

**The Parish of St Mary-the-Virgin, Wivenhoe**  
**Minutes of the PCC Meeting on Tuesday 13<sup>th</sup> June at 7.30pm**

**Welcome & opening prayer:**

A moment's silence in memory of John Driver was followed with a prayer of hope. Erwin welcomed Hannah Cole to her first PCC meeting and the return of Mary Jakens..

**Present:** Erwin Lammens, Mary Jakens; Heather Edwards; Eric Jakens; Claudia Alsdorf; Graham Wadley; Bonnie Hill; Glyn Stanway; Greg Butler; Sara Batts-Neale; Sue Jones; Jane Taylor; Hannah Cole

**Apologies:** Douglas McCormick; Gary Ranford; Rick Cawley; Margaret Allison and Nick Gustard

**Conflict of Interest:** None

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

**Minute 2023\57 Appointments**

- a) **Election of Churchwardens** – Douglas McCormick and Mary Jakens had been elected to those roles at the Annual Parish Meeting
- b) **Election of Deanery Synod Members** – Nick Gustard; Rick Cawley and Heather Edwards had been elected to those roles at the Annual Parish Meeting.
- c) **Appointment of Treasurer** under Rule M20(3)&(4)  
Douglas McCormick was prepared to undertake this role. The appointment of Douglas McCormick was proposed by Sara Batts Neale, seconded by Greg Butler and unanimously approved
- d) **Appointment of Secretary** under Rule M20(1)&(4) **and co-opted** under Rule M15(1k)  
Bonnie Hill was prepared to undertake these roles. The appointment and co-option of Bonnie Hill was proposed by Erwin Lammens, seconded by Heather Edwards and unanimously approved.
- e) **Election of Standing Committee Members** under Rule M31(2)  
The members of the Standing Committee currently were The Rector; two Churchwardens; Treasurer and Secretary: Those currently holding these posts are Revd. Erwin Lammens; Douglas McCormick; Mary Jakens and Bonnie Hill. The election of all those holding the positions listed above was proposed by Eric Jakens, seconded by Claudia Alsdorf and unanimously approved.
- f) **Election of Sidespersons** Rule M6(6) – the following people are put forward for election: Carolyn Martin; Graeme Martin; Bonnie Hill; Anne Williams; John Williams; Nick Gustard; Barry Smith; Lyn Smith; Ann Hanagan; Austin Baines; Margaret Allison; Susan Darien; Maureen Smith; Jan Marks and Eric Jakens. The election of all those listed above was proposed by Mary Jakens, seconded by Sue Jones and unanimously approved.

**Minute 2023\58**

**Minutes of the PCC meeting** held on the 18<sup>th</sup> April 2023 were approved and signed.

**Minute 2023\59 Matters Arising**

- a) The formation of a cemetery committee.  
Cemetery committee  
The purpose of the committee:
  - to open on-going discussions with Wivenhoe Town Council to meet the aspiration of the Wivenhoe Neighbourhood plan to create a new cemetery;
  - to explore any possibility that might be considered viable to offer burials in Wivenhoe once the final spaces in the second cemetery are filled.
 Erwin asked for volunteers to join the team - Revd. Erwin Lammens, Peter Terry as co-ordinator, Claudia Alsdorf and Revd. Dr. Sara Batts Neale agreed to assist.
- b) A copy of the Health & Safety overview had been circulated in advance of the meeting.

**Minute 2023\60 Correspondence** - none

**Minute 2023\61 Finance**

**Cash in funds as at 30<sup>th</sup> May 2023**

	Nominal Account Name	March 2023	April 2023	May 2023
Free of restrictions	General fund for running Church	£67,224.49	£57,184.57	£60,151.73
Restricted	Bell fund	£12,054.67	£12,054.67	£12,074.67
Restricted	Choir fund	£800.27	£800.27	£800.27
Restricted	Fabric general	£4,855.91	£4,964.07	£4,964.07

Restricted	Fabric - 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	Janet 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	£719.15	£719.15	£719.15
Restricted	FOSM	£8,792.86	£8,797.86	£8,907.86
Restricted	Cory maintenance fund	£2,535.00	£2,535.00	£2,535.00
Restricted	Organ fund	£370.00	£370.00	£370.00
Designated	Sunday Club	£1,679.44	£1,704.44	£1,754.44
Restricted	Wivenhoe St Mary's Music Society	£1,033.15	£1,033.15	£2,318.26
	Transformation rolling total	£70,680.37	£59,538.54	£59,538.54
Total Funds		<b>£219,745.31</b>	<b>£198,701.72</b>	<b>£203,133.99</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. The final bills for the Transformation Project have been received and paid and these are reflected in the April statement of funds.
3. Further sizeable expenditure is expected in respect of the live streaming installation and the fire alarm extension to the main Church, both of which should be completed in April 2023. The fire alarm extension has been paid and is reflected in these figures. The live streaming bill is awaited.
4. The numbers for the Wivenhoe Music Society require reconciliation and this will be completed in next month's report.
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\62 Fabric & related matters Douglas McCormick & Mary Jakens

##### a) Gardening – Peter Terry

Apart from planting appropriate shrubs, the area between the Carolin Garden and the shed is almost finished.

The ivy has been much reduced, the holly reshaped and the soil dug over where appropriate. We have 'hidden' the large pieces of wood behind the shed and emptied the two dustbins. Unfortunately the bottoms of both of them have rotted so they are useless and a tip run at some point needs to be arranged.

We have put the spare compost from the Uni behind the holly - this will be good to have in reserve and the large sack can be taken away.

What next - two areas - neither of which are part of the wild life plans:

1) The boundary wall backing on to the fish shop and finishing at the kissing gate: A large section of this boundary contains grave stones. It is proposed that the area behind and to the side be cleared of the stones - realign as necessary (one in particular is leaning precariously forward!) and then plant sensitively with slow growing, small shrubs. There is a very large buddleia behind the very first stone and it is pushing it forward. I propose to reduce the buddleia by at least half in order to stop further damage. (This shrub will take very hard pruning)

2) The Ivy on the wall between the shed and the West Street entrance: This is massively

overgrown extending into the road and blocking some light for the boutique. As with all the ivy which is growing on our walls or railings there is a real issue of damage as highlighted in the quinquennial. The proposal is to reduce this to the same degree as the other side of the shed.

- b) A live streamed funeral had taken place and was very successful. Rick and Marika were thanked for their hard work in getting to grips with the system and ensuring that everything went well.

- c) **The Livestreaming Policy** had been circulated prior to the meeting for the PCC's consideration. The following section required a decision:-

(7) "Normally the service will be streamed on the YouTube platform via St Mary's website and/or St Mary's YouTube channel. **The PCC has to decide whether recordings will remain on the website for a short period such as two weeks, after which they will be removed. The PCC may decide not to keep recordings and only stream services live with no facility to watch at another time.**"

It was decided that some recordings would be kept on the system – Sunday services for a week and for weddings and funerals a little longer. Families will have the option for the service to be kept on the system for a limited time or to not be made available after the service concludes.

- d) **The Livestreaming Operational Policy** had been circulated prior to the meeting for the PCC's consideration. The following sections required decisions:-

- **"Proposed pattern of live streamed Sunday services with the possibility of including more services at a later stage:**

**Second, fourth and fifth Sundays**

**10.30am Family Eucharist with camera operator."**

The PCC decided that the second, fourth and fifth Sundays would be streamed. There will be a rota of volunteer operators to cover the services. The volunteers will only have to operate the system about six times a year.

The PCC has the responsibility to ensure that the signage is displayed when livestreaming is taking place and also that various areas are not in view. The policy may need to be reviewed from time to time as a result of experience gained.

The settings of the camera positions will be vital in ensuring the congregation is taken into the consideration. It is public worship but tact needs to be used.

- **"Proposal of fee for agreement by the PCC.**

**The fee for live streaming of occasional services (weddings, funerals and baptisms) is set at £30 for the time and work of the person who operates the system. £30 is also the current (2023) amount for the Verger at occasional services and when the Verger fee increases the live streaming fee should increase by the same amount. For a funeral of a person 18 or younger no fee will be charged."**

The PCC decided that the fee for the livestreaming operator at weddings, funerals and baptisms would be £30.00.

- Permission and arrangements for filming children would be put in place,

- e) **Livestreaming Policy and Operational policy documents.** Having decided upon the three sections above **the PCC approved both documents.** Twelve PCC members were in favour with one abstention.

- f) **E&J Fire Protection** have undertaken the annual servicing and certification. The certificate is now up on the board in church.

- g) It is hoped that a **smart meter** will be installed for the electricity supply in church on 16<sup>th</sup> June.

- h) **The chancel** has now been cleared of all items with the exception of some cupboard doors and a pew end which have been put in the corner of the back Gooch pew and covered. It was stressed that the choir and Gooch pews should no longer be seen as a dumping ground for any items whether on a temporary or permanent basis.

- i) Discussions have been taking place regarding the **wildlife areas** within the churchyard. When final proposals have been agreed between the various parties the information will be put before the PCC for their approval.

Wildlife Wivenhoe had changed their name and they have expressed an interest in the management of the churchyard. There was an agreement in place for a section of the churchyard to be kept for wildlife. They wish however to have areas in the churchyard under their management.

The PCC were content with the existing management of the churchyard by Wivenhoe Town Council and could not see a reason to have another organisation involved in its upkeep except the gardening team coordinated by Peter Terry that has been given permission to clear and improve some areas.

Sara suggested that we welcome the interest of the Wivenhoe Biodiversity Group but it is a matter for Wivenhoe Town Council whether they accept the offer to assist with the management of the churchyard. For discussion at the next PCC.

**Minute 2023\63 Mission & Ministry Partnership - Erwin Lammens**

Because of illness among many in the Greenstead pastoral team and the forthcoming vacancy at St John's no pastoral event will be planned for the foreseeable future.

Revd Andy Sachs' farewell service will be on Sunday 2 July at 10.00am. He will be installed in North Finchley on 18 July.

**Minute 2023\64 Safeguarding – Gill Black**

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

[safeguardingstmarywiv@gmail.com](mailto:safeguardingstmarywiv@gmail.com)

**Minute 2023\65 Health & Safety – James Peters – Nothing to report.**

**Minute 2023\66 Adult & Children's Ministry – Erwin Lammens**

**Adult ministry and outreach**

Café Chill and The Friendly Club remain successful.

St Mary's pastoral visitors team had a meeting on 24 May. Someone has retired from the group but a few days later someone asked if they could join the group. When a door closes, a window opens. We visit about 10 people who have asked us for an occasional visit. If you know of anyone who would appreciate a visit on behalf of the church please speak to Gill Strudwick.

**Children's and Youth ministry**

There will be First Communion on Sunday 2 July at 10.30am for children age 7-10. The preparation will be Saturday morning 10 June. So far we have received two applications. First communion for children from 7 has been our policy for more than ten years as a way to warmly welcome children and their families.

Those interested can book their confirmation, which will this year take place at one of the Greenstead churches. The minimum age for confirmation is 11.

The Sunday Club and the Way continue successfully. Teresa and her team will be organising a summer party for both groups and their 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 on 10 September.

The Toddlers Group summer party in the Rectory garden has been booked for Tuesday 18 July from 10am until 1pm. All welcome. The leaders welcome any help that we can offer

**Minute 2023\67 To receive reports and take questions on the reports from the following committees.**

**a) Fundraising Committee –Heather Edwards**

The Coronation of King Charles III, was live streamed into the church and on the big drop-down screen. The Town crier Bob Needham made an announcement at the church entrance at 10:12am, this was followed immediately after with a special 'Ring for the King' from the bells. This ring was a national event and St Mary's was pleased to be able to take part. Everyone was invited to attend, especially those who may otherwise have been on their own to come and watch the spectacle, bring a picnic with them whilst free hot drinks and squash were provided, along with some nice biscuits. Colouring and simple crafts were set out to help keep children occupied, which was well used by whole families. People could come and go as they pleased. About 60 people attended and admired the church which was also decorated with Union Jack bunting for the event. Delightfully, although the event was free, some folk did make donations into the pot. An event enjoyed by everyone. Thanks go to Marika Footring who ran the live streaming.

The June Market had recently taken place and the provisional figure for the June Market was £1975. Heather would like to thank all those who did come out to help both on the Friday with the preparation and early on the Saturday morning to ensure it was a good success. This has raised a great amount for St Mary's and you can all feel that you played a part.

Our stall totals were:-

	£
Books	59.85
Refreshments	634.80
Garden	508.50
Raffle	222.00
Sunday Club	36.00
Elephants	252.52
FOSM	89.00

A meeting will be arranged to plan for the future.

b) **Catering** – Mary Jakens

A really successful day, the layout of the room was changed and it worked really well. Susan Potter has now taken over from Mary as Catering Co-ordinator.

c) **Worship Group** – Graham Wadley

Three topics to discuss – the first to review the service patterns and particularly during Holy week and the week approaching Easter. This will be reviewed before next year. Some changes in 2023 had taken place but there are areas that could be changed for example the inclusion of the foot washing on Maundy Thursday.

Looking ahead was the second topic – the mid-June to end of October services were reviewed – Sunday evensong service had been attended by 15 people which was a great improvement. Evensong will continue through into the autumn.

Third – a new item on 17<sup>th</sup> September when an animal service/blessing will take place.

Livestreaming had also been part of the discussion and scheduling the start of the service and a rolling prayer being put on screen during communion. The children's segment at the end of the service was also discussed. There were concerns about the feedback from the children to the congregation at the end of the 10.30 service and it was decided that the leader would report back on behalf of the children. The Sunday Club work could be put in the annexe for the children to share with the congregation.

When the children return to the nave for communion there is noise and although children joining their parents with joy is an uplifting sight Erwin asked if there was some way to address this as there was a complaint that communion gets distracted. The Sunday Club leaders will meet during the summer to iron out the details.

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** – Adrienne Wood – no report

l) **Electoral roll** – Vivien Eborn

Vivien was not aware of any changes to the Electoral Roll since the APCM when the number of names on the roll was 122. The updated roll has been placed at the back of Church.

**Minute 2023\68 – Community** – Peter Hill Chairman of the following groups

a) **Friendly Club**

The Friendly Club and Café continues to meet every Thursday afternoon with around 60 – 70 people each week. We are sometimes able to arrange some entertainment. Either Jan Sinclair and Stella Amos play the piano for us.

We had a big party on the Thursday before the Coronation where we decorated the Church with some bunting and had a lot of cakes as well as teas and coffees.

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

In April we held our first concert of 2023 with Quattro Amici. It was sold out several days before the event. It made a net profit of £616.

This was followed by a second concert with Encore! On Friday 26<sup>th</sup> May. Encore! is made up of singers drawn from such groups as the Pantomime Group and the Wivenhoe Musical Theatre Group. They created a wonderful evening which almost sold out. Because they wanted to support St Mary's Church, they donated their time without a charge. In consequence we made a net profit of £780.

Our next concert is on 30<sup>th</sup> June violinist Beth Spendlove and two other string players. This will be very different to our first two concerts and continues our objective of arranging concerts of different genres to appeal to as many people as possible.

c) **Wivenhoe Open Gardens** - Peter Hill, Member, Open Gardens Team

A team of people from St Mary's Church and the Wivenhoe Society got together at Pat Smith's home last autumn to plan an Open Gardens event in 2023, the first one after an interval of 3 years because of the pandemic. 26 people responded to our appeal for gardeners to open their garden on either the Saturday or the Sunday, or both days. The organisers of the Wivenhoe Art Trail also chose that same weekend, 20<sup>th</sup> & 21<sup>st</sup> May. On balance this was probably a good thing as it meant more people were walking around Wivenhoe on both the Saturday and the Sunday. Refreshments at the Church, organised by Jane Stanway, did exceptionally well with £707 made, plus a further £21 made from the sale of books. We sold 650 Open Gardens tickets at £5 a time from two venues before the weekend and from the Church and various

gardens over the weekend. This led to a net profit of £4,568 to be shared 50/50 between St Marys for the fabric of the church and the Wivenhoe Society for local causes.

**Minute 2023\69 GDPR, Communications & Licensing Report** – Marika Footring. Nothing to report.

**Minute 2023\70 Overseas** – Rosemary Murchie

Photographs had recently been received from Namalemba of those receiving a chicken and food. These were shared with the congregation at the start of the 10.30 service on Sunday 11<sup>th</sup> June..

**Minute 2023\71 Any Other Notified Business**

- a) Update about the **New Garden Community**. A document had been circulated before the meeting for information. There was still time to reply to the consultation.
- b) **Heritage Open Days** on **9 and 10 September**. St Mary's has been asked to join in and St Mary's will be open from 13.00 – 16.00. Volunteers needed to welcome people.
- c) **Opening the church** in the summer. Volunteers are required from 14.00 – 16.00 to steward the church.
- d) **First Aiders** - more people need to be trained. The training will be paid for if the appropriate course is taken. The First Aid Kit needs to be kept stocked.
- e) **The next PCC meeting** will be held on **11<sup>th</sup> July, 19.30 in the annexe**  
The meeting closed at 21.15 and concluded with those present joining together in saying The Grace.