

The Parish of St Mary-the-Virgin, Wivenhoe

Minutes of the PCC Meeting on Tuesday 12th March 2024 at 7.30pm via zoom

To welcome & opening prayer: Erwin opened the meeting with the collect for Good Friday.

Present: Erwin Lammens, Bonnie Hill; Rick Cawley; Sara Batts-Neale; Douglas McCormick; Heather Edwards; Jane Taylor; Gary Ranford; Claudia Alsdorf; Mary Jakens; Eric Jakens; and in attendance Gill Black, Safeguarding Officer.

Apologies: Nick Gustard; Greg Butler; Graham Wadley; Margaret Allison; Glyn Stanway; Hannah Cole; Sue Jones

Conflict of Interest: None

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

Minute 2024\31

Minutes of the PCC meeting held on the 13th February 2024 were approved and signed.

Minute 2024\32 Safeguarding – Gill Black

Gill attended the meeting and presented her Annual Report to the PCC.

The PCC were asked to review two policies (A Safe Church Policy and Safeguarding at St Mary's) which had been circulated to members in advance of the meeting for their consideration. Both of the policies were approved and signed. Erwin thanked Gill for the important work that she was undertaking on behalf of St Mary's and for her watching role.

The groups using the annexe at St Mary's need to have a safeguarding policy in place for their own attendees. The hiring agreement needs to be adjusted.

Gill Black then left the meeting.

Minute 2024\33 Matters Arising

- a) **Wivenhoe Stations of the Cross** – work in progress. There are sufficient works to exhibit and places for them to put them. They will appear around Palm Sunday.
- b) **FOSM** – volunteers still needed
- c) **Booking Administrator** – Vanessa Middleton has taken on the role which is very much appreciated by many.
- d) **Volunteer** to become the person responsible for **environmental matters** for St Mary's – the Churchwardens will take responsibility for this ably assisted by Eric where necessary.
- e) **Earthquake board** – another site will be found for this.

Minute 2024\34 Correspondence – covered below under separate headings

Minute 2024\35 Finance Cash in funds as at 29th February 2024

	Nominal Account Name	January 2024	February 2024
Free of restrictions	General fund for running Church	£67,489.31	£64,361.60
Restricted	Bell fund	£12,104.67	£12,104.67
Restricted	Choir fund	£800.27	£800.27
Restricted	Fabric general	£7,685.30	£7,685.30
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	£9,744.86	£9,805.86
Restricted	Cory maintenance fund	£2,535.00	£2,535.00
Restricted	Organ fund	£370.00	£370.00
Designated	Sunday Club	£2,979.44	£3,004.44
Restricted	Wivenhoe St Mary's Music Society	£1,035.00	£1,035.00
	Transformation rolling total	£40,662.78	£40,662.78
Total Funds		£196,125.78	£193,084.07

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. 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.
3. **Annual Accounts\Accountants\Independent Examiner**

A letter of engagement as Independent Examiner had been received from Larkin Gower and the terms had been accepted on behalf of the PCC by Douglas McCormick in his role as Treasurer.

A letter which had been written by Larkin Gower and transferred onto St Mary's letterheading. It was essentially confirming that the PCC were content with the accounts and governance of St Mary's. Douglas asked those present for permission for him and Mary as churchwardens to sign at the base of the page to confirm that the PCC are sure that good governance is being carried out.

Douglas McCormick proposed acceptance of the accounts, Independent Examiners report and the signing of the governance letter, this was seconded by Eric Jakens and approved by those present.

4. **Annual Parish Report**

The Annual Report & Accounts for 2023 had been completed, with the exception of the signed Independent Examiners Certificate, and was put before the PCC for their approval. The document had been circulated in advance of the meeting to all PCC members for review.

The approval of the 2023 Annual Report & Accounts without the signed Examiners Certificate was proposed by Mary Jakens, seconded by Erwin Lammens and unanimously agreed by those present.

A copy of the signed Independent Examiners Certificate will be sent to PCC members as soon as it is available and will be published within the Annual Report.

Minute 2024\36 Fabric & related matters Douglas McCormick & Mary Jakens

The unapproved minutes of the Fabric meeting which was held on 5th March were circulated to the PCC prior to the meeting in order to ensure that they were fully informed of the work which was being planned or undertaken.

The revised fee letter for the work required on the high-level stonework and roof had been received from Inkpen Downie. This had been circulated to members with the meeting agenda for consideration.

The revised fees were approved by those present.

Health & Safety

It has been confirmed by the Archdeacon that we no longer require a Health & Safety Officer but we do need to have a point of contact for this area. With the agreement of the PCC the Churchwardens will in future take this on as part of their role within St Mary's church for day-to-day activities.

The annual review of the documentation was undertaken – The Health & Safety Overview document and Fire Risk Assessment Audit Report were reviewed, appropriately amended and the PCC approved them for signature.

Defibrillator

Thanks to the generosity of an anonymous donor, we now have a defibrillator installed in the Choir Vestry next to the First Aid Kit. This is a fully automatic defibrillator and can be used by anyone in an emergency – it just needs to be switched on and the voice instructions followed. It is suitable for children (defined as weighing less than 25kg or younger than 8 years old) and for adults. There is a child or adult switch which needs to be activated.

A blanket and a pillow will be purchased to preserve people's dignity when dealing with casualties. Users of the annexe are currently not able to use the first aid kit or the defibrillator as the peg is in the main door. It was suggested by Erwin that the defibrillator be put in the annexe lobby. After discussion it was decided that the defibrillator will be moved to the annexe together with a first aid kit. A cupboard will be provided to keep the items in to avoid damage and loss.

Minute 2024\37 Mission & Ministry Partnership – Erwin Lammens

Licensed ordained and lay clergy in our MMP will meet on 19 March at St Andrew's church in Greenstead. It has been announced that an appointment has been made for the new vicar of St Johns – Rev. Paul Hever - who will join them in the summer.

Minute 2024\38 Adult & Children's Ministry – Erwin Lammens**a) Children's and Youth ministry**

Sunday Club leaders have met to discuss the Easter activities for children on Saturday 30 March. Last year 47 children and about 70 adults attended. Thank you to those who will be helping at the event.

b) Adult ministry and outreach

Revd Emma Smith continues her training at three churches in the Deanery and will be taking part at the service on Maundy Thursday on 28 March at 8.00pm.

c) Mothering Sunday

Sunday 10 March at 10.30am. The schools won't be participating this year. They find it difficult to provide any staff on a day when they want to celebrate their own mothers. The service went well there were 15 children and 51 adults present. Thanks to Hannah Cole and Glyn Stanway who took the service.

d) Vision Away Day

Preparations for the Vision Away Day are well underway. Keep the date free. **Saturday 27 April at St Andrew's church in Alresford.** It is an opportunity to have your say and share your vision for St Mary's church. Invitation letters had begun to be given out.

Minute 2024\39 Prayers of Love and Faith – Sara Batts-Neale

There is no update, some proposals had gone to the General Synod but more work is ongoing to take the matter forward. No progress has been made.

Minute 2024\40 To receive reports and take questions on the reports from the following committees.**a) Fundraising Committee – Heather Edwards**

It was agreed by the group to raise the price for stalls for the June and Christmas Markets. Stalls for June are now £15 inside and outside. Stalls for the Christmas Market are now £20 inside and £15 outside.

To date (26th February 2024) One stall space inside remains open for the June Market - with four spaces held for St Mary's stalls. If these St Mary's stalls are not required they will be taken up by those on the waiting list after the last open stall space has been sold. (There were two late requests last year for stall spaces for inside St Mary's). December Market is now sold out for the inside and there is already one on the waiting list. We still have one extra stall space inside for a St Mary's Stall if needed. There is still plenty of spaces outside for both June and December Markets. Advertising for these outside spaces will be sent out via social media quite soon.

b) Catering – Susan Potter

There was a very generous display of cakes for the quiz night. We also had the benefit of a new coffee machine, bought by the proceeds from the tea and coffee fund run by Sandra. All in all it was a very enjoyable and successful evening. More events will be forthcoming.

c) Worship Group – Graham Wadley

The Minutes of the meeting held on 27th February had been circulated with the meeting agenda. Arrangements for Holy Week, Pentecost, Memorial Cross and Taize services were mentioned within the notes. There will be a Confirmation service at St Mary's on 12th September at 19.30 taken by the Bishop of Colchester. Two members of St Mary's congregation are being Confirmed – please put the date in diaries.

d) Colchester Deanery – no report**e) Wivenhoe Churches Together – no report****f) FOSM – Vivien & Bill Eborn**

Volunteers are still needed to run the organisation and the fundraising aspect of this organisation otherwise it may cease to exist.

g) Pastoral Visitors – nothing to 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 – Douglas will speak to Adrienne about the work required on the bells in the near future.****l) Electoral roll – Vivien Eborn**

Vivien will shortly be putting up the notice to announce the review of the electoral Roll in readiness for the APCM. Is there anyone who needs to be removed from the list as well as being added to it. The enrolment forms are at the back of church.

Minute 2024\41 – Community – Peter Hill Chairman of the following groups**a) Friendly Club**

The Friendly Club & Café is still attracting lots of people and our numbers are slowly increasing. This trend is reflected in what we pay to St Mary's every two months. We have just paid £314.40 for Jan / Feb this year whereas the equivalent payment in Nov / Dec was £263.88

b) Music Society

So far there are 5 concerts planned for 2024 with an idea for a sixth one. These concerts are:

- Starting the year with Quattro Amici on Friday 26th April. They sang for us last year. So many beautiful arias performed with such lovely voices, with Joe Richardson on the keyboard. Tickets will be £10 including a glass of wine.
- **Crispian Steele-Perkins** has agreed to perform at St Mary's on **Friday 24th May** accompanied by organist Ian LeGrice. Crispian is one of the world's best known trumpet soloists and has played so many famous pieces of music including the theme tune to the BBC's longest-running and most popular TV programmes, the Antiques Roadshow. Crispian also collects and restores old trumpets and he will be bringing some of them to demonstrate how they sound. Together with the organ, the trumpet will sound very special especially in the vaulted ceiling of the Church. He and Ian LeGrice have a reputation for being excellent entertainers. It will be a special evening although costly as he charges £800. Tickets will in consequence be £15 including a glass of wine.
- On **Friday 6th September** there will be another **Sea Shanty Extravaganza** with The Hoolies and the Felix Stoweaways but this year with the Silver Darlings, a female shanty group from Southend, who have agreed to sing at the event.
- On **4th October** we have **The Churchfitters** booked in again. They easily sold out the two times that have appeared for us. We are grateful to the Catering Committee who were willing to move the Harvest Lunch a week later to allow The Churchfitters to perform here as the 4th October was the only date they could offer us in their busy touring schedule as they live in France.
- Details are yet to be finalised but we expect to finish the year with a concert by the **Wivenhoe Orchestra**.

With thanks to Marika for creating a page for us on the St Mary's website

Minute 2024\42 GDPR; Communications; Licensing; AV and Streaming System

The church computer has been back to the suppliers with the request to check on a possible fault. There was an issue with hiss and crackle on the church audio system. It was delivered back on Saturday 2 March accompanied by a fault report which reads as follows: "We have replaced the audio board and both cables that attach to the audio board."

We are no longer able to hear any crackle when using the audio port.

The system was then placed on an overnight system-wide stress test to ensure there are no further faults with the system. All tests and quality control checks have been passed." This was tested on 3rd March.

Minute 2024\43 Overseas – Rosemary Murchie

I am very pleased to report that Heather Edwards has taken over from me as the Link with Namalemba. Rachel Butterfield has been told and a lovely response received. Rachel is looking forward to visiting the UK in June and wondered if an evening meeting could be arranged so that she is able to sit and talk to members of the congregation and answer any questions that they might have. A mutually convenient date needs to be arranged and put in diaries.

Minute 2024\44 Any Other Notified Business

- a) **Next PCC Meeting** – Tuesday 9th April 2024 at 19.30 in the annexe.
- b) **The meeting closed** at 20.11 with everyone joining together in saying The Lord's Prayer.