

The Parish of St Mary-the-Virgin, Wivenhoe
PCC Meeting on Tuesday 9th February 2021, 7.30pm via Zoom

Welcome & opening prayer:

Erwin opened the meeting by reading the Commitments from the Living in Love & Faith course material that had been circulated to PCC members.

Present: Rev Erwin Lammens; Douglas McCormick; Margaret Bigwood; Bill Eborn; Heather Edwards; Rick Cawley; Revd. Dr. Elisabeth Ring; Graeme Martin; Jenny Heaps; Graham Wadley; Sandra Osborne; Eric Jakens; Deirdre Gill; Nick Gustard; Bonnie Hill; Also in attendance: Glyn Stanway;

Apologies: Peter Terry; Revd. Dr. Sara Batts-Neale; Jane Taylor; Greg Butler;

Conflict of Interest – Bonnie Hill – Transformation Project Minute 2021\18

Conflict of Interest and Fit & Proper Person forms. All PCC members were asked to confirm their status.

Minutes of the PCC meeting held on the 12th January 2021 were approved.

Minute 2021\15 Matters arising from the PCC Minutes

Information about the Living in Love & Faith study day had been circulated. Three of our PCC members attended (Erwin, Sara and Rick). A very helpful and useful day.

Minute 2021\16 Correspondence:

- a) Letter from Beacon House was one of our Christmas charities and they thanked us for our donation.
- b) Rachel Butterfield – a thank you from our other Christmas charity. Next time she is able to go to Namalemba she will send some photos.
- c) Erwin thanked Bill for organising the Christmas charities and those who contributed. The Lent charity is WaterAid and all contributions to be posted through Bills letterbox.
- d) A letter from John Chandler who thanked us for paying our Parish share in full.

Minute 2020\17 Finance

a) **Cash in funds as at end 31 January 2021**

| | Nominal Account Name | | December |
|--|-------------------------------------|------------|-----------------|
| Free of Restrictions | General Fund | 54,570.09 | 48,495.64 |
| Restricted | Bell Fund | 11,559.89 | 11,553.85 |
| Restricted | Choir Fund | 755.27 | 865.27 |
| Restricted | Fabric-General – non Transformation | 3,345.37 | 3,322.37 |
| Restricted | Fabric Langley-Bale Legacy | 1,797.19 | 1,797.19 |
| Restricted | Janet Ashton Legacy | 10,000.00 | 10,000.00 |
| Restricted | Flower Fund | 423.62 | 423.62 |
| Restricted | FOSM | 6,113.76 | 6,113.76 |
| Restricted | Cory Maintenance Fund | 1,895.00 | 1,875.00 |
| Restricted | Organ Fund | 370.00 | 40.00 |
| Designated | Sunday Club | 768.91 | 743.91 |
| Restricted | Wivenhoe St Mary's Music Society | 1,000.00 | 1,198.45 |
| Rolling Total Available for Transformation | | 549,046.31 | 552,077.51 |
| 14 January 2021 | Baker's Contract | 425,191.38 | |

Appeal Payments made this month

| | | |
|---------------------|---|----------|
| Inkpen Downie | Work for and attendance at Pre contract Meeting | 2,151.33 |
| GN Surveyors | Pre Contract Survey | 2,347.75 |
| Ken Rush Associates | Further Site inspection re Raft | 360.00 |

a) **Guidelines for Transformation Finances**

Please note the guidelines which had been agreed by the Standing Committee.

- No member of St Mary's, other than Douglas, may agree to ANY TRANSFORMATION EXPENDITURE.
- All invoices will be paid from the Transformation Account, once they have been countersigned by Douglas.
- Would anyone who receives an invoice relating to the Transformation Project please immediately email a copy to both Douglas and Bill as it is important that all invoices are paid in good time and some of the funds will need to be called from deposit.
- The Rolling Total of the Amount available to be spent on the Transformation Project will appear

in the Cash in Funds schedule presented to the PCC each month.

b) **Draft 2020 Financial Accounts**

The PCC had been provided with the accounts before the PCC meeting for review. Bill offered to answer any questions. Jenny asked about the fundraising expenses – whenever the cashless machines are used in church there is a service charge and the figure shown was the fee paid. The Carolin Garden fund had been transferred into the TP project total, she asked if that money would still be used for that purpose – Bill confirmed that the money will pay for the reinstatement of the Carolin Garden as it is part of the Bakers contract.

The acceptance of the accounts was proposed by Bill Eborn and seconded by Graeme Martin and unanimously agreed. The accepted accounts would now be submitted to Peyton Tyler Mears for independent examination.

Heather asked about the Amazon Smile money – this is due sometime during February.

c) **PayPal** – our account has now been closed and Give A Little has taken its place.

Minute 2021\18 The Transformation Project

a) **Transformation Project Management Update** – Douglas McCormick

i. Minutes of the meeting held on the 18th January and 8th February meetings had been sent to all PCC members.

ii. **Construction Progress**

- Site set up
- Headstones have been removed from site, cleaned and stored.
- Porch demolished
- Levels reduced
- Sub-base & Gen1 blinding laid
- Reinforcement to be delivered 4th February, ground works will be complete 12th February ahead of programme.
- Steel fabrication drawings revision 1 issued 14th January, revision 2 issued 25th January, steel frame position change received from Inkpen Downie on 1st February.
- Mechanical & Electrical proposed layout drawing issued to Inkpen Downie 25th January.
- Work in Progress
 - Soakaway
- The weather has slightly delayed the concrete slab but the contractors are ahead of schedule.

iii. **Archaeology**

The main site excavations have been completed and 19 skeletons were removed that would otherwise have been compromised by the development. There is a very large amount of disarticulated human bone that were recovered from the spoil, along with a small amount of iron and copper alloy coffin furniture. The processing of the remains has commenced and the Archaeologists will be progressing the report over the next few weeks. They are currently being examined and catalogued. There is an amount of drainage still to be excavated and the Archaeologists will be on site when this is done as the proposed depth will impact the depth at which they encountered burials.

iv. **Finance**

Valuation Nr 1 is being processed. Final amount to be confirmed but expected to be a payment of circa £38,000.

Committed Expenditure:

| | |
|---|--------------------|
| - Building contract with Bakers of Danbury | £385,026.38 |
| - Provisional sums | £40,165.00 |
| - VAT on construction (note Annexe VAT exempt) | £10,677.81 |
| - Architect's instructions to date (estimated cost) | £250.00 |
| - Professional Fees | £37,255.00 |
| - VAT on fees | £7,451.00 |
| - Joint Works Insurance Premium | £890.00 |
| - Total committed expenditure: | £481,715.19 |
| <u>Uncommitted expenditure:</u> | |
| - Contingency | £15,205.00 |
| - Annexe Chairs (estimated incl VAT) | £42,225.60 |
| - Total uncommitted expenditure: | £57,430.60 |
| - ESTIMATED TOTAL PROJECT COST | £539,145.79 |

Note: Redecoration of the existing Church is not included in the above.

Douglas explained the figures given above and the VAT refund which appears within the 8th February meeting minutes. Some VAT will be payable upon invoice but will be refunded at a

later date. The panels on the herras fencing were also mentioned.

Kitchen design\provision – a volunteer is required to work with Lucy on this area from the PCC. Mary Jakens, Anne Williams and Jane Stanway had been contacted by Jenny and they will come up with some recommendations. Graeme and Jenny offered to make contact with Lucy.

Clearance of the nave – Margaret and Sandra will sort out all of the items in the cupboards at the back of the church and make an inventory of things which will be kept within the chancel. Personal items in the cupboards or things that should be kept should be notified to Margaret and Sandra. After Easter the items will need to be physically moved. The book cupboard also needs to be gone through. Douglas stressed that everything doesn't have to be thrown away just packed up and if necessary its future decided later. Heather said that there was a list of all of the books and she will try and find it.

Carolin Garden - £6500 had been allocated and the architect is currently drawing up a plan which would include planting and possibly a couple of memorial benches which have been offered.

Funerals – people attending at the crematorium or other venues have sometimes been over the number permitted. Heather stressed there is a danger of this and we must be prepared to deal with it. So far this hasn't happened at St. Marys. Erwin and the verger keep a tally at funerals.

b) **Pews** – Peter Terry

The sale of the movable pews was recently announced on the website and in social media, and this has generated a number of enquiries. A letter explaining the process has also been included in the February Tidings distribution. Contact has been made with a number of antique companies and local carpenters - particularly to see if they would be interested in buying any of the high quality oak that will be available once the fixed pews are dismantled. This has also resulted in some interest. The closing date for the submission of sealed bids is 1st March and these should be sent to the Rectory.

There is no doubt that there are many Wivenhoe residents who have a strong affinity to St Mary's and they may well be interested in acquiring one of our pews. Peter would urge members to discuss this opportunity with friends and family and, to avoid disappointment, encourage them to submit a bid before the 1st March deadline. Peter is very happy to discuss details either via email or on the phone. Tel: 826158 or email: stmarys.saleofpews@gmail.com

c) **Transformation Project Appeal** – Peter Hill

With this continuing pandemic, there are no signs that the Heritage or National Lottery funds are considering non-Covid related grants yet.

- Peter is willing to apply for some grant money for specific items. He has already indicated to PeterT and Erwin the grant-funders we could approach, he just need to know what those items are and their approximate cost.
- Regarding the stained glass window, Peter thinks we should make this element very public and one slightly separate from other Appeal activities. He thinks this window ought to be of interest to the wider community of Wivenhoe, including FOSM. Peter would be willing to lead on this community Appeal.
- Peter has written an article for Wivenhoe News that Erwin and PeterT recently approved. He has sent a copy of the banner design to the magazine editor and he hopes that they will display it on a half page. As this would be the same as an advert, he has indicated that he is willing to pay for the cost of the advert.
- Terry Vanner is keen to undertake another big cycle challenge for the Transformation Project, possibly in April. Peter is happy to create the publicity for this and work with Marika as he did before in posting daily updates on social media to get publicity. The on-line giving page raised over £700 for the TP last summer.

Minute 2021\19 Fabric

There has not been a meeting of the team for some considerable time. However, the roof alarm has been serviced and there were no problems.

Damage to Church Roof - On Saturday 30th January it was reported that one stone, which split into two on impact, had fallen from the tower and hit the main roof and that of the porch. The churchyard was quickly cordoned off and notices put on the gates. Simon Marks the church architect had inspected the damage and Peter Smyth of Bakers was also present. Photos can be seen on our website.

Simon Marks report had now been received and progress is being made with arrangements to undertake the repairs. A cherry picker will be booked to make an inspection of the tower, this has been delayed due to the snow. The Archdeacon has been informed. Bakers are preparing an estimate for

the repairs. The damage was due to frost.

Douglas is dealing with the insurance claim and a loss adjuster is due to come and take a look. It is hoped that the insurance company will allow Bakers to undertake the work as they are on site.

Adrienne Wood needs to be advised when work is going to be undertaken.

Minute 2021\20 Living in Love & Faith

A separate attachment had been sent with the agenda. Erwin explained that we had been given until the end of the year to study this in small groups and then submit findings. There is a booklet with five sessions\topics which accompanies the course.

Erwin proposed that three groups be put together of five or six people. It is planned that the two Bible Study groups and Lectio Divina join together, Sunday Club leaders would become a group and the final group comprising of PCC members (Rick Cawley and may be Bonnie Hill). Those not attending the meeting to be asked if they would like to join the PCC group. It had been recommended that the Rector not be involved with the groups. Five sessions lasting a maximum of an hour and a half will be organised. The group will elect a person to facilitate and report back.

Minute 2021\21 Mission & Ministry Partnership – Erwin Lammens & Heather The The Licensing of Philip Howlett had taken place – Erwin, Jenny and Bonnie attended.

The most recent MMP Meeting took place via Zoom on 27th January 2021. The East Colchester-MMP (Mission and Ministry Partnership) action plan for 2021 was updated, although some elements and meetings are now via Zoom due to C19. St John's and Greenstead with St Anne's informed us of what is happening in their parish as we informed them of what is happening in ours i.e. the Transformation Project. The next meeting will be held via Zoom in May.

Maria Read – who runs the Discipleship Course, has been asked to work with St. Anne's and there may be more involvement between St John's and Greenstead in the future.

Minute 2021\22 Adult & Childrens Ministry - Erwin Lammens

a) **Youth Ministry** – Heather Edwards

A well managed session from Dot Salmon, our Colchester Area Youth Advisor had taken place. Trained advisors and parents from different parishes had the chance to submit information from the recent past, present and future. There were breakout rooms near the end of the session and further sessions are being planned over the next few weeks; plus an evening event on Zoom to follow. It was great to see that the many difficulties of not being able to join together is faced by doing church differently and many ideas are being explored in readiness for Easter.

b) **Sunday Club leaders** are meeting to discuss the future and the use of the annexe and what they may require.

Minute 2021\23 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 2021\24 Health & Safety – James Peters - Nothing to report

Minute 2021\25 To receive reports and take questions on the reports from the following committees.

a) **Fundraising Committee**, new co-ordinator urgently required - no report

Amazon Smile direct link <https://smile.amazon.co.uk/ch/1165660-0>

b) **Catering** – no report

c) **Worship Group** – Graham Wadley – no report

d) **Colchester Deanery** – Heather Edwards – no report

e) **Wivenhoe Churches Together** - no report

f) **FOSM** – Lynne Horner – no 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

- We held an AGM on Zoom in January, attended by our President, Rev Erwin.
- We agreed to make a donation to the TP, being the surplus on our one concert last year. Erwin wanted to record thanks on behalf of the PCC for the donation and the support.
- We re-elected the Committee and Peter Hill as Chairman
- We noted that we cannot book any concerts until the Annexe and Nave work is complete, until the Covid-risk is very low and vaccination levels in our community are very high. It might be difficult to make bookings this year as there is going to be high demand for good musicians although, by continuing our policy of arranging concerts on a Friday evening, we may be lucky.
- All of the musicians who we had to cancel last year would like to be asked again this year.
- Wivenhoe Orchestra, who we consider our 'orchestra in residence', would like to use the church for an evening rehearsal at least once a month. We hope something can be sorted for

them.

Minute 2021\26 GDPR, Communications and Licensing Report – Marika Footring

Marika came across a tweet from Ecclesiastical insurance recently that expressed the hope that churches would have given thought to having a Social Media policy. Yet another one! Marika is not even sure what they mean by it - or what it would contain if we had one. Marika has combed over their website but there's nothing more there and she wonders if perhaps the PCC should simply adopt the C of E Digital Charter

<https://www.churchofengland.org/resources/our-digital-charter> (There's nothing about this on the diocesan website).

The PCC thought it necessary to adopt the CofE digital charter and to authorise Marika to fill in the form and submit it. Bonnie proposed that the digital charter be adopted and this was seconded by Bill Eborn and unanimously approved.

Minute 2021\27 Overseas – Rosemary Murchie - See Minute 2021\16 above.

Minute 2021\28 Any Other Notified Business

a) **Tidings** – The PCC were asked for agreement to continue to post the April; May; June and July issues at a cost of £450. At present it is anticipated that hand delivery would resume in September. Bill said it was an excellent outreach tool especially as we are currently not meeting in church. Bill proposed that the April to July issues be sent via post this was seconded by Douglas McCormick and unanimously approved. Bonnie was thanked for sending everything out.

b) **Eileen Root** (87) had published an anthology of her poems with the help of Sue Clement and Bob Newell. Eileen is a longstanding member of St Mary's congregation. People can obtain a copy by a donation of £5. It is Eileen's wish that all donations go to items of the transformation project. Eileen is shielding and not able to distribute the booklets. Erwin has the box with 85 booklets (Eileen has kept 10) and he is willing to deliver to those who reserve their copy. Marika has promoted it on the website and in the e-newsletter.

Next Meeting: The next PCC will take place on **9th March at 19.30** via zoom -the link is shown below. The meeting closed at 20.42 and concluded with those present joining together in saying The Lords Prayer

Topic: St Mary's PCC Time: **Mar 9, 2021 07:30 PM**

<https://us02web.zoom.us/j/82947205994?pwd=S1orNFB3QVNHU29EYUtFVVpGdlJPQT09>

Meeting ID: 829 4720 5994

Passcode: 092687