

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

Welcome & opening prayer:

Erwin opened the meeting by reading a Mothering Sunday prayer by St Anselm.

Present: Rev Erwin Lammens; Douglas McCormick; Margaret Bigwood; Bill Eborn; Heather Edwards; Revd. Dr. Elisabeth Ring; Graeme Martin; Jenny Heaps; Graham Wadley; Sandra Osborne; Peter Terry; Greg Butler; Bonnie Hill; Also in attendance: Dr Glyn Stanway

Apologies: Eric Jakens; Jane Taylor; Deirdre Gill; Rick Cawley; Revd. Dr. Sara Batts-Neale; Dr Nick Gustard

Conflict of Interest – Bonnie Hill – Transformation Project Minute 2021\33

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 9th February 2021 were approved.

Minute 2021\29 Matters arising from the PCC Minutes

- a) Digital Charter – Marika had been authorised to sign up and informed accordingly.
- b) Poetry Books - Eileen Root's anthology – some copies had been sold but there are lots more available from Erwin. The Wivenhoe book shop is willing to sell them when they reopen.

Minute 2021\30 Correspondence:

- a) **Resignation** – Jane Hughes, Church Booking Clerk had written to Erwin submitting her resignation. A replacement needs to be sought. Erwin will send a Thank You card on behalf of the PCC. PCC members were asked to think about who could replace her. The role will include bookings for the nave and the annexe in future.
- b) **Letter from Revd Canon Paul Norrington** Area Dean and Canon Roger Ennals Lay Chair concerning the deployment of clergy and grading of churches had been circulated to all PCC members and it was proposed by Erwin that this matter be discussed at a future PCC meeting.

Minute 2021\31 Annual Report & Account

- a) **Approval of 2020 Annual Report and Accounts** - the Annual Report & Accounts had been completed and circulated to the PCC prior to the meeting. Approval of the Annual Report & Accounts was proposed by Bill Eborn, seconded by Graham Wadley and approved unanimously by those present. Bonnie was thanked for preparing the annual report.
 The Annual Report & Accounts would be signed on behalf of the PCC by Revd. Erwin Lammens and both Churchwardens as soon it was physically possible to do so (the delay being due to the Covid19 pandemic).
 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 which enabled the deadline to be met.
- b) Bill Eborn proposed that **Peyton Tyler Mears** be appointed as independent examiner at the Annual Meeting. The PCC were content with the proposal.
- c) **Annual Parish Meeting** – The date for the Annual Meeting had been fixed – 22nd May 2021. Permission to hold an annual meeting via Zoom had been extended by the Diocese to the 31st May 2021. The PCC decided that the Annual Meeting would take place via Zoom.

Minute 2020\32 Finance

a) **Cash in funds as at end 28th February 2021**

	Nominal Account Name		January
Free of Restrictions	General Fund	54,608.17	54,570.09
Restricted	Bell Fund	11,559.89	11,559.89
Restricted	Choir Fund	755.27	755.27
Restricted	Fabric-General – non Transformation	3,011.73	3,345.37
Restricted	Fabric Langley-Bale Legacy	1,797.19	1,797.19
Restricted	Janet Ashton Legacy	10,000.00	10,000.00
Restricted	Sheila Carrick Legacy	500.00	-
Restricted	Hugh Brogan Legacy	5,000.00	-
Restricted	Flower Fund	423.62	423.62
Restricted	FOSM	6,118.76	6,113.76
Restricted	Cory Maintenance Fund	1,915.00	1,895.00
Restricted	Organ Fund	370.00	370.00
Designated	Sunday Club	722.41	768.91
Restricted	Wivenhoe St Mary's Music Society	1,000.00	1,000.00

Rolling Total Available for Transformation		513,655.17	513,655.17	549.046.31
14 January 2021	Baker's Contract – total as signed	425,191.38	425,191.38	
28 February 2021	Baker's Contract – amount outstanding	389,950.73		

Appeal Payments made this month

Inkpen Downie	Fees re Annexe Meetings	2646.10
Ecclesiastical Insurance	All Risks Insurance on Project	2,347.75
Colchester Borough Ccl	Review of Plans	494.02
Bakers of Danbury	First payment for Project	35,240.65
Landmark P T Ltd	Advice on VAT	1,365.00

Guidelines for Transformation Finances

Please note the following guidelines which have 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.

The Hugh Brogan and Sheila Carrick's legacies had been received and are now shown separately within the accounts schedule above. The PCC has yet to decide what they will be used for.

b) General Fund Discretion amounts

The 2020 Church Representation Rules had changed the discretion amounts and so a new resolution needed to be put before the PCC for approval.

Bill proposed that the General Fund Discretions be increased -

To the Rector	£250	Note 2
To each member of the PCC	£100	Note 2
To a majority of the Standing Committee	£1,000	Note 2

Note 1

In cases of emergency the majority of the Standing Committee acting together or electronically may take such action as is necessary to protect the Church or anyone using the Church or the Churchyard.

Note 2

These discretions not to be combined.

Note 3

Where the Standing Committee authorises any action, the minutes of that meeting to be included in the papers of the next PCC

The discretions were found to be very sensible and the Standing Committee thought that they should be put to the PCC at the March meeting for approval.

Bill proposed the general discretion amounts stated above. This was seconded by Jenny Heaps and unanimously agreed by those present

c) Amazon Smile The first payment of £9.30 has been received.

Minute 2021\33 The Transformation Project

a) Transformation Project Management Update – Douglas McCormick

Construction Progress

Groundworks complete

Drainage trenching complete

Concrete floor slab complete

Steel frame and Glulam beams erected

Brickwork and masonry commenced; expected complete by end of March '21

Roof carpentry complete week after Easter

Slate and zinc roofing commences after Easter

Archaeology

Final report awaited from CAT together with confirmation of arrangements to reinter excavated remains.

Outstanding matters

Finalisation of kitchen design

Scheme for Carolin Garden

Internet installation and faculty permissions

AV and Streaming CAT 5 wiring infrastructure requirements and faculty permissions.

Confirmation of extended hearing loop provision in Annexe

Finance

Valuation Nr 2 is being processed. Final amount to be confirmed but expected to be a payment of circa £61,000. The project remains on time and within approved budget.

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

Uncommitted expenditure:

Contingency	£15,205.00
Annexe Chairs (estimated incl VAT)	£42,225.60
Total uncommitted expenditure:	£57,430.60
<u>ESTIMATED TOTAL PROJECT COST</u>	<u>£539,145.79</u>

Note: Redecoration of the existing Church

Photographs of the site had been prepared by Lucy Crocker and circulated to the PCC for their information.

Minutes of the Transformation Project Management Team had also been sent to PCC members on the morning of the meeting.

The brick work has begun and the beams will be going in soon. Thanks to Graeme and Jenny for the work undertaken for the kitchen design and Lucy Crocker will prepare a plan. A design will also be drawn up for the Carolin Garden by Ben Downie. The second valuation of approximately £60,000 is due at the end of this month. Everything was on time and going to plan. For those unable to get to the church to see the site photos will be made available via various means.

b) Pews – Peter Terry

The deadline for bids had now passed which was 1st March. A lot of people had shown interest but not all of them put in a bid. There were far more bids for the two smaller ones. Out of the eleven pews available seven have been sold with four remaining unsold. The four unsold have been offered to those who were unsuccessful but no take up as yet. The next stage will be to approach dealers, companies and carpenters to sell the final pews. Greg volunteered to reduce the larger pews by cutting them down and replacing the pew ends so that they can be sold. Peter and Greg will speak after the meeting about this element. On the 17th May Bakers are scheduled to start work on the nave. Delivering of the pews is being organised by Dave Whymark - four people are needed to help with the lifting.

c) AV\Streaming

Thinking about the future it was thought that streaming of services was really needed. Those requesting funerals and weddings are asking if it is possible for the service to be streamed. This would be a great service to be able to offer as a forward thinking church. This was the view of the Standing Committee and the PCC were asked about the general principle of offering that service and therefore installing broadband and av. Jenny spoke about streaming of funerals and -recently had attended a streamed funeral. Erwin confirmed that 50% of the funerals recently had asked for a live streamed service. A guest using a phone at a wedding had found that it was not good quality. Graham spoke about people giving lectures, live streaming could be a really good element to offer to those unable to attend in person. The internet would serve the annexe, nave and the rectors vestry. The cables inside the building will be placed underneath the floor and so won't be visible.

Within the Transformation Project Management Meeting Minutes dated 8th March reference was made to the details of providing a fibre cable/broadband connection in church to enable live streaming of services and events to take place. The PCC had received a copy of the minutes immediately after the TPM meeting to enable them to be fully informed before the following proposal was put to them. Treasurer Bill Eborn confirmed that the necessary finance was available to commit to all of the following elements.

It was proposed by Peter Terry that the following actions be approved by the PCC

- Bakers of Danbury be authorised to subcontract the installation of cable to connect to

broadband/telephonic equipment within the churchyard and inside the church building.

- To authorise the digging of a 350mm deep cable trench from the BT connection box across the churchyard or Carolin Garden to an agreed point where the cable may enter the annexe.
- A maximum of £8000 be authorised for the installation of the cabling.
- That Douglas McCormick as Project Manager and Churchwarden be authorised to sign contracts with Openreach and BT for the provision of a fibre landline connection and broadband.
- Authorisation for a monthly payment of approximately £50 per month for the provision of broadband by BT

The proposal was seconded by Sandra Osborne and unanimously agreed by those present.

d) **Transformation Project Appeal Report – Peter Hill**

Peter Hill had contacted Peter Terry and Erwin to investigate if he should go to the wider public of Wivenhoe for donations toward the possible £10,000 cost of the Jamie Dodds-designed stained glass window in the Annexe. He thought that Wivenhoe residents could be asked if they would like to be part of this feature with its maritime connection to Wivenhoe. He has been asked to wait until the Building Team are more certain that all of the costs of the Project are covered by the funds which are available to them right now before doing so.

He has also noted that the National Heritage Lottery Fund have opened their doors for new grant applications. He believes an application for a grant towards this stained glass window could be successful.

Peter's article for Wivenhoe News about the start of the Transformation Project was given a whole page in this quarter's edition of Wivenhoe News. It included a copy of the huge poster now around the construction site. Anyone purchasing a copy of it will now be aware that construction has started in case they were unaware before.

e) **The naming of the annexe –** it was suggested that the Wivenhoe community be asked for their suggestions via Tidings; e-newsletter and our website.

Minute 2021\34 Fabric Douglas McCormick & Margaret Bigwood
Storm Damage

The corner stone from the masonry string course on the North East corner fell on Saturday 30th January damaging 3 areas of tiling.

The area has been secured. The site inspected by the Diocesan Architect and quotations obtained for emergency repairs. The insurance company have been notified and have appointed loss adjusters who have been in touch.

The information re: replacement stone specification and photographic evidence are expected to be submitted to the Archdeacon for permission to proceed without faculty. Repairs are expected to be complete by end of March.

The cost will be about £3,500 but it is hoped that the insurance cover will reimburse a substantial amount of that figure. Although there are no more loose stones the herras fencing will remain until the work has been completed. Heather will inform the Bell Tower Captain of the current status of the work.

Minute 2021\35 Living in Love & Faith – Erwin Lammens

One group has been formed comprising of PCC members: Bonnie, Jane, Peter, Rick Glyn and Jenny and Sara. Sara kindly accepted to lead the group. Sara would like to hold the sessions during the summer.

Teresa and Elisabeth will be leading the Sunday Club group. The group of five people plan to meet for the first time after Easter.

Each group follows its own pace and will be asked to report back to the PCC in the Autumn. These reports will be sent to the General Synod for their consideration during their LLF debate in 2022.

Minute 2021\36 Mission & Ministry Partnership – Erwin Lammens

Further investigation is going on how St John's and the Greenstead churches with St Anne's can work together. Maria Read from St John's will be on a contract to develop ministry at St Anne's. One of the MMP targets is a joint pastoral initiative of outreach in the entire MMP. Erwin is the coordinator with the help of Ros Banham, pastoral assistant and tutor in Greenstead.

Minute 2021\37 Adult & Childrens Ministry - Erwin Lammens

a) **Opening the Church – Erwin Lammens**

The following advice was received from Acting Bishop Peter regarding the re-opening of churches.

“Dear sisters and brothers

On Monday the Prime Minister set out the Government's road map to emergence from lockdown: it is to be cautious and very gradual in four dated phases. Alongside the national roadmap, I believe it is right for us in God's Church to prayerfully review our own local decisions on the opening of

church buildings for congregational worship, and with the same caution and diligence. Even though thankfully the vaccines are in rapid roll out and virus infection rates are in significant decline in our diocesan areas, we must avoid adding to the risk of yet another sharp rise in the spread of the virus, especially due to the possibility of mutations.

However, I hope that when we reach Holy Week, which coincides with the start of the second phase of step one of the Government's roadmap, many churches might be able to resume some congregational worship, with limited numbers and following guidelines. Indeed, we hope that this year's Maundy Thursday Chrism service will enable a small number of us to gather in the Cathedral whilst others participate from home on Zoom. From 12 April, when the next step of the Government's plan starts, I hope we will be able to do more. Of course, all this will remain dependent on the changing situation.

This is not the time to cast all caution aside, but rather for those of us whose church buildings have been closed for congregational worship to carefully consider the timing of re-opening in the light of our local circumstances, our own health, and capacities to minimize risk. The Public Health Directors for Essex, Thurrock and Southend have today written to faith leaders providing their own guidance on reopening [which can be read here](#). There is no need to rush to a decision and further practical advice from the Church of England nationally is expected soon. If you feel able to consider re-opening for public worship before Easter you should review your [risk assessment](#). Then, in consultation with your PCCs, you should only re-open if you are confident of your ability to fully manage and mitigate the risks. The final decision remains a local one.

We will be in touch again with further updates when new information and guidance is published.

If you have any concerns about your own local situation, please speak with your Area Dean in the first instance who will be able raise this with their Archdeacon if necessary.

Yours, +Peter"

The following was put to the PCC by Erwin

Introduction

There are legal requirements for holding public worship. The normal requirement is that Morning Prayer, Evening Prayer and a celebration of Holy Communion are held in at least one church in each benefice on all Sundays and on certain feast days and holy days. These requirements can be dispensed. The minister and the PCC should set out the arrangements in a formal resolution.

For information

The following resolution is only required for Sunday services because of the legal requirement for a church to open for public worship on Sundays. Funerals never take place on a Sunday. They can be held on weekdays and Saturdays under the Covid restrictions that are applicable on the date of the funeral. This year we have no bookings for a wedding on a Sunday. No baptism will be arranged before July, with the exception of an emergency baptism.

Resolution regarding suspending Sunday services

'The rector and the parochial church council of St Mary-the-Virgin Wivenhoe acting jointly authorise dispensing with the reading of Morning and Evening Prayer as required by Canon B 11 and the celebration of the Holy Communion as required by Canon B 14 on the following occasions: All Sundays in March, April, May, and Sundays in June before the date of 21 June 2021 when the Government may confirm the lifting of Covid 19 restrictions.

The reason for the dispensation is that in the light of the Government's guidance on preventing the spread of Coronavirus, the church cannot be used safely for public worship on those occasions.

The end date of the suspension of Sunday services can be extended if the Government decides to postpone the date of the lifting of restrictions until a date after 21 June.'

The above resolution was proposed by Erwin Lammens and seconded by Graeme Martin and unanimously approved by those present.

The church will however be open for a very short time on Good Friday for private prayer.

b) Children's ministry

Sunday Club had met on 25 February. Leaders shared their views and vision how the new facilities could be used for children's ministry. The notes of this meeting had been circulated before the PCC meeting.

Minute 2021\38\ 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\39 Health & Safety – James Peters - Nothing to report

Minute 2021\40 To receive reports and take questions on the reports from the following committees.

a) Fundraising Committee, new co-ordinator urgently required.

Bonnie urged that a team be put together to plan a future event which may even be linked to the opening\ blessing of the new facilities. A committed group of people are needed as soon as

possible. Heather will contact Erwin about a scruffs event in 2021 and other ideas that she has.

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

- b) **Catering** – no report
- c) **Worship Group** – Graham Wadley – nothing to report as there hasn't been a meeting recently
- d) **Colchester Deanery** – Heather Edwards
Our Assistant Area Dean Rev Erwin Lammens Chaired the meeting. Emma Buchan, The Project Director for Thy Kingdom Come, from St Andrew's Marks Tey, produced a wonderful power point show with a video release from Archbishop Justin Welby. The 'Thykingdomcome Global' website has resources for Prayer between Ascension and Pentecost and the Website goes live on Tuesday 9th March. The strong emphasis on youth ministry is reflected via some 'Cheeky Panda's', plus a Digital Adventure Prayer Map. Mary Durlacher reporting from the General Synod, spoke on many things including safeguarding and housing with reference to environment and ecology.
- e) **Wivenhoe Churches Together** - Minutes of the February meeting were circulated to PCC member meeting.
- 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) **Electoral Roll** – Vivien Eborn – no change to the roll
- l) **Music Society** – Peter Hill – no report

Minute 2021\41 GDPR, Communications and Licensing Report – Marika Footring

Marika encouraged all PCC members to follow St Mary's website/ blog so they get an email when a new post is made. They're not usually frequent but we're entering a busy time so things happen in between Tidings issues. The #LiveLent campaign by the C of E is an example.

Minute 2021\42 Overseas – Rosemary Murchie – nothing to report

Minute 2021\43 Any Other Notified Business

- a) **Faculty writer needed** – John Williams for many years completed faculty applications and has now stepped down. One or more people are needed to take on this role. They will need to attend Fabric Meetings and be registered with the DAC for submissions. Applications will be electronic in the future which will make life much easier.
- b) **Meeting dates** - Jenny asked why we had PCC meetings on a night when a person is unable to attend. Unfortunately others were unable to attend on other nights of the week. The Standing Committee will review the dates at their next meeting.
- c) **Next Meeting:** The next PCC will take place on **13th April at 19.30** via zoom -the link is shown below.

The meeting closed at 20.45 and concluded with those present joining together in saying The Grace.