

The Parish of St Mary-the-Virgin, Wivenhoe
Minutes of the PCC Meeting on Tuesday 5th April, 2022 at 7.30pm on zoom

Welcome & opening prayer:

Erwin opened the meeting by reading a prayer for peace in Ukraine written by the Chief Rabbi in the UK.

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

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

Conflict of Interest – Jane Taylor & Heather Edwards - Minute 2022\47 Finance

Minute 2022\44

Minutes of the PCC meeting held on the 8th March 2022 were approved.

Minute 2022\45 Matters arising from the PCC Minutes

a) **Tree**

The new tree had been planted and took two hours to achieve as there were a great many roots. No remains were uncovered. Thanks were given to Jane Taylor for her work before and on the day itself. The family who purchased the tree in remembrance of a loved one will attend a short service around the tree on the Saturday after Easter.

b) **Christian Aid**

Ukraine – on the Diocesan website it suggests supporting USPG which is working in the region rather than directing money to Christian Aid. This has been announced in the service sheet.

Minute 2022\46 Correspondence: None

Minute 2022\47 Finance

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

	Nominal Account Name	March	February
Free of Restrictions	General Fund	£50,902.42	£56,901.44
Restricted	Bell Fund	£11,934.67	£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	£22,500.00
Restricted	Jane Cole legacy	£10,000.00	£10,000.00
Restricted	Flower Fund	£1,023.62	£1,023.62
Restricted	FOSM	£7,634.46	£7,634.46
Restricted	Cory Maintenance Fund	£2,175.00	£2,155.00
Restricted	Organ Fund	£370.00	£370.00
Designated	Sunday Club	£1,054.44	£1,029.44
Restricted	Wivenhoe St Mary's Music Society	£2,060.35	£2,060.35
Rolling Total Available for Transformation		£96,480.23	£96,480.23

Notes:

- These are draft statements because the first meeting with Diocesan Treasurer is yet to take place and the allocations require confirmation.
- PCC are asked to note that the FOSM funds noted above have been tidied into the FOSM account. This allows FOSM to have their own pay-in book and keeps these funds in one place.
- Revised signatories for bank accounts are in still progress. Barclays are being chased.
- PCC are asked to note that the bids invited for Harvey Lyon's picture generated £1000.
- Significant expenditure in the region of £40,000 is expected in the coming weeks as: the Stained Glass Window will be installed in the Annexe; the floor in the Choir Vestry will be repaired; Live Streaming equipment will be installed and the Fire Alarm installation extended into the main Church.
- **Bellringers** Douglas confirmed that they will continue to be paid in cash. The current rate is a total of £180 for the bells at a wedding which had been fixed for 2022 and could not be changed at this point. This to be reviewed again for 2023.

Minute 2022\48 The Transformation Project & related matters – Douglas McCormick

a) **Wall and railings** – this will be completed next week.

b) **Quote for path** Price for perimeter path has been received but the matter is being reviewed. The

quote was expensive and a simpler solution needed.

- c) **Replacement of damaged stainless steel counter** - outstanding
- d) **Fire Alarm in the nave** – List B permission has been granted but is subject to conditions. Bat Survey is required and a reply awaited for inspection date. Simon Marks needs to be involved with the process.
- e) **Choir Vestry** – has been cleared. Bakers have attended to assess the area. A quotation had been received in the sum of £1684.85 plus VAT. The Standing Committee have approved the quotation and commissioned the work which will take place week commencing 18th April. A barrier had been put in place to prevent entry.
- f) **Live Streaming** The final part of the Faculty process can now be done as the 28 day notice period ended on 28th March. The final costs to be confirmed.
- g) **Tower hand rail** – no further progress
- h) **Stained Glass Window** – Graham Wadley
All the measurements have been taken and on the 19th April work will start – two days for the metal work and the remainder of the week will involve the installation of the glass panels.
- i) **Storm Damage to nave roof** – Eric Jakens and Sue Jones – a contractor has been found and the primary work commissioned. The cost being £1240.00. Evidence of additional work while they are up on the roof will be required e.g. slates damaged as the ridge tiles fell. The work will commence on the 12th April when the scaffolding tower will be put up and a review of the work will take place. The work will take more than a day.
- j) **Roof Alarm** – a new supplier is being sought – more news later.
- k) **Holly tree** –
This matter had been put before the Town Council some months ago to reduce the holly tree to the height of the boundary wall. Having chased on many occasions to get the work done we were advised that a tree surgeon had been tasked to undertake the work but no date was given. Recently the holly tree had received attention and many complaints had been received from members of the community.
The new church shed may need to be moved as it is preventing sufficient light entering a rear shop window. Douglas will go and have a look.

Minute 2022\49 Mission & Ministry Partnership - Erwin Lammens

The consultation for the Colchester/Tendring Garden community is still live until 24 April. The MMP is involved in building community cohesion in this new development. Postcards with useful links will be sent with Tidings.

The Key to Life project organised by the MMP in ten schools has been a great success. Over thousand pupils took part in the project that focuses on the life of Jesus Christ as part of the RE Curriculum. For St Mary's valuable support was given by Sue Jones, Heather Edwards and Cora Dai.

Minute 2022\50 Adult & Childrens Ministry - Erwin Lammens

Children's ministry

Two children came forward to be prepared for their first communion. More children from the age of 7 may join. Preparation will be in June and first communion service on 3 July.

Due to a surge in Covid cases at the schools and unavailability of teachers on the day the Mothering Sunday service was held without the participation of the schools.

Easter activities for children under 12 will be held on Holy Saturday 16 April.

The WAY - On 30 March a meeting took place for the planning of six fortnightly sessions for youth from May until the end of July. Teresa Warren is coordinating with the help of Heather, Sue, Mike and many others. Other churches in Wivenhoe are welcome to join. If successful the youth group will continue in September.

A request had been received from Sunday Club leaders for access to a phone to enable parents to contact them in an emergency. Douglas stated that we have a landline and this could be utilised if a phone was found and plugged into the socket adjacent to the router hub.

A first aid kit is required in the annexe – purchased agreed. This to be placed so that it is quickly accessible from both the kitchen and the annexe meeting room.

Adult Ministry

The fortnightly Bible Study led by Helena Hughes and the monthly Lectio Divina led by Ann Evershed are continuing after an Easter break.

Five people have expressed their interest in being confirmed. Preparation will start in October and the confirmation service with Bishop Roger will be at St John's church on Sunday 27 November in the late afternoon. Interested to join? Please speak to Erwin.

Minute 2022\51 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>

Before the appointment of the new Safeguarding Officer the Safer Recruitment process needed to be completed and Erwin has this in hand. A form needs to be filled in and a role description put together. Two references will be required and a DBS check completed.

Minute 2022\52 Health & Safety – James Peters - Nothing to report

Minute 2022\53 To receive reports and take questions on the reports from the following committees.

a) **Fundraising Committee** – Bonnie Hill

Plans are going well for the Jubilee Market. More volunteers to help on the day are needed and it is hoped that more will come forward the closer we get to the event. There are sufficient bookings for stalls to make this a good event. Bringing Nature to You – a new event which involves Chris Gibson taking accompanied children around the churchyard has now been finalised for Saturday 25th June with three morning sessions. Advertising will go out as soon as the flyers have been prepared. Bonnie and Carolyn will be stepping down at the end of July and although one new team member has come forward – Carol Gilman – we still need to recruit more people for the core organising team.

b) **Catering** – Mary Jakens

Plans are in progress to provide refreshments for the police choir during their afternoon rehearsal on 30th April. Jubilee Market catering arrangements will be the same as last year.

c) **Worship Group** – Graham Wadley – nothing to report

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

e) **Wivenhoe Churches Together** - The Lent film shown recently attracted people from other churches to view it. The quality of the movie being shown e.g. picture and sound was excellent. Thanks were given to Rick for his assistance.

f) **FOSM** – Bill & Vivien Eborn

Bill rang the Ecclesiastical Insurance and they informed him that events outside the Churchyard are not covered unless specifically authorised by the PCC.

In this way FOSM on two occasions (for WTC Jubilee Fete on the KGV playing Field and on the Quay at the Wivenhoe Town Regatta) would be covered by the Church's insurance.

Bill would be grateful if the following resolution be put before the PCC -

The Parochial Church Council approve the request for the FOSM activities -WTC Jubilee Fete on the KGV playing field and on the Quay at the Wivenhoe Town Regatta - be covered by the church insurance policy.

The above resolution was proposed by Graham Wadley, seconded by Sandra Osborne and approved unanimously.

g) **Pastoral Visitors**

Minutes of the pastoral visitors team meeting

15 March at 2pm at the Rectory

Present: Deirdre Gill, Bryn Evans, Erwin Lammens

Apologies: Gilli Primrose and Gillian Strudwick

Visitors list

Erwin presented an updated list with 13 names and will ask those on the list if they would like to receive a visit from one of us. Visits may resume after Easter if it is safe.

DBS

Lyn Smith contacted the Safeguarding department at Chelmsford diocese and was told that DBS is not required for pastoral visitors if we do not carry out regulated activities during our visit. A regulated activity is an activity usually carried out by a carer such as feeding, clothing, washing or handling money.

Online safeguarding course

If your certificate has expired please do the online course. Deirdre as pastoral assistant attended the safeguarding course in Chelmsford some time ago.

House Communion

We hope to be able to resume the monthly house communions after Easter. Venues need to be decided. Hopefully former homes will be available again. Meanwhile Erwin will offer communion individually during Holy Week for Easter.

MMP pastoral events

Last year three pastoral events organised in our mission and ministry partnership have taken place at St Anne's, St Mary's (annexe) and St John's. They were successful and will resume in May or June. They are organised by the pastoral teams of the churches in Greenstead, Wivenhoe and St John's.

Lifts to the church

Somebody asked when we will resume lifts to the church on Sundays. We need to find a new

coordinator of the lifts and new drivers.

Any other business

We hope that one or two new members may join the team this summer.

Date of the next meeting - Tuesday 7 June at 2pm at the Rectory

- h) **Administration** – Lynne Horner – nothing to report
- i) **Spirituality Steering Group** – Janet Driver – nothing to report
- j) **Church Bookings** – schedule circulated in advance of the meeting
- k) **Bellringers** – no report
- l) **Electoral roll** – Vivien Eborn – at the end of this month the application process will close as the annual parochial church meeting is due in May.

Minute 2022\54 – Community – Peter Hill Chairman of the following groups

a) **Wivenhoe Friendly Club**

Friendly Club

We continue to attract 50 / 60 people, including volunteers, every Thursday afternoon. We now have a volunteer driver for the Community Minibus, Morag Willis, to collect people and take them home afterwards from Wivenhoe addresses which have been much appreciated. Ann Hanagan helps her with the rounds. We have several groups of musicians who are willing to play for us so that we always have something to entertain those people who come.

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

We have now booked performers for 6 concerts during 2022

Minute 2022\55 GDPR, Communications & Licensing Report – Marika Footring.

Marika will be taking time out for several weeks and so help is required with online services. Someone to take this on is urgently required.

Minute 2022\56 Overseas – Rosemary Murchie - Nothing to report

Minute 2022\57 Any Other Notified Business

a) **Opening the Church**

Erwin regretted that the church is closed so often and especially at weekends. He asked for volunteers to put their names on a rota for Saturday and Sunday afternoons. Two people needed as stewards for each session. Opening the church to begin from May onwards. Flower team to be asked if they would be prepared to allow access while they are preparing the arrangements.

- b) **Marie Curie Service** which was part of the 7past7 service on 23rd March resulted in a retiring collection of £33.00. Heather thanked those who attended and donated.

c) **Next Meeting:**

Annual Parochial Church Meeting – Sunday 15th May at 12 noon in church

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

The meeting closed at 20.30 and concluded with those present joining together in saying The Lords Prayer.