

**The Parish of St Mary-the-Virgin, Wivenhoe**  
**Minutes of the PCC Meeting on Tuesday 8<sup>th</sup> March, 2022 7.30pm on zoom**

**Welcome & opening prayer:**

Erwin opened the meeting by reading an intercession for peace in Ukraine, this has been used throughout the Diocese.

**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; Revd. Dr Sara Batts-Neale joined the meeting at 19.52

Bill Eborn also attended the meeting.

**Apologies:** Eric Jakens; Dr. Nick Gustard.

**Conflict of Interest** - none

**Minute 2022\30**

**Minutes of the PCC meeting** held on the 8<sup>th</sup> February 2022 were approved.

**Minute 2022\31** Matters arising from the PCC Minutes

a) **The Wild Life Area – Heather Edwards**

Nice to see the Macmillan Daffodils planted late last autumn around the edge are showing through. The aim is to improve The Wild Life Area in the North east corner of St Mary's Churchyard. Info from the Wild Life Group, They have Key principles from The Green Spaces Project which are:

- 1) let it grow as is
- 2) let what grows mature and drop new seed
- 3) survey what is there during the season
- 4) cut once in October and remove cuttings.

It appears that there is no past report on what actually grows in this area of St Mary's. So, a report covering a year, noting what is growing and where, is desirable before anything may be added/removed.

Have obtained an App to help identify everything growing there. And I'm awaiting ideas about recording what wildlife is there. A brief monthly report on what is found and where (Map out). The Wild Life Group is excited and would like to visit the area and to offer further advice.

All this is also being looked at through the Diocesan Environment Group's Route Map to Net Zero Carbon 2030 Document, 8 steps to Environmentally Friendly Church.

Heather has now downloaded the app that is necessary for the survey and will work towards getting the area recorded. The daffodils are now starting to bloom. At the appropriate time a meeting will be organised with the Wild Life Group.

b) **Tree**

Jane (Taylor) has reserved a Mountain Ash Joseph Rock tree at Deans. The tree was in stock. Deans will keep the tree until needed. The plan is to plant it on Wednesday 23 March – the day of reflection. The family will organise something in the spring when everyone is able to attend. They have asked Erwin to be present for a blessing.

Jane would be happy to plant the tree. Erwin is willing to assist. The tree will be well suited to the site and won't need any pruning or other maintenance. The cost will be in the region of £50 which will be covered by the family.

Approval for the above course of action was given by the PCC.

c) **Beacon House**

Erwin had identified where the donations for Beacon House can be placed. Bonnie will purchase\find a bin\box of some sort and place it against the north nave wall so that everyone using the church is able to place things within it. A label will be put on the top or side to identify it.

**Minute 2022\32 Correspondence:**

Permission has been given for the following activity by the Standing Committee and Wivenhoe Town Council has been notified.

"My name is Lorraine George, and myself and my husband now own and live at The Sentinel Gallery, Chapel Road, Wivenhoe. I am a keen artist and happily involved with The Wivenhoe Art Trail and its continued development.

We would like to involve some of the children of Wivenhoe, and to that end will in the first instance be contacting Millfields School and Munchkins Nursery hoping that we can encourage all their young people to create pictures that can be displayed as a "Children's Exhibition" during the next art trail Friday 13th May - Sunday 15th May 2022.

Having enjoyed the craft market that you ran at St Mary's Church before Christmas with all the wonderful stalls in the church yard, we were hoping you might consider allowing us to display the children's art work in a similar way over the art trail weekend. Our idea is that all the pictures would be laminated (to protect them from the great English summer weather!) attached to ribbons and strung from the trees (think washing lines!) The art would be installed on Thursday 12th May and removed on Monday 16th May

2022 to be returned to the children for them to keep.

I hope you will feel able to support this event and share with us in trying to encourage our younger neighbours to come down to the heart of old Wivenhoe and be part of the rich artistic talent on display especially during the trail weekend.”

The PCC noted the action taken.

Heather suggested that perhaps members of the Sunday Club could take advantage of the event to advertise and also for the new youth group to be launched later in the year.

### Minute 2022\33 Finance

#### a) Cash in funds as at 28<sup>th</sup> February 2022

	Nominal Account Name	February	January revised	January
Free of Restrictions	General Fund	£56,901.44	£55,490.93	£60,778.89
Restricted	Bell Fund	£11,914.67	£11,914.67	£11,914.67
Restricted	Choir Fund	£755.27	£755.27	£755.27
Restricted	Fabric general	£3,241.73	£3,241.73	£3,241.73
Restricted	Janet 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	Jan 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	£1,023.62	£1,023.62	£1,023.62
Restricted	FOSM	£7,634.46	£7629.46	£2,341.50
Restricted	Cory Maintenance Fund	£2,155.00	£2,115.00	£2,115.00
Restricted	Organ Fund	£370.00	£370.00	£370.00
Designated	Sunday Club	£1,029.44	£979.44	£979.44
Restricted	Wivenhoe St Mary's Music Society	£2,060.35	£2,060.35	£2,060.35
<b>Rolling Total Available for Transformation</b>		£95,015.90	£95,015.90	£94,766.93

#### Notes:

- The above are draft statements because the first meeting with Diocesan Treasurer is yet to take place and the allocations require confirmation.
- The PCC are asked to note that the FOSM funds noted above are to be tidied into the FOSM account. Currently they are spread over 3 accounts. This allows FOSM to have their own pay-in book and keeps these funds in one place.
- Revised signatories for bank accounts are in progress.

#### b) Annual Report & Accounts 2021 – Bill Eborn

The Annual Report & Accounts for 2021 had been completed and was put before the PCC for their approval. The document had been circulated in advance of the meeting to all PCC members for review. Bill Eborn was prepared to answer questions on the accounts – there were none.

The approval of the Annual Report & Accounts 2021 was proposed by Douglas McCormick seconded by Greg Butler and unanimously agreed by those present.

### Minute 2022\34 The Transformation Project & related matters – Douglas McCormick

- Transformation project** is mostly complete.
- Wall and railings** - Railings and gate to East Street in hand
- Quote for path** - Price for perimeter path awaited
- Floodlights in churchyard** - External flood lights fitted with side panels
- Repositioning of light switch** - Light switch to Annexe toilet moved
- Replacement of damaged stainless steel counter** - Stainless steel for Annexe kitchen in hand.
- Redecoration** – funding still needs to be found
- Fire Alarm in the nave** - Extension to fire alarm system agreed with DAC awaiting Diocese permission under List B.
- Choir Vestry** – volunteers are needed to assist with clearing on **Saturday 12<sup>th</sup> March**. Bonnie has a plan which she will commit to paper and send to Erwin just in case she is unable to attend on the day.
- Live Streaming** - Live streaming public notice on display. Faculty expected end of March 2022
- Tower hand rail** Handrail to Tower not progressed beyond positive conversation with DAC.
- Stained Glass Window** – Graham Wadley  
Progress is now being made with the plan to install the window after some failures of the original

proposed glaziers to consider undertaking the work. A successful meeting involving several key players was held in the Annexe on 22<sup>nd</sup> February to develop the installation methodology.

#### **ATTENDEES**

James Dodds	Artist and Designer of Window
Susan McCarthy	DAC Stained Glass Advisor and Auravisions Ltd
Ben Downie	Inkpen Downie Architects
Shane Rayner	Pleshey Forge Ltd
Rev Erwin Lammens	Rector of Wivenhoe
Graham Wadley	St Mary's Co-ordinator for Window

The meeting developed a fixing method for the window panels with details of the additional metalwork to support the periphery of the window.

There will be some welding necessary to the curved beam and drilling of this and the existing T bars to accept the fixing bars which will hold the window in place. There will also be horizontal stay bars to reduce the possibility of the glass sagging and these will generally follow the lines of the lead so not to detract from the design. The system of fixing is agreed with the DAC advisor.

Emphasis was placed on cleanliness during the welding and drilling work together with considerations of working at height. All of this will be carried out by Pleshey Forge (who installed the existing T bars) with attendance at key stages by Auravisions.

The programme for the work will put the annexe out of use for two periods, subject to confirmation by contractors. Trial fit of one main panel and confirmation of methodology Tuesday 5<sup>th</sup> and Wednesday 6<sup>th</sup> April. Fit metalwork and install window commencing Tuesday 19<sup>th</sup> April for the rest of that week.

Approval for expenditure was requested – Pleshey Forge will require a sum to modify the metal work £6,525 + VAT which equals £7830. Auravisions will supervise the installation itself and will require a sum of £1314 plus VAT which equals £1577. This gives a total of £9407 to install the window. Douglas was asked about reclaiming the VAT and he will investigate. The companies need a confirmation letter and an initial payment of 50%. The total expenditure of £9407 was proposed by Graham Wadley and seconded by Douglas McCormick and approved unanimously by the PCC. Heather asked if the stained glass window has been included within our insurance policy – it was noted when the insurance surveyor visited the church in September.

j) **Notice Board** – Sue Jones

The notice board was taken down and has now been renovated by Karl Douzier and put back in place. Karl has only submitted a bill for materials.

k) **Storm Damage to nave roof** – Eric Jakens and Sue Jones

Storm damage to roof repairs in hand.

l) **Roof Alarm** – Eric Jakens and Sue Jones

The PCC are asked to mandate the Standing Committee to identify a roof alarm company and to appoint them without further consultation. This was approved by the PCC.

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

The church calendar is shared monthly with the agenda to enable PCC members to view how the church and annexe are being used.

#### **Minute 2022\35 Mission & Ministry Partnership** - Erwin Lammens

The MMP takes part in a church working group regarding the **Colchester/Tendring Garden community** (planned from 2024). Its aim is to build community cohesion in the vast building project in the East of Colchester (Greenstead, Elmstead, Ardleigh). The crucial (and possibly final) consultation will be from 7 March for about a month. Postcards by the churches involved will be distributed and posters on display. By completing the survey you can support the church as an essential part of building a healthy community. The postcards will go out with April Tidings which will enable those who receive them to participate in the consultation process and access information provided by St Johns via QR codes.

The **pastoral teams** from the churches in the MMP, coordinated by Ros Canham, will be meeting soon to discuss the next pastoral event.

The **Key to Life project** organised in nine schools by the MMP will be visiting Broomgrove Junior School and Millfields Primary School. More info can be found in Tidings and <https://www.countiesuk.org/schools-work/key-to-life> Sue Jones, Heather Edwards and Cora Dai will be assisting Erwin on various days when the vehicle comes to Wivenhoe.

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

#### **Minute 2022\36 Adult & Childrens Ministry** - Erwin Lammens

##### **Childrens Ministry**

On 30 March a meeting will take 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.

### **Adult Ministry**

The fortnightly **Bible Study** led by Helena Hughes and the monthly **Lectio Divina** led by Ann Evershed are much appreciated. These are open groups and anyone is welcome to join.

Four people have applied to be 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. If anyone is interested please refer them to Erwin.

### **Minute 2022\37 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>

Gill Black has kindly agreed to take over the role after the Annual Meeting in May.

### **DBS**

Some of the requirement rules for DBS have changed for Pastoral visitors and it may no longer be necessary to have the check unless the person is undertaking a regulated activity or is dealing with money. If in doubt please check with Lynn Smith our DBS Officer.

### **Minute 2022\38 Health & Safety** – James Peters

When using the electrical boxes in the floor please ensure that they are closed and the flaps are flush with the floor surface.

### **Minute 2022\39 To receive reports** and take questions on the reports from the following committees.

a) **Fundraising Committee** – Bonnie Hill

The Quiz Night took place on 26<sup>th</sup> February. This was organised by Marika and the raffle on the night was run by Heather and Greg on behalf of the fundraising team. Thank you to everyone who helped to make it a very successful evening. Marika did an incredible job in organising the event which raised a total of £878.00 – the reordered nave allowed 16 teams to participate and resulted in the most money raised by this event to date. The catering team members donated the cakes served during the event and their generosity is really appreciated.

The PCC wished their thanks to be recorded for the work of Marika and others.

b) **Catering** – Mary Jakens

The catering team are providing refreshments for the quiz on 26th February. Arrangements are in hand for the making of the cakes etc at the Jubilee/June market

c) **Worship Group** – Graham Wadley – report sent to PCC members

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

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

f) **FOSM** – Bill & Vivien Eborn - nothing to report

g) **Pastoral Visitors** – no report

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

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

j) **Church Bookings** – details had been shared with the PCC

k) **Bellringers** – Heather Edwards

We shall be sad to say farewell to two of our most prominent ringers at the end of March as they will be doing contractual work in the USA. However, we are also happy to confirm our four new ringers are all making excellent progress. Our annual spring clean of the Tower room will be done during Holy week when there is no ringing.

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

### **Minute 2022\40 – Community** – Peter Hill Chairman of the following groups

a) **Wivenhoe Friendly Club**

After a break in January when we decided to temporarily suspend meetings in the face of the spread of the Omicron virus, we resumed our meetings on Thursday afternoons from 3<sup>rd</sup> February.

We continue to attract 50 – 60 people each week who enjoy hearing Sylvia playing the keyboard or other entertainment as that provided by Brian Sinclair (guitar), Nikki Robinson (guitar) and Steve Hart (mouth organ) playing some sing-along folk songs. Joe from the Wivenhoe Microgym also came that day to get people participating in chair-based exercises. Everyone joined in this 20 minute session. We have booked him to come to the Club each month.

Morag Willis with help from Ann Hanagan is now driving the Wivenhoe Community minibus to bring people to the Club and take home afterwards if they need transport.

We are working on a weekly programme of entertainment which includes a visit from a team from the Colchester Handbell Society scheduled for June.

We paid the Church Treasurer £454 last year for their share of the takings from meetings held since we started in August 2021.

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

We have nearly completed booking all of the musicians for our programme in 2022:

- **Friday 20<sup>th</sup> May – Martin Dobson Jazz quartet** - Iconic sax with drums, bass and keyboard playing some familiar tunes including Pink Panther and many more. Promote tickets at £10 inc free glass of wine
- **Friday 24th June – Martin Newell and The Hosepipe Band** - An exciting Ceilidh band with poetry by Martin Newell. Promote tickets at £8 inc free glass of wine
- **Friday 15<sup>th</sup> July** - The Goldcrest Ensemble with international harpist, Miriam Keogh. Date to be confirmed. Promote tickets at £10 inc free glass of wine
- **Friday 2nd September – a Sea Shanty Evening** - With 3 groups including the Wivenhoe Hoolies. Promote tickets at £8 inc free glass of wine
- **Friday 28th October – The Churchfitters** - Once seen & heard, never forgotten. A folk band like no other. Promote tickets at £12 but without free glass of wine
- **Friday 18th November – Wivenhoe Orchestra** - Another Feast of Music is promised. Promote tickets at £10 inc free glass of wine

We are pleased that we have a broad genre of music and styles. Tickets will be sold in advance via the Wivenhoe Bookshop and via the internet.

**Minute 2022\41 GDPR, Communications & Licensing Report – Marika Footring.**

Nothing to report

**Minute 2022\42 Overseas – Rosemary Murchie**

Nothing to report

**Minute 2022\43 Any Other Notified Business**

a) **Essex Police Choir – Graham Wadley**

Graham asked for some assistance on the day of the concert on Saturday 30<sup>th</sup> April when the Essex Police Choir will be joined by the Ladies Spectrum Choir to perform. Volunteers are needed to provide afternoon tea; to assist generally; to be ushers; selling tickets; receiving people at the door and clearing up afterwards.

Erwin and Heather will help generally, Jane will assist with refreshments, Sandra can assist during the afternoon. Catering team to be asked by Jane to if they are able to assist. An appeal asking for additional volunteers will be put on the pew sheet.

The proceeds of the concert were originally destined for the TP project but Graham asked that the money offset the cost of the stained glass window. This was agreed by those present.

b) **Increase in postage charges – Bonnie Hill**

Notification has come through from Royal Mail that postage charges will be increasing on the 4<sup>th</sup> April from 47p per second class letter to 51p per letter for franked mail. This will still be well below the cost of putting a stamp on – second class stamps will be 68p each.

The decision to mail out using a Franking Machine was taken in June 2021 and a contract for twelve months was entered into with Pitney Bowes. The PCC were asked if they were in favour of continuing from September 2022 to mail out Tidings and to retain the franking machine. Douglas reported that recently donations had been received of over £500 to cover the cost of postage. Douglas believed that mailing out was definitely the way to go in the future and continuing to use the franking machine. Jane said that perhaps the donations request needed to be republished a few times. Douglas said that in the April issue of Tidings we need to thank those who had donated and to say there was still an opportunity to contribute.

It was proposed by Erwin that the posting of Tidings via franked mail continue until July 2023 with a review in March 2023 about continuance thereafter. The PCC agreed unanimously

c) **June PCC meeting**

Bonnie is unable to attend the June PCC meeting and asked for a volunteer to take the minutes on the evening of Tuesday 14<sup>th</sup> June. As much preparation as possible will be done in advance to assist the volunteer. Heather Edwards will take it on.

d) **Christian Aid – Ukraine**

A donation page has been set up by Christian Aid to assist the people of Ukraine.

A Lent charity had not been chosen yet – perhaps a retiring collection on the last Sunday in lent in aid of Christian Aid could be put in place. Envelopes can be marked at any time as a donation for Ukraine and given in before or after a service. Information will appear on the pew sheet and on the church website giving BACs details - electronic donations need to be clearly marked. The Lent charity information will also be included in Tidings.

**Next Meeting:**

The next PCC will take place on **Tuesday 5<sup>th</sup> April at 19.30 in person.**

The meeting closed at 20.55 and concluded with those present joining together in saying The Grace.