

The Parish of St Mary-the-Virgin, Wivenhoe
Minutes of the PCC Meeting on Monday 13th March at 7.30pm

Welcome & opening prayer: Erwin introduced a resource for discussion in parishes in the Diocese of Chelmsford which is called Travelling Well Together. Erwin read a prayer from it before starting the meeting.

Present: Erwin Lammens, Rick Cawley; Heather Edwards; Sue Jones; Margaret Allison; Greg Butler; Eric Jakens; Claudia Alsdorf; Graham Wadley; Bonnie Hill; Sara Batts-Neale

Apologies: Glyn Stanway; Sandra Osborne; Jane Taylor; Nick Gustard; Douglas McCormick

Conflict of Interest: Graham Wadley declared an interest for Minute 2023/30 – Fees.

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

Minute 2023\29

Minutes of the PCC meeting held on the 14th February 2023 were approved and signed.

Minute 2023\30 Matters Arising

a) **2023 Fees**

At the General Synod the Church of England had voted in favour of reducing the fees for funerals and weddings by about 5% as support to families and individuals in this time of crisis. The new fee scheme commenced on 1 March – a full schedule was sent to the PCC in advance of the meeting for review. In order to add more help Erwin proposed that St Mary's dropped the £20 for the organ fund. If the organ fund runs out of money the general fund could be used for maintenance and repair of the organ. In better times the organ fund fee could be reintroduced. If accepted the new fee list would be - weddings drop from £744 to £699; funerals from £447 to £415 and cremation services from £253 to £243. These were small changes but hopefully helpful.

Sara reported that the discussion at General Synod (of which she is a member) there was a real sense of supporting the wider society with the cost of living rises and reducing fees was something that was achievable by The Church of England.

The PCC adopted the revised figures set by the Church of England and St Mary's Church – effective 1st March 2023.

b) **Gardening in the churchyard**

A budget of £300.00 had been requested by Peter Terry to cover the planting and maintenance of the churchyard. The Standing Committee had approved this expenditure under its permitted powers.

Minute 2023\31 Correspondence

a) Letter from Peter Terry concerning the **provision of a new cemetery** in Wivenhoe had been circulated before the meeting.

The provision of a cemetery was within the Neighbourhood Plan as the existing provision was approaching full. Peter Terry had asked that the PCC write to the Wivenhoe Town Council to ask about their plans for another site.

It was thought a good idea to have a local cemetery as access to Colchester cemetery was difficult by public transport. The PCC decided that Erwin would ask Wivenhoe Town Council about their plans as there is a close association between St Mary's and those who wish to be interred locally. This subject will go onto the agenda again when news is received.

b) Email from Jane Hughes asking for permission for **Wivenhoe News** to be sold at the Friendly Club by Jeannie Coverley. Permission was granted by the Standing Committee on the understanding that St. Mary's had no responsibility for finding a replacement if Jeannie stepped down .

c) Letter from Royal Mail advising of **increased postage charges**. Having considered the financial implications, the Standing Committee decided to continue to mail out Tidings as this has a considerable community outreach.

d) Email with attachment received regarding of the placing of **swift nesting boxes** on the side of the church. A document was circulated to the PCC before the meeting giving the details.

Douglas replied to Cllr. Evans that Faculty restrictions would not allow the fixing the boxes onto the fabric of the church. This was accepted by Cllr. Evans and the matter was closed.

Biodiversity within the churchyard will be assisted by our wildlife areas which are already in place.

Minute 2023\32 Annual Parish Report

The Annual Report & Accounts for 2022 had been completed, with the exception of the Independent Examiners Certificate, 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.

The approval of the 2022 Annual Report & Accounts without the Examiners Certificate was proposed by Erwin Lammens, seconded by Margaret Allison and unanimously agreed by those present.

A copy of the Independent Examiners Certificate will be sent to PCC members as soon as it is available and will be published within the Annual Report.

Minute 2023\33 Finance

Cash in funds as at 28th February 2023

	Nominal Account Name	January 2023	February 2023
Free of restrictions	General fund for running Church	£71,510.83	£70,013.51
Restricted	Bell fund	£12,054.67	£12,054.67
Restricted	Choir fund	£800.27	£800.27
Restricted	Fabric general	£4,855.91	£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	£719.15	£719.15
Restricted	FOSM	£8,787.86	£8,792.86
Restricted	Cory maintenance fund	£2,435.00	£2,475.00
Restricted	Organ fund	£370.00	£370.00
Designated	Sunday Club	£1,554.44	£1,604.44
Restricted	Wivenhoe St Mary's Music Society	£1,033.15	£1,033.15
	Transformation rolling total	£71,560.31	£71,560.31
Total Funds		£224,681.59	£223,279.27

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. Draft Annual Accounts for 2022 have been approved by the PCC for sending to the Independent Examiner and have been signed by the Rector and Churchwardens.
3. The General Synod of the Church of England has reduced fees for weddings and funerals by 5% and the PCC was asked to confirm acceptance of these revised fees.
4. A grant of £760 towards energy costs had been received from the Diocese and is included in the figures above.

Minute 2023\34 Fabric & related matters - Douglas McCormick & Sue Jones

a) Gardening report from Peter Terry

- Replaced the dead yew trees and lightly pruned the existing ones.
- Weeded beneath the yews and planted a number of flowering campanulas between them.
- Weeded the shingle along the annexe wall. Cleared the Carolin slabs and the brick circle of weeds and thoroughly swept the area (a lot of the cement between the slabs had crumbled in the frost - will need watching) Cleared a large section of weeds away from the fish shop wall in readiness for planting tall shrubs to hide the view!
- There's still masses to do, but at least a start has been made.
- Graeme, Jane Taylor and possibly Alison Kent are willing to assist.

b) **KEL** (Annexe hearing loop and live streaming installation etc.)

Chris Gutteridge has started the installation and spent Wednesday 1st March in the annexe. He returned on the 6th March to do some above head height work. The project has begun and hopefully will proceed until completed over the next few weeks.

- c) **Church Clock Servicing**
The annual serving was arranged by Wivenhoe Town Council and was undertaken on 6th March. Adrienne Wood kindly opened and closed the tower for them.
- d) **Roof**
The cost of the scaffolding has still not been received.

Minute 2023\35 Mission & Ministry Partnership - Erwin Lammens
The provisional date for a joined pastoral event has now been cancelled due to illness of three volunteers in Greenstead. A new date – possibly after the summer – will be arranged. St Mary's pastoral visitors team continues to meet every two or three months.

Minute 2023\36 Adult & Children's Ministry – Erwin Lammens
Children's and Youth ministry

a) The Sunday Club team is preparing for the Easter activities for children and families on 8 April from 2 to 4pm. There will be First Communion on Sunday 2 July for children age 7 or older after a couple of lessons.
The Way leaders' team has a good and suitable programme for the fortnightly meetings. Numbers are between 15 and 20 young people attending.

b) **Adult ministry and outreach**
Café Chill and The Friendly Club remain successful. A 'Thank You' moment for Deirdre Gill at the occasion of her retirement as pastoral assistant hasn't yet been organised.
The list of communion assistants will be updated and the names were given verbally to the PCC for their approval. Approval was granted by the PCC and the list will be sent to the Area Bishop for his approval.

Minute 2023\37 - Safeguarding - Gill Black safeguardingstmarywiv@gmail.com
Due to the change of date Gill was unable to attend but had been invited to the April PCC meeting to receive and answer any questions on her annual report. A Safeguarding course had been arranged in church for those needing to take it for the first time or to renew it after three years.

Minute 2023\38 Health & Safety – James Peters
James was unable to attend the March PCC meeting due to the change of date but is able to attend in April to receive and answer any questions on his annual report.

Minute 2023\39 To receive reports and take questions on the reports from the following committees.

a) **Fundraising Committee** –Marika Footring
The annual St Mary's quiz raised £641 for general church funds. Thanks are due to all who helped towards this marvellous result which, it should be appreciated, included the value of material contributions to it by many involved in the organisation of the event, for which no charge was made. A big Thank You to all - you know who you are!
The Bingo afternoon was a fun afternoon and another may be organised later in the year, but definitely next year - £186.00 raised.

b) **Catering** – Mary Jakens
Refreshments consisting of cakes, tea and coffee were provided for both the quiz and bingo events. Mary was very grateful to members of the congregation who helped by making and donating cakes for these occasions. Also, for the help she received in setting up of tables, serving the refreshments and clearing up afterwards.

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

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

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

e) **FOSM** – Vivien & Bill Eborn
The Wivenhoe goods continue to sell well and we will need to buy some more stock.

f) **Pastoral Visitors** – meeting planned for April.

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
Preparations are in hand for the review of the Electoral Roll for the APCM. Sadly, we have lost both Elisabeth Baines and Len Horner since the beginning of this year.
Erwin asked the PCC to urge people to complete the appropriate form to go onto the Roll.

Minute 2023\40 – Community – Peter Hill Chairman of the following groups
Friendly Club & Café
The Club continues to attract new people with generally at least one new person coming each week.

A cheque had been prepared payable to St Mary's Church for 50% of our door takings in January & February in the sum of £333.11.

Wivenhoe St Mary's Music Society

Arrangements have been made for a programme of 7 concerts to take place from 28th April to 17th November, with each concert being on a Friday evening (at 7.30pm) and the ticket price (max £10 with several at £8) including a glass of wine (or a soft drink). This seems to work well.

Minute 2023\41 GDPR, Communications & Licensing Report – Marika Footring.

Marika had provided the list of films as requested at the February PCC meeting and these had been circulated to the PCC in advance of the meeting. Marika stated that if people have the list then whoever wants to screen a film can check for themselves if it would be covered.

If the film is on the list it can be shown but the Church Video Licence (CVL) but restrictions would apply i.e. no advertising outside the church congregation and no admission charges.

If a particular film is selected that's not on the list the person organising the showing should be prepared to apply for the alternative one-off licence as explained in her previous report. Such a one-off doesn't have any of the restrictions mentioned above.

Having already confirmed that the OneLicence should be renewed a decision was still required for the CCLI licence renewal which covers hymns.

The PCC approved the CCLI licence renewal.

Minute 2023\42 Overseas – Rosemary Murchie - Easter greetings.sent.

Minute 2023\43 Any Other Notified Business

- a) Greg suggested the outside of the shed be painted. There are various colours available and it might be less noticeable. The PCC agreed as long as it is in keeping. Heather will ask the young people for designs. The Wivenhoe Town Council to be advised about what we intend.
- b) **Next Meeting: The next PCC meeting** will take place on 18th April at 19.30 in the annexe. The meeting closed at 20.43 and concluded with those present joining together in saying The Lord's Prayer.