

The Parish of St Mary-the-Virgin, Wivenhoe
Minutes of the PCC Meeting on Tuesday 21st September 2021, 7.30pm in the annexe

Welcome & opening prayer:

Erwin opened the meeting by reading a prayer which was used during the 09.09 service. It was the Feast of St Matthew and it was the Collect for that day. The Bible reading was from the second letter from Paul to Timothy.

Heather took the opportunity to thank everyone for their thoughts and prayers recently.

Present: Rev Erwin Lammens; Bill Eborn; Heather Edwards; Graham Wadley; Sandra Osborne; Bonnie Hill; Dr. Glyn Stanway; Rick Cawley; Sue Jones; Greg Butler; Douglas McCormick; Eric Jakens; Jane Taylor

Apologies: Margaret Bigwood; Revd. Dr. Sara Batts-Neale; Dr. Nick Gustard

Minute 2021\77

It was with great sadness that the PCC were informed that the Rev. Dr. Elisabeth Ring, due to family circumstances, was unable to continue at St. Mary's and would be reassigned to another parish to continue her journey.

Minute 2021\78

Appointments & Resignations

The following people had submitted their resignations since the last PCC meeting –

Peter Terry – Vice Chair of the PCC – for personal reasons.

Graeme Martin – Assistant Churchwarden – due health reasons

Jenny Heaps – has stepped down as Catering Co-ordinator and a member of the PCC with immediate effect for personal reasons.

Margaret Bigwood – Churchwarden. - Margaret will be moving to Scotland later in the year and will resign at that point.

Lesley Allen has now taken up the role of Booking Administrator for the nave and annexe as at 1st September.

Linda Panton – had started in her role as Caretaker.

Douglas McCormick will be stepping down as Churchwarden as at 31st December 2021 and will take on the role of Church Treasurer from 1st January 2022.

The COVID crisis has been exhausting for some and they have reviewed their positions and Erwin urged the PCC to pray for those people who had stepped down.

Erwin wished to record his thanks to all those who had served on the PCC and welcomed those who had started their roles.

Conflict of Interest - none

Minute 2021\79

Minutes of the PCC meeting held on the 13th July 2021 were approved.

Minute 2021\80 Matters arising from the PCC Minutes

a) **Piano**

- Sale of piano – Graham Wadley
All completed and donated to Sara who arranged and paid for transportation to her house.
- Purchase of new piano – Graham Wadley
Completed and in place and being used successfully. It has been used for some pre-service music and a couple of hymns and also at a wedding on 10th September. A great asset to the church.

b) **Greetings cards**

Sue Jones has taken responsibility for selling them. Sales are going well and they will also be available on 25th & 26th September. A bulk buy of over 50 would be discounted to £2 per card. (The normal cost is £3 per card or 5 cards for £12.)

c) **Archaeological report** – no news. A draft report is available but it is awaiting formal approval from the Borough Council. The draft copy is available from Douglas.

Minute 2021\81 Correspondence:

a) Letter from Philippa Hawley congratulating St Mary's and the organisers of the Roman River lunchtime concert. She commented on the acoustics and the new chairs and flexible layout.

b) Invitation to the Parish Share Webinar – 2-3 representatives from each parish are invited to attend (14 October; 10th November or 25 November). Erwin and Douglas will attend.

Minute 2020\82 Finance

a) **Cash in funds as at 31st August 2021**

	Nominal Account Name	August	June
Free of Restrictions	General Fund	63,747.10	73,083.86
Restricted	Bell Fund	11,564.67	11,564.67

Restricted	Choir Fund	755.27	755.27	
Restricted	Fabric-General – non Transformation	3,149.73	3,103.73	
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	1,000.00	
Restricted	Flower Fund	423.62	423.62	
Restricted	FOSM	6,608.61	6,480.11	
Restricted	Cory Maintenance Fund	2,035.00	1,995.00	
Restricted	Organ Fund	370.00	370.00	
Designated	Sunday Club	872.41	822.41	
Restricted	Wivenhoe St Mary's Music Society	1,000.00	1,000.00	
Rolling Total Available for Transformation		107,838.70	259,101.35	357,072.49

Since the end of August a further £3,000 has been sent to Andrew Brooke towards the stained glass window.

Bill had produced the July figures which showed a reduced plate income during services. Expenses going forward are unknown but this concern needs to be noted. Sandra spoke about the need to take the plate to those attending rather than relying on the bowl at the back of church. It was decided that the offering plates be reintroduced from Sunday 26th September.

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.

Minute 2021\83 The Transformation Project

a) Transformation Project Management Update – Douglas McCormick

The obviously thing within the annexe is the replacement of the double doors which are currently a problem and the stainless steel work needs to be installed. Monday 11th October the fridge and cooker will arrive. By the 30th September permission is expected for the new double gates and wall. The stained glass window planning permission should also come through soon. Steps, a small wall and path needed to be installed to finish the outside area and a Faculty and a quotation is needed for that. We are within budget and an enormous amount has been done with the money spent. How we express our thanks to Bakers is still to be decided. Jane asked about blinds for the double doors in the annexe – Bill also mentioned the windows. Douglas suggested living with it for a while before purchasing blinds. Bill endorsed that view.

b) Stained Glass Window for Annexe – Graham Wadley

- **FACULTY**

The faculty process is near complete.

- **PLANNING PERMISSION**

Planning consent has not been granted yet and the current position with this is unclear.

- **DESIGN**

The supporting frame for the window has been designed and installed enabling work to commence on the main glass panels.

- **MANUFACTURE**

Andy Brooke has started manufacture of the window, primarily on the rectangular panels. He now has Pascale assisting him since the beginning of September and they are, at the date of this report, working on the third panel.

- Andy has recently submitted his second invoice for materials amounting to £3000.

- **GREETINGS CARD**

A greetings card featuring the painting of the window is now available and Sue Jones is organising sales. It was agreed that a discounted rate of £2 per card would be given for the purchase of 50 or more cards.

- **TALK**

James Dodds will be giving an illustrated talk in St Mary's about the design and manufacture of the window, and his work generally, on Tuesday 5th October at 7.30pm. Currently the original design for the window is in Scotland and this needs to be transported back.

- An Edward Lyon original watercolour painting had been donated by his son Harvey Lyon for auction to raise money for the Stained Glass window. A donation of £1000 was also received from the Lyon family

c) **Internet provision** – Douglas McCormick

BT failed to turn up for a second time – 4th October has been given as the next appointment. At present this is holding up the plasma screen and Wi-Fi within the church. Hopefully before long the connection will be made. The hearing loop is in but needs an amplifier and this will be done as part of the live streaming.

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

With the construction of the Annexe etc Peter proposes that the Transformation Project Appeal Team be wound up the end of this year i.e. 31st December 2021. Bill pointed out that standing orders were still coming in and went beyond December 2021 and so the Appeal Fund will continue.

e) **Celebration Sunday 26th September** - Bonnie Hill

The responses to the invitations sent out months ago are slowly coming in but there are a considerable number of non responses. Trying to cater for an unknown number of people is a bit of a headache but it will all turn out right in the end.

The prosecco has been purchased, glasses organised and the cake which will be served after the service has been ordered. Dave Harrison will be coming to church to open and serve the wine which will be brilliant as he will ensure it is served properly. Bonnie had covered the cost of the wine and the cake so there will be no expenses for the reception after the service.

The only outstanding matter is having sufficient people in the nave to move chairs to create sufficient space to serve the drinks and cake, There is one volunteer but more are needed. Please let Bonnie know if you are able to assist.

f) **Making use of the new facilities** – following up on Sara's paper – Vision Group?

A group needs to be put together to consider how to reach out to the community. Sue and Teresa have some thoughts on youth engagement and Heather asked to be included in the discussions and planning.

Minute 2021\84 Fabric Douglas McCormick & Margaret Bigwood

a) **Quotations for Redecoration; Fire Alarm in the nave; Choir Vestry**

Redecoration will cost just under £60,000 and the fire alarm will be £8000. The call point into the vestry needs to be sorted out. Permission will be sought for both of the projects and the work will be undertaken at the same time. More people to be trained on how the fire alarm works.

b) **Quotation for live streaming**

A demonstration has been organised and a Faculty will be applied for.

c) **Choir Vestry clearance**

The floor needs urgent attention and it needs to be addressed. Everything needs to be taken out and when the live streaming is put in there will also be alterations. The cost will not come from the Transformation project fund but there is other money available.

d) **Handrail** for the bell tower steps – this needs to go back to Adrienne for review before going forward to the Fabric Team who will be meeting in October.

e) **Litter bin**

Wivenhoe Town Council asked if the PCC would consider having an additional litter bin placed by the kissing gate in the churchyard to deal with the increased amount of dog fouling on the grassed areas. The PCC were asked to consider. If this was agreed then an application would need to be made for permission from the Diocese and also an application to Colchester Borough Council to provide and install one (the cost of this is unknown as enquiries will not be made unless there is a positive outcome to the request for the additional bin). Jane thought we should have a dog fouling bin in the churchyard. Perhaps an article in Tidings to highlight the problem as a first step.

f) **Churchyard**

Wivenhoe Town Council had been asked to pay particular attention to the area beneath the east window in the churchyard as this was in a poor state when a scattering of ashes services had taken place recently. This had been dealt with.

A complaint had been received by the residents of the Wivenhoe Deli regarding the holly bush that is growing on their boundary. It is dropping leaves and filling their gutters and they have asked for action to be taken. Wivenhoe Town Council have been informed and will react accordingly.

g) **Chalk Spray**

Bonnie asked permission of the PCC to put chalk spray paint on the grass within the churchyard to indicate the stall spaces for the Celebration Event. The Wivenhoe Town Clerk had been consulted

and there are no objections from them. After the grass is cut or there has been sufficient rain the chalk spray will disappear. The PCC approved.

Minute 2021\85 Living in Love & Faith

Reports will be submitted on behalf of both groups in October.

Minute 2021\86 Mission & Ministry Partnership - Heather Edwards

The first MMP prayer meeting after the summer break took place in the annexe on Tuesday 7 September.

The second pastoral event organised by the pastoral teams in the MMP has taken place at St Mary's on 15 September at 2pm: coffee, tea and cake. The next one will be hosted by St John's. Deirdre Gill, Ann Hanagan, Mary Jakens, Eric Jakens, Enid Rigg and Lyn Smith kindly offered their help. These events are free – a raffle covers any costs. Ross Canham from Greenstead is the coordinator of pastoral ministry in the MMP.

Survey forms regarding the Garden Community had been circulated among all MMP churches. Revd Pauline Scott expected the responses by 27 September.

Minute 2021\87 Adult & Childrens Ministry - Erwin Lammens

Helena Hughes' authorisation as local preacher had now been renewed. She will be preaching regularly. She will also lead the Bible Study Group that Sara ran for about a year.

Sunday club has started again. Please encourage the young to join.

When the church is open people want to pop in and Erwin would like to keep the church open for an hour a week as a minimum. Perhaps at the weekend. Elsewhere churches are open all day but in our area many are not. We need to ensure that we have sufficient people to commit to a rota. Perhaps we could start in Spring 2022 and then go from there. There could be a consultation undertaken. Bill thought that perhaps we review what is in the church and after adjustments have it open without stewards.

Heather Edwards would like to start the Youth Ministry Course in 2022. Formal approval is required from the PCC for her to go forward for the training at the appropriate time.

Minute 2021\88 Safeguarding safeguardingstmaryswiv@gmail.com

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

Minute 2021\89 Health & Safety – James Peters

James had completed the final updates for the risk assessments (including the fire risk assessment) now that handover of the Annexe is completed. He has spoken to Bonnie about the Celebration Event risk assessment and that had also been updated in the light of the new configuration within the nave and the addition of the annexe. The assessments had been circulated to the PCC prior to the meeting. Eric Jakens proposed the acceptance of the documents and this was seconded by Graham Wadley. The PCC wished to record their thanks to James for the amount of work undertaken.

Minute 2021\90 To receive reports and take questions on the reports from the following committees.

a) **Fundraising Committee**

Everything is now in place for the Celebration Event on the 25th September. There are over 40 people assisting during the event, some staying all the time and others donating a couple of hours of their time which is brilliant.

We have a total of 38 stalls split between inside and outside and the plan is almost finalised. There is a good mix of organisations and a variety of things on sale and things to participate in.

We now hope for good weather and an excellent turnout by the community and their dogs! The Mayor of Wivenhoe will officially open the event at 10.00 a.m. and Bob Needham the Wivenhoe Town Crier will also be around to assist with announcements etc.

b) **Catering** – no report – catering co-ordinator needed

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

Vivien; Lynne; and Bill spent an enjoyable day at the Community Event on 11 September, where we sold a lot of FOSM goods.

However, they were sorry to feel obliged to defend the Transformation Project from some vociferous criticism.

Bill invited those present to join and to attend the Annual Meeting.

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** – no report

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

l) **Bell ringing** – Heather Edwards – no report

Minute 2021\91 - Community

a) The Friendly Club & Café. – Peter Hill

The launch took place on Thursday 5th August. There are over 50 people in attendance at our weekly meetings (Thursday afternoons from 2.30pm to 4.30pm. The Club has attracted a team of 33 volunteers many of whom come each Thursday to provide unlimited tea/ coffee/ biscuits or just to chat to people and make sure everyone has a good time. Sylvia Garrity plays the keyboard each week and this keyboard we have donated to St Mary's Church for its use as well as that of the Friendly Club. It is hoped that the Friendly Club & café will gradually appeal to more people who either just want to socialise with other people on a Thursday afternoon, or find out a bit more about Dementia. Anyone coming to St Mary's on a Thursday can be assured of a warm welcome.

b) The Wivenhoe St Mary's Music Society - Peter Hill

The Society held their first concert for 18 months on Friday 3rd September, a Sea Shanty Extravaganza. It was a great success attended by 140 people. Sadly they had to turn people away at the door. Three Sea Shanty groups performed for us: the Wivenhoe Hoolies; Brightlingsea's Motley Crew and the Felix Stowaways from Felixstowe. The singing was much enjoyed by the audience as was the acoustics and the chairs which were arranged in concentric arcs around the performers. It made an overall profit of approximately £750 which will be split between equally between WStMMS and the charities supported by the sea shanty groups.

The next concert is in November (the next date that the Church is available to WStMMS for a concert) with the Wivenhoe Orchestra (Friday 12th November).

Minute 2021\92 GDPR, Communications and Licensing Report – Marika Footring

One Licence was renewed in May 2021 and upgraded with a podcast licence in July.

St Mary's is covered until 31 July 2022. CCLI licences fall due for annual renewal on 31 October 2021 and we currently hold a streaming licence from this provider also.

Streaming/recording

These two licence providers cover our use in Sunday service videos of recorded hymns/lyrics produced by St Martin's Voices under arrangement with the Church of England/Royal School of Church Music.

They will also cover the hymns/lyrics used by St Mary's organist and choir in any future streamed worship service.

With these licences, and as long as we only use YouTube and/or Facebook as the platform for streaming/recorded services, we will be legal.

Additional licences

CLL, needed to reproduce song lyrics by photocopying for service sheets or projecting, and capture worship services on audio or video.

PPL and PRS for Church Music licences cover use of recorded music outside Worship (CDs, MP3s etc) so e.g. at socials and Film Nights. With the PRS we can also hold up to 6 recitals/concerts. (St Mary's Music Society has its own licences)

MRL allows us to photocopy (directly duplicate, scan or share electronically) pages from songbooks and music publications as well as sheet music files.

Our video (showing films) licence has not been renewed since the lock down began in 2020.

Renewal of all CCLI licences (including film) will cost £600.58. Approval for the renewal of the licences in the sum of £600.58 was proposed by Jane Taylor and seconded by Sandra Osborne.

Minute 2021\93 Overseas – Rosemary Murchie – Bonnie spoke about the impact of the purchase of a goat which was gifted to a woman in Namalemba as a result of the donations received from St. Mary's.

Minute 2021\94 Any Other Notified Business

a) Next Meeting:

A decision was taken on the dates and where/how meetings would take place in the future. A list of dates had been circulated before the meeting for the PCC's consideration. The dates were accepted with two amendments made.

b) Zoom account for St Mary's £11.99 per month or £119.90 per year. It was proposed by Bill Eborn that a zoom account should be opened and this was seconded Greg Butler.

c) Request from the Cleaning Team for a new Henry Hoover at a cost of £99. The purchase was proposed by Jane Taylor and seconded by Eric Jakens.

d) New linen box request from Jan Marks. It was decided that this should be investigated further and exactly what is required and submit it to the next meeting.

The next PCC will take place on **Tuesday 12th October at 19.30 in the annexe**

The meeting closed at 20.55 and concluded with those present joining together in saying The Grace.