

The Parish of St Mary-the-Virgin, Wivenhoe
PCC Meeting on Tuesday 13th April 2021, 7.30pm via Zoom

Welcome & opening prayer:

Erwin opened the meeting by reading prayers dedicated to HRH Prince Philip, Duke of Edinburgh, HM The Queen and all who mourn his loss

Present: Rev Erwin Lammens; Douglas McCormick; Margaret Bigwood; Bill Eborn; Heather Edwards; Revd. Dr. Elisabeth Ring; Graham Wadley; Sandra Osborne; Peter Terry; Greg Butler; Bonnie Hill; Eric Jakens; Jenny Heaps; Rick Cawley; Revd. Dr. Sara Batts-Neale joined the meeting at 20.03

Apologies: Graeme Martin; Jane Taylor

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

Conflict of Interest and Fit & Proper Person forms. There were only three PCC members now that needed to confirm their status.

Minute 2021\29

Minutes of the PCC meeting held on the 9th March 2021 were approved.

Minute 2021\30 Matters arising from the PCC Minutes

Volunteers needed - a Fundraising Co-ordinator; a person to complete Faculty Applications and another to undertake a Church Booking Admin role.

Minute 2021\31 Correspondence: None

Minute 2020\32 Finance

a) Cash in funds as at end 31st March 2021

	Nominal Account Name	March	February	
Free of Restrictions	General Fund	55,462.42	54,608.17	
Restricted	Bell Fund	11,559.89	11,559.89	
Restricted	Choir Fund	755.27	755.27	
Restricted	Fabric-General – non Transformation	3,034.73	3,011.73	
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	500.00	
Restricted	Hugh Brogan Legacy	5,000.00	5,000.00	
Restricted	Flower Fund	423.62	423.62	
Restricted	FOSM	6,248.06	6,118.76	
Restricted	Cory Maintenance Fund	1,935.00	1,915.00	
Restricted	Organ Fund	370.00	370.00	
Designated	Sunday Club	747.41	722.41	
Restricted	Wivenhoe St Mary's Music Society	1,000.00	1,000.00	
Rolling Total Available for Transformation			432,170.80	513,655.17
14 January 2021	Baker's Contract – total as signed	425,191.38	425,191.38	
28 February 2021	Baker's Contract – amount outstanding	330,738.15	389,950.73	
25 March 2021	Trinity Church Furniture Nave chairs total cost due	41,235.60		
25 March 2021	Trinity Furniture amount outstanding for Nave chairs	20,617.80		
Appeal Payments made this month				
2 March 2021	Ken Rush re Annexe Slab	360.00		
4 March 2021	P Terry reimbursement re storage boxes	67.95		
4 March 2021	Purcell Architecture re advice	357.48		
4 March 2021	Inkpen Downie Architectural advice	1,255.06		
7 March 2021	G N Surveyors re drawings	1,920.00		
8 March 2021	Ken Rush further advice re Annexe slab	360.00		
11 March 2021	Bakers of Danbury second progress payment	59,212.58		
25 March 2021	Trinity Church Furniture deposit re Nave Chairs	20,617.80		

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.

b) Proposal for allocation of funds

Peter Terry had negotiated the sale of 11 of our pews. This had raised a total of £2695 for St Mary's.

All of our annual income and expenditure is monitored by the Diocese, who designates such transactions as Sale of Church Assets.

As such the proceeds must go into the General Funds. However, the PCC can resolve that the money be vested in similar assets. The Standing Committee recommends that this is done in this particular case.

Bill Eborn proposed that the proceeds of the sale of St Mary's pews and any similar wood be transferred to the Transformation Project specifically towards the cost of the new chairs for the Nave. The proposal was seconded by Greg Butler and unanimously approved.

Minute 2021\33 The Transformation Project

a) Transformation Project Management Update – Douglas McCormick

Construction Progress

- Site set up
- Headstones have been removed from site, cleaned and stored.
- Porch demolished
- Levels reduced
- Sub-base & Gen1 blinding laid
- Groundwork's complete
- Steel complete
- Glulam's complete
- Roof carpentry in progress
- Brickwork in progress
- On programme- Glass roof now to be installed after zinc roof and box gutter

Archaeology

Final report awaited from CAT together with confirmation of arrangements to re-inter 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 3 has being processed and an invoice for £45,491.09 has now been received. The project remains on time and within approved budget.
- Note chairs for the Nave have been ordered. Delivery expected w/c 14 June 2021.
- Cost report – please refer to Treasurer's report.

Douglas gave a general update – the project is on programme and within budget. The brickwork is finished and the new south porch doorways are finished as is the new timber work for the roof. The electrics will be started soon in the annexe. Peter thanked Douglas on behalf of the PCC for his project leadership.

b) Pews – Peter Terry

Peter reported that all of the moveable pews have been sold! Members will recall that Greg Butler very kindly offered to use his expert carpentry skills to cut the last four pews to the size required by unsuccessful purchasers from the initial round. With short notice he worked over a weekend creating some stunning results.

On Saturday 28th March Dave Whymark arrived at church with a large truck ready to distribute the pews around Wivenhoe. Supported by a very cheerful and willing band of helpers (Dave's son-in-law James; Chris Jakens; Jodie Battersby and my son Steve). Dave organised the route starting at Dry Dock and finishing at Richard Avenue! All the bidders seemed to find ideal sites

for their new acquisitions and enthusiastically welcomed a part of the history of St Mary's into their home. A very big 'thank you' to all the team for ensuring that the day went so smoothly.

The fixed pews are due to be dismantled at the beginning of May. Some of the wood - including the carved pew ends of course - will be used for repairs and improvements around the church.

There will however be a quantity of high quality oak available for sale. Please let Peter know if you would like to purchase a small or large piece to use creatively in your home! There will be a 'first come first served' sale in church on the 5th/6th May. The wood to be taken away by those purchasing it.

Peter thanked Greg Butler for all his hard work in reducing the size of the larger pews. Bonnie was asked to send a letter of thanks on behalf of the PCC to Dave Whymark for providing the transportation for the pews. Peter Terry was thanked by Erwin for sorting out the sale of the pews and preparations for the sale of the wood.

c) **Stained Glass Window** Graham Wadley

INTRODUCTION

There is a proposal to install a large stained glass window designed by Wivenhoe Artist James Dodds, in the east end gable of the Annexe. The following report gives details of the project and the proposals to move it forward to completion.

BACKGROUND

In 2018 local stained glass maker, Wivenhoe resident and member of St Marys Andy Brooke made a proposal to work with artist James Dodds to provide a large stained glass window for the Annexe. James would provide a design free of charge and the window would be made at a 'less than commercial' cost in Andy's workshop in Wivenhoe.

At that time James produced a small artwork of the proposed design and this received favourable comment, although at that time the whole Annexe project was not moving forward due to the lack of finance.

Subsequently the whole idea became more difficult when Andy Brooke moved from Wivenhoe to Dumfries Scotland, with an indication that he would no longer have any facilities to manufacture the window. Initial investigations were underway to locate an alternative maker, but the situation has changed very recently as Andy has now advised that he has set up a workshop in Dumfries and has the necessary full facilities to make the window. James also offered to go to Dumfries with the plans to discuss and agree the work with Andy Brooke.

THE PROPOSAL

- James Dodds will provide free of cost to St Marys the design of the stained glass window depicting one of his typical boat images and a dove representing the Holy Spirit. In addition, James will give support to the fundraising/publicity as detailed later.
- Andy Brooke will manufacture the window in 8 sections at his workshop in Dumfries at costs detailed below.
- The window panels will be transported from Dumfries to Wivenhoe by special secure transport
- The stained glass panels would be installed behind the external plain glass window of the east end gable of the annexe utilising pre-arranged fixings, thereby allowing a retro-fit after completion of the annexe. This would essentially be like secondary double glazing and the external glass will offer protection against potential vandalism.

THE DESIGN

A picture showing the 3D Visual artwork positioned in the east end gable of the annexe was circulated to the PCC together with a photograph showing a one third size painting of the window prepared by James Dodds. James had produced a full size 'cartoon' of the window which will be taken to Scotland by James and used as the template for Andy to use in the manufacture.

MANAGEMENT

Graham Wadley has now been appointed to be co-ordinator and organiser of all activities related to the stained glass window.

COSTING

This is a resume of the costs involved in the manufacture and installation of the window:

• Provision of materials and manufacture A Brooke	£ 10,000
• Special Transport Dumfries to Wivenhoe	£ 450
• Special fixings on window frame	£ 1,074
• Installation of window (awaiting quotations) Estimate	£ 2,500
• Contingency (There may be a necessity to add a glass plate on the inside facing of the window and there may also be additional architect fees, etc.)	£ 3,976
Total	£ 18,000

Clarifications

- A Brooke(AB) costs based on AB quotation 27th March 2021
- VAT is not payable (AB is not registered for VAT)
- Down payment of £3000 required by AB at commencement to procure glass materials say end April 2021
- Second payment for materials £3000 half way through project end June 2021
- Balance of payments at completion – anticipated end August 2021
- Transport based on information from James Dodds carrier
- Fixings based on Baker's price
- Installation estimated only as awaiting quotations
- There may be a necessity to add a glass plate on the inside facing of the window and there may be additional architect fees.

PLANNING CONSENT

A check is being made with Colchester Borough Council via Ben Downie concerning any potential requirement for planning permission to be extended to cover the window. This is still under investigation.

FACULTY

It is necessary to have a faculty for the window. Assuming that permission is given by the PCC to go ahead with the window, it is proposed to apply for the faculty for the May DAC meeting on 25th May. The deadline for submission and consideration at that meeting is 13th May.

A Statement of Needs is required with the faculty application and this was circulated to the PCC consideration before the meeting. Approval of the text was sought and given.

Both James Dodds and Andy Brooke had produced a short biography and description of their involvement with the project for inclusion with the faculty application.

FUNDING/PUBLICITY

The generosity of James Dodds is a key factor in funding the window and Graham is working closely with James to organise a series of events later this year.

- James has kindly offered to sell the one third scale painting at his exhibition in London November 2021 with the proceeds of the sale going towards the window. This may sell in the London gallery for £10,000, but the gallery normally takes a commission of 50%.
- He has also approached one of his painting sponsors for a donation
- A professional photographer has taken photographs of the full size cartoon and one third scale painting. These images will be available for postcards and other similar items. James retains the copyright but will allow us to use them free of charge subject to usual approvals.
- The original design artwork is offered to us by James for sale or raffle
- Graham Wadley is arranging a lecture by James about his work in St Mary's in the autumn. This is provisionally agreed for the evening of Tuesday 5th October. There may also be an exhibition of his works at that time (if we can afford the insurance).
- Various trusts who make grants for new artwork in churches are being investigated.
- Graham Wadley will write an article about the window project for the summer edition of Wivenhoe News and other publicity will be arranged as the project moves ahead.

When asked about the potential for damage to the stained glass window Douglas explained that there is a toughened glass window suspended in a metal frame and the only danger is from the inside rather than the outside. He thought that we might ruin the window effect if we covered the interior surface. If there is a need to protect it inside later then we could do so. In the worst case scenario if the window is damaged it could be repaired.

Having taken into consideration the information circulated before the meeting and after discussion the following resolution was put before the PCC:

Graham Wadley proposed that the project to install a stained glass window, designed by James Dodds and manufactured by Andy Brooke, in the east end gable of the new Annexe for the overall project cost of approximately £18,000 be approved this was seconded by Sandra Osborne and the PCC unanimously agreed.

Although there were no permissions in place for the installation of the stained glass window to advance funding to Andy Brooke was a risk but the PCC accepted that risk and wished to go ahead. Bill Eborn would like an invoice to substantiate the payment. A formal instruction\purchase order needed to be raised. Graham was thanked for taking on the project and for the time he had spent on it so far.

The PCC was requested to make one advance payment of £3000 and one interim payment of £3000 to Andy Brooke Glass at the end of April 2021 to enable the purchase of some glass materials and labour as invoiced. This request having been proposed by Margaret Bigwood and

seconded by Peter Terry was unanimously approved.

d) **Internet provision** – Douglas McCormick

An order had been placed and he is waiting for a date for the installation. The connection would be within the annexe and loop under the nave floor. An extension will be put in Erwin's vestry to provide a Wi-Fi connection. The cost is confirmed as £43.95 per month

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

- Peter is waiting to hear whether he can use the stained glass window as a reason to go out to the community of Wivenhoe to appeal for extra funds.
- He is also waiting to hear from someone what 'extras are needed in the Annexe that he can appeal to trusts as ECF, ECC's CIF and National Lottery for funding.
- Peter has agreed to promote Terry Vanner's sponsored cycle ride in aid of the Transformation Project Appeal which will take place as a 'virtual' cycle ride in May.

The TP Management meeting will take place on Wednesday 14th April and this report will be discussed.

f) **Naming the Annexe** –Erwin Lammens

There is a fortnight left for suggestions to be submitted. Erwin has received some responses and will report back at the June PCC meeting.

g) **Church usage** - The Revd. Dr. Sara Batts-Neale

i) **A report** had been circulated to the PCC in advance of the meeting. Sara stated that conversations had been held with a number of non-St Mary's people in order to try to answer the question *what needs will there be after Covid that St Mary's can support with the annexe & new facilities?* Sara had interpreted this without an agenda for growing a congregation, or stealth evangelisation; instead, she had framed the questions asked around the needs of the community first.

Needs were identified under the following headings: Mental health; Bereavement support; Impact of looming recession and University and school links. *Also identified & discussed elsewhere* – Dementia support and the extension of Sunday Club activities. There were also lists of uses previously identified by the PCC - drop-in style groups; family support; groups that those that need a skill or aptitude and finally "others".

The fundamental issue was the impact on mental health after COVID and the loss of employment in certain areas which will not reopen. Looking to young men's mental health and the high suicide rate associated with that sector of the population is important. The access to Wi-Fi in a safe space was also important. The annexe space is ideal for providing assistance to many people within the community and seeking the gap that the annexe can fill within community life. Douglas thought it was a really useful report and our VAT refund was based on the annexe being used on a non commercial basis and we need to demonstrate that the building is in part for community use. Peter thanked Sara for her report, commenting that it would be a very useful resource when considering the use of the refurbished nave and the annexe post Covid.

ii) **The Friendly Club** – Peter Hill

Peter wished the proposal to establish a social group at St Mary's Church particularly for people with dementia and their carers, and anyone else who might be lonely and want to help engage with other people and help, might be considered by the PCC. We are proposing that this group might be called **The Friendly Club** and run jointly with St Mary's Church.

About the Wivenhoe Dementia Support Group:

The Group was established in February this year with a committee of 9 people: Ann Hanagan, Doris Robinson, Dave Purdey, Cheryl Jacobs, Val Moody, Sylvia Garrity, Rosemary Hodge with Peter Hill (Chairman) and Michelle Burrows (Deputy Chairman and Administrator). Rosalva Johnstone from the Alzheimers Society, a former Wivenhoe resident with family here, is supporting us in these early days.

The aims of the Wivenhoe Dementia Support Group are to:

- Encourage people in Wivenhoe to **become Dementia Friends**
- Find local businesses which want to make their staff and their premises **dementia aware**
- **Provide support** to people who have been diagnosed with dementia, and support to their families
- Help establish a **Dementia Friendly Club** at St Mary's, Wivenhoe
- Work towards making Wivenhoe a **Dementia Friendly Community**

The group have been busy running information sessions to get people to become Dementia Friends. They have nearly 40 people who have already attended these sessions and will continue to run the sessions throughout the year.

Relationship with St Mary's

The group would like to have a partnership with St Mary's where we jointly run a Friendly Club / Café on possibly a weekly basis on say a Tuesday or a Wednesday afternoon between 2.30pm

and 5pm. The group would provide the volunteers necessary to run the activities, café etc. Peter hopes that St Mary's would provide the space and the facilities as their contribution to the partnership. The group would not expect the use of the space – The Annexe, the kitchen and the Nave for free but propose we charge 'customers' £1 admission to cover costs.

Peter would like to see the promotion of this Friendly Club at St Mary's as a club open to everybody, and not just people with dementia, or their carers, but anybody who just wants to pop in and enjoy friendly conversation over a cup of tea (i.e. including people who are lonely), stir up old memories etc.

Friendly Club Activities

Club activities might include such things as Singing for the Brain as well as craft activities. Michelle Burrows is currently undergoing training as a tutor for Singing for the Brain. Ann Hanagan and Doris Robinson both have experience of this form of activity and its beneficial impact on people with dementia.

There might be a need to spread out and use more than just the Annexe, and have groups around tables which might include such other activities as craft activities etc.

Peter would hope that we could establish this Club as a place that people could just drop by for information and advice. There is a lot of support for people with dementia and their carers.

There are also more people in Wivenhoe who have been diagnosed with dementia than you might realise – 66 at the last count.

Conclusion

The group's formation seems to have created a lot of interest. It is hoped that the proposal will be considered favourably by the PCC as, it seems to Peter at least, it meets the overall objective of the Transformation Project which is to: Enable St Mary's to fulfil a greater purpose in Wivenhoe

It is hoped that the group could launch the new Club at St Mary's as soon as the Annexe and the Nave are ready to be used.

Graeme Martin and Jane Taylor's support was voiced on their behalf. Douglas thought this was an excellent initiative. Erwin said it was broader than Dementia and would also cater for other groups within the community. Bill thought it was a really good proposal and people want somewhere to go and this was ideal and we should be supportive and one of the best things that could come out of the annexe. There would be a partnership rather than a formal affiliation to St. Mary's.

Proposal

It was proposed by Bill Eborn that the PCC would have a partnership with the Friendly Club as explained within the "Relationship with St Mary's" section of the document above. This was seconded by Douglas McCormick and approved unanimously

h) Church Terms and Conditions of Hire etc.

Attached to the agenda were documents which related to the hiring of the church and the role description for a new Church Booking Administrator. PCC members were asked to read them through before the meeting.

Bonnie had arranged to advertise the Church Booking Administrator role on various websites and social media. She was thanked for her work in preparing the documentation. The role of a caretaker will be dealt with at a later date. Jane Hughes had stepped down and a volunteer was urgently needed to enable Erwin to step back from dealing with the bookings coming through.

Church Booking Administrator Role description – no amendments

Terms & Conditions document – Douglas thought that prohibiting smoking in the churchyard was not enforceable and should be deleted. He was happy to agree to the remaining document clauses.

Clause 17 It was decided that the inclusion of the "churchyard" as a non smoking area be deleted.

Jenny was not in favour of the nave being hired as she sees it as a place of worship and so will abstain on any vote.

Having agreed the change to Clause 17 mentioned above the PCC approved the Terms and Conditions for the hire of the annexe and the Church Nave with 14 PCC members in favour and one abstention.

It was proposed by Peter Terry that the PCC grant authority for a bookings management committee to be formed. A small group of people which could be drawn from the following: Bookings Administrator, a Churchwarden, Treasurer, PCC secretary, Rector and other PCC member(s). In reviewing bookings The Rector and any three members of the management committee would convene to decide upon a booking request. This proposal was seconded by Greg Butler and approved by 14 members of the PCC and with one abstention.

<p>Minute 2021\34 Fabric Douglas McCormick & Margaret Bigwood The north east corner stone for the tower is almost ready and the repair will take place soon. The roof will also be repaired at the same time so the fencing will be removed in the near future.</p>
<p>Minute 2021\35 Living in Love & Faith – Erwin Lammens The first session will be led by Revd. Dr. Elisabeth Ring and Teresa Warren very soon and Sunday Club Leaders and others will be attending. Heather Edwards will host the zoom link. The PCC group will get under way in the near future.</p>
<p>Minute 2021\36 Mission & Ministry Partnership – Erwin Lammens There is no news. Plans are progressing steadily.</p>
<p>Minute 2021\37 Adult & Childrens Ministry - Erwin Lammens Children's ministry – Erwin Lammens About 20 children collected a bag with Easter gifts from the Sunday Club on Holy Saturday 3 April. The bag contained Easter colouring cards, a prayer map, Easter story booklet, and an Easter egg. The weather was not perfect for this event in the open air but Sunday Club leaders were pleased that there were still a few families around. It is the Sunday Club's plan to resume their activities on Sunday 12 September 2021.</p>
<p>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.</p>
<p>Minute 2021\39 Health & Safety – James Peters - no report</p>
<p>Minute 2021\40 To receive reports and take questions on the reports from the following committees.</p> <p>a) Fundraising Committee, new co-ordinator urgently required. Amazon Smile direct link https://smile.amazon.co.uk/ch/1165660-0</p> <p>b) Catering – Jenny Heaps Progress to date - Anne Williams has agreed to continue with the tea/coffee rota but someone will need to take responsibility for provisions. Contact had been made with Colchester Borough Council with regard to our Health and Hygiene rating and as soon as the new kitchen is in place a visit will take place. It may be necessary at some point for team leaders to obtain Food Hygiene certificates and these can be done online.</p> <p>c) Worship Group – Graham Wadley Minutes of their last meeting held on 16th March had been circulated to the PCC in advance of the meeting. Jenny spoke about the 8 a.m. service. She said it is a really important service and being held in the chancel makes a significant difference. Erwin is consulting with those who attend the 8 a.m. service to seek their views. Colchester Deanery – Heather Edwards – no report</p> <p>d) Wivenhoe Churches Together - no report</p> <p>e) FOSM – Lynne Horner – Nothing to report</p> <p>f) Pastoral Visitors – Deirdre Gill – no report</p> <p>g) Administration – Lynne Horner – nothing to report</p> <p>h) Spirituality Steering Group – Janet Driver – nothing to report</p> <p>i) Church Bookings – no report</p> <p>j) Electoral Roll – Vivien Eborn – no report</p> <p>k) Music Society – Peter Hill The Society has been contemplating resuming concerts in St Mary's again now that the Transformation Project is nearing completion and with 'lockdown' potentially ending on 21 June. We have provisionally booked a Sea Shanty evening on Friday 3rd September with the Wivenhoe's Hoolies keen to perform. There is the possibility of two other Sea Shanty groups coming that evening too. With two other concerts having been booked in September and October, the next available month available to us is November. We have asked whether the Wivenhoe Orchestra would like to perform for us on Friday 12th November. This will depend upon whether arrangements can be offered to them to rehearse on alternate Mondays at St. Mary's instead of at the Wivenhoe Library which has become too small and impracticable for them to use. The Society consider them our 'Orchestra in Residence' and hope that favourable terms can be agreed.</p>
<p>Minute 2021\41 GDPR, Communications and Licensing Report – Marika Footring Nothing to report</p>
<p>Minute 2021\42 Overseas – Rosemary Murchie – Nothing to report</p>

Minute 2021\43 Any Other Notified Business

- a) **Death of Prince Philip, Duke of Edinburgh** – the Church of England have suggested various things that can be organised – the church will be opened on Friday 16th April for private prayer between 5.30 – 6.30 p.m. and at 6 p.m. prayers will be said. An online version to also be broadcast. An hour before the Funeral Service on Saturday 17th April the bells are to be tolled.
- b) Rick recently needed to get into church and the key was not in the key safe. Douglas thought that Bakers probably have it. If Rick needed a key Douglas would assist.
- c) **Next Meeting:**
The Annual Parochial Church Meeting will take place on Saturday 22nd May 2021 at 10.30 a.m. via zoom. Please email Bonnie for the zoom meeting link.
- d) The next PCC will take place on **8th June at 19.30** via zoom - the meeting link will be shared when the agenda is sent out.

The meeting closed at 20.59 and concluded with those present joining together in saying The Grace.