

The Parish of St Mary-the-Virgin, Wivenhoe
Minutes of the PCC Meeting on Monday 11th September 2023 at 7.30pm

Welcome & opening prayer: Erwin read the prayer of thanksgiving for Harvest gifts.

Present: Erwin Lammens, Mary Jakens; Heather Edwards; Eric Jakens; Bonnie Hill; Greg Butler; Sue Jones; Margaret Allison; Graham Wadley; Claudia Alsdorf; Hannah Cole

Apologies: Douglas McCormick; Sara Batts-Neale; Glyn Stanway; Nick Gustard; Gary Ranford; Rick Cawley; Jane Taylor

Conflict of Interest: None

Conflict of Interest & Fit & Proper Person Forms – two forms are outstanding.

Minute 2023\86

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

Minute 2023\87 Matters Arising

- a) **Heritage Open Days on 9 and 10 September** - Volunteers were present to steward the church and teas and coffees were served. On Saturday 50 plus attended but on the Sunday only 14 people.
- b) **Wivenhoe Stations of the Cross** - A team has not been put together yet to start the planning.
- c) **Friends of Essex Churches** - Unfortunately no-one visited but fortunately the Heritage Open Day was taking place at the same time..
- d) **Lifts to church rota** - Several volunteers have come forward to provide lifts for those who require assistance to come to the 10.30 service. Five people have been identified as needing a lift. This to start as soon as possible. Erwin will ask the volunteers if one of them will become the co-ordinator for the lifts.

Minute 2023\88 Correspondence

Erwin was asked to mention to the PCC Gill Black's wish to put a box in the Church to collect hygiene items for the Foodbank. She did not want to put it out in the public domain until the PCC had been consulted. The PCC having considered the proposal agreed that the box could be placed in church.

Minute 2023\89 Finance - Cash in funds as at 31st August 2023

	Nominal Account Name	July	August
Free of restrictions	General fund for running Church	£72,670.78	£71,620.61
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	£9,269.86	£9,294.86
Restricted	Cory maintenance fund	£2,535.00	£2,535.00
Restricted	Organ fund	£370.00	£370.00
Designated	Sunday Club	£1,929.44	£2,054.44
Restricted	Wivenhoe St Mary's Music Soc	£2,485.93	£2,629.48
	Transformation rolling total	£40,662.78	£40,662.78
Total Funds		£197,481.95	£196,725.33

Notes:

- 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.
- The numbers for the Wivenhoe Music Society require reconciliation and this will be

completed in due course.

3. 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.
4. Notification of a Legacy from Doris Robinson of £1000.

Minute 2023\90 Fabric & related matters Douglas McCormick & Mary Jakens

a) **Annexe broken window**

The glass has been ordered – it is a tinted 6mm toughened glass and has to be a special order. This has delayed the work being undertaken to replace the broken pane.

b) **The Churchyard Group** – Peter Terry

The latest challenging project has been the reduction of the massive ivy adjacent to the West Street entrance. There has been damage to the wall and a small section of railing is missing. The coping stones have also been lifted in places, so the work was certainly very much needed! The next challenge will be the ivy on the railings between the main gate and the West Street entrance - another 'must do' project!

And now my plea for some help! As more and more planting takes place so does the need for regular weeding and general maintenance work. I'm trying to keep this under control, which usually means that I spend every other week doing this rather than making further progress. I would be really grateful if anyone could just pop down to the churchyard and participate in some gentle weeding! This can be at any time of your choosing and therefore doesn't have to be restricted to one of the days when I am there. There are tools and garden sacks in the shed - I can always share the combination lock number with you if you don't have this already. I'm particularly keen for work to be undertaken under the yew trees; around the shrubs planted by the shed and in and around all of the tubs. Please would PCC members or someone who would like to volunteer for this (not necessarily a church member) get in touch with Peter Terry.

c) **Cemetery Group**

There has been a team put together and they will meet on the 2nd October.

Minute 2023\91 Mission & Ministry Partnership - Erwin Lammens

MMP clergy will meet on Tuesday 26 September and the MMP Council will meet on Thursday 19 October on Zoom. At these meetings future plans and vision will be discussed.

Minute 2023\92 Safeguarding – Gill Black

For those who still need to take the online courses please contact Gill for details. safeguardingstmarywiv@gmail.com Erwin asked that PCC members look on the Diocesan website to check that they have undertaken the appropriate level of training.

Minute 2023\93 Health & Safety – James Peters – Nothing to report.

Minute 2023\94 Adult & Children's Ministry – Erwin Lammens

Children's and Youth ministry

At the beginning of the summer holiday Sunday Club leaders organised a summer party and discussed a few items.

The Peace - at Sunday morning services the churchwarden or sides person on duty will share the Peace with Sunday Club in the annexe. This is the sign for the Sunday Club leaders to bring the meeting to a close and enter the church five minutes later in time for the Lord's Prayer which the children will pray together standing around the altar. They stay there until they have received communion or a blessing.

Sunday Club and the Way will resume their sessions in the first or second week of September.

The Toddlers Group summer party in the Rectory garden on Tuesday 18 July attracted more than 40 toddlers with their parents and grandparents. It was a splendid and well-organised event. Many thanks to the leaders.

Adult ministry and outreach

The Friendly Club carried on its activities during the summer and Café Chill will resume in September.

A Confirmation Service for the entire MMP has been arranged for Wednesday 15 November at 19.30 at St Andrew's church Greenstead.

Minute 2023\95 To receive reports and take questions on the reports from the following committees.

a) **Fundraising Committee** –Heather Edwards

Scruffs event 2nd September 2023 St Mary's Wivenhoe.

We had sunshine, lots of bunting, and quite a few Dogs of all shapes and sizes. So many

Certificates were handed once each dog had completed its short walk around the dry dock and back. This year there were two classes; dog with the waggiest tail and dog most like its handler. The Winners not only got another certificate but the dogs received a rosette 1st 2nd 3rd for each winning dog, plus some prizes for each of those winners. Our photographer captured some excellent winners photo's with lots of smiling faces and well-behaved dogs. The Top Prize for the raffle was the hamper - half for dog half for human. Friends Of St Mary's stall helped to boost the takings along with the pet therapy dog George. All the other dog related stalls were happy to have been a part of the whole event selling: bandanas, biscuits, toys, printed items, homemade treats.

We had a fabulous BBQ doing a hot trade in the Carolin Garden at the back of the church alongside serving teas and cakes of course. The feedback so far has been wonderful and we shall be looking forward to this event again next year.

- b) **Catering** – Susan Potter – 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

Two years ago Vivien and Bill Eborn took over running Friends of St Mary's to save it from closure.

The object of FOSM is to raise funds to help maintain the Church building. We have a membership and have in the past received generous legacies.

The FOSM goods are selling well and Vivien and Bill are willing to continue to supply Wyvern Stores and to take the sales table to church and other local events.

However, they do not wish to do additional fund raising solely for FOSM.

This is their plan for the future unless anyone would like to take it over.

- g) **Pastoral Visitors** – no report

- h) **Administration** – Lynne Horner

Lynne is investigating the cost of new badges for those with various roles at St Mary's with our new logo being used. Names only will be put on these so that as people change their responsibilities the badge can continue to be used. Permission was given to investigate the costs. The PCC will be asked to review the cost before the purchase is made.

- 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.

Minute 2023\96 – 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. They had a big party on Thursday 3rd August, the second anniversary of our launch. Everyone got given an ice-cream from Barrells as our special treat as well as cakes etc.

- b) **Music Society**

We have organised 4 concerts so far with three of them very profitable. We have another concert on 1st September which has sold out.

Three more concerts to go in our 2023 season.

Minute 2023\97 GDPR, Communications & Licensing Report – Marika Footring. Nothing to report

Minute 2023\98 AV and Streaming System - Marika Footring and Rick Cawley

Edward Cole (12) and his father Matt are now among the presentation enablers for the All Together services. It is hoped to in due course involve Edward in the streaming side of things also.

There is an (understandable) shyness about engaging with the streaming process. Rick and Marika have had to get familiar with the many angles of this process. It is now possible to stream as a 'practice' without the stream going public. Anyone interested in having a go please contact Marika.

In theory streaming for real is possible now, so the proposed September start could happen. However, we feel that there is not yet much of a format for these streamed services. The streaming team would need to be involved in the preparation so that e.g. appropriate graphics and text overlays could be used.

A propos of this, we'd need access to our streaming computer to upload such graphics but at

present we don't have it. Chris Gutteridge locked the computer after installation and, despite a number of reminder emails, his promises beginning early June to send a set of keys have not so far led to anything.

There is currently also a problem with a piece of equipment (the switcher) which was reported by Rick to Chris as being faulty in July. The response from Chris on 27 July was that "the business is closed owing to our summer shut down and we will all be fairly limited in the next two as well"

Rick emailed again in the week beginning 20 August and has not received a reply. While the switcher remains unusable, a separate connector for HDMI cables and an external DVD player have had to be provided to keep us going.

The Friendly Club on Thursday frequently use either AV or presentation side systems. There have been problems as a result of their use which Rick and I have needed to rectify. Marika has now undertaken to be present on Thursday afternoons so as to look after our system's use but cannot always be there. So as recent as after Thursday 24th August Mary's use at a funeral was also affected by the system having been left in an improper state.

We will continue to educate Friendly Club's Brian Sinclair in the use of the system and a brief checklist is in preparation to help people leave the system in good order.

In the meantime it would be appreciated if the PCC could impress upon the Friendly Club organisers that the system is vulnerable to improper use and that no-one should connect to and use the system unless properly trained on it.

Chris from KEL has fixed the various issues that were causing difficulties and the system is now working with the various cameras streaming.

Minute 2023\99 Overseas – Rosemary Murchie – nothing to report

Minute 2023\100 Any Other Notified Business.

- a) **Vision Day** – various dates were put before the PCC and it was decided that Vision Day would take place on **Saturday 27 April 2024**.
- b) On the 19th September a formal visit will take place by the DAC and newly ordained clergy to view the annexe and new window as we are deemed to be a good example.
- c) **The next PCC meeting** will be held on **Tuesday 10th October at 19.30 in the annexe**
- d) The meeting closed at 20.34 and concluded with those present joining together in saying The Grace.