

**The Parish of St Mary-the-Virgin, Wivenhoe**  
**Minutes of the PCC Meeting on Tuesday 14<sup>th</sup> February at 7.30pm**

|   |                                  |                      |                     |
|---|----------------------------------|----------------------|---------------------|
| <b>Welcome &amp; opening prayer:</b> Douglas read from Acts 2 42/47.  |                                  |                      |                     |
| <b>Present:</b> Douglas McCormick, Rick Cawley; Heather Edwards; Sue Jones; Jane Taylor; Margaret Allison; Sandra Osborne; Greg Butler; Eric Jakens   |                                  |                      |                     |
| <b>Apologies:</b> Erwin Lammens; Glyn Stanway; Claudia Alsdorf; Nick Gustard; Graham Wadley; Bonnie Hill; Sara Batts-Neale  |                                  |                      |                     |
| <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\15</b><br><b>Minutes of the PCC meeting</b> held on the 10 <sup>th</sup> January 2023 No further comments received and Douglas signed the hard copy.   |                                  |                      |                     |
| <b>Minute 2023\16 Matters Arising</b>   |                                  |                      |                     |
| a) <b>Heating in the Rectors Vestry</b> outstanding, waiting for electrician to visit.  |                                  |                      |                     |
| b) <b>Grant to cover energy costs.</b> The application made by Douglas was successful and £760 has been awarded to offset our energy bills. The PCC thanked him.  |                                  |                      |                     |
| c) <b>Electrician's list</b> - The outside lights for the annexe. The heating in the bell tower. The emergency lighting in the nave. New heating unit for the rector's vestry.  |                                  |                      |                     |
| <b>Minute 2023\17 Correspondence</b>  |                                  |                      |                     |
| a) Email invitation to join <b>Friends of the Holy Land</b> for an unforgettable fundraising evening of uplifting music on Thursday 16 <sup>th</sup> February in Westminster Cathedral at a concert featuring the London Welsh Male Voice Choir supported by The Priests. No Comments received. |                                  |                      |                     |
| b) Email received giving information and two dates regarding climate change events<br>The information above was circulated prior to the meeting to give sufficient time for those interested to respond.  |                                  |                      |                     |
| c) Note from the roof alarm people, because the WIFI Modem needs to be updated £88.50. The PCC confirmed that they were happy for this to go ahead and be updated.  |                                  |                      |                     |
| <b>Minute 2023\18 Finance</b><br>Cash in funds as at 31 <sup>st</sup> January 2023  |                                  |                      |                     |
|   | Nominal Account Name             | <b>December 2022</b> | <b>January 2023</b> |
| Free of restrictions  | General fund for running Church  | £74,384.63           | £71,510.83          |
| Restricted  | Bell fund                        | £12,034.67           | £12,054.67          |
| Restricted  | Choir fund                       | £800.27              | £800.27             |
| Restricted  | Fabric general                   | £1,219.91            | £4,855.91           |
| 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                      | £739.15              | £719.15             |
| Restricted  | FOSM                             | £8,686.36            | £8,787.86           |
| Restricted  | Cory maintenance fund            | £2,415.00            | £2,435.00           |
| Restricted  | Organ fund                       | £370.00              | £370.00             |
| Designated  | Sunday Club                      | £1,529.44            | £1,554.44           |
| Restricted  | Wivenhoe St Mary's Music Society | £6,446.51            | £1,033.15           |
|   | Transformation rolling total     | £68,397.61           | £71,560.31          |
| <b>Total Funds</b>  |                                  | <b>£226,023.55</b>   | <b>£224,681.59</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. **Annual Accounts for 2022**  
The draft accounts were put before the PCC for their acceptance before moving on to the Independent Examiners. The 2022 Accounts had been sent to the PCC seven days before the meeting.  
The acceptance of the accounts was proposed by Douglas McCormick and seconded by Sandra Osborn and unanimously agreed by those present. The accepted accounts would now be submitted to Peyton Tyler Mears for independent examination.
3. The Christmas Charities giving had been finalised in January 2023 and an overall amount of £1,708.34 had been given. Namalemba received £925.42 and the balance of £782.92 will be paid to Beacon House on receipt of their banking details which have been requested.

**Minute 2023\19 Fabric & related matters - Douglas McCormick & Sue Jones**

A Fabric Meeting was held on 8<sup>th</sup> February.

Peter Terry had approached Erwin and offered to undertake maintenance and planting within the Carolin Garden and the strip of land between the annexe and the brick wall by the fish and chip shop. This was discussed by the Fabric team and Erwin had contacted Peter to accept his offer. Peter was also advised of those who had also offered assistance in this respect. Jane Taylor, is there a group to help? Douglas advised she check back with Peter Terry who is looking for helpers.

**Minute 2023\20 Mission & Ministry Partnership - Erwin Lammens**

There was a meeting for potential trustees of the charity that the MMP would like to set up for projects with children and youth in Greenstead.

After a break the pastoral teams in the MMP will meet again to discuss the next pastoral event organised by the pastoral teams in the MMP. The provisional date is Monday 24 April in the afternoon at the annexe (or in church if more than 40). If you are able to give a helping hand, please let Gill Strudwick know.

**Minute 2023\21 Adult & Children's Ministry – Erwin Lammens****Children's and Youth ministry**

Teresa has put together the new rota until September. One of our Sunday Club leaders, An Lammens-Verhofstadt, has retired. An was a founding member of the new Sunday Club 13 years ago. She will still be involved in the Nativity Play; St Nicholas visit and as an occasional guest at The Way. Numbers at Sunday Club and The Way are very encouraging.

Heather Edwards continues her two-year training for the role of Children's and Youth minister.

**Adult ministry and outreach**

Café Chill and The Friendly Club remain successful. In these cold months the church and annexe are well heated to welcome everyone in a warm building. A formal 'Thank You' moment for Deirdre Gill at the occasion of her retirement as pastoral assistant hasn't yet been organised.

**Minute 2023\22 - Safeguarding - Gill Black** [safeguardingstmarywiv@gmail.com](mailto:safeguardingstmarywiv@gmail.com) A training will be delivered on Saturday 25th March in Church at 10.00, this will be both the Basic Awareness and Foundation level and are offering to all that need to be trained and of course anyone else interested. All leaders of the Church, PCC members and those involved with children and vulnerable adults need to be trained. This is stipulated by the Diocese and renewed every 3 years. We will all be working together and individuals will require a laptop, we will have IT support on hand plus there will be at least 2 people present who have recently trained.

Gill Black – Our Safe Guarding Officer, will be attending the March PCC meeting to present her annual report and to answer any questions.

**Minute 2023\23 Health & Safety – James Peters - Nothing to report**

James will be attending the March PCC meeting to present his annual report and to answer any questions.

**Minute 2023\24 To receive reports** and take questions on the reports from the following committees.

**a) Fundraising Committee – Heather Edwards – Fundraising team.**

Post-Christmas Quiz has raised £19.32. with three clear winners, two people had also very kindly added extra funds. Not a bad sum for the first time running, and it was agreed to run the event again next January; but will outreach to the broader community. Our next planned event is a Bingo afternoon on Saturday 25th February at 3pm, most likely in the Annex. Posters are ready to go up for this event. Plans are being put together for a musical variety event for the King Charles III Coronation, in the evening of May 6th Coronation Day Applications for the performers will be going out this coming week. Other events during the

year are also being planned. June Market – 3rd June, Lamas Day BBQ 15th July, The Bug Hunt 29/30th (Chris Gibson is booked to do either date) Scruffs will be run near the end of September, with Harvest Lunch around Harvest festival which is on the 1st October, The Christmas Market will be on Thursday 7th December.

- b) **Catering** – Mary Jakens – Plans are in place to provide refreshments for the Quiz night – Which raised a net total of £638.00, and the Bingo afternoon later this month. Heather Edwards to Keep Mary informed of numbers planning to attend the Bingo event – 22 to date.
- c) **Worship Group** – Graham Wadley  
The following are the Worship Group Meeting Minutes held on Monday 23 January at 7.00pm at the Rectory which began with an opening prayer.

**Present:** Erwin, Sue, Eric, Sara, Graham **Apologies:** Glyn, Rick, Douglas

#### **Dates for 2023**

- Overall calendar of services for 2023 reviewed. Some key dates:
- Taize in spring to be on 25th June
- St Nichola 25th November at 10.00/10.30
- Carol Servicer 10th December
- Carols on the Quay 17th December
- First Communion to be considered as there seems to be a growing demand.
- (An Excel spreadsheet of service dates and details for 2023 was shared with the PCC.)

#### **Rota troubles**

Erwin explained the difficulties in covering clergy/readers as several people were unavailable for various reasons.

#### **Old Testament readings during Lent and Advent**

- Agreed we would have OT reading during Lent and Advent with short organ piece between readings
- We will use the related readings where applicable

#### **Sunday Evening services**

- Very low attendances at evening services discussed. Continue Holy ground to Easter. Review Evensong after Easter.
- PCC agreed the matter of continuing with evening services if attendances remain low should be discussed at the next PCC.
- SMS for Good Friday and Remembrance would be at 6.30pm rather than 7.30 in an attempt to improve numbers. Could not be earlier due to other commitments in church.

#### **Churches Together**

Reviewed services and events: Lent Art Sessions – Lent Film – Lent Lunch - Good Friday – Pentecost.

#### **Ideas**

#### **Maundy Thursday**

Erwin proposed a recreation of the Last Supper. Details to be considered

#### **Coronation 6th May**

- Programme for weekend could include Sunday service and Monday volunteering.
- Consider possible involvement of Wivenhoe Youth Choir.

#### **Animal blessing**

Proposed for 6th August

#### **Communion (in a post-Covid time)**

- Common chalice: practices discussed
- Help at the altar rail. Several people were noted to have mobility issues when negotiating the altar steps. Agreed to have support standing by.

#### **Dates for next Worship meetings** - 5th June & 16th October

- d) **Colchester Deanery** – Rick Cawley – no report
- e) **Wivenhoe Churches Together** - no report
- f) **FOSM** – Vivien & Bill Eborn – no report
- 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 – no report
- l) **Electoral roll** – Vivien Eborn - no report

**Minute 2023\25 – Community** – Peter Hill Chairman of the following groups  
**Friendly Club & Café**

The Club continues to attract lots of people by ensuring there is some entertainment each week to keep people interested and avoid it becoming boring.

### **Wivenhoe St Mary's Music Society**

We have held two meetings in January to plan a programme of 6 concerts for 2023. We have 3 fixed up already:

- Friday 28<sup>th</sup> April – An evening with 4 superb singers called Quattro Amici who sing all sorts of arias and other well-known songs, accompanied by Joe Richardson on the keyboard.
- Friday 26<sup>th</sup> May – Encore. A Wivenhoe-based group who will be singing songs from your favourite musicals.
- Friday 28<sup>th</sup> July – The Hosepipe Band, a ceilidh band, with poetry by Blake Morrison

We are currently trying to sort out dates for the Sea Shanty Extravaganza and the Wivenhoe Orchestra. These will be in early September and likely mid-November respectively. We are disappointed not to be able to get the Churchfitters back again as tickets for that concert sold very quickly but hopefully, we can agree a date in 2024.

Four concert dates have now been put in the church diary – 30<sup>th</sup> June, 1<sup>st</sup> September, 20<sup>th</sup> October and 17<sup>th</sup> November.

### **Minute 2023\26 GDPR, Communications & Licensing Report – Marika Footring.**

#### **Film Licence**

The experience with the video licence (CVL) is that, since 2019 when we first bought one, we have hardly had any any occasions to benefit from it.

Such films as have been shown have all been outside the CVL

because, bar two, they were none of them on the list of authorised publishers.

Film Screening Licences can alternatively be sourced elsewhere, e.g from BFI and Filmbankmedia, even for one-off showings on an ad hoc basis.

Filmbankmedia's Single Title Screening Licence (STSL) for instance, which would have the added advantage of allowing charging admission and advertising the screening, neither allowed by the CVL.

Our Lent film, The Man who knew Infinity, is again not on the CVL authorised producers list.

It is however in the Filmbankmedia catalogue (Warner Bros).

For an STSL to screen to an audience of max. 50, we'd have to pay a fee of £87. This cost could be reduced or eliminated by a modest charge.

To open an account at Filmbankmedia requires a (fully returnable) deposit of £150.

Given the annual cost of £168 for the CVL, I suggest the PCC should begin to give serious consideration on how to proceed- before renewals fall due in October.

Jane Taylor, thought this made good sense, Rick Crawley asked to see the current list. See below.

Heather Edwards stated that there is hope to show more films once we have the live streaming set up and for showing films during school half terms and for the WAY Youth Group.

PCC agreed to ask Marika for the list of films covered by the licence to aid a decision on renewal at the next PCC.

Another concern is the **Onellicence** we hold and pay £160 per annum for.

It is the successor of Calamus, a much cheaper but more restricted licensor which we mainly used to cover our use of Taizé chants.

I have been keeping a spreadsheet from the end of May 2022, to compare the use we make of Onellicence and the CCLI ditto.

The tally of hymns for both so far is:

CCLI           136 hymns

Onellicence   12 hymns & chants

Marika had asked Onellicence if they have cheaper alternatives for occasional usage.

They replied that they offer "a Single-Use Licenses that you can purchase every time you need reprint and/or podcast / streaming permissions for 24 hours. Please keep in mind that this 24-Hour Single-Use License with Podcast / Streaming costs 62.40 GBP for an expected attendance of 51-100 which is your current subscription, and that you would only be able to buy 3 Single-Use licences for what you pay now."

Of course, we need a licence to use the hymns, but it seems a bit profligate to pay so much for so little benefit.

The following was noted as Erwin was unable to attend the PCC meeting

"*Onellicence*

*Onellicence covers the music for Taizé chants, hymns by Bernadette Farrell and more. Taizé services are well-attended and highly appreciated services which we organise twice a year. Taizé*

*chants are also used as responses to prayers of intercession, on Maundy Thursday and at the Civic service. Bernadette Farrell's canticle The Benedictus is sung at Matins on third Sundays. The renewal of this licence is needed if we want to continue to use these contemporary chants, canticles and hymns. They are currently included in about a dozen Sunday services. I would like to recommend that we renew One Licence on an annual or individual basis." Erwin Lammens*

We can use one licence per film according to the list of films available, we need to see that list to know what we can show. Marika has a list of the films available. So, we can make informed selection the list will be put before the March PCC meeting  
*PCC agreed to renew the One Licence on an annual basis*

**Minute 2023\27 Overseas – Rosemary Murchie**

A PowerPoint presentation was shown to the congregation on Sunday 22<sup>nd</sup> January which consisted of photographs of all those who had received bowls of blessings in Namalemba. 222 people had been fed and more money had been sent recently and consideration is being given to how this will be used. The PCC were asked for ideas – would they prefer the money to be used for chickens and goats, to set up a community garden or something else?

The following email was sent on 14<sup>th</sup> January.

Dear Brothers & Sisters in Namalemba,

Thank you for your email. It was so good to hear from you and we are glad you had a pleasant Christmas festival. We are sorry our Christmas card has not arrived but that may be due to problems with the post office here. We have received the photos of people who were helped with gifts at Christmas and we have put them on a video which we hope to show in Church on 22<sup>nd</sup> February. You will be especially remembered in the prayers that day and we hope you get rains soon. Here the weather is cold and we have had a lot of rain. In some parts of UK, they are experiencing floods, but we have escaped that so far. As well as the Covid virus a lot of people are getting influenza and our medical services are extremely busy.

Be assured of our continued prayers for you all. Rosemary, on behalf of the congregation of St Mary's, Wivenhoe.

**Minute 2023\28 Any Other Notified Business**

a) **Next Meeting:**

**The next PCC meeting** will take place on 14<sup>th</sup> March at 19.30 in the annexe.

- b) Jane Taylor mentioned Bell ringing teamed will be filmed by the Penny Lane company on 22 February, it will be tagged with the 'Ring for the King' The bell ringers are all in favour and the Tower Captain Adrienne Wood is co-ordinating this.

The meeting closed at 8:00pm and concluded with those present joining together in saying The Grace.