

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

Welcome & opening prayer:

Erwin opened the meeting by reading a prayer about suffering, healing and those who are troubled.

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

Apologies: Douglas McCormick; Revd. Dr Sara Batts-Neale; Eric Jakens; Dr. Nick Gustard;

Conflict of Interest – None

Minute 2021\111

Minutes of the PCC meeting held on the 12th October 2021 were approved.

Minute 2021\112 Matters arising from the PCC Minutes

- a) Session to be arranged for alarm and orientation of the new features in the annexe. Date to be fixed when Douglas is available. Erwin will contact him.
- b) Linen Box – Erwin had discussed this with Jan. A solution still needs to be agreed.
- c) Marie Curie – planting of daffodils – Heather had received a bag of bulbs and she has approached other companies to see if they are willing to donate more. It is hoped that these can be planted in the wildlife garden very soon. Helpers are needed with the planting.
- d) Lighting in the churchyard – see correspondence

Minute 2021\113 Correspondence:

- a) Unfortunately, it had been reported to the Wivenhoe Town Council Estates Committee meeting that **dog fouling** in the churchyard continued to be an issue. They had to consider the welfare of their staff and they don't think that it is acceptable for them to have to clear the dog mess when cutting the grass as this is considered to be a health issue. They request that the PCC reconsider installing another bin by the kissing gate or alternatively arrange for the mess to be cleared. Perhaps signs on the notice board would help too. Bill was concerned about installing and emptying the bin and any cost involved. He thought that notices should be the first step. Jane asked if there was a dog bin available already – we only have a litter bin. There were owners that were very responsible but a few were not clearing up after their dog.
The PCC decided that notices would be put on the grass in the churchyard and we ask about the costs and responsibility for the installation.
- b) A resident had complained about the **light pollution** experienced since the new tower lights had gone in and had also noticed that one of the cages had gone missing. It may have been tossed somewhere in the churchyard and therefore recoverable or a new one purchased.
The PCC decided that investigation should be done to see if side panels could be placed on the fittings or the cage to refocus the light. Bill thought that at the same time as the review of the floodlights that the standard of lighting needs to be addressed within the churchyard itself for those entering the church and the tower. Finance for the additional lighting would need to be considered. A meeting to be held on site to discuss the lighting. The majority of those present at the meeting indicated that they would like to attend the meeting and so a doodle poll will be sent to all PCC members and those wishing to attend can complete it.
- c) **Replanting of a replacement tree within the churchyard**
A family had come forward and offered to pay for a tree within the churchyard and also mentioned the possibility of having a bench around it. A suitable site would be needed. A tree had blown down and the PCC were going to replace it on the north side of the churchyard. A species of tree needed to be agreed. The millennium yew still needed to be planted and a place found for that too.
The PCC will wait for Jane to report back.

Minute 2021\114 Finance

a) Cash in funds as at 31st October 2021

	Nominal Account Name	October	September
Free of Restrictions	General Fund	65,830.95	67,578.16
Restricted	Bell Fund	11,564.67	11,564.67
Restricted	Choir Fund	755.27	755.27
Restricted	Fabric-General – non Transformation	3,195.73	3,172.73
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	1,023.62	623.62
Restricted	FOSM	7,117.96	6,921.96
Restricted	Cory Maintenance Fund	2,075.00	2,055.00
Restricted	Organ Fund	370.00	370.00
Designated	Sunday Club	929.44	929.41
Restricted	Wivenhoe St Mary's Music Society	1,434.61	1,373.25
Rolling Total Available for Transformation		113,946.09	113,946.09

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.

Jane asked about the cost of the Churches Together Christmas cards and whether there were sufficient funds to cover it. Bill said the cost is shared but it can be covered.

Jane asked about where the funds go from the Music concerts – The Shanty Evening and the upcoming Wivenhoe Orchestra. Bill explained that money does indeed come to St Marys from the Music Society after expenses have been paid.

Minute 2021\115 The Transformation Project

a) Transformation Project Management Update – Douglas McCormick

- **Annexe doors** - Baker are on the case but the supplier is slow to respond
- **Annexe kitchen** - stainless steel worktop delivered with a dent and wrong thickness - to be replaced
- **Planning permission** received for East Street wall and railings and for the Stained Glass window.
- **BT** - no progress but still communicating.

b) Stained Glass Window for Annexe – Graham Wadley

- **FACULTY AND PLANNING PERMISSION**
The faculty process is complete. Planning consent has been granted.
- **DESIGN**
The supporting frame for the window has been installed and is ready and waiting for the glasswork.
- **MANUFACTURE**
Andy Brooke is proceeding well with the manufacture of the glass panels. The three main panels are complete and Andy is now working on the fourth. See later images including one of the dove. It is now estimated that the window panels will all be completed for the courier to collect early January.
- **SALE OF PAINTING**
The painting of the window has now returned from Scotland and is currently at Messum's Gallery in London where it is being offered for sale at James' current November exhibition. See link to Messums and catalogue.
<https://www.messums.com/exhibitions/view/765>
- **GREETINGS CARD**
Sue Jones has done well with the sales of the greetings card. Sue would appreciate some support with the sales effort and if anyone can assist, particularly on Sunday mornings, that would be appreciated.
- **TALK**
The talk by James Dodds attracted 64 people and raised £340. It was a very interesting evening with many questions to James about the window and his work generally. It was good to hear the thought process and design ideas for the window.

c) Internet provision – Douglas McCormick – nothing further to report at this time.

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

e) Transformation Appeal Team- Peter Hill, Appeal Team Chairman

As far as Peter is concerned, whilst the Appeal Fund remains open as a number of people continue to contribute to it by monthly standing orders until making their last payment in December 2021, efforts to raise money by the Appeal team has ceased.

- f) **Bookings** – External bookings go via the Booking Administrator all church connected groups and teams to contact Bonnie who will put the event in the electronic church diary.

Minute 2021\116 Fabric - Margaret Bigwood

- a) **Redecoration** The Faculty process has begun.
- b) **Fire Alarm in the nave** The Faculty process has begun.
- c) **Choir Vestry** – This needs to be tackled sooner rather than later – it was decided to let the matter remain with the Fabric group as agreed in the October meeting.
- d) **Live streaming.** Bonnie had advised KEL that their tender had been successful and that they would be contacted as soon as the Faculty had been granted. She also contacted the two unsuccessful companies to let them know that the decision had been made. Rick was liaising with Douglas to get the paperwork in order for the Faculty submission.
- e) **Tower Steps** – Bonnie had written to Church Architect Simon Marks asking if he would be prepared to undertake the work and an approximate cost for doing so. No reply as yet.
- f) **Purchase of GoPak tables.** No-one had been appointed to make the purchase of the tables – Jane volunteered to purchase the tables on behalf of the PCC – this was agreed. Jane will go to the GoPak website and consult as necessary.
- g) **Roof Alarm** maintenance had been undertaken albeit early as it is due in January 2022.

Minute 2021\117 Mission & Ministry Partnership - Erwin Lammens

The MMP continue to pray together every first Tuesday of the month.

The third pastoral event organised by the pastoral teams in the MMP took place at St John's on 8 November at 2pm: bring and share with coffee and tea. The event was free – a raffle was organised on the day to cover any costs.

Ros Canham from Greenstead is the coordinator of pastoral ministry in the MMP.

Minute 2021\118 Adult & Childrens Ministry - Erwin Lammens

Helena Hughes' Bible study received positive feedback. Also the Lectio Divina group meets monthly. The Bible study led by Glyn Stanway will resume in 2022.

Attendance of under 16s on Sundays is very promising. In September and October average attendance of young people was 11 (that's 5 more than before Covid). Erwin asked that the PCC give young families their support.

With the great help of Sue Jones and volunteers the plan is to have a Nativity play on 19 December at the morning service; the rehearsal is on Saturday 27 November at 2pm.

Minute 2021\119 Safeguarding safeguardingstmaryswiv@gmail.com

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

Jane spoke about Safeguarding in the Bell Tower. Young people are wishing to join the ringing team and guidance has been sought from the Bellringing Council. Jane was unsure on what was required at St. Marys and so she will contact the Safeguarding Officer. Trainers need to be DBS checked and also the transportation to and from the Tower needs to be considered and measures put in place.

Minute 2021\120 Health & Safety – James Peters had nothing to report.

Bill said that on Sunday 7th November the organ door was locked during a service – this is normally left open. Those on duty should double check that the organ door is open.

- a) **Minute 2021\121 To receive reports** and take questions on the reports from the following committees.
- b) **Fundraising Committee** – Bonnie Hill
Plans are progressing well for the December Market. At present the stalls within the nave have all been taken up and there are eleven booked into the churchyard so far. There is still a need for stewards to be found but due to the changes made within the nave their job will not be as onerous as it has been in the past. The publicity for the event has already appeared in Look magazine and in the Wivenhoe Brightlingsea Chronicle.
- c) **Catering** – Mary Jakens – no report
- d) **Worship Group** – Graham Wadley the minutes of the meeting were circulated to the PCC before the meeting.
- e) **Colchester Deanery** – Heather Edwards – no report
- f) **Wivenhoe Churches Together** – the unauthorised minutes had been circulated.
- g) **FOSM** – Vivien Eborn
Friends of St Mary's were able to hold their first AGM since May 2019 and their first in the Annexe. Vivien Eborn was elected Chair, Elisabeth Baines Vice Chair and Membership Secretary and Bill Eborn Secretary. Fran Richards was thanked for her time as Chair with an Autumn bouquet. FOSM will have goods for sale at the Christmas Market and also at the Congregational Victorian

Fair on 11th December. Hopefully there will be a relaunch of FOSM in the Spring.

- 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** – nothing to report
- l) **Electoral Roll** – Vivien Eborn

Erwin had received a completed Application Form someone who would like to be included on the Electoral Roll of St Mary's Church Wivenhoe. The name was put before the PCC and accepted.

- m) **Bell ringing** – A quarter peal had been rung recently to celebrate the 500th anniversary of the tower. The Bellringing Team won the Dickie Furminger Trophy, congratulations were extended by the PCC to the team.

Minute 2021\122 – Community

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

The Sea Shanty concert in September made a net profit of £772 which was divided between the three Shanty groups for the charities which they support with each group receiving £128.80 and the Music Society keeping £386 for its account.

The next event is the Wivenhoe Orchestra which performs on Friday 12th November at 7.30pm. The 22-strong Orchestra will be performing pieces from Bach to Scott Joplin via Dvorak and Chabrier. The programme also includes two sets by the four brilliant clarinetists, the Clarion Quartet. Tickets are £10 to include a glass of wine or soft drink and are available from the Wivenhoe Bookshop or via the internet – TicketOffice.

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

They are about to celebrate their first three months of existence. They are still getting around 50 people each week including a lot of volunteers. A lot of people attend the Club to specifically provide entertainment which has been wonderful. Hopefully they can keep this going.

Minute 2021\123 GDPR, Communications and Licensing Report – Marika Footring - Nothing to report.

Minute 2021\124 Overseas – Rosemary Murchie

Rosemary is doing really well with selling some Christmas Cards in aid of Namalemba and St Marys.

Minute 2021\125 Any Other Notified Business

- a) Sue asked about the church calendar and finding available time slots for rehearsals, etc. As the time of the morning service has changed to 09.00 the nativity rehearsal will be taking place at the same time. Early booking is key to availability for all church activities.

- b) **Next Meeting:**

The next PCC will take place on **Tuesday 14th December at 19.30 in the annexe.**

A discussion took place regarding meeting at The Rectory, in the annexe or continuing on zoom. A short PCC meeting will take place and then a social get together in the annexe was agreed. A contribution of a plate of food/nibbles or a bottle would be appreciated. Just PCC members to attend this time.

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