

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

Welcome & opening prayer: Erwin read a well-known passage – the Parable of the Sower. Then a prayer by St Ignatius.

Present: Erwin Lammens, Mary Jakens; Heather Edwards; Eric Jakens; Bonnie Hill; Greg Butler; Sara Batts-Neale; Sue Jones; Jane Taylor; Margaret Allison; Douglas McCormick; Rick Cawley; Graham Wadley;

Apologies: Claudia Alsdorf; Hannah Cole; Glyn Stanway; Nick Gustard; Gary Ranford

Conflict of Interest: Douglas McCormick - Minute 2023/80 Local Authorised Preacher

Conflict of Interest & Fit & Proper Person Forms. Forms were distributed and collected.

Minute 2023\72

Minutes of the PCC meeting held on the 13th June 2023 were approved and signed.

Minute 2023\73 Matters Arising

- a) **Volunteers for the Heritage Open Days on 9 and 10 September & Summer afternoons** – volunteers still required to cover various weekends. Feedback on open afternoons was positive. It was suggested that people be invited to write in the Visitors book. It would also be good to have the church afternoon of the Wivenhoe Regatta.
- b) **First Aiders** – volunteers needed to take a course. Heather Edwards was interested in taking the qualification. The First Aid box has been refilled.
- c) **Churchyard/wildlife management** – conversations are ongoing with the Biodiversity Group and others. A text for the agreement has been prepared and will be put before the PCC for approval in September.

Minute 2023\74 Correspondence – Having given notice of various decisions that needed to be made during the PCC those unable to attend in person sent the following responses.

Claudia Alsdorf

- a) **Authorised Local Preacher** – *in favour.*
- b) **Safeguarding** – *in favour.*
- c) **Wivenhoe Stations of The Cross** – *in favour, excellent idea in my view, especially trying to include Churches Together if possible - and provisionally I am interested in getting involved on the day.*
- d) **Friends of Essex Churches** – *in favour, but unfortunately unable to volunteer.*

Glyn Stanway

- a) **Authorised Local Preacher** - *I am really pleased that Douglas wishes to proceed in this way and I approve his application*
- b) **Safeguarding** – *I approve the documents, but I don't understand why the word "children" does not appear in the Summary of the Policy.*
**The document was amended before going forward for approval/signature.*
- c) **Wivenhoe Stations of The Cross** - *I approve proceeding with this idea and spending the proposed amount of money.*
- d) **Friends of Essex Churches** - *I approve the idea of taking part and also opening the church for the times proposed*

Hannah Cole

I agree with the a, b c and d on the agenda and happy to vote in favour.

Minute 2023\75 Finance - Cash in funds as at 30th June 2023

	Nominal Account Name	May 2023	June 2023
Free of restrictions	General fund for running Church	£60,151.73	£73,516.32
Restricted	Bell fund	£12,074.67	£12,074.67
Restricted	Choir fund	£800.27	£800.27
Restricted	Fabric general	£4,964.07	£4,964.07
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	£8,907.86	£9,156.86
Restricted	Cory maintenance fund	£2,535.00	£2,535.00
Restricted	Organ fund	£370.00	£370.00
Designated	Sunday Club	£1,754.44	£1,829.44
Restricted	Wivenhoe St Mary's Music Society	£2,318.26	£2,318.26
	Transformation rolling total	£59,538.54	£59,538.54
Total Funds		£203,133.99	£216,822.58

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 tax refund £16,206.97 received in month from HMRC. Thanks to Ian Dimmock for management of this!
3. The live streaming bill was £19,000 and will be paid very soon.
4. The numbers for the Wivenhoe Music Society require reconciliation and this will be completed in due course.
5. Other matters worthy of note are the requirements of the Quinquennial Report in respect of external stone repairs, the roof repair to the North Roof and valley guttering and the fact that included in the Transformation Project but not undertaken were the redecoration requirements for the main Church.

Minute 2023\76 Fabric & related matters Douglas McCormick & Mary Jakens

- a) **Window** – A window in the annexe lobby has been smashed and it is suspected that this has been done accidentally when the grass was being strimmed\mowed. The Town Council were informed and have denied responsibility and stated that there was no proof of the cause. Therefore they will not be contacting their insurance company to cover the cost of repairs. An estimate for the replacement glass needs to be obtained from Bakers of Danbury and our insurance company contacted.
- At present there is a delay in responses from Bakers – Douglas will chase them. The glass window will be repaired and Hadleigh Glass will be approached. The PCC authorised the payment of the window repair.
- Douglas spoke about the cost of redecoration which could be £60,000-£80,000. This will be scheduled after the roof and stone repairs.
- The matter of a path running alongside the annexe will be taken to the Fabric team for consideration - perhaps a resin pathway. The tower steps still needs a handrail.
- b) **The Churchyard Group** – Peter Terry
- The group has continued to work hard in recent weeks to improve the visual appearance of our church yard.
- A lot of our time has been spent in watering. With just one outside tap positioned by the vestry door, and lacking a hose, we have transported dozens of buckets of water to all corners of the churchyard!
 - The weeds however have miraculously continued to grow apace so we have had a programme of regularly weeding the areas previously tamed.
 - 8 colourful shrubs have now been planted between the gravestones lining a section of the south boundary wall, and all the existing tombs in this area (and beneath the East Window) have been cleared of weeds.
 - A major part of our work remains the attacking of the alkanet (a large, swiftly growing plant) which has begun to overrun large sections of the churchyard. The roots are substantial and need to be completely removed to avoid regrowth. Unfortunately this is a nearly impossible task. At best we will be able to just contain it! Whilst working on this along the north boundary, the hugely significant 'Snood' and 'Sainty' gravestones were once more revealed. We hope to keep these in view in future.
- c) **Ecclesiastical Insurance** – renewal documents have been received. The annual new premium is £2716.25 (2022 was £2560.20) with monthly payments of £226.35 (2022 £213.35). The amounts include Insurance Premium Tax. The policy comes into effect on 1st August 2023. Anyone wishing to view the policy should contact Bonnie - a scanned copy of the cover can be made available.

Minute 2023\77 Mission & Ministry Partnership - Erwin Lammens

Andy Sachs said farewell at St John's on 2 July. Andy will be licensed at St Barnabas in North Finchley on 18 July. After the summer recess clergy and MMP council members will look into the way forward for the MMP during the time of the vacancy. MMPs and MMUs are no longer a priority in the Diocese but those that function well are encouraged to continue

Minute 2023\78 Safeguarding – Gill Black

Annual approval of safeguarding policies. Two documents were sent to PCC members for review prior to the meeting – St Mary's Safeguarding Policy and St Mary's Safe Church Policy. Gill Black had confirmed that she was content with both documents.

The PCC approved both documents and these were signed by The Rector and Churchwardens where appropriate. The addition of the word "children" was inserted as suggested by Glyn Stanway mentioned under Correspondence.

A list of those in various roles who needed to undertake training and at which level was circulated to those present.

For those who still need to take the online courses please contact Gill for details.
safeguardingstmarywiv@gmail.com

Minute 2023\79 Health & Safety – James Peters – Nothing to report.**Minute 2023\80 Adult & Children's Ministry – Erwin Lammens****Adult ministry and outreach**

Café Chill and The Friendly Club remain successful.

Children's and Youth ministry

Two young people have been prepared for their first communion which took place on Sunday 2 July at the 10.30am service. At St Mary's young people are welcome and fully accepted also in receiving Holy Communion. Years ago the PCC had set the minimum age at 7. This policy is part of our inclusive approach of being church.

The minimum age for confirmation is 11 – this is a general consensus in the Church of England nationally although exceptions can be made by individual churches.

It is a delight to see so many young people at Sunday services (about 20% of the congregation).

The Sunday Club leaders are reviewing how they can include younger church members in the service in a more appropriate way.

Teresa and her team will be organising a summer party for the Sunday Club, The Way and parents at the beginning of the summer holidays on Sunday 23 July. The Sunday Club and The Way will take their annual break from 23 July and resume in September.

The Toddlers Group summer party in the Rectory garden will be on Tuesday 18 July from 10am until 12 noon. All welcome. The leaders welcome any help that we can offer.

Authorised Local Preacher – Douglas McCormick has completed an application form to become an Authorised Local Preacher. The text of the form was as follows -

At a meeting of the Parochial Church Council of the parish of St Mary-the-Virgin, Wivenhoe held on 13th July 2023 the following resolution was passed:

The Council endorses the nomination of Douglas McCormick for authorisation as a Local Preacher.

The voting was

15 for, (this included three absentee voters as given in Min.2023/74 above)

0 against

0 abstentions

The form was signed by PCC Secretary Bonnie Hill and dated 13th July 2023.

Minute 2023\81 To receive reports and take questions on the reports from the following committees.**a) Fundraising Committee –Heather Edwards**

More Fundraising Team members and more volunteers for events on the day are needed.

Bringing Nature to you. Carol Gilman has designed a poster for the Bringing Nature to You (Bug hunt) on Saturday 15th July 10:15 am. With Chris and Jude Gibson leading the walks. £5 per adult and up to 11 year old children go free. Places are limited to 12 per session, bookings are already coming in. Press release has been sent out to local publications including Tidings, website, Facebook etc. Posters are up around the village. Susan Potter has offered to do refreshments. Jane Taylor has offered to run the art table. Mary Hignell will be doing registrations and sales table. A chance for team members to swap around for the second session so that others can also enjoy the walk.

Lammas Day and BBQ poster for Saturday 29th July is being designed along with tickets which will be on sale after morning services on Sundays and possibly at the Friendly club to

be confirmed. Press releases have gone out and will be in Tidings, Church Website and social media. Help needed with serving the BBQ and putting up the gazebo's. A plea has gone out directly to possible folk also via the service sheets.

Scruffs event this year will be on Saturday 2nd September with it is hoped a few stalls to add extra interest. A photographer has now been found to help on the day.

b) **Catering** – Susan Potter

This month we helped cater for John Driver's funeral in the Annexe.

Cakes were generously donated and the Norwegian Bakery also supplied 2 boxes of buns, all of which were set out on tables for guests to help themselves.

The annexe was ideal on such a lovely sunny day and cold drinks as well as tea and coffee were available.

Many guests, who had not visited since the completion of the annexe, commented on what a lovely addition to the church it is.

c) **Worship Group** – Graham Wadley

As the latest Worship Group meeting was covered comprehensively at the last PCC meeting there will not be a Worship Group report for July.

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

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

f) **FOSM** – Vivien & Bill Eborn

FOSM goods sold well at the June Market and we are looking forward to the Regatta.

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** – Adrienne Wood – no report

l) **Electoral roll** – Vivien Eborn

There are no changes to the Electoral Roll.

Minute 2023\82 – Community – Peter Hill Chairman of the following groups

a) **Friendly Club**

We are coming up to our second birthday on first Thursday in August. It will be another excuse for a party.

b) **Music Society**

After to sell out concerts with Quattro Amici and Encore which were much appreciated, our last concert featured classical strings with well-known violinist Beth Spendlove with viola and cello accompanists.

Minute 2023\83 GDPR, Communications & Licensing Report – Marika Footring. A GDPR audit is currently being undertaken!

Minute 2023\84 Overseas – Rosemary Murchie - no report

Minute 2023\85 Any Other Notified Business

a) **Wivenhoe Stations of the Cross** – Sara Batts-Neale

It would be interesting to run a project inviting the general public and the artistic community to contribute to a Stations of the Cross trail around Wivenhoe for Holy Week next year. (This is not my original idea - it's been done elsewhere - but I think it's a very Wivenhoe thing).

The idea would be to create a route that either started or ended at the church, along which are displayed artworks & short meditations based on the 12 (or 14) Stations.

(Walking that would be a possible Good Friday Walk of Witness route too - if Churches Together were involved?)

The cost would be printing route map leaflets (similar to the Art Trail ones) which would be about £50 for 500.

Erwin gave the feedback shown under Correspondence above. Sara suggested starting from The Cross. A small team to be put in place to start the preparations. The PCC approved reasonable expenditure for this project.

b) **Friends of Essex Churches** – Erwin Lammens

St Mary's has not taken part in the last decade but some churches regularly participate and I wonder if we should. We may have two cyclists (Terry and Andrew) who may be willing to take part in it and raise money for St Mary's and other churches in Essex. Also we should keep the church open to welcome cyclists or hikers from other churches. We are already open in the afternoon until 4pm because of Heritage Open Days. We will open the church not only in the afternoon but from 10am on 9th September.

The PCC was asked to mention this opportunity to others who may be able to take part.

c) **Lifts to Church on Sunday mornings** – Erwin Lammens

Some of our older congregation are now finding it difficult to make their own way to church for the 10.30 service. There was a rota in place before COVID but this has slipped and needs to be addressed. Margaret Allison volunteered to go on the rota. PCC members were asked to mention this to others who may be able to assist. The request for volunteers will go out in Tidings and on the service sheet.

d) **The next PCC meeting** will be held on **Monday 11th September, 19.30 in the annexe**

The meeting closed at 20.40 and concluded with those present joining together in saying The Grace.