

**The Parish of St Mary-the-Virgin, Wivenhoe**  
**PCC Meeting on Monday 11<sup>th</sup> November 2019, 7.30pm at The Rectory**

**Welcome & opening prayer:** Erwin opened the meeting by sharing the news that Elisabeth Ring had been appointed Assistant Curate and will move into Wivenhoe with her family and begin work with St. Mary's next summer. Revd. Phillip Howlett who is doing a placement at St Mary's for three months will be attending for the first time on Sunday 17<sup>th</sup> November. Erwin then said a prayer for current and new members of the church community.

**Those present:** Rev Erwin Lammens (chair); Bill Eborn; Bonnie Hill; Greg Butler; Rick Cawley; Heather Edwards; Graham Wadley; Deirdre Gill; Margaret Bigwood; Jane Taylor; Scott Danielsen; Peter Terry; Marika Footring;

**Apologies:** Graeme Martin; Glyn Stanway; Douglas McCormick; Angelique Basson; Nick Gustard; Eleanor Vanner

**Conflict of Interest:** Bonnie Hill item 2019\119 and 2019\125k

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

**Minutes of the PCC meeting** held 14<sup>th</sup> October 2019 were amended, approved and signed.

**Minute 2019\115 Matters arising from the PCC Minutes**

- a) **Cashless payments:** Training had been undertaken on the operation of the system. The equipment is now working. It had taken a while to get the equipment working as there was a problem with the mobile provider. The stand will be at the back of church ready to take donations to the general fund in the next few days.
- b) **Pew Sheet:** Erwin reported that someone had been asked to take this on but had declined and so it was now imperative that a volunteer be found to relieve Marika of this task as soon as possible. The pew sheet can take two hours or more to prepare. There is an electronic version of certain hymns for use on one computer which costs about £40.00. Marika is building up a file of hymn texts so that they can be used again. Marika does an incredible amount of work for service preparation and PCC members were asked to think about a suitable volunteer to take on the weekly pew sheet.
- c) **Churchyard** – no answer from Wivenhoe Town Council regarding the maintenance of the churchyard.

**Minute 2019\116 Correspondence:** none

**Minute 2019\117 Finance** – Bill Eborn

a) **Cash in funds as at end October 2019**

	Nominal Account Name	£ October	£ September
Free of Restrictions	General Fund	<b>47,756.30</b>	34,493.38
Restricted	Bell Fund	<b>12,076.77</b>	12,076.77
Restricted	Choir Fund	<b>888.02</b>	888.02
Restricted	Fabric-General	<b>635.51</b>	612.51
Restricted	Fabric-General for Carolin Garden	<b>6,500.00</b>	6,500.00
Restricted	Fabric Langley-Bale Legacy	<b>1,797.19</b>	1,797.19
Restricted	Fabric Newton Legacy	<b>209,911.99</b>	217,281.56
Restricted	Pledge from Newton for South Porch	<b>110,000.00</b>	110,000.00
Restricted	Janet Ashton Legacy	<b>10,000.00</b>	10,000.00
Restricted	Flower Fund	<b>379.87</b>	517.37
Restricted	FOSM	<b>5,921.61</b>	5,854.11
Restricted	Cory Maintenance Fund	<b>1,595.00</b>	1,575.00
Restricted	Organ Fund	<b>40.00</b>	40.00
Designated	Sunday Club	<b>409.28</b>	384.28
Restricted	Annexe and Emergency Appeal	<b>27,384.40</b>	28,478.64
Restricted	Transformation Fund Main Appeal	<b>48,669.21</b>	47,925.55
Restricted	Donations for Erwin's Pilgrimage	<b>3,319.51</b>	3,279.51
Restricted	Wivenhoe St Mary's Music Society	<b>1,752.39</b>	1,258.39

b) **Standing Orders:** A reduction in income of £250-£270 per month from standing orders and the loose collection amount had also dropped.

c) **Newton Fund. Bill gave the following update:**

The balance of the Newton legacy currently stands at £327,287.56. However the PCC has already pledged £150,000 of this for repairs that might in future become necessary to the building and specifically to the north roof. The PCC has also pledged £110,000 for the south porch and a further

£12,000 (plus VAT) for repairs to the tower and the cupola. Taking all of these into consideration £55,287.56 remains in the Newton Fund. It is appreciated that a number of repairs listed in the Quinquennial remain outstanding, and some of these are listed as category "A". The Fabric Committee may well ask the PCC to use the Newton Fund to pay for a number of these. It is therefore prudent not to pledge any further sums of money – for redecoration for instance – at this point in time.

- d) **Resolution** – It was proposed by Bill Eborn and seconded by Margaret Bigwood that Peter David Terry become a signatory on all accounts held at CCLA by St. Mary's Church Wivenhoe. This was agreed unanimously.

**Minute 2019\118 Fabric** – Margaret Bigwood & Douglas McCormick

As a member of the Fabric team Bill Eborn reported that the cupola had been repaired. The scaffolding had recently been reduced by half and the lower stonework is ongoing as is the digging out around the foundations of the tower. A brass adviser will visit soon to give a view on conservation and repairs to the outer surround.

Heather was concerned about the bees that had been nesting in the tower last summer, there was a hole in the wall and it needs to be filled.

**Minute 2019\119 The Transformation Project**

a) **The Transformation Project – Project Budget Update Proposal**

It was suggested that consideration be given to an increase in the overall contingency figure for the project. The figures are shown below.

It was suggested that the 3% contingency at item 8. below remain unaltered, but that a further 10% contingency be applied to the entire Transformation Project expenditure figure; currently standing at £452,300. The new figure would therefore be £497,530 but could be rounded up to £500,000. The total amount of money still to raise would be £170,000. This figure could be used in say the Lottery Fund bid, but not in the thermometer indicator placed in publications such as Tidings. It was considered prudent to wait for more concrete figures before doing this.

The eligibility for Ecclesiastical Exemption from VAT still had to be confirmed. This is currently being investigated. Failure to achieve this may render a greater liability than anticipated VAT bill. No additional allowance has been included in these figures for this possibility.

It was suggested that going forward, the loose furniture e.g. chairs, should be shown separately in the budget as these would be purchased outside of the building contract, whereas the floor, decoration, etc should be included in the builder's work.

**THE TRANSFORMATION PROJECT (INCOME AND EXPENDITURE AS OF 31.9.19)**

**INCOME:**

1. Emergency Appeal	£28,478.64	
2. Cash in bank	£47,925.55	
3. Pledged donations	£18,266.70	
4. Open Gardens ('17 '18 and '19)	£6,500.00	
5. Toilet area in annexe (Newton Legacy – pledge)	£110,000.00	
6. Legacy (estimated)	£116,000.00	
7. Pilgrimage donations	£3,279.51	
<b>Total Raised to Date</b>	<b>£330,450.40</b>	<b>say £330k</b>

**EXPENDITURE:**

8. Annexe construction (includes 3% contingency)	£283,000.00	
9. Carolin garden	£11,000.00	
10. Nave reordering (includes loose furniture)	£108,300.00	
11. Redecoration	£50,000.00	
Sub-total	£452,300.00	
CONTINGENCY @ 10%	£45,230.00	
Sub-total	<b>£497,230.00</b>	<b>say £500k</b>

**To Raise**

**£170,000.00**

The report given above was received and discussion followed.

- Graham spoke about the annexe. The formal paperwork had not been submitted as this had been held up by the Victorian Society's non response. The view was taken that the paperwork be submitted without that response and hopefully the Chancellor will accept it.
- QS – a meeting had been arranged for the end of November to agree the way forward for the necessary specification.
- The figures given above – the Heritage Lottery grant application was going to be submitted and being clear on the cost of the project was important. A detailed examination had taken place into

the figures that had been used and will now be used. The contingency figure had been reviewed – this was initially 3% for the annexe but another 10% had been added to counter inflation on the sub total. There are no quotations yet – they are due in February and at that point there will be firmer figures available.

- The additional 10% contingency was considered prudent by those present and approved.
- It was decided not to publish a revised thermometer at this time.
- Bill spoke about the figure of £320k – this money was not all available – it should read we “anticipate” that amount being available. A legacy had been delayed and so funding was expected, but it was not known when this would be resolved and the total amount. Standing Orders were also a concern – it was dependent upon those continuing to donate until the end of the appeal.
- Ecclesiastical exemption from VAT – Bill had experience of reclaiming VAT for the various projects that we had undertaken in the past. The VAT had to be paid on all invoices but in some instances could be reclaimed under and the Listed Places of Worship Grants Scheme (LPWGS) There is a limit on the funding within that grant pot and it is hoped that any future applications will be successful. The annexe will not qualify under this scheme as this is new build rather than repair but certain parts of the new south porch and the toilets may qualify for the LPWGS.

b) **Annexe & Annexe raft report** – Graham Wadley & Douglas McCormick

A meeting had been arranged for late November with the architects and quantity surveyors to agree the process for tendering. The Victorian Society had been chased twice for their response to the annexe, which is required for the faculty, but an answer had not yet been received. This has delayed the final submission to the Chancellor.

c) **Appeal Team** – Peter Hill

Having sent details of the Appeal to the National Heritage Lottery Fund in June and obtained an opinion that the case had to be strengthened for a successful Lottery Grant; Peter was very pleased to learn that the PCC had adopted a policy concerning the heritage of the church building. This has meant that he had been able to reply to the Case Officer at the National Heritage Lottery Fund for her views on a revised application. The draft application asks for a sum up to £100,000.

Separately, Lucy Crocker and Carol Connell are working on grant applications to church-friendly grant-making bodies.

Peter had written the following article for Wivenhoe News, due to be published around the 20<sup>th</sup> November, which summarises where we are in terms of the Appeal. He looked forward to seeing the results of the tenders for the Annexe, the re-ordering of the nave and the Carolin Garden which he understands are due next February. This would give a much more accurate assessment of actually how much needed to be raised. Certainly to have £320,000 available in the Appeal Fund right now was very pleasing.

**For Wivenhoe News – November 2019 edition**

**St Mary’s Transformation Project looking very positive.**

The Diocese has approved both the plans for the Annexe as well as the replacement of the fixed pews in the nave. This has been a very important step. There had been consultations earlier in the year with the Church Building Council and Historic England in these matters. These bodies had been encouraging in their views and this means we can move to the next step of preparing to go out to tender, at least once more money has been spent in getting more detailed plans drawn up. More money!

The other good news is that the Transformation Project Appeal, officially launched in May last year, has now raised just over £46,000 and from many local people too. This is just wonderful. Lots of people also supported Rev Erwin Lammens’ recent 40-mile pilgrimage walk along the ancient Pilgrims’ Way from Aylesford Priory to Canterbury Cathedral. He was accompanied by 6 other people including his daughter Mieke. Sponsorship from this walk has raised over £3,300.

When this sum is added to the money raised before the Appeal Launch, money that people are giving on a regular monthly basis, grants and donations already received, fund-raising and money from two significant legacies, we now have £320,000 in the Appeal Fund.

With the prospect that early next year we will actually know for certain how much we need to raise, we have started talking to big grant making trusts like the Heritage Lottery Fund. They have made us realise that we should be making more of the wonderful and long history of St Mary’s Church which was started around AD 1254, over 700 years ago. This makes St Mary’s Church Wivenhoe’s oldest building by a long way. Plans to promote the heritage of the church were agreed in October by the Church’s PCC. This should help our application for financial support from the National Heritage Lottery Fund. We’ll see. Peter Hill Chairman, St Mary’s Transformation Project Appeal

- There were two items that were incorrect on the piece submitted to Wivenhoe News – there was an

indication that the two outstanding Faculty applications had been granted, but in fact these still had to be signed off by the Chancellor. Historic England was quoted as being supportive of the applications, but in fact this was only the case for the nave reordering faculty. Erwin had checked the article before it was submitted but it had not been sent to Bill to check the figures. Marika asked that all articles containing factual details be approved by the PCC before submission to check that the text was acceptable. Scott suggested that there should only be two key fact checkers – this was agreed and it was decided that they should be Erwin and Bill.

- d) **Re-ordering** – Peter Terry - nothing to report
- e) **Grants:** Permission was granted for the team approaching small grant making bodies to make applications on behalf of St. Mary's Church Wivenhoe.

**Minute 2019\120 Mission & Ministry Partnership (MMP) – Erwin Lammens**

Deirdre, Heather, Rick, Greg and Erwin attended a bring and share lunch with other PCC's in the MMP on Sunday 13 October at St Anne's church.

MMP has applied for a grant of £1000 from the Diocesan Mission Opportunity Fund for the 'Key to Life' project which is a joint initiative of the MMP churches in the 9 primary schools.

Clergy in the MMP continue to work on a Vision text for the MMP. We aim to have it ready for PCC's approval by Easter 2020.

Revd Philip Howlett a newly ordained priest will start his placement at St Mary's and in the MMP on 17 November. He will be in Wivenhoe for 3 months.

Sunday 2<sup>nd</sup> February 2020 another Bring and Share lunch will take place. Venue to be confirmed.

Alpha Course – A course has been organised by St. Johns Church but unfortunately no details had reached us about it.

**Minute 2019\121 Vision**

- a) **Implementation of Vision Day actions:** The numbers attending the tea party stood at sixty five with twenty four people who still needed to reply at the time of the meeting.

**Minute 2019\122 Adult & children's ministry, youth work & young adults**

**Harvest Festival Service** was a great success with the participation of Millfields Primary, Broomgrove Infants and Junior Schools. Attendance was higher than previously.

Teresa Warren, Sunday Club coordinator, attended level 2 **Safeguarding training** at St John's on 12 October – Douglas McCormick also took part. Revd John Driver and Erwin attended the level 3 safeguarding training (for clergy) at Fordham church on 19 October. People who still have to do their level 2 training should do this in the next few months.

Very busy a few weeks of **children's ministry** is upon us: St Nicholas, Christingle Service, Nativity Play, Crib Service. In total more than 500 children accompanied by their families will attend church during the month of December. This is only possible with the help of many. Support from PCC members may be sought.

**Welcome Leaflet** – Hopefully the leaflet will be ready at the beginning of December so that it can be given to everyone at the additional services that month and thereafter.

**Minute 2019\123 Safeguarding, Elle Vanner**

- a) **Training:** Everyone was strongly encouraged to do the training sessions available at the appropriate level required by the role being undertaken. The link for online training is <http://www.cofelearning.org/index.html> and the parish reference code is 20.23

**Minute 2019\124 Health & Safety - James Peters**

The fire risk assessment is almost complete with no significant points arising.

James has still not managed to get to bell ringing on a Wednesday due to work travel, so the RA for that area has still not been reviewed.

The Christmas Market risk assessment will be updated the day before the event.

No new issues arise with H&S as far as he is aware.

**Minute 2019\125 To receive reports and take questions on the reports from the following committees.**

- a) **Fundraising:** Tricia Bray - Harvest Lunch raised £207.22. There is a Floral Workshop on 20<sup>th</sup> November and Kingsland Choir on 16<sup>th</sup> November. The December Market still needs volunteers to help especially shifting the pews before and after the event.
- b) **Catering:** a new leader was urgently needed. PCC members asked to think about a volunteer. It was suggested that more advertising be done to widen the appeal.
- c) **Worship:** Graham Wadley - nothing to report
- d) **Colchester Deanery:** Heather Edwards – no report
- e) **Wivenhoe Churches Together:** no report
- f) **FOSM:** Lynne Horner - nothing to report
- g) **Pastoral Visitors:** Deirdre Gill – nothing to report
- h) **Administration:** Viv Howard - nothing to report
- i) **Spirituality Steering Group:** Janet Driver - nothing to report

j) **Church bookings:** Jane Hughes - nothing to report

k) **Wivenhoe St Marys Music Society (WSMMS)** – Peter Hill

The third of the three planned concerts in October were held. The last one was called Feast of Music 2, and featured the Wivenhoe Orchestra with the Wivenhoe Recorder Consort. They were excellent and the 70 people who attended really appreciated the variety of the music that was played. The concert made a profit of nearly £500 although the PRS fees need to be paid.

All three concerts have been profitable which means that WSMMS will have exceeded their target of £1,000 to go forward into next year with a 'financial cushion' should any one of the 6 concerts planned for 2020 make a loss. Also, it will mean that at their AGM in January, a contribution to the Transformation Appeal will be possible.

**Minute 2019\126 GDPR, Communications and Licensing Report** - Marika Footring Nothing to report

**Minute 2019\127 Overseas Link:** Rosemary Murchie - Nothing to report

**Minute 2019\128 Any Other Notified Business**

- a) **Christmas Activities** – Deirdre spoke about the Choral Carol Service and stated that it would be ideal to have carols that everyone knew. Reassurances were given.
- b) **Future of the church:** There is a need for younger people to join the congregation. Deirdre had asked Look Magazine if they would deliver a leaflet – this would cost £30 per 1,000 leaflets. She hoped that the cost would be reduced. The information within the leaflet would invite people to come to church – there is a card already being delivered at Christmas to every home in Wivenhoe. Online media could be used to attract young people.
- c) **Nothing to report:** Deirdre was disappointed when there were no reports for the PCC meeting from some of the committees and teams. Some representatives only meet four times a year.
- d) **Poster delivering:** A volunteer was needed to step in while the person who normally does this task is unable to undertake it. Scott will help when he can and he will ask around to see if there is another who can help.
- e) **FOSM goods:** FOSM had asked if their items could be stored in church as it had become really difficult housing them elsewhere. Bonnie suggested that the spare shelves within the rector's vestry could be offered but once they were full the remaining items would need to be kept by the FOSM team. This was approved by the PCC.

The meeting closed at 20.55. The meeting concluded with those present joining together in saying the Lord's Prayer.

**Next PCC Meeting – Monday 9<sup>th</sup> December 2019 19.30 at The Rectory**