

The Parish of St Mary-the-Virgin, Wivenhoe
Minutes of the PCC Meeting on Tuesday 11th January, 2022 7.30pm via zoom

Welcome & opening prayer:

Erwin opened the meeting by mentioning the first miracle that Jesus performed where water was changed into wine. Erwin read a collect which was about Christ making everything new.

Present: Rev Erwin Lammens; Heather Edwards; Graham Wadley; Bonnie Hill; Greg Butler; Douglas McCormick; Jane Taylor; Dr. Glyn Stanway; Sue Jones; Revd. Dr Sara Batts-Neale; Sandra Osborne; Eric Jakens; and also attending Bill Eborn

Apologies: Rick Cawley; Dr. Nick Gustard

Conflict of Interest Sue Jones and Eric Jakens – Minute 2022\1

Minute 2022\1 Elections\Appointment

Election of Churchwardens

Suzanne Jones had been proposed by Margaret Allison and seconded by Lyn Smith.

Eric Jakens had been proposed by Ann Hanagan and seconded by Graeme Martin

Suzanne and Eric were unanimously elected by those present as Churchwardens until the Annual Parish Meeting in May 2022.

Appointment of Treasurer (Rule M20(3)&(4) and co-opted under Rule M15(1k))

Douglas McCormick was proposed by Sue Jones and seconded by Graham Wadley

Douglas was duly appointed by those present.

Cleaning Co-ordinator – Sandra Osborne had taken over from Mary Jakens. The PCC wished to record their thanks to Mary and to Sandra.

Assistant Churchwarden – Greg Butler had accepted the role. Erwin thanked Greg for stepping forward.

Minute 2022\2

Minutes of the PCC meeting held on the 14th December 2021 were approved.

Minute 2022\3 Matters arising from the PCC Minutes

a) **Churchyard** – tree species. A document had been circulated prior to the PCC meeting with information about a Rowan tree. The tree would be planted in memory of a local person by their family. The PCC agreed to select a Rowan for the churchyard. If purchased from the Woodland Trust the tree would probably be a two year old seedling and Jane said it would be better to plant it sooner rather than later. A supporting stake would be required and a protective cage of some kind might need to be provided. It might be that a more mature tree could be purchased. It was unknown whether the family would wish to purchase the tree themselves. Erwin will arrange a meeting with the family to discuss this further and their suggestion of having a plaque would be mentioned.

Wivenhoe Town Council to be advised about the selection and plan for the placement of the tree. They would also be asked if they could assist with the planting.

b) **Response regarding tower steps and hand rail to Simon Marks.**

After enquiries made by Jane and Bonnie it has been discovered that Adrienne did not wish to cancel all of the work – only the additional step. The handrail is still required. Bonnie did not contact Simon Marks as instructed and so this matter is outstanding.

The PCC decided that the steps were not necessary but that the handrail be installed. It was envisaged that a single handrail be commissioned on the east side of the steps. Permission will be required. Douglas will email the Archdeacons office to ask which level of permission is required. It was decided that as this would be a basic design that Simon Marks will not be consulted further and the installation would be dealt with by a builder rather than involving an architect

The installation of the handrail was proposed by Sara Batts-Neale and seconded by Jane Taylor and approved unanimously.

c) **Safeguarding** A discussion took place regarding safeguarding and the way forward. Erwin will contact EI.

Minute 2022\4 Correspondence:

An email from Peter Terry to say that as at 28 December £500 had been raised as a result of the Christmas lights he had put up in his garden. This is an excellent result. The PCC wished to record their thanks for the time and energy in achieving this. The final total was £560. Peter had been sent a receipt by Bill. Erwin will send a thank you card now that the final total is known.

Minute 2022\5 Finance**a) Cash in funds as at 31st December 2021**

	Nominal Account Name	December	November
Free of Restrictions	General Fund	62,411.98	62,027.98
Restricted	Bell Fund	11,914.67	11,564.67
Restricted	Choir Fund	755.27	755.27
Restricted	Fabric-General – non Transformation	3,241.73	3,218.73
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	7,557.96	7,403.96
Restricted	Cory Maintenance Fund	2115.00	2,095.00
Restricted	Organ Fund	370.00	370.00
Designated	Sunday Club	979.44	954.44
Restricted	Wivenhoe St Mary's Music Society	2,060.35	2431.94
Rolling Total Available for Transformation		94,566.58	87,940.66

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 Douglas 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.

Jane asked about the amount of money within the Transformation Project. £19,000 is still due to the builder and there are other elements that have not been completed as yet (mentioned in Minute 2022\6 below). Jane also asked about interest on the various accounts and it was confirmed that almost all of the accounts are interest bearing.

Douglas spoke about some good news – Vivien Eborn had volunteered to remain as cashier and Bill will kindly collect the money from church. Douglas was extremely grateful as was the PCC. The second piece of news was that the late Delia Schafle the partner of Ivan Newton had left a bequest of £22,500 and this will go into the general fund in the first instance until the deed of wishes are known. This is incredibly generous.

Douglas spoke about dual authorisation on the bank account - Douglas will continue to do so but two additional second signatories are required. Eric had been a signatory previously and he was content to do so again.

The PCC agreed to authorise Eric Jakens and Bonnie Hill as signatories on the Barclays Bank accounts.

The formal appointment of Eric Jakens and Bonnie Hill as signatories was proposed by Erwin Lammens and seconded by Sandra Osborne and unanimously agreed.

Minute 2022\6 The Transformation Project & related matters

a) **TP Management Update** - Douglas McCormick – no change to status of this project

b) **Stained Glass Window** – Graham Wadley

The ten panels for the window are now near complete and will be ready for collection from Andy Brooke at Dumfries by mid-January. Transportation and installation have to be arranged. James Dodds has sold the painting of the window and has kindly made a very generous donation of £5000 towards the cost of the window.

Douglas reported that the window would be leaving Scotland on Saturday but it is unknown when it will arrive in church. The panels will need to be checked and the glazier booked. Hopefully by the end of January the window will be placed. Douglas said he would need help with some of the logistics.

The PCC needed to consider how James Dodds would be thanked and perhaps an unveiling would be organised.

c) **Internet provision**

At last we have internet provision throughout the church, annexe and rectors vestry as the floor boxes etc have now been activated. Douglas has pushed consistently over the last 20 months to get OpenReach and BT to deliver the line and connection. Well done.

Erwin mentioned making the WiFi password available. The PCC decided that the password would be shared by putting a notice up inside the church\annexe (perhaps stating that it is not a secure connection and perhaps some additional advice is required about reasonable use). The password is "transformed2021". . Marika and Rick plus the contractor will be asked for some advice about public and private access.

d) **Redecoration** – no change to status of this project

e) **Fire Alarm in the nave** – no change to status of this project

f) **Choir Vestry** – no change to status of this project. Clearance is needed in order to view the floor beneath. A date for a work party needs to be organised as soon as possible.

g) **Live Streaming**

The DAC approved the installation but one of the conditions – the positioning of the cameras on the columns has caused a difficulty. The conditions were shared with our live streaming provider and his comment was that if the condition is imposed the 360 degree views that were going to be available will not be delivered. Douglas has gone back to the DAC explaining the problem and a reply is awaited.

h) **Tower steps and hand rail** – see matters arising

i) **Making use of the new facilities** – following up on Sara's paper. A youth group is planned and a meeting will take place in the spring to start the process

Minute 2022\7 Mission & Ministry Partnership - Erwin Lammens

A meeting of MMP clergy will take place in church soon.

Minute 2022\8 Adult & Childrens Ministry - Erwin Lammens

See Worship report.

Minute 2022\9 Safeguarding 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 2022\10 Health & Safety – James Peters had nothing to report.

Minute 2022\11 To receive reports and take questions on the reports from the following committees.

a) **Fundraising Committee** – Bonnie Hill

The next event will be the Quiz Night which will take place on **Saturday 26th February 2022** as long as there are no restrictions. Following on from that it is hoped that a Mad Hatters Tea Party can be organised with the assistance of members of the Wivenhoe Panto Group in March. This event would be for parents and children and held during the afternoon.

b) **Catering** – Mary Jakens – nothing to report

c) **Worship Group** – Erwin Lammens

The first weekend in December was successful with a well-attended St Nicholas visit and Christingle service. The format at both services was different in comparison with the pre-covid era. The families were spread out in the church and health and safety were an important focus. Only two schools took part in the Christingle service which explains the lower number of attendance.

St Mary's Choral Carol service was held on 12 December. It was a beautiful programme of Carols and Anthems, readings, prayers and a short reflection. Attendance was low as many decided not to attend because of Covid. Because of the low number in church the service was run in safety with people being able to socially distance, wearing masks, sanitise hands etc.

Carols on the Quay was attended by approx. 200 people and the Nottage very kindly hosted us once again. It was a deliberately shorter version of only 35 minutes and most people had the discipline to leave immediately after the event. The manager at Rose and Crown was told that this year mince pies were not given out because of the risk of transmitting the virus. People were encouraged to keep their masks on during the singing.

Graham Wadley, Founder of Carols on the Quay, was prevented from conducting because of health reasons. Pam Garland replaced him as conductor of the Band; they did well. Some colleagues from the churches in Wivenhoe were unable to attend. The Mayor welcomed everyone at the beginning.

Erwin introduced and concluded with a blessing; readings and prayers were read by Phil Bingham and Christina Volkmann who stepped in to cover absent ministers. The sound system worked well. Thank you to Rick and son. The collection made £450 to be divided equally between two charities chosen by Churches Together. With thanks to Bill and Vivien for counting and transferring the

money. Each attendee received a craft gift made by a team run by Ann Evershed. Thank you Ann. The Sunday Club's Nativity Play was possibly one of the finest in recent years. It was coordinated by Sue Jones with the help of Hilary Cook, An Lammens, Teresa Warren, Heather Edwards, Lucy Crocker, Petra and Iain Wilton; Graham Wadley was the organist. The play was brought by about a dozen children, among them Felicity Crocker who played her first role at the age of only 6 months. The scene was set in the round: one of the many benefits of the flexible Nave lay out. Again, numbers were down because of Covid but those who attended were uplifted and joined in with the Carols and prayers. After the Nativity play Teresa and Sunday Club leaders organised the Sunday Club's Christmas party in the annexe with games and food. This concluded a successful preparation for Christmas for Wivenhoe's young families.

We were able to go ahead with the services on Christmas Eve and at Christmas Day despite the surge of the virus. Many people decided to stay in. As a result the attendance this Christmas was a quarter of the usual total – 150 spread over 4 services instead of the usual 500+ in pre-covid times. All services were slightly shorter (all under an hour).

There were online services (a meditation at Christmas by Sara and a communion service on 26 December with Erwin. John and Janet) and a Christmas Message by Erwin was broadcast on behalf of the churches on Colne Radio on Christmas Day at 8.00, 12.00 and 16.00hr.

- d) **Colchester Deanery** – Heather Edwards – no report
- e) **Wivenhoe Churches Together** - no report
- f) **FOSM** – Bill & Vivien Eborn - FOSM goods sold well during December
- 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** – schedule had been circulated before the meeting
- k) **Bellringers** – Heather Edwards – no report
- l) **Electoral roll** – Vivien Eborn – no change

Minute 2022/12 – Community – Peter Hill Chairman of the following groups

a) **Transformation Appeal**

The Standing Orders which we asked supporters of the Appeal to take out as part of the Appeal Fund-raising came to an end in December 2021. Peter was unaware of who these people were but they should be thanked. Bill was asked if they had been thanked and they haven't, but he was aware that some of the STO's had continued beyond the end date. Eight had failed to conclude in December. If people do wish to continue consideration needed to be given to where the money was directed – the General fund? Douglas will follow this up in February. Thank you letters had not been sent.

Mark Norrington published some Christmas Cards in 2020 the profits of which he has recently very kindly given to the Treasurer.

Harvey Lyon has donated the original water-colour painting of the Quay at Wivenhoe by his father Edward Lyon to the Appeal. This framed painting has yet to be sold. Harvey has previously sold nearly 100 prints of this watercolour. An offer had been made from Peter Hill to purchase the picture - Douglas suggested that a piece be put into Tidings as "an open offer" for the Edward Lyon and Annie Bielecka piece and the best result would be accepted. An end of the February deadline would be put in place for bids. This was agreed by those present.

b) **Wivenhoe St Mary's Music Society**

The Society were able to hold two concerts in 2021, both of which were very successful in terms of the number of people who came as well as financially. The Sea Shanty Concert made a net £434 for the Music Society and the Wivenhoe Orchestra made £812 before PRS fees of £45.82 which need to be paid in 2022. This will be part of our overall payment to Making Music, the organisation of which we are members that provide us with public liability insurance to cover our concerts as well as collection of PRS fees.

The net result of these two concerts after paying for our membership of Making Music including PRS and Insurance, and carrying forward our reserve of £1,000 to towards potential losses on future concerts in 2022, is a net profit of **£968.71** which is earmarked for the Transformation Appeal.

We have identified 6 concerts we would like to hold in 2022 but with the present situation with the Omicron virus we are unable to make any progress with booking these performers.

c) **The Friendly Club & Café**

The Clubs last meeting in the Church was held on Thursday 16th December; we have cancelled all subsequent meetings due to the circulation of the present Omicron virus and it remains suspended until further notice – possibly returning in February.

We have paid **£454.65** to St Mary's since we, the Wivenhoe Dementia Support Group in partnership with St Mary's PCC, launched the Friendly Club & Café in August 2021. This money is

50 % of the £2 each paying guest pays when they come on a Thursday afternoon. The other £1 covers the cost of unlimited tea, coffee and biscuits and entertainment.

Minute 2022\13 GDPR, Communications & Licensing Report – Marika Footring.

Notification received from Give a Little that our licence to use the Premium service has been extended for free, to cover 2022. The Premium service enables donations to be Gift Aided at the time of making them, and also generates reports for HMRC for the treasurer's convenience. Initially the free licence was for one year.

Minute 2022\14 Overseas – Rosemary Murchie

A Christmas message on behalf of St. Mary's had been sent to those in Namalemba.

Minute 2022\15 Any Other Notified Business

Next Meeting:

The next PCC will take place on **Tuesday 8th February at 19.30 via zoom.**

The meeting closed 20.40 at and concluded with those present joining together in saying The Lords Prayer.