

The Parish of St Mary-the-Virgin, Wivenhoe
Minutes of the PCC Meeting on Tuesday 13th September 2022 at 7.30pm

Welcome & opening prayer: To mark the passing of HM Queen Elizabeth II a minutes silence was kept by all present. Erwin then said a prayer to celebrate the Queen's life. Congratulations were extended to Nick Gustard in his absence upon the birth of twins.

Present: Erwin Lammens; Heather Edwards; Sue Jones; Greg Butler; Bonnie Hill; Jane Taylor; Eric Jakens; Margaret Allison; Sandra Osborne; Glyn Stanway; Rick Cawley; Claudia Alsdorf; Douglas McCormick; Graham Wadley

Apologies: Sara Batts-Neale; Nick Gustard

Conflict of Interest. None

Conflict of Interest & Fit & Proper Person Forms. Forms had been completed and only two were now outstanding.

Minute 2022\87

Minutes of the PCC meeting held on the 12th July 2022 were approved.

Minute 2022\89 Correspondence

- a) Gill Black – safeguarding training records. Gill is undertaking her Officer training in October and will probably be contacting people in the coming months to let them know if they need to undertake the online training either for the first time or to renew.
- b) Annexe ventilation – all those involved have been alerted to the need to ensure that suitable measures are put in place

Minute 2022\89 Correspondence

Thank you card from Judy Cowell.

Minute 2022\90 Finance

Cash in funds as at 31st August 2022

Statement

| | Nominal Account Name | June 2022 | July 2022 | August 2022 |
|----------------------|----------------------------------|-------------|-------------|-------------|
| Free of restrictions | General fund for running Church | £76,752.40 | £76,230.78 | £90,960.57 |
| Restricted | Bell fund | £11,934.67 | £11,954.67 | £11,974.67 |
| Restricted | Choir fund | £755.27 | £755.27 | £755.27 |
| Restricted | Fabric general | £1,219.91 | £1,219.91 | £1,219.91 |
| Restricted | Fabric - Jane Ashton legacy | £10,000.00 | £10,000.00 | £10,000.00 |
| Restricted | Sheila Carrick legacy | £500.00 | £500.00 | £500.00 |
| Restricted | Hugh Brogan legacy | £5,000.00 | £5,000.00 | £5,000.00 |
| Restricted | Janet Richardson legacy | £1,000.00 | £1,000.00 | £1,000.00 |
| Restricted | Delia Schafle legacy | £22,500.00 | £22,500.00 | £22,500.00 |
| Restricted | Jane Cole legacy | £10,000.00 | £10,000.00 | £10,000.00 |
| Restricted | Flower fund | £922.13 | £820.64 | £719.15 |
| Restricted | FOSM | £7,372.86 | £7,844.36 | £7,980.36 |
| Restricted | Cory maintenance fund | £2,295.00 | £2315.00 | £2335.00 |
| Restricted | Organ fund | £370.00 | £370.00 | £370.00 |
| Designated | Sunday Club | £1,204.44 | £1,304.44 | £1,429.44 |
| Restricted | Wivenhoe St Mary's Music Society | £2,060.35 | £2,060.35 | £2,060.35 |
| | Transformation rolling total | £67,879.57 | £67,357.92 | £62,831.88 |
| Total Funds | | £221,766.60 | £221,233.34 | £231,636.60 |

b) **Notes:**

1. The overall Funds balance exactly with our various bank accounts and those held in the CCLA investment account. The split between the nominal accounts reflects the Treasurer's understanding of those accounts.
2. Gift Aid payment received from HMRC in the amount of £20,111.26, split between the General Fund £16,187.37 and the Transformation Project £3,923.89.
3. The Parish Share proposed for 2023 shows a 27.18% increase moving from £70,464 to

£89,613 per annum an increase of £19,149. The unacceptable nature of the increase for various Parishes in the Deanery was discussed at a meeting of all Parishes in the Deanery on 30 August. The PCC will need to discuss actions to be taken. It is suggested that the Rector and the Treasurer be empowered by the PCC to negotiate a more reasonable share for 2023.

4. The account for Wivenhoe St Mary's Music Society needs adjusting to reflect various recent events.
5. There had been donations in recent weeks.

c) **Parish Share**

Erwin, Douglas and Bonnie attended a Deanery Meeting on 30th August to receive a presentation about the Parish Share for 2023. The information which was distributed after the meeting had been circulated to the PCC in advance of the meeting. There had been a reallocation of the amounts required from individual churches by the Diocese\Deanery and it resulted in a 27.18% increase in our case which means a rise from £70,464 to £89,613. The PCC were not content with the new figures.

Douglas proposed the following - The PCC empowered Erwin and Douglas to request that a 5% increase be applied to St Marys and not the 27.18% which was proposed. Graham seconded the proposal and it was unanimously agreed. Authority was given by the PCC to Douglas and Erwin to negotiate the amount which will be payable in 2023.

Minute 2022\91 Fabric & related matters – Douglas McCormick & Sue Jones

a) **Transformation Project Report:**

The gates to the Carolin Garden are being reinstalled with proper structural support.

The final payment to the Contractor for the Transformation Project contract will be made late September/early October. That will conclude the contract.

b) **Annexe – Graham Wadley**

The Annexe was awarded a 'Commended' certificate in the annual DAC design awards. The certificates were presented on 11th August by Bishop Guli in the diocesan Offices, Chelmsford. A detailed report will be issued later when more photos are available but you may like to follow this link for details of the awards.

In we pray September edition there is an article on the presentation day with a group photograph. [wepraySept-Nov22.pdf \(anglican.org\)](#)

- c) **Roof** - repairs to ridge and adjoining tiles have been completed. Simon Marks has identified more tiles that need to be replaced during his Quinquennial Inspection. Permission was sought from the PCC to get the roofer back on site to get the work done and allowing the Standing Committee Members to sign off on the cost of the repairs. The PCC unanimously agreed.

- d) **Choir Vestry** - The cracked stone at the entrance to the Choir Vestry is being replaced and the new stone is on order and will be installed when available

- e) **Fire Alarm** - installation to the Main Church awaits equipment from China

- f) **Live streaming installation** to the Main Church and Annexe awaits equipment from China.

The following message was received recently from the contractor "Unfortunately, things are still coming in sporadically. At this point I have bits and pieces for the system but not everything to complete in one go. This is also the case across the board with a number of other projects as one inevitably knocks on to the next when supply becomes an issue. I definitely know of some items that we're waiting on, which keep having their manufacturing date put back because of the continued semiconductor shortage.

The radio microphones for the loop in the annexe will not be available until 2023 I've been told - I'm looking at what we can provide as an alternative."

- g) **Quinquennial Inspection** – debrief notes had been circulated to the PCC on 26th July via email.

- h) **Electrical Inspection Report** – the inspection took place on 30th August and the report has now been received and sent to Simon Marks to complete the requirements for the Quinquennial Inspection.

- i) **Removal of the ivy from the churchyard wall and railings** – the removal of the ivy was a requirement within the Quinquennial briefing notes and rather than leave it to the autumn\winter the task was undertaken during August. Although the Town Council had promised two people to assist on two full days there was only one person for two hours on three mornings and another person for two hours on one morning which meant that the majority of the work was left for a few people to undertake. There have been comments regarding the loss of habitat but it had to be done so action was taken. Simon Marks has been advised that the wall and railings had been cleared and hopefully he will view it and include any remedial work required in the full Quinquennial Report.

- j) **Cycle parking at St Marys** – permission has been sought by the Wivenhoe Bike Kitchen to place some hoops in the churchyard for cycle parking. Having had a site visit the best site

would be the piece of ground on the right-hand side of the church notice board. It was stressed that permission from the PCC and Town Council would be required before this could go any further and a Faculty would need to be applied for if this did go head. The PCC were content for this to proceed to the next stage which is consulting the Town Council.

- k) **Woodworm** was identified in the Quinquennial Report - The Chancel pew has had a first treatment with Cuprinol.
- l) **Cleaning** The contract with Judy Cowell who has loyally cleaning our toilets and tea station for many years was terminated on 26th August. As we now have a caretaker and usage of those areas of the church cleaned by Judy required cleaning frequently it made financial and logistical sense to incorporate all of the cleaning into the one role. The number of people now using the church and the annexe on a weekly basis has grown considerably and the cleaning of the toilets etc. needs to be done more than once a week. Judy was sent some flowers and a thank you card on her last day on behalf of the PCC.

Minute 2022\92 Mission & Ministry Partnership - Erwin Lammens

A meeting with the clergy in the MMP took place on 31 August at the Rectory. We discussed:

- How and when we meet together as Clergy in 22/23 Academic year (Morning Prayer/Clergy meetings?)
- Jubilee Foundation-planning the next steps
- Colchester Citizens- involving our churches in training in the autumn (Sara)

Minute 2022\94 - Safeguarding - Gill Black

New email address safeguardingstmarywiv@gmail.com (no s between marywiv)

Training link for online training is <https://safeguardingtraining.cofeportal.org/> and the parish reference code is 20.23. A review of those who need training is being undertaken. For those who need the basic awareness level the link is given below <https://www.chelmsford.anglican.org/online-training#Online%20Church%20of%20England%20Safeguarding%20Training>

Minute 2022\95 Health & Safety – James Peters

Nothing to report

Minute 2022\96 To receive reports and take questions on the reports from the following committees.

- a) **Fundraising Committee** – Erwin thanked Bonnie for her work as Fundraising Team leader over the past 14 months and gave her a card and gift from the PCC. Bonnie expressed her surprise and thanks for the thoughtfulness of the gift. Erwin also thanked Heather for stepping up to take on the role.
- b) **Catering** – Mary Jakens
Two special cakes have been made recently. One for the dedication of the new Annexe window and the other for the Family Picnic.
Cakes will be provided for the Heritage Day on 17th September when the church will be open.
Discussions are ongoing about a ticketed lunch for the gift day on 9th October.
- c) **Worship Group** – Graham Wadley – nothing to report
- d) **Colchester Deanery** – Heather Edwards – no report
- e) **Wivenhoe Churches Together** - no report
- f) **FOSM** – Bill & Vivien Eborn
FOSM goods continue to sell well including from the new basket in Church
- g) **Pastoral Visitors** – no report
- 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** – muffled bells had been rung and continue to be rung at various times when instructed by the Council of Ringers
- l) **Electoral roll** – Vivien Eborn - the total remains unchanged from the APCM when it was 118.

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

Wivenhoe St Mary's Music Society

120 people attended the Martin Newell & Hosepipe Band Concert on the 24th June and everyone thoroughly enjoyed it. Rather fewer people turned out to hear international harpist Miriam Keogh and the Goldcrest Ensemble and the beautiful sound they made in the Church. And the Sea Shanty concert was a sell out with 130 people attending.

We are hoping we will have another sell out performance with the Churchfitters on Friday 28th October.

The Friendly Club & Café

Thursday 4th August 2022 was the first anniversary of the launch of the Friendly Club & Café and so we had a party. The Nave was decorated with bunting and special cupcakes were ordered. As a real treat, an ice-cream van had been arranged and everyone was invited to queue up for an ice-

cream. Some people hadn't done that for a long time! The folk band, Friendly Visit, provided the musical entertainment for that special occasion.

The Club is still attracting around 50 - 60 people every Thursday with some people coming regularly whilst others are not always able to come. We always manage to find someone to come and entertain our visitors, whilst Sylvia Garrity plays the keyboard every week at the start and end of every Thursday afternoon session. We charge just £2 for unlimited cups of tea and coffee plus biscuits; this means the Church receives around £300 every two months.

Police Choir Concert would be taking place in the near future. Having been cancelled twice due to Covid it will be wonderful that they are able to perform this time

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

The licenses need to be renewed at a total cost is £630.17. The payment would cover the following licenses – Church Copyright; Streaming; Music Reproduction; Church Video; PPL Church; PRS for Music Church. These are all due for renewal on 31st October 2022. The PCC gave a unanimous approval for payment.

Minute 2022\ Overseas – Rosemary Murchie – nothing to report

Minute 2022\86 Any Other Notified Business

- a) A request had been received to show the Queens funeral service on the screen in church on Monday 19th September from 10.30 onwards. Marika will be in charge of the screening. Help is needed to receive visitors.
- b) Kerry – is running the London marathon in aid of St Mary's in October and sponsorship is needed. PCC members were asked to support her and publicise it to others.
- c) The Chalice will be reintroduced to services on 25th September for those who feel comfortable in taking the communion wine. In October the Gloria will be sung again.
- d) Heritage Day is taking place on 17th September – more help is needed.
- e) **Next Meeting:**
The next PCC meeting will take place on Tuesday 11th October at 19.30 in the annexe.

The meeting closed at 20.32 and concluded with those present joining together in saying The Lords Prayer.