

The Parish of St Mary-the-Virgin, Wivenhoe
Minutes of the PCC Meeting on Tuesday 8th February, 2022 7.30pm via zoom

Welcome & opening prayer:

Erwin opened the meeting by reading a quote from Bishop Guli who invites us all to have a holy sabbatical during the season of Lent. An invitation to find creative ways to rest in the Lord Jesus and have lighter loads and time for renewal.

As a result of this it was confirmed that the PCC would meet on the 5th April rather than the 12th April. It is hoped that the March and April PCC meetings are short in duration.

Present: Rev Erwin Lammens; Heather Edwards; Graham Wadley; Bonnie Hill; Greg Butler; Douglas McCormick; Jane Taylor; Sue Jones; Sandra Osborne

Apologies: Revd. Dr Sara Batts-Neale; Eric Jakens; Dr. Glyn Stanway; Rick Cawley; Dr. Nick Gustard. Bill Eborn had wished to present the annual accounts but was unable to attend the meeting.

Conflict of Interest - none

Minute 2022\16

Minutes of the PCC meeting held on the 11th January 2022 were approved.

Minute 2022\17 Matters arising from the PCC Minutes

- a) **Churchyard** – Wivenhoe Town Council have responded to say that they have no objection to the tree being planted and the site indicated. Deans Nursery to be asked for assistance in the purchasing the tree with delivery in March. Blessing of the tree to be arranged at a suitable time with the family present.
- b) **Safeguarding** EI has indicated her intention to step down from the post and a volunteer is required to take this on. The PCC were asked to think about someone who would be suitable to take this role on.

Minute 2022\18 Correspondence:

- a) **Email** from Transition Town Wivenhoe to ask for views on utilising the telephone box outside the Town Council Offices by the community. Some other areas have turned them into a sharing library, a defibrillator station or for some other specific use. Ideas are currently being sought – please contact Diane Kilgour transwiv@gmail.com
- b) A thank you letter had been received from Beacon House to thank St. Mary's for their donation of £220 which was part of our Christmas Charities Appeal.

Minute 2022\19 Finance

a) **Cash in funds as at 31st January 2022**

	Nominal Account Name	January	December
Free of Restrictions	General Fund	£60,778.89	62,411.98
Restricted	Bell Fund	£11,914.67	11,914.67
Restricted	Choir Fund	£755.27	755.27
Restricted	Fabric general	£3,241.73	3,241.73
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	Delia Schafle legacy	£22,500.00	
Restricted	Jane Cole legacy	£10,000.00	
Restricted	Flower Fund	£1,023.62	1,023.62
Restricted	FOSM	£2,341.50	7,557.96
Restricted	Cory Maintenance Fund	£2,115.00	2115.00
Restricted	Organ Fund	£370.00	370.00
Designated	Sunday Club	£979.44	979.44
Restricted	Wivenhoe St Mary's Music Society	£2,060.35	2,060.35
Rolling Total Available for Transformation		£95,225.31	94,566.58

Notes:

- a) This is a draft statement because the first meeting with Diocesan Treasurer is on Sunday 13 February 2022 and the allocations require confirmation.
- b) Significant legacies from the estates of the late Delia Schafle and Jane Cole received in January 2022.
- c) Nine individuals have not stopped their Transformation Project standing orders. I will write to them regarding this.
- d) Revised signatories for bank accounts are in progress.
- e) Douglas acknowledged the huge amount of work that has been undertake week on week by Bill

Vivien.

- f) Douglas receives at least nine items per day and he wished to alert people that that everything will be dealt with during weekends due to his work commitments. If something is urgent please send a text to his mobile.

Annual Accounts for 2021

The draft accounts were put before the PCC for their approval before moving on to the Independent Examiners. The 2021 Accounts had been sent to the PCC seven days before the meeting. Douglas stated that he and Bill were content with all the figures

The acceptance of the accounts was proposed by Douglas McCormick and seconded by Greg Butler and unanimously agreed by those present. The accepted accounts would now be submitted to Peyton Tyler Mears for independent examination.

Minute 2022\20 The Transformation Project & related matters – Douglas McCormick

- a) **Snagging List** – Bakers are attending the church on Monday 14th February to discuss requirements and a settlement has been agreed which is equitable.

b) **Wall and railings** to East Street underway

c) **Quote for path** around Annexe requested from Bakers.

d) **Floodlights in churchyard** to have plates fitted to blank sides and reduce light pollution.

e) **Repositioning of light switch** to annexe toilet in hand

f) **Replacement of damaged stainless steel counter** and splash backs in annexe kitchen in hand.

g) **Redecoration**

There is insufficient money at the moment to undertake this project.

h) **Fire Alarm in the nave**

This will be split from the redecoration and implemented as soon as possible.

i) **Choir Vestry** – volunteers are needed to assist with clearing on **Saturday 12th March**. Please contact Bonnie if you are able to assist. The floor needs to be replaced.

j) **Live Streaming**

Awaiting DAC visit on 14 Feb to look at fixing locations for live streaming kit and also for extended fire alarm kit. Permissions for both dependant on favourable outcome.

k) **Tower hand rail**

As instructed Bonnie had contacted Simon Marks to tell him that he was no longer required as we were just going ahead with the hand rail and not the steps. An invoice has been received from Simon Marks for the advice that had been received.

However, Douglas now believes that an architect is required and will discuss this with the DAC person coming to St. Marys on the 14th February who is also an architect and may be able to assist.

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

The ten panels for the window are now complete and have been delivered from Andy Brooke's workshop in Dumfries to James Dodds' studio in Wivenhoe.

The installation of the window is now being planned with James Dodds and glaziers. Graham spoke about the framework in the annexe and the additions that are required. The Diocesan Stained Glass Window Adviser will be coming with people from Pleshey Forge to take a look and hopefully assist in taking this further. Advice has also been received from others. It is hoped that by April the installation will be ready. In December £5000 was received from James Dodds which will facilitate the cost of installation. Douglas thanked Graham for all of his hard work.

m) **Notice Board** – Sue Jones

Karl Douzier had agreed to undertake the necessary repair work and as a result the board will be removed and taken away for at least a week. The woodwork will be renovated and repainted and the perspex will be replaced. Erwin is hopeful that a solar light could be fitted inside so that those wishing to read the information during the hours of darkness are able to do so. Enquires are being made regarding that element.

n) **Making use of the new facilities** – Erwin Lammens

A new youth group is being organised for six sessions initially and this will start in May.

Minute 2022\21 Mission & Ministry Partnership - Erwin Lammens

The **pastoral teams** from the churches in the MMP, coordinated by Ros Canham, are planning to meet in February and the next pastoral event will take place in the spring. Date and venue TBC.

The **Key to Life project** that was discussed and approved at a PCC meeting in 2019 and planned for 2020 has been postponed for nearly two years. But now it seems that we will be able to go ahead. The lorry is booked from 7 until 18 March for the 11 schools of the MMP. Three days have been reserved for the Wivenhoe schools. The project costs £2100. A grant of £1000 and a donation of £1000 means that only £100 will have to be covered by the churches. It is offered for free to the schools and the project uses the schools' RE curriculum. Broomgrove Junior School has already replied that they will take part and Millfields have now said they wish to be involved.

For more info: <https://www.countiesuk.org/schools-work/key-to-life>

Clergy, licensed ministers and ordinands continue to meet every first Tuesday of the month for **Morning prayer**.

Minute 2022\22 Adult & Childrens Ministry - Erwin Lammens

Children's ministry

Sunday Club has resumed after the Christmas break and numbers remain very good.

Mothering Sunday and Easter Workshops will be organised by the All Together team and the Sunday Club leaders.

There are plans for a try out for Youth ministry in six fortnightly sessions from May until the end of July.

Adult Ministry

Helena Hughes has started the second series of Bible study. The topic is the book of the prophet Isaiah from chapter 40.

The Lectio Divina group continues to meet monthly on the last Wednesday of the month.

The Bible study led by Glyn Stanway is hibernating and hopes to resume after the pandemic.

Two people have applied to be confirmed. We are now encouraged to organise confirmation with all churches in the MMP. The next confirmation will be at St John's church on Sunday 27 November in the late afternoon. Preparation will take place in October and November. Let us hope that more people may come forward.

Minute 2022\23 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\24 Health & Safety – James Peters

Nothing to report.

Minute 2022\25 To receive reports and take questions on the reports from the following committees.

a) **Fundraising Committee** – Bonnie Hill

The team met on 3rd February to discuss future events and to go forward with planning. An A5 leaflet was sent out in Tidings to ask that the Jubilee Market date be put in diaries – Saturday 4th June 2022. Invitation letters have been sent out to past stall holders with an application form for both the Jubilee and December markets. Unfortunately the Mad Hatters Tea Party will not go ahead due to difficulties of various kinds. This may be attempted again at some point.

b) **Catering** – Mary Jakens

The first event to be covered during 2022 will be the quiz on 26th February. Lots of cake will be made for the teams to enjoy during the coffee break.

c) **Worship Group** – Graham Wadley - There have not been any changes since the comprehensive report last month and the WG has not met since.

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

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

f) **FOSM** – Bill & Vivien Eborn - Nothing to report except that the annual stock take has been completed.

g) **Pastoral Visitors** – Deirdre Gill – no report

h) **Administration** – Lynne Horner – nothing to report

i) **Spirituality Steering Group** – Janet Driver

j) **Church Bookings** – schedule attached to agenda email

k) **Bellringers** – Heather Edwards

l) **Electoral roll** – Vivien Eborn – no change

Minute 2022\26 – Community – Peter Hill Chairman of the following groups

a) **Wivenhoe Friendly Club**

Having temporarily suspended the Friendly Club from 16th December because of the surge in Omicron, we resumed meetings on the 3rd February. Everyone seemed really pleased to be back.

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

The Society have instructed the St Mary's Treasurer to transfer £1,014.53 from our ledger account to the Transformation Appeal account, being the profit made from our two concerts which we held in 2021. This leaves £1,000 as a balance in the account to cover any losses we might make this year plus a small sum which is owed to the PRS as a performing rights fee payable as a result of the Wivenhoe Orchestra concert last November. In the future, surpluses will be given to the Fabric Fund now that the Appeal has finished.

We hope to be able to organise 6 concerts this year. These will hopefully appeal to a wide variety of people. It will include a jazz concert which proved very popular in 2018. The sea shanty groups want to come back and Peter is talking to them right now about an event in September. The Wivenhoe Orchestra are already booked for a concert on 18th November. Peter is waiting to hear from 4

talented singers who had been booked to appear in 2020 but had to cancel because of the pandemic.

The Society agreed at our recent meeting that we would like to try inviting a really big name to St Mary's to play for us. In the interests of broadening our appeal to all music lovers, we have agreed to approach The Churchfitters to see if they can manage a gig in Wivenhoe during the summer. They were originally a Colchester band, but now live in France. They have a substantial local following and always sell out when they play at St Mary's Arts Centre. They comprise 3 musicians who play 42 instruments between them ranging from the fiddle, key board / flute and double bass. Other instruments include the saw and wine glasses. Their music is kind of 'folk'. When we first started talking to them about a booking two years ago, we were talking about a fee of £800. I will be seeing them next week as I have tickets to see them. An indication from the PCC would be helpful as to whether they would countenance such an expensive booking. Whilst there is always an element of risk with a booking, and that is why we wanted to establish a £1,000 reserve against losses, this is a band which has a big following and attracts big audiences.

The Standing Committee had permitted the limit for performance fees to be raised to £1000 to enable the Churchfitters to be booked.

Minute 2022\27 GDPR, Communications & Licensing Report – Marika Footring.

Nothing to report

Minute 2022\28 Overseas – Rosemary Murchie

Nothing to report

Minute 2022\29 Any Other Notified Business

Next Meeting:

- a) **Prison Fellowship** Marika Footring would like to bring the work of the Prison Fellowship to the PCC's attention, and the potential for volunteering with them in a way that might very well suit an elderly congregation like ours.

One such volunteering opportunity is the so called LetterLink, about which more can be read here: <https://prisonfellowship.org.uk/our-work/letter-link/>

There is an opportunity to invite a speaker from the Fellowship to the church, for a talk about the work etc., see here:

<https://prisonfellowship.org.uk/get-involved/churches/>

Now having spent so many years thinking about and working on the Transformation project, Marika feels the time is right to begin to look outwards again. Having in the past agonised over how to do something for youth but not found the way to do this. Maybe because it wasn't meant to be. Maybe as an older congregation, with so much experience of life, the Prison Fellowship LetterLink lies more within our capabilities.

It can be a joint activity for which the Annexe would be an ideal meeting place.

Perhaps if the PCC feels so inclined, they could invite a speaker from the Fellowship.

The PCC decided to leave the decision for individuals to sign up. Perhaps put details in Tidings to advertise the opportunity. St Mary's supporting it this way rather than as a group. Sue who knows someone who is involved said it was a huge commitment and so it was to be approached carefully.

- b) **Wild life area in Churchyard.** Heather asked if via Tidings and Pew sheets etc, a request for donations of surplus flower seeds to attract wildlife could be published. Possible Sunday Club/Friendly Club to scatter\plant in the Wildlife area of the Churchyard. The following would be consulted - Wivenhoe Town Council, Wildlife Group and Transition Group - to ensure that all are happy with the plan. If the PCC and all other parties agreed to proceed, Heather would inform Rev James Gilder, Diocesan Environment Officer as he likes to know what Churches are doing in the Colchester Deanery for the Towards Zero Carbon Plan 2030.

The holly tree needs to be reduced in the north east corner which would reduce the size and provide the additional space for new planting.

Decision – the PCC gave permission for additional space to be granted to the wildlife area to enable the seeds to be set in the north east corner. This will now go forward to consultation with the various parties. Heather to report back on progress at the March PCC meeting.

- c) Sandra spoke about Margaret Bigwood moving on the 11th February to Scotland.
- d) Jane mentioned the heating in the church during services. Elsewhere the heating had been used in churches and the question was put - was it necessary to continue to turn it off when the service begins. Some PCC members believed that the heating should be left on and any concerns dealt with. Graham was opposed to leaving it on for health reasons. It was decided that masks be recommended and the heating remain off. It was not known if the heating would be on during the Quiz Night – Erwin will ask Marika.

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

The meeting closed at 20.43 and concluded with those present joining together in saying The Grace