

**The Parish of St Mary-the-Virgin, Wivenhoe**  
**Minutes of the PCC Meeting on Tuesday 10<sup>th</sup> January at 7.30pm**

<b>Welcome &amp; opening prayer:</b> Erwin read a piece relating to the Renewal of the Covenant.			
<b>Present:</b> Erwin Lammens; Douglas McCormick; Graham Wadley; Rick Cawley; Heather Edwards; Sue Jones; Bonnie Hill; Jane Taylor; Margaret Allison; Sandra Osborne; Claudia Alsdorf; Greg Butler; Eric Jakens			
<b>Apologies:</b> Revd. Sara Batts-Neale; Glyn Stanway; Nick Gustard			
<b>Conflict of Interest:</b> None			
<b>Conflict of Interest &amp; Fit &amp; Proper Person Forms.</b> Forms had been completed and only one was now outstanding.			
<b>Minute 2023\1</b> <b>Minutes of the PCC meeting</b> held on the 12 <sup>th</sup> December 2023 were approved.			
<b>Minute 2023\2 Matters Arising</b>			
a) Email sent on 13 <sup>th</sup> December to Wivenhoe Town Council thanking them for their prompt action in gritting the path to the main door. Arrangements have been made for all paths to be gritted as and when necessary, in the future.			
b) <b>Parish Share</b> – This has now been resolved and is mentioned in the Treasurers report.			
c) <b>Heating in the Rectors Vestry.</b> Andrew Wheatley had been approached and he is going to assist in early 2023.			
d) <b>Grant to cover energy costs.</b> An application has been made by Douglas and news is awaited. There are various levels of contribution and a single contribution has been requested from the fund.			
e) <b>Love Your Weekend</b> – Update – things are progressing, a visit has been made to the tower while the ringers were present. The tower may be featured in connection with the “Ring for the King” celebrating his coronation on 6 <sup>th</sup> May. It will be pre recorded so anything organised that weekend will not be impacted upon. As and when matters move forward the PCC will be informed.			
<b>Minute 2023\3 Correspondence</b>			
a) Email from the Diocese to inform us that Colchester Deanery Synod representatives must be elected at our Annual Meeting in 2023. Three are required. Heather Edwards, Nick Gustard and Rick Cawley are prepared to continue. Erwin thanked them for being prepared to stand for election again.			
b) Email advising that the lights in Peter and Sandra Terry’s Garden have raised £540.00 in aid of St. Mary’s. The total is considerably more this year due to the filmed segment on BBC Look East. This has recently increased to over £600.00.			
c) Children’s Society £271.64 will be sent from St Mary’s as a result of the Christingle Service collection.			
<b>Minute 2023\4 Finance</b>			
a) Cash in funds as at 31 <sup>st</sup> December 2022			
	Nominal Account Name	<b>November 2022</b>	<b>December 2022</b>
Free of restrictions	General fund for running Church	£76,683.15	£74,384.63
Restricted	Bell fund	£12,014.67	£12,034.67
Restricted	Choir fund	£800.27	£800.27
Restricted	Fabric general	£1,219.91	£1,219.91
Restricted	Fabric - 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	Janet 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	£719.15	£739.15
Restricted	FOSM	£8,229.36	£8,686.36
Restricted	Cory maintenance fund	£2,395.00	£2,415.00
Restricted	Organ fund	£370.00	£370.00

Designated	Sunday Club	£1,504.44	£1,529.44
Restricted	Wivenhoe St Mary's Music Society	£3,675.97	£6,446.51
	Transformation rolling total	£67,297.61	£68,397.61
Total Funds		<b>£225,009.53</b>	<b>£226,023.55</b>

#### Notes:

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. The Parish Share for 2023 is now agreed and moves from £70,464 to £73,987 per annum an increase of £3,523 equating to 5%. A one percent discount will be received as we pay monthly.
3. Accounts timetable to be agreed with Diocesan Finance Officer.
4. St Mary's Music Society figures have been reconciled and show an annual contribution in excess of £4,000 for which grateful thanks should be given. The Society will advise the amount they wish to transfer to the fabric fund in due course.
5. The Christmas Charities giving will be finalised in January 2023 but a total amount in excess of £1,500 has been given. Namalemba received £765.00 on account in December 2022 to facilitate Christmas.  
Douglas is waiting for the final contributions to the Christmas charities and a balance will be sent to Namalemba and Beacon House will receive their full donation at the end of January.
6. £1500 has been received from the Friendly Club during the year.
7. Heather asked about the fundraising income being attributed in the accounts. A system will be put in place to identify payments made via BACs to easily identify them. A schedule of stalls to be sent to the Treasurer.
8. Graham asked about the reordering and the addition of the annexe - is there a cost implication now for running costs. There is an increasing use of the building in addition to the Music Society, Friendly Club using it resulting in a financial benefit which offsets running costs.

#### Minute 2023\5 Fabric & related matters

Bonnie, Greg and Mary Hignell spent the best part of 22<sup>nd</sup> December in church. Greg kindly rebuilt the **cupboard in the choir vestry** and also moved the **curtain pole** backwards so that the new streaming desk can be put in and the sound and streaming operators will have a clear view of the nave. Thank you, Greg, for giving up your time and skills to undertake the task. Bonnie and Mary spent hours sorting out the **Gooch pews** and all they contained. Repackaging and storing items in the space beneath the covers in the south aisle and returning others to the choir vestry. There needs to be a **run to the tip** to take the choir vestry carpet and underlay, some wood and a number of other items which are no longer required.

Mary has volunteered to hem the **curtains in the choir vestry** as they are currently too long. That will take place in the next couple of weeks.

The next area to be sorted out is the **north choir pews** which has an excessive number of items within the space.

Due to the lack of heating in the rector's vestry the **photocopier** was not functioning and one Sunday morning after the service it took a trip to the choir vestry. Bonnie arranged for an engineer to come and service the machine and it should now be working. It will remain in the choir vestry until the rector's vestry heating can be sorted out.

A **new carpet** has been purchased for the north door. When it has been very wet those entering have left water on the floor and the carpet has been put down to avoid anyone slipping on the wet wooden flooring.

There is still a **leak in the church roof on the north side of the nave**. Bonnie asked James Stalley to go and look at the problem when the water was still coming through to assist him in identifying where it was entering as it was not evident from an external view. He was kind enough to do so and will deal with the problem as soon as he is able to schedule it. There is currently a non-slip blue carpet in the north aisle to prevent anyone slipping on the floor should water enter and pool on the floor.

A new **5m extension lead** has been purchased and installed in the choir vestry for the sound system as the previous one was not long enough. The new one also has two USB charging points which might be useful.

**Future requirements:** There are significant repairs required on the church roof and these are

currently being priced as you will have read in the last set of Fabric Minutes circulated for the November PCC meeting. James Stalley has recently met with a contractor who would undertake the lead work required and will hopefully receive a quotation in the near future. At that point all elements for scaffolding, lead work, materials and labour will have been collated. Details of the cost will be circulated for approval by the PCC as soon as they are available.

**Erwin thanked** Bonnie, Mary and Greg for giving up their time in church.

Douglas informed the PCC that the end of the **defects period** has ended relating to the reordering and the construction of the annexe. All defects have been made good and the final bill will need to be paid – about £18,000. This will be settled in the near future when the paperwork has been received.

**North aisle roof** needs attention and this may be expensive.

**Heating in the bell tower.** There has been a difficulty for some time with the use of a fan heater in the tower. A better and more permanent solution of providing heating in that area needs to be found.

**Annexe outside lights** need to be fixed.

**Emergency lighting** in the nave needs to be looked at as they don't appear to be charging.

**Minute 2023\6 Mission & Ministry Partnership** - Erwin Lammens

Revd Andy Sachs, vicar at St John's, has been appointed vicar in a Parish in North London. He will be moving in July 2023.

We have a provisional date for the next pastoral event organised by the pastoral teams in the MMP: Monday 24 April in the afternoon. If you are able to give a helping hand, please let Gill Strudwick know.

**Minute 2023\7 Adult & Children's Ministry** – Erwin Lammens

**Adult ministry**

Café Chill is attracting a good number of people on a Sunday afternoon. Although not officially recognised as a warm place these gatherings along with the Friendly Club Thursday afternoons offer a warm and welcoming place to all members of our community.

We are planning to celebrate Deirdre Gill for many years of service as pastoral assistant at the occasion of her retirement. This will take place on a Sunday morning when convenient for Deirdre.

**Helena Hughes** is stepping down from her role as Authorised Local Preacher. Bible Study will not be taking place until a replacement is found. Unfortunately, she will not be preaching either.

**Children's and Youth ministry**

Advent and Christmas services and events have seen an increase in the attendance in comparison with last year. In particular family services such as Christingle, Crib service and St Nicholas visit were well attended by the young and less young. Also, the Nativity Play followed by the Sunday Club Christmas Party was successful.

Leaders have organised The Way Christmas Party which was attended by 15 young people between 11 and 16. The Way as well as Sunday Club will continue to meet in the New Year.

**Minute 2023\8 - Safeguarding** - Gill Black [safeguardingstmarywiv@gmail.com](mailto:safeguardingstmarywiv@gmail.com) Nothing to report

**Minute 2023\9 Health & Safety** – James Peters - Nothing to report

**Minute 2023\10 To receive reports** and take questions on the reports from the following committees.

a) **Fundraising Committee** – Heather Edwards

Plans are underway for a One Page quiz to be run throughout January. It's a simple fundraiser and does not aim to make a great deal. But if it goes well enough then it could become an annual small fundraiser.

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

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

d) **Colchester Deanery** – Rick Cawley – no report

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

f) **FOSM** – Vivien & Bill Eborn - We had a lovely evening at the Christmas Market and took a record £275. Our thanks to Maureen and Jane for their help.

g) **Pastoral Visitors** – no report

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

i) **Spirituality Steering Group** – Janet Driver – nothing to report

j) **Church Bookings** – a schedule of bookings was circulated.

k) **Bellringers** – Heather Edwards – Many congratulations to our esteemed Tower Captain having achieved 2022 changes recently with the help of experts from other towers. Adrienne Wood has achieved 50 years as a bell ringer – something only a few will ever achieve.

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

**Minute 2023\11 – Community** – Peter Hill Chairman of the following groups

**Friendly Club & Café**

We had a very successful Christmas Party on Thursday 15<sup>th</sup> December with Angela Dennis and her Harmony Choir. A lot of people came that day and there was a lovely atmosphere, as well as plenty of cakes and gifts for everyone, including the many volunteers.

We cancelled the session just before Christmas but will be meeting on the Thursday 29<sup>th</sup> December and every Thursday thereafter.

**Wivenhoe St Mary's Music Society**

We are now planning a meeting to elect a new committee and determine a programme of 6 concerts in 2023. We will agree at that meeting what money we can gift St Mary's Church after having organised 6 very successful concerts in 2022.

**Minute 2023\12 GDPR, Communications & Licensing Report** – Marika Footring. - Nothing to report

**Minute 2023\13 Overseas** – Rosemary Murchie

Over £700 has been raised for Namalemba and basins of blessings had been delivered either on 23<sup>rd</sup> December and Christmas Eve to 32 individuals/families. The basins contained rice, meat, oil and other items which would be considered a treat. The plan is in February goats, chickens and seeds for planting will be purchased and distributed. If they were provided now, they would either die or be eaten so the optimum plan has been put in place to achieve a good result for the future. It is hoped that a slide show can be on screen before a 10.30 service on an appropriate Sunday morning as photos of those who have received the basins have been sent through to

An email had been received from Rachel Butterfield which said that 222 people had been fed as a result of our donation for the basins of blessings. A slideshow on photographs will be shown at the beginning of a church service.

**Minute 2023\14 Any Other Notified Business**

a) **Next Meeting:**

**The next PCC meeting** will take place on 14<sup>th</sup> February at 19.30 in the annexe. Erwin Lammens and Glyn Stanway are unable to attend.

The meeting closed at 20.27 and concluded with those present joining together in saying The Grace.