

The Parish of St Mary-the-Virgin, Wivenhoe
Minutes of the PCC Meeting on Tuesday 12th October 2021, 7.30pm in the annexe

Welcome & opening prayer:

Erwin opened the meeting by reading a prayer about God who makes all things new. Reminding us of a new world every day.

Present: Rev Erwin Lammens; Bill Eborn; Heather Edwards; Graham Wadley; Sandra Osborne; Bonnie Hill; Sue Jones; Greg Butler; Eric Jakens; Jane Taylor; Margaret Bigwood; Rick Cawley

Apologies: Douglas McCormick; Glyn Stanway; Revd. Dr Sara Batts-Neale; Dr. Nick Gustard

Conflict of Interest – Heather Edwards and Jane Taylor Minute 2020\98 Bell ringers payments

Appointment & Resignations:

Mary Jakens – Catering Team Leader & Verger as at 1st January 2022

Resignation of Mary Jakens as Cleaning Co-ordinator and Gill Black as Christian Aid co-ordinator

An assistant verger, cleaning co-ordinator for the Chancel area and Christian Aid co-ordinator are now required.

Minute 2021\95

Minutes of the PCC meeting held on the 21st September 2021 were approved.

Minute 2021\96 Matters arising from the PCC Minutes

- a) Archaeological Report – final version still awaited.
- b) Construction snagging list and blinds for the double doors in the annexe – preferably internal rather than external.
- c) Training session needed for Fire Alarm etc. – the alarm needs to be checked monthly
- d) Zoom account has been set up
- e) Henry Hoover had been purchased
- f) Linen box still needs to be investigated – Jan Marks to be asked to select a design which would provide the type of storage required.

Minute 2021\97 Correspondence:

- a) Graeme Martin sent an email to the PCC Secretary to thank the members of the PCC for their kindness in giving him a gift of a voucher to enable him to purchase items of interest to him. It was brilliant that this was handed to him by the Bishop after the service on 26th September.
- b) Marie Curie – Daffodil bulb planting in the churchyard.
 Heather had received information about the scheme. A day of reflection on 23rd March will take place to remember those who have experienced loss. Extra bulbs would be welcome. Advice to be given about location – perhaps plant the daffodils by the wildlife garden or around the perimeter. The PCC accepted that there would be a period when the area would look unkempt when the blooms had died. The PCC agreed to take part in the scheme.

Minute 2021\98 Finance

a) Cash in funds as at 30th September 2021

	Nominal Account Name	September	August
Free of Restrictions	General Fund	67,578.16	63,747.10
Restricted	Bell Fund	11,564.67	11,564.67
Restricted	Choir Fund	755.27	755.27
Restricted	Fabric-General – non Transformation	3,172.73	3,149.73
Restricted	Fabric Langley-Bale Legacy	00.00	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	1,000.00
Restricted	Flower Fund	623.62	423.62
Restricted	FOSM	6,921.96	6,608.61
Restricted	Cory Maintenance Fund	2,055.00	2,035.00
Restricted	Organ Fund	370.00	370.00
Designated	Sunday Club	929.41	872.41
Restricted	Wivenhoe St Mary's Music Society	1,373.25	1,000.00
Rolling Total Available for Transformation		107,351.86	107,838.70

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 church only has four bank accounts – one for FOSM, one for electronic payments, and appeal account and a general account.

Projects. Douglas had sent a message that we can't pay for everything that we would like. The decoration, live streaming and fire alarm would go ahead and we have money to pay for these. There are additional items that still need to be agreed upon. The tower steps and rail will be paid for by the Bellringers fund and the notice board for Sunday club will come from their pot of money.

Gift Aid. We cannot claim gift aid on the Stained Glass Window cards as they do not qualify under HMRC rules.

Electronic payments have to have the title St Marys Church Wivenhoe Parochial Church Council in full when transferring money by BACs.

Bell ringers payments – It was suggested that payments to individuals be increased to £20 per ringer. The existing payment is a total of £120. In 2022 the proposal was that the total fee be increased to £180.00 as at 1st January 2022. Margaret Bigwood proposed the increase and this was seconded by Sandra Osborne and all who were eligible to vote agreed.

Christmas Charities – The PCC discussed the various charities that could be selected. It was decided that in December 2021 the beneficiaries would be Namalemba as our overseas charity and as the local charity be Beacon House.

Christmas donations. Heather mentioned that those who didn't want to send Christmas cards and wished to make a charitable donation could be made aware of the fact that they could send money via St Marys. An article to go in Tidings to offer the opportunity of contributing to Beacon House or Namalemba via St. Marys Treasurers box or via a BACs payment.

Minute 2021\99 The Transformation Project

a) **Transformation Project Management Update** – the work in the kitchen will be taking place 25-27th October and for those three days the annexe and kitchen will be unavailable.

b) **Stained Glass Window for Annexe** – Graham Wadley – Manufacturing is going to plan. A very successful talk by James Dodds - £340 raised and 64 people attended.

c) **Internet provision** – Douglas McCormick – nothing to report

d) **Transformation Appeal Team-** *Peter Hill, Appeal Team Chairman*

Harvey Lyon has made a generous donation of £1,000 + Gift Aid towards the cost of the Jamie Dodds window in memory of his father, Edward Lyon, who painted so much of Wivenhoe.

Harvey has been selling these Edward Lyon prints since 2003 but has now given up doing so. The 2022 calendar will be the last.

He has also given us a framed copy of his waterfront picture to sell to raise money. This is worth at least £200

e) **Making use of the new facilities** – following up on Sara's paper – Vision Group to review this in 2022.

Minute 2021\100 Fabric Douglas McCormick & Margaret Bigwood

The Fabric Team met on 5th October and the minutes of that meeting had been sent to PCC members before the meeting for their information as there were decisions\permissions\approvals that needed to be sought. The details of the matters are below.

a) **Live Streaming**

Three quotes had been obtained - the responses are here

PROAV from Hertfordshire

The cost of a visit to put the quote together would be £250+VAT

In their email reply they were prepared to provide only the equipment and we would have to find someone to install the system. An indication was given that they were normally installing systems in TV studios at 20x the cost level of our system. The assumption was they were not interested in working with us to provide our system.

BL Acoustics Ltd. from Witham (Diocesan AV Advisers company)

The tender information was circulated to PCC members in advance of the meeting. The quote was £16,725.70 plus VAT

KEL Sound & Vision, East Tilbury Essex (installed our sound system)

Again the tender information was circulated to PCC members in advance of the meeting. The quote was £9,887.74 plus VAT

Recommendation to the PCC

An additional paper written by Rick Cawley giving details of the project had been circulated to PCC

members prior to the meeting enabling an informed decision to be made.

Not only is KEL the cheapest but Chris Gutteridge came along and gave a demonstration to a small number of people. This demonstration was enlightening and confirmed that three cameras in the nave would provide all the views that would be required. The system also has capacity to add on in the future and there were three descriptions of those elements. It is not anticipated that additions would be made at this time. The live streaming would connect directly into the existing sound system to give good quality sound. Chris Gutteridge has also provided within his tender a cable run plan and AV block both of which can be used for the Faculty application.

The service could be recorded and the wording added before releasing services for those unable to attend. This would be very useful if we have this facility for weddings, funerals and other special services. Preparation will be required before the services and the children not shown on screen. No live streaming is planned on the first Sunday in the month. Vision Group to review live streaming services. Heather asked about the system being proposed – we are purchasing the basic system and there is scope to add on.

It was proposed by Margaret Bigwood that KEL Sound & Vision be appointed to install a live streaming system into the church as given within their quotation (£9887.74 plus VAT) and that permission to submit a Faculty application be granted. This was seconded by Heather Edwards and agreed by 11 members with one abstention.

b) Choir Vestry

The floor in need of urgent attention. The Fabric Team would like to ensure that this project is priced and undertaken as soon as practicable. Part of the work would be to reduce the size of the clothes rail to enable the blue curtain and rail currently behind the rood screen to be moved backwards to provide a clear view of the nave for those operating the sound and new live streaming desk. Funding will need to be found to finance this project.

It was proposed by Jane Taylor that approval be granted for the Fabric Team to request a quotation for the repair of the choir vestry floor and associated work from Bakers of Danbury. This was seconded by Greg Butler and unanimously agreed.

c) Tower steps and hand rail

The reduction in the height of the earth around the north tower (to combat the dampness in the walls and floors inside) has meant that the first external step leading to the tower door is now incredibly high and needs to be addressed. There is no hand rail for those going up and down the external steps and it is now necessary to address that and put one in place. The dark wet winter evenings make the ascent and descent difficult to say the least. The Bell Tower Captain has offered the bell fund to provide the finance to provide both the step(s) and rail.

It was proposed by Sandra Osborne that approval be given to commission Church Architect Simon Marks to draw up plans for new steps and a handrail for the external tower steps and then obtain a quotation for the work from Bakers of Danbury. This was seconded by Greg Butler and unanimously agreed.

d) GoPak Tables – Erwin wished to increase the number of small tables available for use in the annexe. Four GoPak tables size 1520/760 mm would cost £120 each (excl. VAT) Total £ 480 (excl. VAT) If six tables of the same size were purchased it would cost £720 (excl. VAT). A discussion took place. The trolley to be thought about at a later date. The dark grey table top was selected.

It was proposed by Margaret Bigwood that approval be given to purchase four GoPak 1520/760mm tables which will cost £480 plus VAT plus VAT. This was seconded by Rick Cawley and unanimously agreed.

Minute 2021\101 Living in Love & Faith

Two reports had been received one from Revd. Dr. Elisabeth Ring and a second from Revd Dr Sara Batts-Neale documenting the discussions of their groups and the information had been circulated to the PCC before the meeting.

Minute 2021\102 Mission & Ministry Partnership - Heather Edwards

Representing:- St Mary's, Wivenhoe, The Parishes of Greenstead with St Annes, St John's, Colchester, University of Essex. All Churches reported on 'Things to thank God For' and 'Challenges to be faced'.

St Mary's: The MMP Pastoral Project is meeting regularly. The Annexe is now up and bookings are coming in. Sunday Club has started. The Friendly Club is going well. Other groups have been refreshed. Bells are ringing. Singing has started. Challenges: Volunteers needed for key roles, Need for Parking.

Greenstead with St Anne's: Services are going well. Being able to provide Breakfast and Cooking

Clubs at St Anne's. Churches being open every week. The help of Maria Read – such a blessing – she is able to nurture relationships with people. 'Stay and Play' at St Andrew's School. Maria has got funding to create a team and is working towards a Christmas event. Greenstead is ready because of the hard work of past generations. Challenges: Still trying to process what people have gone and are going through. Building Repairs and Maintaining Buildings.

St John's: Opportunities to try different things and time to re-connect and re-engage. An Evening Service to be held twice monthly with the aim of reaching youth and young adults. Still live-streaming one service a week. Changes in admin team after loss of Dave/Wendy, now stabilizing. A Church Weekend to be held in October. Jonathan Mulvey – a new Ordinand studying at St Mellitus and on placement at St John's. Challenges: Messy Church and Refresh re-engaging and recruiting for volunteers. To re-engage with the wider community and to bridge gaps. Re-inspiring and pressing reset on Church life – how do we invite people back to church? Building & Roof Repairs.

University of Essex: 'I'd be so grateful if you could pray for Freshers' Week - that we'd meet the people God would have us meet, that the sessions I'm running for the frazzled will reach the people who need it, and for safety as students begin to return to campus. Please also pray for the first Colchester Citizens meeting of the new year that's planned in October.' (Sara has taken on the role of Chair of the Colchester Citizens).

MMP Vision Document Link [East Colchester MMP 2021 Action Plan](#)

Terry Gray is looking at the finances and will be in touch with clergy. Uncertainty regarding the amount the Diocese will expect for the 2022 budget (should be clear after 3rd November Diocesan meeting). Concern expressed re necessary building repairs and the age, viability and suitability of some Church structures. Buildings may be worth a lot but are not useful in their current format.

Minute 2021\103 Adult & Childrens Ministry - Erwin Lammens

Erwin thought it was lovely to have so many children in church on Sunday mornings. It is hoped that weekend opening of the church will take place in the spring.

Minute 2021\104 Safeguarding safeguardingstmaryswiv@gmail.com

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

Minute 2021\105 Health & Safety – James Peters

Nothing to report.

a) **Minute 2021\106 To receive reports** and take questions on the reports from the following committees.

b) **Fundraising Committee**

The Celebration Event went very well and raised approximately £2,500. An article in the Daily Gazette was published afterwards which had positive feedback. All of the stall holders that joined us had a good day financially and our stalls were staffed by brilliant volunteers that gave it their all. I am incredibly grateful to everyone who assisted in whatever way with the event and now we look ahead to December Market planning.

c) **Catering – catering co-ordinator needed.**

The first real test for the Annexe Kitchen was for the Celebration Day on 25th September. Jenny understood, despite not being available due to Covid 19 isolation, that it was a very successful and enjoyable day. A decision early on was made, because of Covid restrictions, not to prepare any food onsite and that worked well. The number of people working in the kitchen was restricted to three headed up by Mary Jakens and, Lyn Smith and Sandra Osborne, all worked well together and look forward to working together in the future. Jane Stanway coordinated the production of the 'filled rolls' and thanks are also due to Hilary Cook and Glyn who assisted. Eric Jakens and Barry Smith did the washing up using the Nave tea point. The decision to use the Nave tea point was to minimize the number of people working in the Annexe kitchen and also to keep the sink there available for hand washing. Enid Rigg worked tirelessly throughout the day collecting the money. Her only break was to get her flu jab and this time was covered by Sue Darien. All of the cakes and the rolls were donated, fillings and drinks etc were paid for by generous donations.

For the future we look forward to the fridge and cooker arriving in early October. We are yet to formally review how the day went but would like the PCC to agree to the catering team having a Bookers card to minimize costs for future food purchases. The PCC agreed that a Bookers card would be an advantage and permission was given.

d) **Worship Group – Graham Wadley –** The future pattern of worship had been discussed and longer term plans were the focus of the meeting.

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

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

g) **FOSM – Bill and Vivien Eborn**

A very successful day was had at the Celebration event. The AGM took place in the Annexe on Saturday 9th October at 10.30.

- h) **Pastoral Visitors** – Deirdre Gill – no report
- i) **Administration** – Lynne Horner – nothing to report
- j) **Spirituality Steering Group** – Janet Driver – nothing to report
- k) **Church Bookings**

A request had been made for Bonnie to prepare a monthly schedule showing when the church is being used and for what purpose. This is a living document so will probably be out of date as soon as PCC members receive it but it will give a flavour of what is going on at St. Marys. If members of the PCC did not wish to receive this information with the agenda in future they were to contact Bonnie.

- l) **Electoral Roll** – Vivien Eborn - There has been no change.

- m) **Bell ringing**

Bell Tower Captain – Adrienne Woods

600th Anniversary of the Tower

The anniversary was flagged up earlier in the year and Adrienne is in the process of trying to organise a quarter peal to mark the occasion. She is hoping to arrange it for a Wednesday evening, starting at 7.15pm or 7.30pm or thereabouts in October.

Bells – Heather Edwards

On Saturday 18th September 2021, The North East District of the Essex Association Of Change Ringers held its annual call change competition at Great Bromley Church. The team are very pleased to announce that they won the competition, and were awarded the Dickie Furminger trophy to mark their achievement. The team comprised of Robin, Simon, Fred, Pippa, Jane and Adrienne. They enjoyed a convivial afternoon, meeting up with bell ringers from our District, many of whom we had not seen for nearly two years, owing to the Covid restrictions imposed by the pandemic.

Minute 2021\107 – Community

- a) **Wivenhoe St Mary's Music Society** - *Peter Hill, Chairman, Music Society*

The Sea Shanty Extravaganza on Friday 3rd September with three groups of singers attracted a huge number of people who came to St Mary's that evening to buy tickets at the door. We admitted 140 people before having to turn people away. The event made a profit of £772 which is shared 50/50 between the Society and the charities the three groups support.

- b) **Friendly Club & Cafe** - *Peter Hill, Chairman, Wivenhoe Dementia Support Group*

The Club is now attracting around 50 people each Thursday afternoon. One or two new people are coming each week. They have attracted around 30 volunteers to help run the Club, a good proportion of whom come each week to help make unlimited tea / coffee and ensures that everybody who pays £2 to come meets people, chats and socialises. There is a knitting table and hopefully soon a Craft table. Music also features every week with a keyboard, and sometimes Singing for the Brain. It is all about people having a good time.

Minute 2021\108 GDPR, Communications and Licensing Report – Marika Footring - Nothing to report.

Minute 2021\109 Overseas – Rosemary Murchie – nothing to report

Minute 2021\110 Any Other Notified Business

- a) **Lighting in the churchyard** – Bill Eborn

Someone attending the James Dodds evening thought that there was an area in the churchyard which they deemed dangerous – around the war memorial. Bill thought that something needs to be put in place to cover that area with an additional light. On Thursday evenings Graham finds it difficult when coming to the south east door due to the lack of lighting. The provision of additional lighting to be reviewed by the Fabric Team. Perhaps mention this to Bakers of Danbury.

- b) **Next Meeting:**

The next PCC will take place on **Tuesday 9th November at 19.30 on zoom**

The meeting closed at 21.37 and concluded with those present joining together in saying The Grace.