

The Parish of St Mary-the-Virgin, Wivenhoe
Minutes of the PCC Meeting on Tuesday 9th January 2024 at 7.30pm

To welcome & opening prayer: Erwin opened the meeting with a reading for the new year and to reflect the renewal of The Covenant.

Present: Erwin Lammens, Mary Jakens; Bonnie Hill; Greg Butler; Margaret Allison; Glyn Stanway; Rick Cawley; Eric Jakens; Hannah Cole; Sue Jones; Jane Taylor; Sara Batts-Neale; Graham Wadley

Apologies: Douglas McCormick; Heather Edwards; Gary Ranford; Nick Gustard and Claudia Alsdorf

Conflict of Interest: None

Conflict of Interest & Fit & Proper Person Forms – one set of forms is outstanding.

Minute 2024\1

Minutes of the PCC meeting held on the 12th December 2023 were approved and signed.

Minute 2024\2 Matters Arising

- a) **Wivenhoe Stations of the Cross** – A meeting with Churches Together had taken place and the route for the Good Friday Walk of Witness was discussed. If a little detour on the way to the church service needs to be taken that would be fine. St Mary's has been asked to host the Good Friday service.
Sara has been working on the trail material and venues are being approached and flyers will be distributed via Tidings and other ways. It is hoped that people will be interested and undertake the trail. The trail will be active during Holy Week. Advertising is essential. It was hoped that Heather could help with approaching the local businesses about posters, etc.
- b) **FOSM** – volunteers still needed.
- c) **Booking Administrator** urgently needed.
- d) **Visitors Leaflet** – Jane has started investigating. Peter Terry has provided the text of the 2013 version and Jane will go through that and make amendments and perhaps add photos. A church plan/outline would also be useful explaining the various parts of the church. If anyone wishes to assist please contact Jane. It is hoped that it would be ready for the Heritage Open Day in September. It may be produced as a colour copy.
- e) **Authorisation** – Bishop Roger has confirmed Helena Hughes as an Authorised Local Preacher for the next three years. She would like to do an online Bible Course during Lent and join the preaching rota.

Minute 2024\3 Correspondence

- a) Marika Footring had sent her thanks to the PCC for their kindness in gifting her a voucher, in recognition of her many years of voluntary service to St. Marys which it is hoped will continue for some considerable time.

Minute 2024\4 Finance

Cash in funds as at 31st December 2023

	Nominal Account Name	November 2023	December 2023
Free of restrictions	General fund for running Church	£64,489.77	£65,956.71
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	£9,583.86	£9,744.86
Restricted	Cory maintenance fund	£2,535.00	£2,535.00

Restricted	Organ fund	£370.00	£370.00
Designated	Sunday Club	£2,579.44	£2,779.44
Restricted	Wivenhoe St Mary's Music Society	£3,945.03	£4,645.34
	Transformation rolling total	£40,662.78	£40,662.78
Total Funds		£192,745.04	£195,282.29

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 figures for December do not include any funds from services on 31 December 2023 as these are not yet banked.
3. £405.00 paid to Namalemba via Rachel Butterfield in advance of Christmas. Further donations received and the total will be reconciled with the balance to be paid in January 2024
4. The numbers for the Wivenhoe Music Society require reconciliation and this will be completed in due course.
5. £2,191.74 received from HMRC as Gift Aid Small Donations Scheme refund.
6. 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 2024\5 Fabric & related matters Douglas McCormick & Mary Jakens

- a) **Gardening** – Peter Terry
£500 had been raised via the Christmas lights in his garden. The funds will be used by the gardening team to purchase plants. The PCC were delighted with the amount raised and content with the purpose for the funds.
- b) **Cemetery Group** - no further news. The Wivenhoe Town Council has approached various people locally to ask for letters of support for the repair of the old cemetery wall at a cost of £200,000. Grants will be applied for from various bodies.
- c) **Roof Repairs** – work in progress. A bat survey will be undertaken. The bells need to be rung down when the inspection takes place.
- d) **Steps outside the annexe** – work in progress
- e) **Volunteer** to become the person responsible for environmental matters for St Mary's. Work in progress.
- f) **Purchase of a dishwasher, more storage and a handwashing sink in the kitchen** – work in progress.
- g) **Broken chairs** – the two broken chairs will be collected by the manufacturers on Thursday 18th January. Lucy Crocker has worked hard to ensure that this has happened as there was a reluctance to engage in any discussion in the first instance when the company were informed of the breakages.

Minute 2024\6 – Safeguarding – Gill Black – nothing to report

Minute 2024\7 Health & Safety – James Peters – Nothing to report.

First Aid Course

A Doodle Poll had been sent out to ascertain the availability of those wishing to undertake the course. Hopefully a date can be settled upon quickly and arrangements put in place to ensure that the annexe is booked and refreshments are organised. The cut off date for replies was 12th January.

Minute 2024\8 Mission & Ministry Partnership – Erwin Lammens

Licensed ordained and lay clergy in our MMP will be meeting at the Annexe on 16 January for Morning Prayer followed by planning and coffee/tea.

Minute 2024\9 Adult & Children's Ministry – Erwin Lammens

a) Children's and Youth ministry

The participation of young people at the Advent and Christmas services has been successful. During this period we organised the following events for children: St Nicholas' visit, Father Christmas at the December Market, Christingle, Nativity Play, Sunday Club Christmas party and Crib Service. Huge thanks to all volunteers who helped at these events. Sunday Club takes a break after Christmas until 13 January.

Millfields Primary organised their Christmas concert at the church on Monday evening 18 December.

Due to its success there is an urgent need for an extra leader for The Way (age 11-16). Can you think of anyone suitable please.

b) Adult ministry and outreach

I meet Revd Emma Smith fortnightly for prayer, reflection, planning and assessment. She has been involved at funerals as part of her training.

Ordinand Malcolm Graham has preached on 10 December and led the prayers on 24 December. He continues his placement at St Mary's until the end of January.

c) Christmas

Services were well attended. The Midnight service saw a significant increase in numbers; Crib service and 10am Christmas family Eucharist were slightly less attended. Carols on the Quay remains popular with about 300 people attending.

Minute 2024\10 Prayers of Love and Faith – Sara Batts-Neale

In advance of the meeting a paper, prepared by Sara, was circulated giving an overview of the current position on prayers which could be used to affirm the good that is found in different relationships and in recognition of the existence of strong, loving partnerships.

Some churches are already looking to pass a resolution to opt into having stand alone services as soon as they are authorised. The PCC to discuss this in the future.

Minute 2024\11 To receive reports and take questions on the reports from the following committees.

a) Fundraising Committee – Heather Edwards

A £30 donation for the Christmas market has recently been received and that makes the total a whisker short of £1,500.

b) Catering – Susan Potter – nothing to report

c) Worship Group – Graham Wadley – nothing to report

d) Colchester Deanery – Rick Cawley – the Annual Deanery Synod Report for 2023 was circulated in advance of the meeting and will be used as the basis of the St. Mary's Annual Report.

e) Wivenhoe Churches Together – no report

f) FOSM – Vivien & Bill Eborn –

The sale of FOSM goods has been amazing this year and after Christmas will have to reorder. My thanks to everyone who has helped on our stalls.

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 – no report

l) Electoral roll – Vivien Eborn - I have not been informed of any changes this month.

Minute 2024\12 – Community – Peter Hill Chairman of the following groups

a) Friendly Club

We have had lots of fun and entertainment during the run up to Christmas. We have enjoyed seeing Erwin when he has been able to drop in. There was 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.

The 2024 figures show how much money Rosemary and our reception team have taken during each of the last two years and how much the Friendly Club has grown this last year.

2022 - £3,005.09

2023 - £3,790.91

Given that we only met 51 times in 2023 (because of the Christmas Market) and we gave everyone a 'free day', it does mean we had an average attendance last year of 35 people.

They also show that the Club has become an important financial contributor to the Church as half of these amounts are remitted to it although of course quite a lot must go to pay for the heating of the building.

b) Music Society

The Churchfitters gave a wonderful performance on Friday 1st December to round off our 2023 season of 8 concerts which should have made a goodly sum in excess of £2,500 for the St Mary's Fabric Fund. We have been able to book them again on 4th October.

Minute 2024\13 GDPR; Communications; Licensing; AV and Streaming System - nothing to report

Minute 2024\14 Overseas – Rosemary Murchie

The money sent had been put to good use and photographs were shared of some of the recipients of the basins of blessings organised by Rachel Butterfield and her partner Livingstone. Rachel has booked her flights to enable her to be in the UK during June and it is hoped she will come and see us and meet members of the congregation over coffee after the service.

Minute 2024\15 Any Other Notified Business

- a) **Decision on whether to have a Lent Appeal** – The PCC were asked who they would like to nominal for a Lent Appeal. Sara suggested the CMA Debt Centre who assist people locally. The PCC were in favour of the charity suggested. A piece about the Lent Appeal will be put in Tidings – Sara will provide the article.
- b) **Next PCC Meeting** – Tuesday 13th February 2024 at 19.30 in the annexe. Mary and Eric Jakens gave their apologies.
- c) **The meeting closed** at 20.30 with everyone joining together in saying The Grace.