

**The Parish of St Mary-the-Virgin, Wivenhoe**  
**Minutes of the PCC Meeting on Tuesday 14<sup>th</sup> December 2021, 7.30pm via zoom**

**Welcome & opening prayer:**

Erwin opened the meeting by reading a prayer in connection with Christmas from the Iona community inviting Christ to come into the darkness of this world. Eric and his family were remembered at this sad and difficult time.

**Present:** Rev Erwin Lammens; Bill Eborn; Heather Edwards; Graham Wadley; Bonnie Hill; Greg Butler; Douglas McCormick; Jane Taylor; Glyn Stanway; Sue Jones; Margaret Bigwood; Revd. Dr Sara Batts-Neale

**Apologies:** Sandra Osborne; Eric Jakens; Rick Cawley; Dr. Nick Gustard

**Conflict of Interest** – Graham Wadley, Margaret Bigwood, Jane Taylor and Heather Edwards regarding minute 2021\129.

**Minute 2021\126**

**Minutes of the PCC meeting** held on the 9<sup>th</sup> November 2021 were approved.

Erwin thanked Margaret Bigwood, Churchwarden and Bill and Vivien Eborn PCC Treasurer and Assistant Treasurer for their incredible service to the PCC. Significant challenges and changes have happened during their tenure. Margaret is moving to Scotland and Bill has become Secretary of FOSM. Douglas McCormick will be stepping down as Churchwarden and taking on the Treasurer position in January. He was thanked not only for his work as a Churchwarden but also Project Manager of the Transformation Project.

Erwin also took the opportunity to thank Greg for his carpentry skills to make picture frames and candle holders from the space wood from the pews which raised a significant amount of money. There was also a thank you card going to his boss to acknowledge that he allowed Greg to use company equipment outside work hours.

**Minute 2021\127 Matters arising from the PCC Minutes**

- a) An information session had taken place regarding the fire alarm, orientation of new features in the annexe and other areas within the building. **A Church Users guide** had been sent to all PCC members, Booking Administrator, Caretaker and a copy was also on the notice board by the hymn book cupboard. The West Street key box combination had not been included within the information. See reports for additional churchyard lighting.
- b) **Marie Curie** – daffodils had been planted in the churchyard wildlife area. Erwin thanked Heather and Lucy Taylor for their hard work.
- c) **Dog Fouling** in the churchyard – notices were up and Town Council asked about responsibilities and costs of an additional bin by the kissing gate and waste collection responsibilities but as yet no response. The dog fouling problem was still continuing on the 2<sup>nd</sup> December Bonnie had purchased some poop bags and they were now in church ready for use. It appears to be just a single dog.
- d) **Churchyard** – tree species had been identified by Jane. She had two suggestions a liquid amber tree (a large tree 20m x 20m) or a Sorbus Joseph Rock which is a mountain ash and is smaller in size which she preferred. It likes the sun and has a good autumn leaf colour. Jane will look at availability, cost and the season that it should be planted. The tree will be put on the north side of the church as a replacement for the one that had to be removed.
- e) **Purchase of GoPak tables** – these had been ordered and delivered on 7<sup>th</sup> December. Unfortunately one of the tables had arrived damaged and Jane has followed this up and the damaged table has been removed and replaced.
- f) **Safeguarding** within the bell tower for young people. Jane said that the young person had been allowed to attend and it was fortunate that three of the bell ringers had been DBS checked. More DBS checks may be arranged. Graham had the same difficulty with a young carols on the quay band member and this has been dealt with by having an appropriate chaperone.

**Minute 2021\128 Correspondence:**

- a) A request had been received by Erwin for the submission of our **LLF response**. This had been dealt with. Erwin encouraged those who undertook the course to complete the online questionnaire.
- b) **Request from Wivenhoe Town Council** – Jubilee June Market date and Jubilee Service on Sunday 3<sup>rd</sup> June. Bonnie had confirmed that both would be going ahead in 2022.
- c) **A Christmas Gift for Watoto** – an email had been received by Erwin explaining that due to the pandemic their focus on the work they do to bring hope and healing to orphaned and vulnerable children and mothers in Uganda and South Sudan has been challenging. They sent details of a Christmas CD they are selling [watoto.com/merry-christmas-from-watoto](http://watoto.com/merry-christmas-from-watoto) and details of how to support their “Gift of Love” campaign. [www.watoto.com](http://www.watoto.com)
- d) **A thank you card** had been received from the person who fainted at December Market to say thank you for the care given to her at the time.

**Minute 2021\129 Finance****a) Cash in funds as at 31<sup>st</sup> October 2021**

	<b>Nominal Account Name</b>	<b>November</b>	<b>October</b>
Free of Restrictions	General Fund	62,027.98	65,830.95
Restricted	Bell Fund	11,564.67	11,564.67
Restricted	Choir Fund	755.27	755.27
Restricted	Fabric-General – non Transformation	3,218.73	3,195.73
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	1,023.62
Restricted	FOSM	7,403.96	7,117.96
Restricted	Cory Maintenance Fund	2,095.00	2,075.00
Restricted	Organ Fund	370.00	370.00
Designated	Sunday Club	954.44	929.44
Restricted	Wivenhoe St Mary's Music Society	2431.94	1,434.61
<b>Rolling Total Available for Transformation</b>		<b>87,940.66</b>	<b>113,946.09</b>

**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 general fund is dropping by approximately £2000 per month and will continue to do so until the congregation numbers increase. The amount of people using the stewardship envelopes has decreased and it would be much better if people were to use Standing Orders

b) **Parish Share information** for 2022 had been received together with a covering letter from Bishop Guli. This had been circulated to PCC members before the meeting. The Parish Share for St. Mary's had increased for 2022 which meant an increase of approximately £4000. Bill thought we should do our utmost to meet the challenge this brings by paying this in full via monthly standing order – the PCC agreed that the Parish share will be paid as described.

c) **Fees** – information had been received from the Diocese on the fees to be charged for weddings, renewal of wedding vows and funeral services. The fee information had been sent to PCC members in advance of the meeting for their consideration.

The acceptance of the 2022 fees was proposed by Bill Eborn, seconded by Douglas McCormick and agreed by those entitled to vote.

**Minute 2021\130 The Transformation Project & related matters Douglas McCormick**

a) **The DAC meeting** will take place on 14<sup>th</sup> December so news about some of the following Faculty applications should be received thereafter.

b) **Annexe** – is complete with minor snagging being addressed by Bakers. Importantly, the rear doors are now secure. The project is within budget.

c) **East Street wall, gates and railings** – waiting for Colchester Borough Council to approve the brick sample.

d) **External path to Annexe.** Initial drawing received and comments made. Meeting with Architects w/c 20 December. Design to be finalised and price obtained.

e) **BT** – the line has at last been connected and will be live on 14<sup>th</sup> December. The router has been delivered to Douglas. The data person will be onsite next year to connect the floor boxes in the nave. Sara asked about the blessing of the internet.

f) **Stained Glass Window** – in manufacture – installation is expected in the first quarter 2022. Planning and Faculty are in place.

g) **Fire Alarm installation** to main Church. Faculty awaited. This work will be done alongside redecoration and is expected to be into 2022 before we start this.

h) **Redecoration of Main Church.** Further work on the specification is required before Faculty can be

considered by DAC. The work will need re-priced to the Architect's specification and then submitted for faculty. Affordability is also a concern.

- i) **Live streaming installation.** Faculty awaited.
- j) **Choir Vestry** – no progress. Needs complete clearing to allow inspection of the rear wall and floor and subsequent scoping and pricing of repairs.
- k) **Insurance** report received for the reassessment of premium including new annexe.
- l) **Overview** The Transformation project is within budget and the balance is shown in the finance figures. Douglas was not sure that everything that is planned can be financed so caution is necessary when moving ahead with various projects. Bill asked if a slate was missing from the north roof – there is a possibility that there is. Bakers will be asked if necessary to do the repairs.
- m) **Tower steps and hand rail.** The response to an email from Bonnie to Simon Marks asking for pricing and other information regarding the steps and handrail had been received and shared with the Bell Tower Captain. Adrienne had consulted her team and they had decided that they did not wish to go ahead with the tower steps or the handrail. When confirmation is given the PCC authorised Bonnie to go back to Simon Marks and say no action is required. Bonnie will however await final confirmation from a PCC member before contacting Simon Marks.
- n) All **tables and chairs** needs to be cleared from the annexe meeting room when people leave and ventilation in all areas in use within the church need to be ensured. The north and south doors open to provide ventilation for the nave and the roof windows open in the annexe during Sunday Club, etc.
- o) **Making use of the new facilities** – following up on Sara's paper

**Minute 2021\131 Mission & Ministry Partnership** - Erwin Lammens

Clergy, licensed ministers and ordinands meet every first Tuesday of the month for Morning prayer. The third pastoral event organised by the pastoral teams in the MMP on 8 November was successful. Our usual chauffeurs for lifts were not available but Glyn kindly offered to provide a lift. Pastoral assistant Ros Canham from Greenstead is the coordinator for pastoral ministry in the MMP.

**Minute 2021\132 Adult & Childrens Ministry** - Erwin Lammens

**Adult Ministry**

Helena Hughes' Bible study first part of 6 sessions has come to a conclusion. They resume at the end of January. About 10 people attend regularly.

The Lectio Divina group continues to meet monthly. Next meeting is on Wednesday 15 December. The Bible study led by Glyn Stanway is temporarily suspended until the Covid figures are better.

**Children's ministry**

The number of children and teenagers attending Sunday Club remain good. As a PCC we cherish and support our Sunday Club leaders. Sue Jones with the help of Hilary Cook, An Lammens and many others had a successful rehearsal for the Nativity Play which will take place on 19 December.

Great numbers at the Grotto with Father Christmas at the December Market (approx. 100) St Nicholas' visit (138, of which 70 children) and Christingle (232, of which 98 children).

**Minute 2021\133 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. The training needed by PCC members is the basic awareness level. The link is given below

<https://www.chelmsford.anglican.org/online-training#Online%20Church%20of%20England%20Safeguarding%20Training>

**Minute 2021\134 Health & Safety** – James Peters had nothing to report.

Erwin and Bonnie had been in contact with James regarding risk assessments for recent services and events.

**Minute 2021\135 To receive reports** and take questions on the reports from the following committees.

a) **Fundraising Committee** – Bonnie Hill

A very successful December Market with hundreds of people of all age groups within the community supporting the event. Over one hundred children visited Father Christmas in the annexe which had been converted into a grotto for the occasion. This meant that we did not need to use the choir pews and rectors vestry as we had in the past and the chancel area was therefore preserved. The sum raised was £1374.89 which is more than in 2019 which is encouraging as there were less stalls inside the church this time (only 18 rather than 24) – this was to ensure that the event was COVID compliant as far as we were able and relevant notices were put up highly recommending the use of masks inside church. The atmosphere was really good but the nave did appear really full at times. There was a single incident with a stallholder who fainted but this was dealt with sensitively and effectively and we were incredibly grateful to a GP who was attending the event who assured the person and everyone else that they would be fine. If the previous layout had been adopted we would have been in serious trouble and I am not sure how we would have coped. Bonnie would like to thank everyone involved in the organising and volunteers on the day

for their help and support which is really appreciated and as a result delivered such a brilliant event.

b) **Catering** – Mary Jakens – Unfortunately the soup lunch was cancelled.

c) **Worship Group** – Graham Wadley

The Worship Group met via Zoom on Tuesday 30<sup>th</sup> November

The main purpose of this meeting was to review all of the arrangements for the multitude of Christmas services. There are many services over a short period and all of the details and helpers are in place.

For Christingle oranges were not used to avoid food waste. Concerns were expressed that the alternative was plastic and this will be reviewed for the future.

Some discussion about Covid measures including wearing of face masks, standing communion and use of one element only for communion. Erwin will continue the latter. There was no further guidance available concerning Covid measures from the Church of England at the time of the meeting (and really nothing further since then to cover the latest variant position).

Brief discussions took place concerning an approach from Wivenhoe Town Council enquiring about any plans for a special service to mark the Queen's Platinum Jubilee in June 2022. Subject to further consideration.

d) **Colchester Deanery** – Heather Edwards – a full report had been circulated to PCC members

e) **Wivenhoe Churches Together** – the unauthorised minutes had been circulated.

f) **FOSM** – Vivien Eborn

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** – nothing to report

k) **Electoral Roll** – Vivien Eborn - No change in the Electoral Roll

l) **Bell ringing** – see Tower steps and handrail above.

#### **Minute 2021\136 – Community**

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

They held their second and last concert of the year on Friday 12<sup>th</sup> November. They sold all of the tickets and had 110 people in St Mary's for the concert. The Wivenhoe Orchestra played a wide variety of pieces much to the enjoyment of the appreciative audience. The Clarion Quartet of accomplished clarinetists who played two sets were superb. The concert made a profit of £764 after all expenses.

The Committee have since had a meeting to plan next year's programme of probably six concerts, each with a different style of music so that we appeal to a wide range of people as possible.

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

We have been getting more than 50 people to our weekly sessions including a very good number of volunteers who are willing each week to make unlimited cups of tea and coffee for everybody who pays £2 at the door. People are very welcome just to pop in for a coffee and biscuit which is good value for just £2. Everyone is assured of a big welcome.

**Minute 2021\137 GDPR, Communications and Licensing Report** – Marika Footring - The church laptop urgently needed new software. The MS Office suite was on offer for £88 instead of the regular £423. Marika has purchased it and it's now installed on the church laptop computer.

#### **Minute 2021\138 Overseas** – Rosemary Murchie

£80.50 had been raised for Namalemba at the December Market which was half the income from the Christmas cards that were on sale.

#### **Minute 2021\139 Any Other Notified Business**

a) **Next Meeting:**

The next PCC will take place on **Tuesday 11<sup>th</sup> January at 19.30 via zoom.**

The meeting closed at 20.42 and concluded with those present joining together in saying The Grace.