

The Parish of St Mary-the-Virgin, Wivenhoe  
**PCC Meeting on Tuesday 13<sup>th</sup> July 2021, 7.30pm via Zoom**

**Welcome & opening prayer:**

Erwin opened the meeting by reading a prayer which had been used for the mid-week reflection in the context of loss during the past weeks and months.

**Present:** Rev Erwin Lammens; Margaret Bigwood; Bill Eborn; Heather Edwards; Revd. Dr. Elisabeth Ring; Graham Wadley; Sandra Osborne; Peter Terry; Bonnie Hill; Jenny Heaps; Glyn Stanway; Revd. Dr. Sara Batts-Neale; Rick Cawley; Sue Jones Graeme Martin; Greg Butler; Douglas McCormick; and Jane Taylor

**Apologies:** Eric Jakens and Nick Gustard

**Conflict of Interest** – Bonnie Hill – Transformation Project Minute 2021\66

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

**Minute 2021\62**

**Minutes of the PCC meeting** held on the 8<sup>th</sup> June 2021 were approved.

**Minute 2021\63 Matters arising from the PCC Minutes**

a) **Appointments:**

The **Faculty Application writer** responsibility has been taken on by Churchwarden Douglas McCormick who has already been submitting applications online.

**Church Bookings Administrator** – A newly retired NHS administrator had been identified as a potential candidate for this role. Erwin and Bonnie will be meeting the person on 26<sup>th</sup> July.

b) **Piano**

A detailed study of available digital pianos was carried out on line and in discussions with users of such pianos in schools and other churches and also those who may also play it at St Mary's. A visit was made to Mann's Music in Colchester who is a local and on-line supplier of digital pianos and where they have a large display of many pianos. The main suppliers are Yamaha with their Clavinova range and Roland. Mann's also stock a lesser-known manufacturer Kawai.

One of the key features for consideration is the speaker size, bearing in mind that many digital pianos are intended for domestic use rather than a large building like the church. Speakers need to have an output of around 30W. This requirement narrowed the selection to the 'mid-range' of both Yamaha and Roland with two models considered suitable and receiving detailed consideration.

Following discussions with Mann's, these are both fitted with larger speakers than those Graham had originally looked at. Both are very similar in terms of specification and price. After a long time playing both and considering specifications etc it is a difficult choice between the two, but on balance Graham recommended the Yamaha.

In addition we would purchase an adjustable piano stool.

**Features**

As with most good quality digital pianos there are many features available:

Good piano sounds with 'Grand Piano' as automatic default

Many other 'voices' including organs, harpsichord, strings, brass etc

Full size weighted keys, with near normal piano touch

Ability to connect to sound system

Recording and playback facility

Metronome/transposition

**Colour**

Most digital pianos are standard black. The Yamaha is available in very attractive Rosewood which would be very suitable for church. This is on show at Mann's and available from them ex stock.

**Moving the piano**

We will have to move the piano for use either in the corner or perhaps centrally for concerts. As expressed earlier the digital piano is much lighter than a conventional upright piano (50ish Kgs against 200Kgs). It would be liftable by two people but not desirable to do this.

Therefore it would need to be fitted with castors specially designed to fit digital pianos and also claiming scratch free rubber wheels. Musisca seem to be the most suitable available. They only raise the height of the piano by 18mm which still allows normal use of the sustain pedals and also have a locking mechanism. These are available for £259 per set from Musisca.

**Costing**

Yamaha CLP735 Digital Piano Rosewood	£1719.00
Adjustable Piano Stool	£100.00
Castors for Digital Piano	£258.00
Total package	£2078.00

This is based on recommended purchase from Mann's Music, High Street, Colchester, long established supplier locally and on-line to local musicians/schools etc. Their price is very competitive with on-line suppliers and there is the advantage that they would deliver, install and provide long term support if needed. They have also been very supportive in the selection process.

#### **Funding**

Graham had been offered a donation of £500 towards the cost of the piano. In addition he was prepared to approach members of St Mary's Singers as they might like to also donate towards it.

#### **Disposal of old piano**

We have to consider disposal of the old piano and particularly that whoever takes it is responsible for removal from church. This will have to be through the door by the organ to avoid any possibility of damage to the nave floor. The market for second hand pianos is not high at present. Sara would like to have the piano and Graham asked if this was acceptable to the PCC – it was agreed.

Assuming we return to some form of normality, a piano will be required for choir and SMS rehearsals from early September.

#### **Q&A's**

When can the new piano be delivered? The Yamaha recommended is available as soon as we require it – delivery can be arranged for the first or second week in August. Rick spoke about the wedding on 10<sup>th</sup> September and the need for a piano and so having it delivered sooner rather than later would be helpful.

#### **Proposal**

Graham Wadley proposed that the PCC approve the purchase of a Yamaha Clavinova CLP735 Rosewood Digital Piano from Mann's Music, Colchester with castors and adjustable stool for the total sum of £2078. This was seconded by Bill Eborn and unanimously approved by those present.

It was proposed that the Langley Bale Legacy be used to purchase the piano and attributed. This was agreed with thanks by those present.

Graham will reserve the piano and a deposit of £500 is required with the balance payable after delivery

#### **c) Tidings.**

The June PCC Minute 2021\61 stated that the Standing Committee would consider extending the period that Tidings would be posted and the cost of a franking machine.

Bonnie was asked to investigate the cost of a franking machine and to see if there was a financial advantage in using one. The Standing Committee duly met to discuss the above and minutes of that meeting were circulated to PCC members together with additional relevant documentation and the following two proposals.

A) Approval to continue to mail out Tidings for 12 months (July 2021 - July 2022)

B) Approval to hire a franking machine - for the same period if the majority of the PCC are in favour of A above.

A decision log was prepared recording responses – 17 PCC members were in favour of both proposals with three PCC members not responding.

As a result a franking machine from Pitney Bowes has been hired and the first franked mail was sent out on 30<sup>th</sup> June.

#### **Minute 2021\64 Correspondence:**

None

#### **Minute 2020\65 Finance**

##### **a) Cash in funds as at end 30<sup>th</sup> June 2021**

	<b>Nominal Account Name</b>	<b>June</b>	<b>May</b>
Free of Restrictions	General Fund	73,083.86	64,984.12
Restricted	Bell Fund	11,564.67	11,564.67
Restricted	Choir Fund	755.27	755.27
Restricted	Fabric-General – non Transformation	3,103.73	3,080.73
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	Jan Richardson Legacy	1,000.00	
Restricted	Flower Fund	423.62	423.62
Restricted	FOSM	6,480.11	6,448.66

Restricted	Cory Maintenance Fund	1,995.00	1,975.00
Restricted	Organ Fund	370.00	370.00
Designated	Sunday Club	822.41	797.41
Restricted	Wivenhoe St Mary's Music Society	1,000.00	1,000.00
<b>Rolling Total Available for Transformation</b>		259,101.35	357,072.49
<b>T P Budget</b>			
	Amount Estimated still to spend @13 June 2021 including landscaping and widened gates.	167,745	
	Balance Remaining	91,536	

### 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 schedule presented to the PCC each month.

The general fund has benefited from two generous donations and so this has shown a good balance this month. There is some work to be done in the choir vestry and also some Quinquennial work to be undertake - there may be some money in the general fund, rather than the TP fund to cover this. Bill was delighted that the piano was to be purchased from the Langley Bale fund and he recommended that the remaining legacies and bequests should be kept to enable us to use the money in the future to keep the church going.

#### b) Budget

The general fund income and expenditure budgets for six month from 1 July to 31 December 2021 had been circulated to the PCC before the meeting for their consideration. At present the income from hiring and also the running costs of the annexe are unknown and Bill has therefore had to prepare the budget with some unknowns. Bill recommended that a stewardship campaign be launched in 2022. Sara asked about the Parish Giving Scheme – it had not been pushed while the TP appeal was active. The PCC unanimously approved the budget.

#### c) Envelopes

Bill wished to order some new coloured envelopes to use next year for the stewardship giving. Bill explained what the stewardship campaign and giving involved. Permission was given to purchase the envelopes costing about £130.

### Minute 2021\66 The Transformation Project

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

The Transformation Project was in the last few weeks of the project. The Nave was almost complete with only the tea point outstanding and repairs to the steps into the chancel to be done.

We are very grateful to Bakers' for the informal use of the Nave prior to completion of the contract.

The Annexe is a hive of activity with second fix plumbing and electrics, decoration, installation of toilets, boilers, kitchen, windows and doors etc all underway. The glass box at roof level adjacent to the existing South wall will be installed soon. Sadly BT failed to turn up to complete the WiFi installation and Douglas continues to pursue this.

The **Carolyn Garden** external works have begun. Exploring the possibility of **widening the gates** to East Street is being explored. This is subject to the position of a high pressure gas main which may prevent widening. If that does not preclude then a planning application is needed and that will mean a wait of a minimum of 8 weeks. Baker's would return to finish this aspect of the contract after the main contract had ended.

The contract is within budget and on time, with agreement to be finalised on matters (such as East Street entrance mentioned above) that may extend beyond the completion date of 8 July 2021.

#### Post Contract Works Resolutions

The PCC was asked to approve the following proposals. Two are linked because the opportunity to carry out these works at a similar time provides an economic use of access scaffold. The

first resolution is essential on safety grounds, the second has always been in scope as part of the Transformation Project but not part of the building contract. The PCC was asked to approve both of them and to respectfully not pick between them:

**a.** The new Annexe has a **fully compliant fire alarm system** but the main Church does not. What we have is inadequate for the safe future use of the Church as envisaged by the Transformation Project. Graham asked about candles and the danger of them setting the alarm off. Douglas didn't think that was a problem.

It was proposed by Douglas McCormick that the Standing Committee be authorised to pursue the faculty and all required documentation for the extension of the Annexe wireless fire alarm system into the main Church in advance of but linked to resolution b. below, in a similar timescale, to take advantage of common scaffold access to heights. The budget is expected to be a maximum of £10,000. The proposal was seconded by Greg Butler and unanimously approved.

**b.** The **redcoration of the main Church** has always been in the scope of the Transformation Project but for budget reasons it was not included in the building contract. Jenny asked if we needed to close the church – it was thought we would still use the church. Jane asked about the funding and was reassured that there was sufficient funding to pay for the redecoration.

It was proposed by Margaret Bigwood that the Standing Committee is authorised to pursue the faculty and all required documentation to allow the redecoration of the main Church. The budget is expected to be a maximum of £50,000. The proposal was seconded by Sue Jones and unanimously approved.

An additional proposal was then put before the PCC.

**c. Live streaming equipment.**

Bill suggested that KEL (who installed our sound system) be involved in the live streaming installation and to be asked for advice on what we require. Erwin explained that a committee has been formed that will discuss all aspects of live streaming and make proposals to the Standing Committee. If the live streaming was directed directly towards the chancel and not over the heads of the congregation there would be no difficulty with people attending having to be sign in\give permission. Bill also asked if soundings could be taken from other churches with live streaming to see how it was received. Sara thought we might be over complicating things and we needed to cater for those who didn't wish to leave home. We just need to offer alternative seating for those who do not wish to be on the live streaming broadcast. All the infrastructure is in to enable live streaming

It was proposed by Greg Butler that the Standing Committee be authorised to pursue the faculty and all required documentation for the acquisition and implementation of live streaming equipment for use throughout the Church and Annexe. The budget is expected to be a maximum of £10,000. The proposal was seconded by Sandra Osborne and unanimously agreed.

Clearly affordability of all of the above has been considered bearing in mind the stained glass window may cost circa £15k. The following are taken from the Treasurers figures but may not be up-to-date at the time of the PCC meeting.

Bank Balance @ 31/5/21	= £357,072
LESS payments made since	
Contractors payment 5	= £ 77,173
Balance of Nave chairs	= <u>£ 20,618</u>
NEW BALANCE	= £259,281
LESS Balance of work (including landscaping and widened gates)	= £167,745
Balance remaining	= £ 91,536

#### **Update**

The glass for the annexe had been stuck in customs for a month but has been delivered and is currently being installed. The nave will be handed back by Bakers on the 14<sup>th</sup> July. The external work will begin very soon. Plastering of the annexe is also about to start. Planning is awaited for the east wall and gates and Bakers will have to return to undertake that. The DAC have approved the BT and Stained Glass and the 28 day notice period is underway. The TP project is still within budget. The BT team will return on 1<sup>st</sup> September to undertake a survey. Jenny requested that the matter be taken to a higher managerial level.

Jane asked if the final toilets are in yet. The non disabled toilet is complete and functioning and the disabled one will be completed soon. Jane was concerned about the noise when the heavy door is open – this would normally be closed. This will also prevent the noise from the hand driers travelling.

b) **STAINED GLASS WINDOW FOR ANNEXE – Graham Wadley**  
**Faculty**

The public notice was on display until 6<sup>TH</sup> July, and having completed the 28 day mandatory period the formal documents will go to the Chancellor for issue of the faculty.

#### **Planning permission**

A full planning application is not necessary following discussions between Inkpen Downie and CBC Conservation/Planning Officers and Ben has submitted details to CBC for consideration.

#### **Design**

James Dodds has met with Andy Brooke in Scotland and agreed various design details. Inkpen Downie are designing the framework/supporting structure for the window. ID are reluctant to allow work to start on the window without the actual, as constructed, dimensions for the framework therefore the work for the lugs and frame has been authorised at a cost of £3791.60 and was proceeding.

#### **Manufacture**

Andy Brooke is now in a position to start some of the early manufacturing and this will commence in the near future following receipt of the detailed as built dimensions of the framework mentioned above.

#### **Greetings card**

A greetings card featuring the painting of the window is being produced to assist with fund raising. This has been received from the printer and James is currently collating them. Assistance will be needed to promote sales of the card which will commence soon and Graham wanted someone to take on that responsibility. The cards will be available in the next week or so. It was agreed that a free greetings card be included in the next edition of Tidings.

#### c) **Celebration Sunday**

Everything is in place for the service and the reception.

#### d) **Re-internment of remains**

The remains had been returned to St Marys and a short service had taken place within the Carolin Garden. The remains of at least 69 people were put within a 5 metre trench which was not within the footfall of those passing through that area. A report by the Colchester Archaeological Trust will be published soon which will be made public.

#### **Minute 2021\67 Fabric** Douglas McCormick & Margaret Bigwood

Nothing to report.

#### **Minute 2021\68 Living in Love & Faith** Sara Batts-Neale and Elisabeth Ring

Elisabeth's course has developed a very good open discussion and had been much enjoyed – especially the latest session. It was interesting that the small group has grown, various points raised and some surprising comments. The materials are very easy to use and the pre-reading is very useful. There is one more session to go.

Sara's group will begin soon and will be a bit intense as it will be held over three consecutive evenings.

#### **Minute 2021\69 Mission & Ministry Partnership** - Heather Edwards

**Prayer meetings** with clergy and pastoral assistants in the MMP have resumed in person (with social distancing).

Erwin has led the meetings in preparation of the **pastoral event** that pastoral assistants and volunteers will organise for people who have been shielding and isolating. Ross Canham coordinates pastoral ministry in the MMP.

The event – Strawberry Tea - will take place at St Anne's church (Compton Road in Colchester) on **Wednesday 28 July at 2pm**. St Mary's will host the next one – proposed date **15 September at 2pm**.

Mary and Carolyn will help with baking scones. Ann Hanagan has offered to help with lifts. Deirdre will approach people from the pastoral visitors list and will ask them if they want to take part. The event is free – donations are welcome – any shortfall will be covered by the churches in the MMP.

#### **Minute 2021\70 Adult & Childrens Ministry** - Erwin Lammens

Helena Hughes is back after being involved in children's ministry and preaching in a parish in Karlstad Diocese in Sweden for a few years. She would be delighted to take up preaching again at St Mary's. The following guidance was on the Diocesan website:

'An ALP needs the support of their incumbent and PCC. A letter requesting authorisation goes from the incumbent and PCC to the Area Bishop. A Confidential Declaration should be completed by the Candidate and the online safeguarding course completed. Once the Bishop has sent a letter of authorisation the ALP is commissioned in an act of worship and may preach. This authorisation lasts for three years.'

The PCC were asked to support Helena's renewal of the role of **Authorised Local Preacher (ALP)**. Erwin stated that he supported Helena's nomination. A vote was taken by those present and the result was 18 in favour, 0 against 0 abstentions

El Newman has asked not to renew her ALP license until she is able to take up this ministry again. Revd Pauline Scott has been appointed a member of the **Garden Community Liaison Group**. Information had been shared with the PCC before the meeting.

**Minute 2021\71 Safeguarding** [safeguardingstmaryswiv@gmail.com](mailto:safeguardingstmaryswiv@gmail.com)

**Training link** for online training is <https://safeguardingtraining.cofeportal.org/> and the parish reference code is 20.23.

**Approval** of Safeguarding policy – see Minute 2021\76b

**Minute 2021\72 Health & Safety** – James Peters

James attended on 19 June to review the Fire Risk Assessment, and will be writing that up with changes once the Annexe opens (minor amendment for escape routes and occupancy). There will also be a change to the risk assessments to reflect the use of chairs instead of pews in the church.

**Approval** of Integrated Health & Safety Policy – see Minute 2021\76b

**Minute 2021\73 To receive reports** and take questions on the reports from the following committees.

a) **Fundraising Committee** – Heather Edwards – no report

b) **Catering** – Jenny Heaps – no report

c) **Worship Group** – Graham Wadley – nothing to report

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

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

f) **FOSM** – Bill and Vivien are re-launching in November

g) **Pastoral Visitors** – Deirdre Gill

The cared for has been visited for which they are very grateful. Frustrations run high as their next of kin haven't been able to visit them either. But all is well with them, as long as they speak as they find, no change. All seem very well.

h) **Administration** – Lynne Horner – nothing to report

i) **Spirituality Steering Group** – Janet Driver – nothing to report

j) **Church Bookings** – no report

k) **Electoral Roll** – Vivien Eborn – no report

l) **Music Society** – Peter Hill – no report

m) **Bellringing** – Heather Edwards – no report

**Minute 2021\74 GDPR, Communications and Licensing Report** – Marika Footring

Marika shared a link to the 2nd instalment of the Church Tech Chat video link she reported last time. <https://www.youtube.com/watch?v=hqF4iLY0Vg> (note fast forward through the first 19 minutes and you don't need to watch the financial section. The remainder however is well worth watching.)

This video asks us to think how live streaming will extend and engage our ministry.

Marika wished to encourage everyone to watch the video. It also talks about having a mission strategy before you as a church know how and for what you are going to use your tech. Not something we have even thought about - or even recognise that we might need.

**Approval** of Privacy Policy and Photography & filming in churches Policy Notice – see Minute 2021\76b

**Minute 2021\75 Overseas** – Rosemary Murchie – Nothing to report

**Minute 2021\76 Any Other Notified Business**

a) **Policies**

It was decided that at the July PCC meeting each year our policies, published on St. Mary's website by reviewed, amended as necessary and confirmed. The following policies had been circulated to PCC members in advance for their consideration –

- Privacy Notice
- Integrated Health & Safety Policy
- Safeguarding Policy
- Photography & filming in churches Policy Notice

Jenny had concerns about filming and photography in services when the schools are participating. She suggested that we decide never to film or allow photography in church when 'schools' are participating or we get written consent from the Head teachers that for the groups of children attending this can be allowed. Erwin said that this is not a new problem and the schools policy was used previously and parents were told not to post on social media. Full control is never going to be possible but we will have to make it as clear as possible what is permitted. Sue had been very careful when the nativity play had taken place in church and during the last Christingle the filming had parental consent and was only loaded for a short time.

Jenny was concerned about our responsibility for the churchyard. It is incumbent on St Mary's to point out any potential issues and ask the Town Council to address them. We also need to ensure that we are diligent when people are coming into church.

The PCC unanimously confirmed that they were content with the documentation put forward and

approved all four documents.

b) **Logo**

It had been suggested that our logo on church headed paper and other future documentation be changed from the church window that currently appears to this new colourful one – with St Mary's Wivenhoe beneath or just the image on its own.



The PCC were asked by Bonnie to consider the change and sought their approval to implement the change. The PCC agreed to change the logo with immediate effect.

Erwin wished to record his thanks to Hilary and Lucy – the old logo will be used on the front page of service sheets and the new one used on our letter heading.

c) **Next Meeting:**

The next PCC will take place on **Tuesday 21st September at 19.30** the venue is the annexe.

Sara wondered if we could alternate – winter on zoom and summer in person. It was suggested that the September meeting be held in the annexe.

On behalf of the PCC Erwin congratulated Elisabeth at the occasion of her ordination into priesthood and said that we are looking forward to her first Eucharist at St Mary's. The meeting closed at 21.02 and concluded with those present joining together in saying The Grace.