

**The Parish of St Mary-the-Virgin, Wivenhoe**  
**Minutes of the PCC Meeting on Tuesday 10<sup>th</sup> October 2023 at 7.30pm**

<b>Welcome &amp; opening prayer:</b> Erwin read a prayer from the Archbishops of Canterbury and York and Revd. Peter Colwell from Churches Together in Britain and Ireland regarding peace and safety in Israel and Gaza.																
<b>Present:</b> Erwin Lammens, Mary Jakens; Heather Edwards; Bonnie Hill; Greg Butler; Margaret Allison; Graham Wadley; Douglas McCormick; Sara Batts-Neale; Glyn Stanway; Rick Cawley; Jane Taylor and in attendance for the first item on the agenda Gill Black																
<b>Apologies:</b> Hannah Cole; Claudia Alsdorf; Nick Gustard; Gary Ranford; Eric Jakens; Sue Jones																
<b>Conflict of Interest:</b> None																
<b>Conflict of Interest &amp; Fit &amp; Proper Person Forms</b> – two forms are outstanding.																
<p><b>Minute 2023\101 Safeguarding</b> – Gill Black  For those who still need to take the online courses please contact Gill for details.  <a href="mailto:safeguardingstmarywiv@gmail.com">safeguardingstmarywiv@gmail.com</a></p> <p>Gill Black spoke to the PCC regarding the Church of England NST Safer Recruitment and Safer Recruitment and People Management (2021) 1<sup>st</sup> publication. She had received a survey/questionnaire that needed to be completed and returned regarding our compliance in various safeguarding areas. The form will be completed on behalf of the PCC by Erwin and Gill. Volunteers need to do the appropriate courses for the role that they are undertaking. Care needs to be taken as soon as people join the church team and safer recruitment needs to be part of the process. Where necessary the DBS process needs to be completed e.g. working with children and vulnerable adults. Douglas has undertaken the Safer Recruitment and Leadership courses. To search for the online Guidance and Resources – go to the Diocese of Chelmsford website; search for</p> <p>Safer recruitment;  Guidance and resources;  Church of England NST Safer Recruitment;  Safer Recruitment and People Management (2021) 1<sup>st</sup> publication.  You will then see the information. If it is easier here is the link -  <a href="https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance">https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance</a></p> <p>It would be ideal if we could have more people taking the safer recruitment course so there are more people able to assist with processes in the future.</p> <p>Erwin thanked Gill for giving up her time to keep us in touch with this important area.</p>																
<p><b>Minute 2023\102</b>  <b>Minutes of the PCC meeting</b> held on the 11<sup>th</sup> September 2023 were approved and signed.</p>																
<p><b>Minute 2023\103 Matters Arising</b></p> <p>a) <b>Wivenhoe Stations of the Cross</b>  Work in progress, this will be raised at the next Churches Together meeting and will put this in the pew sheet in the near future.</p> <p>b) <b>Lifts to church rota</b>  On the 3<sup>rd</sup> Sunday there is no-one collecting and delivering people to church – just one person is required. PCC members are asked to try and find a volunteer.</p> <p>c) <b>FOSM volunteers</b>  New volunteers are urgently required to support Bill and Vivien. Please ask people to volunteer.</p> <p>d) <b>Name Badges</b> – The badges have been ordered and will be with us soon. Anyone wishing to contribute to the cost is welcome to do so but this is not expected.</p>																
<p><b>Minute 2023\104 Correspondence</b></p> <p>a) <b>Quakers</b> – the Standing Committee gave permission for them to meet twice a month they will meet in the annexe on a Thursday.</p>																
<b>Minute 2023\105 Finance – Cash in funds as at 30<sup>th</sup> September 2023</b>																
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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	Doris Robinson legacy	-	£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	£9,294.86	£9,408.86	
Restricted	Cory maintenance fund	£2,535.00	£2,535.00	
Restricted	Organ fund	£370.00	£370.00	
Designated	Sunday Club	£2,054.44	£2204.44	
Restricted	Wivenhoe St Mary's Music Soc	£2,629.48	£3,087.65	
	Transformation rolling total	£40,662.78	£40,662.78	
Total Funds		<b>£196,725.33</b>	<b>£194,302.64</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 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. Legacy from Doris Robinson of £1000 received.
5. **Wivenhoe Community Trust** have donated £1500 towards the cost of access from the rear of the Annexe up to the level of the graveyard.
6. **BT contract** has been renewed at £105.48 less than paid previously in the last 12 months. A free VOIP handset will be received free of charge
7. **Parish Share** in 2023 was agreed at Deanery as £73,987 with a small discount for paying by direct debit means we pay £73,247.16. The proposed Parish Share for 2024 by Deanery is 2.87% more, in the amount of £76,110. I would like to propose that we increase our share by an overall 5% to £77,686, to reflect inflation and to assist some of the other Parishes in the Deanery who are not able to contribute as much as we are. An explanation was given by Douglas that just under £4000 per month is given by the congregation and he also explained about the figures in the table above. Should we need to spend the legacies there are no conditions attached

Consideration was then given to this by the PCC. Douglas proposed that we increase our parish share by 5%. This was seconded by Jane Taylor and unanimously agreed by those present.

**Minute 2023\106 Fabric & related matters** Douglas McCormick & Mary Jakens

- a) **Minutes of the Fabric Team meeting** held on 3<sup>rd</sup> October had been circulated in advance of the meeting to all PCC members for information.
- b) **Wildlife plan** – two documents had been circulated in advance of the meeting for the PCC to consider and adopt if they were content. The PCC acknowledged the plan with thanks for their work.
- c) **The Churchyard Group** – Peter Terry – work continuing
- d) **Cemetery Group** – A meeting took place recently and a letter sent to the Wivenhoe Town Council asking for a meeting with the relevant committee to discuss the provision of burial provision in Wivenhoe.

Sara spoke about listening to the community and asking their views on a new cemetery. The reaction could be used to support and provide evidence to the Town Council. Grave talk cards are available which have questions to spark conversations about what people are planning for

themselves. A date is needed so that this can be publicised to the community. Undertakers would also be invited to be involved.

e) **Painting the church railings** It is proposed that a group of volunteers be put together to prepare and then paint the churchyard railings. A letter has been sent to the Wivenhoe Town Council asking them to give consideration to providing all necessary materials and paint. The Wivenhoe Town Council Estates Committee meets in November.

f) **Visit of DAC and others during September to view the building**  
It appears to have gone very well and Douglas, Mary and Susan were thanked for all the preparation and work on the day itself. Various speakers attended to explain the various elements of the project. Douglas was thanked for arranging the timetable and other elements which resulted in the smooth running of the visit.

g) **Volunteer to become the person responsible for environmental matters for St Mary's**  
Erwin will write about this in Tidings and something will appear on the pew sheets. Eric and Mary have undertaken the energy audit.

h) **The Roman River** concert organisers had put sticky labels on chairs which left sticky patches on the chairs. Lucy Crocker and Hilary Wadley spent in total 4 hours cleaning 111 chairs. As a consequence the damage deposit had not been refunded. Additions need to be made to the terms and conditions of hire.

i) The required notice showing our **postcode** have now been put up.

j) **Binders** will be undertaking the annual service of the pump.

k) **Roof alarm** service has now been arranged for 31<sup>st</sup> October.

l) Lucy has been in touch with the manufacturer about two **damaged chairs** and a response is requested.

**Minute 2023\107 Health & Safety** – James Peters – Nothing to report.

**Minute 2023\108 Mission & Ministry Partnership** – Erwin Lammens

MMP clergy meet monthly to discuss how we can collaborate during the vacancy at St John's.

**Minute 2023\109 Adult & Children's Ministry** – Erwin Lammens

**Adult & Children's Ministry** – Erwin Lammens

We had a successful Harvest Festival with the participation of the All Together team, the schools, and several others. It was Revd Emma Smith's first service at St Mary's. We welcomed 94 young people and 138 adults.

In the leading up to Harvest Erwin held Harvest assemblies at the three local schools.

Sunday Club (5-11) and The Way (12-16) continue their weekly/fortnightly activities. Both groups' leaders took part in the Free Family Fun Festival in Castle Park (see below). An amazing opportunity for outreach. The organisers counted about 4500 people attending.

Teresa would like another volunteer to assist with The Way so that she can reduce her attendance to once a month rather than twice. PCC members were asked to think about a suitable volunteer to assist.

**Adult ministry and outreach**

A Confirmation Service for the entire MMP will take place on Wednesday 15 November at 19.30 at St Andrew's Church Greenstead. One candidate came forward from St Mary's church.

**The Free Family Fun Festival** – Heather Edwards

This took place at lower Castle Park on Saturday 23<sup>rd</sup> September. The St Mary's Sunday Club team did well with giving away via a simple raffle ticket system, lots of cuddly toys and lots of books for children. A Game of Play Your Cards Right, also had families queuing up to win small plastic toys till we ran out and they then won sweets. It was a great occasion for letting whole families know that everything with God is free, they just need to join in and ask him. Gods love is always free.

**Minute 2023\110 To receive reports** and take questions on the reports from the following committees.

a) **Fundraising Committee** –Heather Edwards

Plans are going well for our next fundraising event. Prize Bingo on Saturday October 14<sup>th</sup>. After the last Bingo where the Annexe was full to capacity for the event; we are looking at running this event inside the church. We are asking folk to email in if they wish to attend so that we have a rough idea of numbers. However, we do understand that quite a few will just turn up on the day. The event has been advertised via posters and on local social media, as well as local free magazines.

The Christmas Market planning is well under way. Inside is fully booked with three others on the wait list.

There are still spaces available outside and these are being taken up faster than last year.

b) **Catering** – Susan Potter

September proved a busy and successful month. It began with Scruffs Dog Show which was very well attended and for the first time we held a barbecue in the annexe courtyard which also attracted visitors passing by. This included sausages and treats for the dogs and tea and cakes served in the annexe. We then had the Ordinands Summer Party, held in the evening in the annexe and attended by The Rt Revd Roger Morris. This was catered for externally with the St Mary's catering team setting and clearing up and providing after dinner refreshments. The Bishop and guests all commented on how wonderful the annexe was both architecturally and for entertaining. This was followed by a DAC visit with 27 guests attending for lunch. Again, this was catered for externally with the catering team setting and clearing up and providing after lunch refreshments. Heritage Day Weekend when the church was open for visitors was a very hot weekend and therefore not as busy as one would have anticipated. A selection of delicious cakes were donated by our supporters and tea, coffee and cold drinks served. We then had the PCC meeting where the remainder of our Heritage Weekend cakes were served along with tea and coffee. The month ended with our Harvest Lunch on Saturday 30 September.

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  
A very enjoyable and successful afternoon was held at Scruffs in September.

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  
St Mary's Bell ringers took part in the Annual District Competition for Rounds and Call Changes. Out of 10 teams represented, St Mary's Team came a very pleasing third. It was also noted that some of the teams were scratch teams – made up from different members of different church towers. St Mary's has a good and well supported team and so we represented a Home Team.

m) **Electoral roll** – Vivien Eborn - There are no changes.

#### Minute 2023\111 – Community – Peter Hill Chairman of the following groups

a) **Friendly Club**  
We had two lots of entertainers in September. Blue Moon comprising singer Sue and guitarist David. Sue has a really lovely voice and sang a variety of songs including some Irish ones as it was David McCaskey's birthday and David has his roots in Northern Ireland. We were able to put the words of Danny Boy and the other two songs up on the big screen so everyone could join in. People really appreciate the opportunity to sing.  
The other entertainer who came to the Friendly Club & Café was Peter Kerr who sang and played his guitar for us. He sang a mix of folk songs, and some familiar London tunes for people to join in with.  
Jan Sinclair and Stella Amos continue to play the piano every week, and Brian Sinclair and Jan often put together a music quiz. Everyone enjoys that challenge.  
We always try to have something to keep people engaged every week, other than just chatting which they all seem to really appreciate.

b) **Music Society**  
The Sea Shanty Extravaganza concert with three Shanty groups was another sell out, making £444 for the Church. The groups shared the other £444 between them which went to the good causes that they each support. There were calls for us to repeat the Shanty concert again next year.  
Our next concert on Friday 13<sup>th</sup> October will be the Abbeygate Concert Band. With 30 musicians, they will fill the Church building with rich sounds from lots of brass and other wind instruments. They will be playing the familiar tunes of Colonel Bogey, Beatles music, film scores and even a Sinatra number. It should be a very good evening  
This concert will be followed by the Wivenhoe Orchestra on Friday 17<sup>th</sup> November and The Churchfitters on Friday 1<sup>st</sup> December.

#### Minute 2023\112 GDPR; Communications; Licensing; AV and Streaming System – Marika Footring.

Erwin has asked Marika for a rota to be put together. Adam Terry (who is an experienced cameraman) has visited and he will be assisting with the set-up of the system. When services are

regularly being streamed a notice needs to be visible so that people can sit in certain seats if they wish to avoid being on screen,

**Minute 2023\113 Overseas – Rosemary Murchie – nothing to report**

**Minute 2023\114 Any Other Notified Business.**

- a) Greg asked that a working group be put together to examine the storage on the mezzanine floor. Some items are not stored economically, and other items may need to be stored in other ways. Douglas also suggested that the service sheets be reviewed as there are lots of versions at present.
- b) The next PCC meeting will be held on **Tuesday 14<sup>th</sup> November** at 19.30 in the annexe. Sara Batts-Neale gave her apologies in advance.
- c) The meeting closed at 20.45 and concluded with those present joining together in saying The Grace