

The Parish of St Mary-the-Virgin, Wivenhoe
Minutes of the PCC Meeting on Tuesday 12th December 2023 at 7.30pm

Welcome & opening prayer: Erwin opened the meeting with a prayer for Advent with the response 'O come, o come. Emmanuel'.			
Present: Erwin Lammens, Mary Jakens; Bonnie Hill; Greg Butler; Margaret Allison; Douglas McCormick; Glyn Stanway; Rick Cawley; Eric Jakens; Hannah Cole; Sue Jones; Jane Taylor; Sara Batts-Neale; Heather Edwards;			
Apologies: Claudia Alsdorf; Graham Wadley; Nick Gustard; Gary Ranford			
Conflict of Interest: Mary Jakens and Rick Cawley regarding the 2024 fees.			
Conflict of Interest & Fit & Proper Person Forms – one set of forms is outstanding.			
Minute 2023\128			
Minutes of the PCC meeting held on the 14 th November 2023 were approved and signed.			
Minute 2023\129 Matters Arising			
a) More volunteers needed to undertake the safer recruitment training. One person has volunteered to undertake the training.			
b) Wivenhoe Stations of the Cross – Sara had not received news from Wivenhoe Churches Together. An offer of space has been received from a High Street resident. Anyone wishing to get involved in person or a written piece please contact Sara. Sara will be contacting artist Michael Fletcher whose work we have used before and will also get in touch with someone out of area who presented the Stations of the Cross. The number of stations varies according traditions and is still to be decided.			
c) FOSM – volunteers still needed.			
d) Name badges – have been delivered and in the process of being given out.			
e) Booking Administrator urgently needed, PCC members were asked to think about who would be suitable to take this task on. It is important as this is a vital income stream and a community asset.			
Minute 2023\130 Correspondence			
a) A thank you had been received from the Childrens Society for St Marys donation of £306.00 raised at the Christingle service! A poster will be put up in church.			
Minute 2023\131 Finance – Cash in funds as at 30th November 2023			
	Nominal Account Name	October 2023	November 2023
Free of restrictions	General fund for running Church	£65,804.36	£64,489.77
Restricted	Bell fund	£12,104.67	£12,104.67
Restricted	Choir fund	£800.27	£800.27
Restricted	Fabric general	£4,964.07	£4,964.07
Restricted	Fabric - Jane 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	£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	£9,471.86	£9,583.86
Restricted	Cory maintenance fund	£2,535.00	£2,535.00
Restricted	Organ fund	£370.00	£370.00
Designated	Sunday Club	£2,379.44	£2,579.44
Restricted	Wivenhoe St Mary's Music Society	£3,433.49	£3,945.03
	Transformation rolling total	£40,662.78	£40,662.78
Total Funds		£193,245.09	£192,745.04

- a) Approval of Wedding & Funeral Fees for 2024 a schedule of the fees had been circulated to PCC members before the meeting.
The adoption of the fees was proposed by Douglas McCormick seconded by Jane Taylor and approved unanimously by those able to vote.
- 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 CCLA account number has been changed by them to accommodate their restructuring of funds. This does not affect our deposited funds.
 3. The numbers for the Wivenhoe Music Society require reconciliation and this will be completed in due course.
 4. 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.
 5. Our funds are decreasing month on month but there is no concern about the figures at present, but PCC members needed to be aware.

Minute 2023\132 Fabric & related matters Douglas McCormick & Mary Jakens

- a) **Gardening** – Peter Terry
We have now:- added 6 spotted laurels to the area between the shed and the west entrance; planted mixed euonymus either side of the west entrance; cleared the ivy either side of the west wall (hopefully improving parking facilities in so doing!); planted 2 unusual pittosporum either side of then entrance; cleared the extensive growth around the telegraph pole by the main entrance- this had become a major hazard to cars parked near it and indeed to anyone walking by; weeded and generally maintained the areas already planted.
My grateful thanks to anyone who has helped out in recent months, but particularly to Malcolm whose assistance week on week has been invaluable.
The PCC were very grateful to Peter Terry and the team for the work that had been undertaken.
- b) **Cemetery Group** – additional plots will be provided for the next five years by using pathways within the existing new cemetery. This at least is a stop gap until a new site can be found.
- c) **Grave Talk** – which was a session attended by 12 people. The cemetery was mentioned as part of their end-of-life planning. There will be another session around the same time next year.
- d) **Leaking roof** – work in progress. The DAC wish us to have a bat survey, there is a requirement for £10 million public liability for the contractor and an architect appointed, the work won't be done now until the spring.
- e) **Steps outside the annexe** – Ben Downie our architect has been asked about a design for the steps.
- f) **Redecoration** - £66,000 was the original estimate which did not include plaster repairs. It was suggested that the redecoration be done in phases beginning in the chancel and then the rear wall beneath the tower before moving on into the nave. A new tender will be required to cover the redecoration and any other work required.
- g) **Volunteer** to become the person responsible for environmental matters for St Mary's. Work in progress.
- h) **Purchase of a dishwasher, more storage and a handwashing sink in the kitchen** Various options are being investigated at present. Costs are currently being collated.
- i) **Lights** – there had been a problem with the lights in the annexe which had been investigated. It was a failed battery pack within the down lighters and this had been replaced. The lights in the small paved area had filled with water and shorted out - they will be disconnected.
- j) **Thermostat in the annexe** – the battery had been changed to ensure that the temperature is maintained.
- k) **Approval is sought for roof and lead work repairs.**
After appropriate discussion it was proposed by Greg Butler that the roof and lead work repairs, as outlined in the quotation received from Stalley Roofing & Building Services, in the sum of £21,367.27 be accepted and the work undertaken under Schedule B. This was seconded by Sue Jones and unanimously approved.

Minute 2023\133 – Safeguarding – Gill Black – nothing to report

Minute 2023\134 Health & Safety – James Peters – Nothing to report.

Minute 2023\135 Mission & Ministry Partnership – Erwin Lammens

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

Minute 2023\136 Adult & Children's Ministry – Erwin Lammens**a) Adult ministry and outreach**

Revd Emma Smith gave a splendid talk at the Christingle Service. She and her family will attend the Christmas market.

Ordinand Malcolm Graham has started his placement at St Mary's which continues until the end of January.

b) Children's and Youth ministry

Sunday Club is rehearsing for the Nativity Play on Saturday 16th December at 2pm and the Nativity Play will be on Sunday 17 December at 10.30am after which Sunday club Christmas party follows. Sunday Club will take a break after Christmas until 13 January.

50 children and nearly 100 adults attended St Nicholas' visit.

Wivenhoe Cubs have visited the church on 28 November for a guided tour, decorating the Christmas tree in the annexe, hot chocolate and biscuits. About 30 young people and 6 adults attended.

Broomgrove Infant and Junior Schools and Millfields Primary took part in the Christingle Service on Sunday 3 December.

The Way (12-16) last session of this year is on 19 December. The group could do with an extra leader. As this is an important ministry could you have a look around for potential gifted leaders with an affinity with Christian faith. Recently due to the lack of leaders the session had to be cancelled so the need for an extra leader is really important.

c) Helena Hughes wishes to renew her Authorised Local Preacher licence. The PCC were asked to consider her application. As a result of their discussion.

The Council endorsed the nomination of Helena Hughes for authorisation as a local preacher.

The voting was	for	14
	against	0
	abstentions	0

Minute 2023\137 To receive reports and take questions on the reports from the following committees.**a) Fundraising Committee –Heather Edwards**

A very successful evening despite the dreadful wet weather – the total raised including FOSM was £1,460.00. Erwin on behalf of the PCC thanked Heather and her team for their hard work.

b) Catering – Susan Potter – nothing to report**c) Worship Group – Graham Wadley – Christmas, Lent and Easter were the topics of discussion at the recent meeting.****d) Colchester Deanery – Rick Cawley – no report****e) Wivenhoe Churches Together - The recent minutes have been circulated as soon as they are available.****f) FOSM – Vivien & Bill Eborn – no report****g) Pastoral Visitors – Gill Strudwick Leader, Supported by Ann Barrowman, Jackie Hopkins and Stef Goodman.**

The latest meeting of the group with Erwin Lammens and his guidance present, was held on November 8th at the Rectory (unfortunately Stef could not attend as she was on holiday in Australia).

A confidential discussion was held about the people being visited or phoned at the present time. The main concern is knowing when to inform the family when we observe the more vulnerable are finding everyday life difficult. Most have family who do not live in Wivenhoe.

Erwin has a confidential list of people involved and their contact numbers and family members when known. Since taking over this job in August 2022 I have been creating contact details for all those involved.

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 - I am not aware of any changes to the Electoral Roll this month.****Minute 2023\138 – Community – Peter Hill Chairman of the following groups****a) Friendly Club**

We continue to have a mix of entertainers from outside and entertainment from the team of Brian (guitar and quiz) and Jan Sinclair (piano), Stella Amos (piano), Sylvia Garrity (keyboard).

Joe from the Microgym usually comes each month. The Blue Moon duo came on 16th November.

Sue has a most beautiful voice. Angie Gilbey is coming on 14th December. She is a professional entertainer who enjoys performing for us.

Plans are well underway to hold a Christmas party on Thursday 21st December with carols and lots of fun and food.

We will continue meeting on the Thursday between Christmas and the New Year, and of course every Thursday afternoon in 2024.

b) **Music Society**

The Concert with the Wivenhoe Orchestra on Friday 17th November was very successful with nearly 90 people plus the orchestra of 30 people and the Comrie Singers of 13 people. This made for a full house.

We could have sold a lot more tickets to hear The Churchfitters on Friday 1st December. They gave a wonderful performance to round off our 2023 season of 8 concerts which should have made a goodly sum for St Mary's.

Minute 2023\139 GDPR; Communications; Licensing; AV and Streaming System

After my sending of a GDPR Audit form in June of this year, 9 out of the 17 requests resulted in a response. Marika has not followed up on those who failed to respond. Marika was grateful to those who did and has offered appropriate advice where relevant.

Minute 2023\140 Overseas – Rosemary Murchie

A leaflet had been put in Tidings giving details about Basins of Blessings for those in Namalemba. Hopefully there will be a good financial response.

Minute 2023\141 Any Other Notified Business

- a) **First Aid Course** – someone at St Lukes Church has a training qualification and is prepared to run a course for up to 12 people. If there are not sufficient people from St Mary's other churches will be invited - £10 per head. Five members of the PCC indicated that they would like a place on the course.
- b) Sara asked whether we should discuss the Living in Love and Faith within the PCC – the approved prayers of blessing will be published soon and guidance notes will follow in the spring.
- c) Visitors leaflet renewal – Jane would like to find out more and might be interested in getting involved in putting a new version together. A team needs to be put together.
- d) Rick mentioned that in the annexe there is no DVD player and there is a need for one to use with the screen. The Standing Committee will discuss the possible purchase of the player.
- e) **Next PCC Meeting** – Tuesday 9th January 2024 at 19.30 in the annexe.
- f) **The meeting closed** at 20.24 with everyone joining together in saying The Grace.