000 from the transition fund is received but that supplement will gradually decrease and disappear completely by 2025. However we can apply to a Mission Fund for approved projects in the context of the MMP. Bill hoped we should be able to cover the entire cost of £85,000 when it is required. Hopefully the MMP collectively will be able to afford three ministers.

At this point in the proceedings it was decided to move away from the proposed agenda. The 'Safeguarding' and 'Health and Safety' items were discussed and noted. All other items were not discussed but as detailed information had been circulated to all members before the meeting it is decided to include this as part of these minutes.

The meeting then moved to the 'Any Other Business' section.

#### **Minute 2019\51 Vision**

- a) **Welcome Leaflet** – to be mentioned at the June PCC meeting
- b) **Men's Group** - Douglas to report at the June PCC meeting

#### **Minute 2019\52 Adult & children's ministry, youth work & young adults** – Erwin Lammens

- a) **Children's Ministry** The Baptism families' event on 9 March was well attended. About 20 families took part. The banner made with children's handprints was a success thanks to Fran Bailey and Hannah Cole. Sue Jones and Teresa Warren helped with the logistics at the event. It was an opportunity to inform the families about activities at St Mary's throughout the year. The banner is now on display at the back of the church and has received appraisal by many.  
Mothering Sunday service prepared by the All Together Team (Teresa, Sue, Alison and Hannah) was very appropriate and moving. A 'Thank You' card designed by Sunday Club children was given to all women in church. Numbers were slightly down as expected as Millfields Primary and Broomgrove Infants didn't take part due to their staff being too busy on that day. A huge 'Thank you' to Sally Allen, music teacher at Broomgrove Junior school, for performing beautifully with her school choir.  
Passion Sunday was a communion service for all ages with the use of the chancel altar. An anthem suitable for this occasion was sung by St Mary's choir.  
The Easter Children's activities on 20 April were very successful and are now a well-established annual family event. 38 children and about 65 adults attended. Several stalls including the Easter garden and the Easter story drama were run by Sunday Club volunteers and a team organised by Marika Footring. A short BBC film (7 minutes) about the Easter story and Easter Tea was part of the programme. Coordinator of the event was Teresa Warren.  
Further plans for this summer are a Sunday Club stall at the June Market, monthly All Together Services and weekly Sunday Club. The Sunday Club did very well during the 4 weeks that they had to 'camp' in the toddlers corner while the vestry was refurbished
- b) **Youth Ministry** The altar servers' rota is now operating with young people serving at the altar on every 4<sup>th</sup> Sunday. Other Sundays are still covered by Beryl Harvey. Churchwardens and sidespersons are encouraged to give little tasks to our young people
- c) **Young Adults** For reasons of H&S the planned 'Passover Sleepover' was replaced by a Passover Meal immediately after the Easter Vigil on Saturday 20 April. The event was attended by 11 people. Huge thanks to Eleanor Vanner, Rick Cawley and Sandrine Perrin for organising. Not everyone was under 40 but the average age of those around the table was. It was felt that the Passover meal was a spiritual experience that was anticipating Easter appropriately.  
'Be a vicar for a day' has been announced in Tidings and the experiment is running during the month of May. On Vocations Sunday, 12 May, testimonies of people exploring God's call will be heard. I have now taken up my role as Area Ordination Adviser in full and am making the journey with several people from the Colchester Area who are exploring ordained ministry.

#### **Minute 2019\53 Safeguarding, Derek Rulten**

- a) **Training:** C2 Leadership Safeguarding Training planned for Saturday 12<sup>th</sup> October at St John's Church. All the information regarding that training was circulated to all PCC members and there is a poster displayed in church. The poster giving full details of the training is available from Derek or Bonnie upon request.  
Those attending C2 training must have completed the basic Child & Adult Safeguarding E learning modules. A place on the course can be booked on the Chelmsford Diocese Safeguarding web site. It is recommended that new PCC members look at the Chelmsford Diocese Safeguarding website and complete the Basic Awareness course.
- b) **Online training** Bonnie had offered her home for a session for those who would like to get together

to do the E learning course.

**Minute 2019\54 Health & Safety**

**Appointment of St. Mary's Health & Safety Officer** – it was proposed by Bill Eborn that James Peters be appointed to the role of St. Mary's Health & Safety Officer this was seconded by Margaret Bigwood and unanimously agreed.

James Peters had taken the opportunity to review our H&S procedures and had submitted the following report. He stated that the benefit of undertaking a Health and Safety Management Systems and procedures report is that it will clearly indicate all areas which require action in the future, and provide a list of areas which have been considered with no action required, making it a master document for the regular review of policies, procedures and risk assessments.

Over the coming weeks, this will be discussed with the relevant personnel to determine what, if any, action may be required for each area. Actions will generally be 'review and monitor', although some additional actions may be recommended, and new documents prepared as necessary with input from responsible people. The target date for completion of the initial Audit / Inspection Report is 01/09/2019.

One area which is already being addressed is the creation of an integrated Health and Safety Policy, which will need to be formally agreed and documented by the PCC. A completed draft will be ready for review during May.

A PCC link person is necessary – Douglas McCormick volunteered to be that person.

**Minute 2019\55 To receive reports** and take questions on the reports from the following committees.

- a) **Fundraising:** a schedule of events had been circulated with the agenda
- 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:** The WG met on 19th March to review past services and plan for future. Past services reviewed included Candlemas and the Wedding Preparation service. For the latter there was a reduced number of couples planning to marry at St Marys and even some withdrawals at the last minute reducing 2019 weddings even further.  
They then planned the future service particularly covering Lent, Holy week and Easter. Mothering Sunday this year was reduced to only one school with Broomgrove Junior and their participation is welcomed. Various other details of worship were also discussed.
- d) **Vision Groups:** nothing to report
- e) **Colchester Deanery:** no report
- f) **Wivenhoe Churches Together:** There will be a Churches Together event at the Congregational Church serving coffee, tea and cake on Pentecost Sunday, 9<sup>th</sup> June at 12 noon. Erwin asked for cake contributions.
- g) **FOSM:** The FOSM AGM had been held recently and the opportunity was taken to thank Enid Heslop for all her hard work as FOSM secretary. Lynne Horner had taken on the role
- h) **Pastoral Visitors:** One of our visitors has withdrawn their help. Now a total of 5 visitors with 2 job sharing extras. 4 cared for people since have died.
- i) **Administration:** no report
- j) **Spirituality Steering Group:** nothing to report
- k) **Church bookings:** nothing to report
- l) **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\56 GDPR, Communications and Licensing Report - Marika Footring**

**Facebook:** Scott Danielsen and Elle Vanner.

**Minute 2019\57 Overseas Link:** Rosemary Murchie

Rachel and Livingstone were in difficulties. Rachel was being made redundant at the end of May and Livingstone had completed his studies and was now a qualified teacher but without a job. The drought in Uganda had caused real hardship and difficulties and although recently there had been some rain it had not been enough. One of the boys that had been sponsored with the boxes of blessings had died and this was drought related. Condolences had been delivered to his family by Livingstone when he visited them last week. The question was put to the PCC regarding what we could do as a congregation to support those suffering hardship in Namalemba and Rachel and Livingstone. Rachel and Livingstone were considering moving from Kenya back to Uganda to start a school for special needs children but that would take a certain amount of capital and a great deal of determination on their part.

**Minute 2019\58 Any Other Notified Business**

- a) **Opening of the Church** The PCC were asked for their assistance in volunteering themselves or asking others to assist with stewarding at weekends over the summer months when the church was open to visitors at weekends. Two people were needed per session.
- b) **Wivenhoe St Marys Music Society (WSMMS):**

- **The Music Society Constitution** had been circulated before the meeting.
- **The Music Society Meeting notes** had also been circulated before the meeting.
- **Concert Approval request** had been submitted by the Music Society.

Two matters fell for decision by the PCC.

1. The acceptance of the Constitution for St Mary's Music Society.
2. Approval for the concert by Chris Allard on 19 July.

Ad 1. The Constitution had been circulated to PCC members before the meeting. Peter Terry briefly gave the background. It was proposed by Heather Edwards, seconded by Eleanor Vanner, that the Constitution should be accepted. Proposal supported by unanimous vote of the PCC.

Clause 6 b) of the Music Society Constitution stipulates a representative of the PCC should be a Music Soc. committee member. Graham Wadley declared himself willing to be that person. Proposed by Bill Eborn and seconded by Margaret Bigwood, supported by unanimous vote of the PCC that Graham will be the PCC's representative.

NB it was noted that there are two Clause 6 b) in the Constitution. The document requires re-numbering of the sub-clauses. It was confirmed that the title of the society should be 'The Wivenhoe St Mary's Music Society.'

Ad 2. A note of the Music Society's April meeting (amended 11 May) had been circulated to PCC members before the meeting. It mentioned that Chris Allard had been provisionally booked for Fri 19th July 2019 subject to the Constitution being agreed and the fee arrangement of £800 + 20% net profit share also being agreed by the PCC.

After discussion, the PCC approved the following suggestions:

- a) that Chris Allard should be asked to drop the 20% share of profits and allow all the profits to go to the Music Society or
- b) that 50% of the ticket sales and the net profit should go to the Music Society and 50% to Chris Allard.

The PCC would approve the concert if the Music Society accepted one of these alternatives.

Peter Terry will communicate this decision to the Music Society's chairman.

The meeting closed at 21.45 with those present joining together in saying the Lords Prayer.

**Next PCC Meeting – Monday 10<sup>th</sup> June 2019 19.30 in church**