

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

To welcome & opening prayer: Erwin thanked everyone for coming and thanked the Churchwardens Douglas McCormick and Mary Jakens for continuing. Sam Belcher and Sandra Osborne were welcomed onto the PCC and Revd. Emma Smith to the meeting. The PCC joined together in saying the Acclamation, heard a Prayer of Thanksgiving and a reading from 1 Corinthians and joined together in saying a prayer.

Present: Erwin Lammens, Bonnie Hill; Rick Cawley; Heather Edwards; Jane Taylor; Gary Ranford; Mary & Eric Jakens; Sandra Osborne; Sam Belcher; Glyn Stanway; Douglas McCormick and Revd Emma Smith in attendance

Apologies: Nick Gustard; Claudia Alsdorf; Hannah Cole; Sara Batts-Neale; Greg Butler; Sue Jones

Conflict of Interest: None

Conflict of Interest & Fit & Proper Person Forms – these have all been completed.

Minute 2024\74

Minutes of the PCC meeting held on the 4th June 2024 were approved and signed.

Minute 2024\75 Matters Arising

a) **Draft Visitors Leaflet** – Jane Taylor

Peter Terry and Lucy Crocker were still willing to assist. Sue Clement to be asked if she would be willing to help.

Minute 2024\76 Correspondence

Ecclesiastical Insurance Policy – renewal document has been received. The monthly payment is the same as last year. The policy document was shared with those present.

Minute 2024\77 Finance – Douglas McCormick

Cash in funds as at 30th June 2024

Statement

	Nominal Account Name	May 2024	June 2024
Free of restrictions	General fund for running Church	£105,306.36	£105,427.85
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
Designated	Legacies	£52,245.89	£52,245.89
Restricted	Flower fund	£719.15	£719.15
Restricted	FOSM	£9,519.66	£9,838.66
Restricted	Cory maintenance fund	£2,535.00	£2,535.00
Restricted	Organ fund	£370.00	£370.00
Designated	Sunday Club	£3,229.44	£3,354.44
Restricted	Wivenhoe St Mary's Music Society	£1,772.14	£2,124.61
Total Funds		£196,287.88	£197,205.84

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. Following the completion of the 2023 accounts the Treasurer's report is being simplified. The designated legacies are now shown as aggregated because there are no restrictions on the use of these funds. The nominal accounts for the Transformation Project have been removed as this is now completed. The amounts previously shown have been journaled to the CCLA investment account and to the general fund.
3. Legacy of £3000 to come from the estate of the late Elizabeth Anne Jackson – not yet received.
4. Gift Aid of £1617.30 received from HMRC via the small donations scheme.
5. The funds raised by Wivenhoe Music Society will be reconciled in due course.
6. Other matters worthy of note are the requirements of the Quinquennial Report in respect of

repairs to railings, 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.

7. Open Gardens raised a considerable amount this year as did the June Market – both events have made a significant contribution to church funds.

Minute 2024\78 Fabric and Health & Safety matters Douglas McCormick & Mary Jakens

a) Roof and Stonework project

Three builders have been approached to tender for the repairs and there is slate work, stonework, guttering and other areas that need attention. A Fabric Team meeting will be called when the tenders have been received. This will be fairly expensive and it may be an appeal needs to be launched and grants applied for. Permissions to proceed by the DAC need to be finalised. Legacies are a lifeline as regular giving is decreasing.

b) Visit by KEL – replacement tv and sound system

A date has not been set for the new tv to arrive – hopefully it will be soon.

c) The Churchyard

i. The Churchyard project – Peter Terry

Our small band of gardeners continues to spend many hours working in the churchyard!

Over the last couple of months we have concentrated on the long border adjacent to the fish and chip shop. Many of the shrubs planted here have made good progress and at times have proved to be really colourful! Margaret Allison has been particularly helpful in keeping this border in good shape. We have also concentrated on the area around the walnut tree in the northeast corner. This is proving to be quite challenging as alkanet, brambles, nettles, cow parsley and a much-neglected holly tree seem to have become frustratingly dominant! In the next few weeks the area should become significantly more open, allowing sight of the important tombs and gravestones that are numerous here. (Malcolm Burren has taken a leading role in tackling all of this).

Cutting the grass after NO MOW MAY, in preparation for the June Margaret proved to be really hard work for Jim and his team from Wivenhoe Town Council. The grass had grown tall, giving an overall appearance of neglect and thereby putting into question our commitment to this approach.

Following two helpful meetings with Hilary Wadley and John Attiwell (from Essex Wildlife Trust) we have started to develop a more detailed, overall plan for the churchyard. We would like to establish a 'wild flower meadow' effect behind the benches backing onto the north railings. This will take considerable effort as the grass needs a hard cut in August / September; all the cuttings removed once any seeds have settled; as much of the soil exposed as possible by hand raking and finally a variety of flower seeds scattered all around! We are fortunate in that we have been given a generous financial donation which will cover the cost of these expensive seeds. Hopefully we will see the effects of this in 2025, but a word of caution as Hilary and John have told us that getting these seeds to germinate and then the resulting plants to survive is a very tricky business. Watch this space!

Recent news

Peter Terry has suggested using the wood from the old south porch door to create a planter or planters for placing in the churchyard. There was general agreement that a way of using the south door be investigated. There may be a limited life span if the door is used as a planter.

Peter Terry would also like to create a path made from bricks at the side of the annexe possibly during the autumn or winter 2024. The PCC agreed that this should go to the Fabric meeting for consideration.

ii. Essex Wildlife Trust visit

The first seeds and plug plants are being purchased for the first phase of planting in the churchyard.

iii. No Mow May

It was agreed that certain areas within the churchyard would be exempt from No Mow May. A map would be given to the WTC to identify the areas where regular cutting was required etc.

iv. Kissing gate and railings report – delayed until 2025

v. Cycle racks

Permission has been received from the Archdeacon to proceed with the work but proof of £5million public liability cover is required before work can commence.

vi. Church shed and blue chairs – work in progress – it was suggested that 16 blue chairs to be retained. The number of blue chairs to be retained to be confirmed after the Scruffs event.

d) Purchase of a dishwasher, more storage and a handwashing sink in the kitchen – work in progress. A meeting is planned to discuss the cost.

<p>e) Microwave – a new one to be purchased if there is a need</p> <p>f) Defibrillator cabinet and first aid box relocated to annexe lobby – work in progress.</p>
<p>Minute 2024\79 Safeguarding – Gill Black – nothing to report</p>
<p>Minute 2024\80 Mission & Ministry Partnership – Erwin Lammens</p> <p>The newly appointed Vicar at St John's, Revd Paul Dever, will be licensed on Monday evening 9th September.</p> <p>Licensed ordained and lay ministers in our MMP have met in prayer and fellowship on 18 June at St Mary's Annexe. Next prayer meeting is on 16 July at 9am at St Andrew's Greenstead.</p>
<p>Minute 2024\81 Adult & Childrens Ministry – Erwin Lammens</p> <p>Children's and Youth ministry</p> <p>First Communion on Sunday 7 July at 10.30am. Five children (age 7-12) have been prepared for their first communion.</p> <p>Sunday Club will break up after Sunday 14 July and resume on 8 September.</p> <p>The Way will take their summer break after the last summer session on 16 July.</p> <p>The Toddlers Club will be organising their summer party in the Rectory Garden on Tuesday 16 July from 10am until 1pm. Their leaders are asking for support by volunteers from St Mary's for the weekly gatherings to prepare snacks and drinks and clear the kitchen afterwards. It would involve one Tuesday morning per month from 10 until 12. At the moment Glyn and Jane Stanway, Heather Edwards and Sandra Osborne are committed to help on behalf of St Mary's. If you can help many thanks. Please pray for our young people and their families.</p> <p>Confirmation by Bishop Roger is on Thursday 12 September at 7.30pm. At the moment two candidates are going forward for their preparation. Closing date 8 July. Confirmation is open to all from the age of 11.</p> <p>The Way Report – Heather Edwards</p> <p>Teresa Warren will be stepping down and Fran Bailey and Heather will continue along with our trainee Helena Gasparikova. We send Teresa Warren all our very best wishes as she develops other interests.</p> <p>The WAY youth Club is going well, with lots of different people coming in and working with ideas gained from the kids themselves. They have been doing a fair amount of cooking, games, had talks by visiting people including last time by our Priest in training Emma Smith, our next visitor should be Annie Balieka the artist. All being well we shall end with a film night with nightwear optional. We have also acquired a new football game that has air-hockey and a pool table. One week is never the same as the previous. Of course the tuck is always popular.</p> <p>Adult ministry and outreach</p> <p>Revd Emma Smith is enjoying her placement at St Mary's which will end mid-July.</p>
<p>Minute 2024\82 Vision Day – Erwin Lammens</p> <p>The Vision group will be meeting soon to analyse and discuss ideas, proposals and commitments which came forward at the Vision Away Day in April.</p>
<p>Minute 2024\84 To receive reports and take questions on the reports from the following committees.</p> <p>a) Fundraising Committee – Heather Edwards</p> <p>The result from the June Market is a pleasing £2,535.03 with a few more amounts still to come in. Lots of good feedback and some pointers for next year. Thank you everyone who helped out in a variety of ways to help raise this sum, we could not have done it without your help and support. There is a need to move on a bicycle which was unsold at the June Market. Heather will try and sell it or find a home for it.</p> <p>Next up is the Lammas Day BBQ and Curry Lunch 13th July. Those who are helping will need to arrive after 10am to help set up. This year we are introducing the Family ticket of just £25, and it has just been opened up to include those from the wider parish. Advertising has gone out locally and via the website and social media, Raffle prize donations will be collected in a box at the back of the church. Remember to bring your own chair and drink please.</p> <p>Scruffs. September 7th, please add this date to your diary, all offers of help will be needed to support this growing regular event. We have just acquired a small separate BBQ to cook Dog meats on. We already have three stalls booked and further applications have gone out for stalls with a dog related theme. The winning Rosettes have been ordered. Again raffle prizes with a dog theme if possible would be appreciated.</p> <p>Bookings for the Christmas Market 7th December 2024 are already full up inside but there is still plenty of space outside. We are looking to have even more stalls than last year.</p> <p>b) Catering – Susan Potter – nothing to report</p> <p>c) Worship Group – Graham Wadley – nothing to report</p>

- d) **Colchester Deanery** – Rick Cawley – no report
- e) **Wivenhoe Churches Together** – no report
- f) **FOSM** – Vivien Eborn
FOSM had a successful stall at the June Market and took £240. Thank you to my helpers. Assistance still needed for events. They didn't have a stall at the Regatta as it was not viable financially.
- g) **Pastoral Visitors**
Our meeting was held on Wed. June 26th 2024 - 10am at the Rectory.
The meeting was attended by Erwin, Gill Strudwick, Stef Goodman, Jackie Hopkins, Ann Barrowman, Chris Amos & Rosie Vickerstaff. The group welcomed a visit from Rev. Emma Smith. Apologies were received from Mary Baker. Rosie and Mary are new volunteers joining the pastoral team.
As a group we decided it would be a good idea to have a form of identification to show carer's, doctors and others who may wish to know why we are visiting a vulnerable person. So we are in the process of giving each pastoral volunteer a visiting card in a lanyard.
In total 11 people receive regular visits and/or phone calls. Unfortunately one person on our list passed away recently. We also keep in touch with a few others who don't wish to receive a visit or have moved away.
If we have been given their contact details we liaise with the families when there are any concerns. Everyone – not just churchgoers – can ask to be added to the list for visits. The team welcomes new volunteers as well as there is a need for a growing number of housebound or less mobile people in our community.
- 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** – Mary Jakens - The only change is that the total has decreased by one, (Shirley Forsgate passed away).

Minute 2024\85 – Community – Peter Hill Chairman of the following groups

Friendly Club

I have been having discussions with Diane Kilgour and her close neighbour Bev Strutt about how we develop the advice aspect the Friendly Club. Both of these ladies have had successful careers in aspects of mental health and have some familiarity with this sector. I am pleased to say that they have agreed to come down to the FC every two weeks and help to develop us as a place where anyone can get advice. The idea is that it won't be up to Diane or Bev to give that advice but know who to contact. So effectively signpost people to the right person or agency. We already have someone coining to the Club regularly from Age Well East and the Alzheimer's Society. Glynis Hailes-Morley has been very helpful in putting them both with someone from CAB who visits the Foodbank at the Congregational Church. Hopefully we can grow this aspect of the Friendly Club over time.

I am very pleased to report that our Treasurer, Lin Costello, is paying £390 to Douglas as the Church's 50% share of our takings in May & June.

Report from the Wivenhoe St Mary's Music Society

Our last concert on Friday 24th May with two world-class musicians, trumpeter Crispian Steele Perkins and organist Ian leGrice was very successful. It made a net profit of £385.

We now have a break until September when we have the Sea Shanty Extravaganza (Fri 6th Sept) followed in October by The Churchfitters and in November by the Wivenhoe Orchestra and guests.

Open Gardens 2024

Open Gardens this year featured 30 gardens and raised a total of £4,304.80 (2023 = £4,568). We are distributing £4,200 between St Mary's Church and The Wivenhoe Society with cheques to be given out at a tea party at Toad Hall on Sunday 11th August between 3pm and 5pm. All of the gardeners have been invited. Representatives of the organisations who receive grants from WivSoc's share will also be invited. Rev Erwin is of course invited.

With Glyn & Jane Stanway and Dot Mathieson all retiring from the Open Gardens team this year, I am pleased to say that Sandra Osborne has agreed to join the team together with a couple of other people, Karl & Helen Douzier, to work with Jenny Heaps, Joan Sawyer, Pat Smith and myself to plan next year's Open Gardens event.

Minute 2024\86 GDPR; Communications; Licensing; AV and Streaming System – no report

Minute 2024\87 Overseas – Heather Edwards

Rachel Butterfield has visited and met with Erwin, Heather and Bonnie. She will be in church on Sunday 28th July when she will speak to the congregation at the 10.30 service. Rachel will be

bringing items to sell.

Minute 2024\88 Any Other Notified Business

- a) **The Mission Opportunity Fund** – the Colchester Deanery has been awarded £24,000. The 24 churches can make any bid for funding for work with children, young people and families during 2025.
- b) **Creating a Place for Life** – the Tendring borders community. Building will start in a few years time. The church should be a presence there and it is intended to do a prayer walk in various areas. There are more initiatives that will be coming. Pauline Scott is willing to come and speak to us about the new development from a church perspective – what we and the Diocese can do.
- c) **Next PCC Meeting – Tuesday 10th September 2024** at 19.30 in the annexe.
- d) The meeting closed at 20.06 with everyone joining together in saying The Lords Prayer and Revd. Emma Smith read the Blessing.