

The Parish of St Mary-the-Virgin, Wivenhoe
PCC Meeting on Tuesday 13th October 2020, 7.30pm via Zoom

Welcome & opening prayer: Erwin opened the meeting with a prayer inspired by his mid-week service preparation.

Erwin then thanked Marika and Scott for their service to the PCC on behalf of the church and the community. Marika had completed 9 years on the PCC in one role or another and she will be really missed. Scott joined three years ago and has made a valuable contribution to the PCC. Congratulations were given on the arrival of his daughter. Congratulations were also given to Nick upon his marriage in August – a very enjoyable service even though the numbers were limited by government restrictions.

Those present: Rev Erwin Lammens; Peter Terry; Douglas McCormick; Bill Eborn; Greg Butler; Heather Edwards; Graham Wadley; Marika Footring; Graeme Martin; Glyn Stanway; Rick Cawley; Scott Danielsen; Bonnie Hill; Deirdre Gill; Revd. Dr. Sara Batts-Neale; Revd. Dr. Elisabeth Ring; El Newman

Apologies: Jane Taylor; Margaret Bigwood

Conflict of Interest – Bonnie Hill – Transformation Project Minute 2020\70

Bonnie declared her conflict of interest for item 7. It was agreed that she should not participate in the discussion of this item but should, at the end of the debate, cast her vote. She agreed to do this.

Minutes of the PCC meeting held on the 8th September 2020 were approved.

Minute 2020\67 Matters arising from the PCC Minutes

- a) **Vacancies – Fundraising Co-ordinator and Catering Team leader** roles are still outstanding
- b) **Annual Report** had been filed with the Charity Commission
- c) **Annual Meeting** had been arranged for 17th October and would be held using zoom at 10.30 a.m. Peter encouraged those who had not requested the zoom link to do so as soon as possible.
- d) **Review of midweek services** taking place in church or online. It had been agreed that the service would continue via St Mary's YouTube Channel and website until March when it will be reviewed. Last Wednesday the online service had 162 views.
- e) **Wivenhoe cemetery** – reburial of remains. Wivenhoe Town Council will be in touch after their meeting on the 14th October.

Minute 2020\68 Correspondence:

- a) A letter from **Amazon Smile** had been received and Bonnie had set up an account for St. Mary's PCC Wivenhoe which is now active. Details will be included in Tidings or within the envelope containing Tidings. To sign up please click on smile.amazon.co.uk and search for **St Mary's PCC Wivenhoe**. Don't forget to put the apostrophe in otherwise you won't be able to find it. Once selected you can shop as normal. Please bookmark the page so that you can click and go to Amazon Smile to shop each time. Donations are received automatically without the shopper having to do anything.

Minute 2020\69 Finance

a) **Cash in funds as at end 30 September 2020**

	Nominal Account Name	September	August	
Free of Restrictions	General Fund	26,869.21	49,465.55	
General Fund Reserve	Based on 3 months COVID Expenditure Budget	20,148.25		
Restricted	Bell Fund	11,543.77	11,543.77	
Restricted	Choir Fund	865.27	865.27	
Restricted	Fabric-General	888.51	865.51	
Restricted	Fabric-General for Carolin Garden	6,500.00	6,500.00	
Restricted	Fabric Langley-Bale Legacy	1,797.19	1,797.19	
Restricted	Fabric Newton Legacy	204,443.32	204,443.32	
Restricted	Pledge from Newton for South Porch	110,000.00	110,000.00	
Restricted	Janet Ashton Legacy	10,000.00	10,000.00	
Restricted	Flower Fund	423.62	423.62	
Restricted	FOSM	6,025.71	6,005.45	
Restricted	Cory Maintenance Fund	1,815.00	1795.00	
Restricted	Organ Fund	40.00	40.00	
Designated	Sunday Club	668.91	643.91	
Restricted	Annexe and Emergency Appeal	134,685.76	134,685.76	

Restricted	Transformation Fund Main Appeal	96,916.71	95,891.80	
Restricted	Wivenhoe St Mary's Music Society	1,352.91	1,352.91	

a) **General Fund**

Again this month our income is more than £2,000 short of our monthly outgoings. (£2,448). The response to Erwin's letter has been encouraging. Reserves have been set aside to ensure that there is sufficient to cover three months expenditure – a COVID budget had been prepared.

b) **Roof Alarm Extended Warranty.**

St Mary's has a Roof Alarm at an annual cost of £538.80. E-bound has offered an extended warranty at an additional annual fee of £195. The PCC decided that they would not accept the offer as the Newton Fund could fund any repairs that were required in the future.

c) **Gift Aid**

Douglas McCormick had requested that the available Gift Aid on the Appeal be claimed. Bill Eborn proposed that "the PCC requests that the available Gift Aid on donations made to St Mary's Transformation Project between the dates of 5th May 2018 and 30th September 2020 be claimed from HMRC. This was dependent upon a positive decision being made regarding the Transformation Project". The proposal was seconded by Douglas McCormick and unanimously agreed.

It had been suggested that the Gift Aid could not be claimed until 2021 but Douglas had investigated this and advised that a claim be made in the hope that HMRC will pay it.

d) **Christmas Charity** – Namalemba and Beacon House were suggested. As usual the Christmas Charity would appear in Tidings giving details. An A5 sheet will be inserted in Tidings giving payment details and the opportunity to select the project(s) that donors wish to support – 31st December is the deadline date for donations. The charities were proposed by Bill Eborn. Marika Footring seconded and they were unanimously agreed.

Minute 2020\70 The Transformation Project

- a) Five documents had been circulated before the meeting for consideration by the PCC. An additional paper was also sent to members on the 12th October.
 Questions – there were none on the circulated documentation

Erwin then addressed the meeting.

After years of preparations, plans and planning we have now reached the point that we can make a decision regarding the project for St Mary's. In all these years the building committee liaised with all institutions involved. Planning was given and as you may know will expire in April 2021; so it is just the right time to agree which move we should make. In order to get to this point we have spent over £60,000, the amount that was needed for architects' fees for proposed drawings, the quantity surveyor who provided us with estimate, the planners for permission, the Colchester Archaeology Trust for carrying out their investigations and many other actions that were needed to reach this stage. You may remember that we run successfully an emergency appeal to cover these expenses. Subsequently the appeal team was created.

The transformation project is the result of a vision for the future of our church. This vision describes how much St Mary's would be able to reach out to the community if we could offer contemporary facilities fit for the 21st century for worship, gatherings of small and large community groups, social events, functions, baptism dos, funeral wakes, overflow capacity at well-attended services, etc.

So nine years ago we started exploring what would be possible and acceptable by the Borough and Town councils, the DAC, Church Building Council and many other societies who all had a say in this. In 2011 we looked at options that in the end never received approval by the DAC and the Borough Council: south east corner, rector's vestry, under the tower or a separate building in the churchyard. The only option that was left was the building of an annexe with meeting room, small kitchen, levelled entrance for wheelchairs users, and two toilets, one for disabled people. The project also includes the re-ordering of the main church with suitable seating.

The dual aspect of the project - church and annexe - will allow us to host not just funerals, weddings, fundraising events and concerts, just to name a few, but will also make it possible to welcome smaller groups who will be able to make use of the annexe. For example if they wish, baptism and funeral families would be able to book the new facility for up to 40 people. Several groups who are now without a suitable venue in the community would find their way to these new facilities. I am aware that parking will always be an issue in this part of Wivenhoe. But when we look at the Methodist and Congregational churches with their limited parking space we realise that their church halls are well used. The lack of a large parking seems not to stop people to use their facilities.

The Covid crisis and the drop of income as a consequence made me think that for a sustainable future of our church another income stream needs to be in place so we don't have to depend on

collections and donations only. There will be a need to host meetings of groups affected by the current crisis, some of these initiatives could be in cooperation with the Wivenhoe medical centre, the schools, the bookshop and other social and civic organisations.

We have raised about 85% of the cost of the project thanks to donations, legacies, collections, appeal initiatives, fundraising events, sponsored walks and cycle rides, auctions and so on. For the rebuilding of the toilets we can make use of a part of the Newton legacy. The shortfall is manageable but of course our fundraising efforts will need to continue. I am confident that when people from the community see the building works in progress that they will support financially and the shortfall may be covered within a short time.

I recommend the entire project as the way forward to ensure a sustainable and relevant future for St Mary's in the community of Wivenhoe.

Members were then asked for their comments on the five options that had been presented in the documentation:

Option 4. "Defer any decision concerning the nave and the annexe and continue our fundraising efforts – at least until 31.12.21".

No-one was in favour of this option.

Option 1. "Complete the entire project with the shortfall being met by the Ivan Newton legacy"

EI was in favour of option 1 and using the Newton Legacy - after all the hard work that had gone in so far it would not be advisable to stop now. Douglas shared EI's view and was also in favour of option 1. Marika was in favour of option 1 but wasn't sure whether the Newton legacy could be used. Bill said a loan would not be a good option as the liability would have an impact on current and future PCC members if the amount was not repaid. Bill spoke about the Newton legacy and stated that as long as sufficient is retained for the north roof the Newton legacy would be available. Nick was in favour of option 1 but was unsure about using the Newton legacy. Graham knew Ivan Newton well as a near neighbour and a member of the congregation. Ivan had supported St Mary's in so many ways and Graham was sure he would welcome the proposed use of the money. Option 1 was Graham's preference. All three of the building committee were also in favour of option 1. Scott was in favour of option 1 and his concerns on Newton had been addressed. Scott suggested that there be an "aspiration" to replace the Newton funds rather than a loan. Heather asked about the purchase and payment of the chairs – Douglas replied that it was worth noting that contractor bills would be paid for monthly and the chairs would only be paid for when the end of the project arrived and at the time of purchase. The work will take six months and the furniture will be purchased at the end. Heather would prefer to pay the building costs and then consider paying for the chairs at a later date. Chairs could be paid for by other means, fundraising and any savings made from the project.

It was agreed by everyone that options 1.2; 1.3 and 1.4 be set aside.

Options 2 and 3 – "Installing the new floor and preserving the annexe planning permission"

No questions were raised or discussion held on these options.

Option 5 "Completion of the nave refurbishment; additional internal works; the building of a new south porch and toilets but not the annexe"

Bill believed that the option provided an alternative view – Scott was not in favour of not proceeding with the annexe as it would be quite confusing to donors. Marika thought we would be breaking faith with people as we have had extensive discussion and publicity about the annexe within the community and we needed to act with integrity.

Peter then asked those who had not spoken to give their views.

Glyn was in favour of option 1 although he was not really in favour of the work in the nave as the limited life of the chairs compared to the pews was a difficulty for him. Glyn judged that the pews have a higher aesthetic value than chairs.

Rick was in favour of option 1 and was not in favour of bank loans.

Greg was in favour of option 1 because of the amount of work already done and to stop now would not be wise.

Graeme had a concern about the running costs of the church and keeping the bills paid and keeping Erwin. Option 1 was his choice.

Sara was in favour of option 1 and she felt we needed to pursue it and thanked everyone for their work. She had arrived at such an exciting time. Offering Christ's love and the new space to the community would enhance St. Mary's. Social distancing would have been easier if the work in the

nave had already been completed. Aspiration to repay the legacy was an excellent way forward. Elisabeth agreed with Sara and she was in favour of option 1 and believed that using the Newton legacy was the best way forward. Deirdre was in favour of option 1 – she believed we needed to get on with it.

A short break was taken while an email voting paper was sent to those present at the meeting. The proposal and the result of the vote are as follows –

Option 1 was proposed by Erwin Lammens, seconded by Peter Terry

- Carry out the entire project and cover the shortfall by:
Using a portion of the remainder of the Newton Legacy. The PCC would aspire to replenish the Newton legacy.

Votes For 17

Against 0

Abstentions 0

No other options were found to be acceptable.

The PCC were content to commission the building team to enter into a contract with the contractor and start moving forward.

b) **Annexe:** Graham Wadley

The PCC has a report giving a general overview of the Annexe project for consideration. There have been recent developments as follows which give an update on the position generally.

- Guidance on the treatment and reburial of the discovered remains has been given by the Archaeological specialists at Colchester Borough Council.
- Wivenhoe Town council are to consider possibilities for reburial within their cemeteries at an upcoming meeting
- The need for further archaeological excavation has been significantly reduced in time and cost by redesign of the main foundation slab. This takes advantage of the lower level of remains in the western part of the site, allowing them to remain in situ. Those in the eastern part are at a higher level and will have to be removed, although the extent of these is unknown.
- Contact has been made with the Archdeacon and Malcolm Woods (Chair of DAC) who have confirmed that we are following the correct procedure for the treatment of the remains

c) **Appeal** – Peter Hill

In August Terry Vanner cycled 483 miles as if doing the Pied de Port to Santiago pilgrimage. He posted daily progress reports which I published on the Wivenhoe Forum my Facebook page and Marika published on the St Mary's website. This gave some useful publicity to Wivenhoe residents about the Transformation project. The Gazette also carried articles and photographs. Terry raised £771 for the Appeal.

Following Ian Hunters death this year, Jo Hunter has made a donation of £200 to the Appeal in his memory.

Regarding the Heritage Lottery fund and the possibility of a grant we were told in March that our application would not be considered before October this year as they were prioritising grants relating to COVID. Peter has said that he will contact them when the amount of money is known.

Minute 2020\71 Fabric – Margaret Bigwood and Douglas McCormick

Nothing to report.

Minutes 2020\72 Mission & Ministry Partnership – Erwin Lammens

Three online meetings of the Mission and Ministry Partnership have taken place since the last PCC meeting in September:

Morning prayer meeting on 15 September;

Council meeting on 16 September (minutes will be circulated when approved);

Clergy Away Day at Assington Hall on 22 September: Revds Andy Sachs, Sue Howlett, Vivien Whitfield and Erwin Lammens studied the notes of the joint PCC meeting that took place in March at St Matthew's church; the findings were used to review the MMP Vision plan.

Next meeting: morning prayer and clergy meeting on 6 October (virtual).

The draft Minutes of the MMP meeting were sent as an email attachment before the meeting.

Minute 2020\73 Safeguarding safeguardingstmaryswiv@gmail.com

Training link for online training is <http://www.cofelearning.org/index.html> and the parish reference code is 20.23.

Minute 2020\74 Health & Safety – James Peters - Nothing to report

Minute 2020\75 To receive reports and take questions on the reports from the following committees.

- a) **Fundraising Committee**, new co-ordinator urgently required - no report
- b) **Catering** – new team leader urgently required
- c) **Worship Group** – Erwin Lammens

As discussed and agreed at the September PCC meeting we will resume services in church at 10.30am from the first Sunday of October onwards, with an additional service at 9.00am on third Sundays. Those who want to attend have to book their place by phoning Margaret Bigwood’s mobile phone on Fridays between 4pm and 6pm. The restrictions remain the same: face covering, sanitising, keeping distance, allocated seating, no singing, toilets are not in use (except in an emergency). Recorded music will be included at these services and heating will be switched off before people arrive.

We also continue with the online services.

We received a request by the Wivenhoe branch of the Royal British Legion to livestream the Remembrance service on 8 November at 2.30pm. With the help of Adam Terry we did a trial and we learned that the conditions are in place to make live streaming possible. Adam kindly offers his time, expertise and equipment for this virtual Remembrance service. Bonnie has made some notes of the trial meeting for future reference when we may consider permanent equipment for recording.

St Mary’s Singers will not perform on Remembrance Sunday because of the current restrictions; also a planned Brass Quintet concert with Jonathan Abbott for the transformation project has been postponed; new date to be confirmed.

Graham, Marika and I have shared some initial thoughts about online services in Advent: Christingle, Carol service, Crib service and Christmas.

- d) **Colchester Deanery** – Heather Edwards
- e) **Wivenhoe Churches Together** - no report
- f) **FOSM** – Lynne Horner – nothing to report
- g) **Pastoral Visitors** – Deirdre Gill- no report
- h) **Administration** – Lynne Horner – nothing to report
- i) **Spirituality Steering Group** – Janet Driver – nothing to report
- j) **Church Bookings** – Jane Hughes – nothing to report
- k) **Music Society** – Peter Hill – nothing to report

Minute 2020\76 GDPR, Communications and Licensing Report – Marika Footring

- a) **Communications Marika Footring**

I periodically take the church computer home for maintenance. The latest updates were installed on 1 October. Three new folders were created on the desktop and filled with music files, to assist people on the sound rota with music choices for the opening, communion and closing stages at the new 10.30 service in church.

Reach of Sunday service videos on Facebook remains impressive and numbers tend to go up as the week progresses.

Numbers of people reached on Facebook for the 10.30 service:	Numbers of people reached on Facebook for the Midweek Reflection
September 27 th -125 (at time of writing (1 st Oct)) 20 th -140 13 th -153 6 th -138	September 30 th -42 (at time of writing (1 st Oct)) 23 th -66 16 th -80 9 th -82 2 nd -91
August numbers 30 th -180 23 rd -142 16 th -143 9 th -154 2 nd -164	August 26 th -116 19 th -90 12 th -130 5 th -117

On the website a new sub-tab under Services now shows 'On-line services', and a YouTube link to the latest Sunday service is posted there soon after the 10.30 Facebook has finished.

A big yellow DONATE button has appeared on the website home page together with a new headline DONATE tab. Clicking this enables people to make Gift Aided donations on the Give a Little link on the Donate page. This came about as a result of C of E negotiations with SumUp and Give a Little, which achieved an offer of free use of the premium subscription for churches with a standard one, until 31 December 2020. The premium subscription would normally cost £10 per

month.

The card reader set-up in church was a free gift as a result of previous negotiations between the C of E, Visa and Sumup and came with a standard subscription. However, it is only with a premium subscription that donors get the opportunity to include Gift Aid.

At the end of the free Premium subscription we will be able to continue with Premium if we start paying the monthly subs.

- (b) **GDPR** – the names and addresses being taken at church for tracking and tracing – there is a time limit on how long they are able to be kept which is 21 days after which they have to be destroyed. Erwin said there is a book in the vestry. Erwin will destroy the pages that are older than 21 days.

(c) **Licensing**

Until activities in the church return to fully normal, renewals of CCLI licences have been/are being paid as and when the need to do so arises. At the time of writing this means that only the Film and associated PPL licences remain outstanding.

Minute 2020\77 Any Other Notified Business

Erwin thanked everyone at the meeting, the building and appeal teams and all those who donated funding in various ways and making it possible to move forward with the transformation project. In these difficult times there is something very positive to look forward to.

Next Meeting: The next PCC will take place on Monday 9th November 2020 at 19.30 via zoom.

The meeting closed at 20.55 and concluded with those present joining together in saying The Grace.