

**The Parish of St Mary-the-Virgin, Wivenhoe**  
**Minutes of the PCC Meeting on Tuesday 14<sup>th</sup> January 2025**  
**at 7.30pm in The Annexe**

**To welcome & opening prayer:** Erwin and those present joined together using the renewal of the covenant

**Present:** Erwin Lammens, Rick Cawley; Sara Batts-Neale; Jane Taylor; Mary Jakens; Sue Jones; Glyn Stanway; Hannah Cole; Sam Belcher; Bonnie Hill; Claudia Alsdorf;

**Apologies:** Douglas McCormick; Sandra Osborne; Eric Jakens; Gary Ranford; Heather Edwards; Greg Butler; Nick Gustard;

**Conflict of Interest:** None

**Conflict of Interest & Fit & Proper Person Forms** – completed

**Minute 2025\1**

**Minutes of the PCC meeting** held on the 10<sup>th</sup> December 2024 were approved and signed.

**Minute 2025\2 Matters Arising**

**Visitors Leaflet** – the QR code is not ready yet, so it is work in progress.

**Minute 2025\3 Correspondence**

Four pieces of correspondence had been received and circulated to PCC members before the meeting. Two thank you letters for the Harvest donations that they had received. One letter from Beacon House and the other from Colchester Engagement & Next Steps (CENS). The third was an email from Graham Wadley informing the PCC of the retirement of organ tuner Peter de Ville. The fourth was a letter regarding the Parish Share – more details under Treasurers report. All of these letters were shared with the PCC before the meeting. Graham had identified a suitable person to take over the organ tuning and the PCC unanimously granted him authority to engage the new person.

**Minute 2025\4 Finance** – Douglas McCormick

**Cash in funds as at 31<sup>st</sup> December 2024 - Statement**

	Nominal Account Name	November 2024	December 2024
Free of restrictions	General fund for running Church	£98,284.88	£97,451.74
Restricted	Bell fund	£12,244.67	£12,244.67
Restricted	Choir fund	£800.27	£800.27
Restricted	Fabric general	£7,685.30	£9,519.89
Designated	Legacies	£52,245.89	£52,245.89
Restricted	Flower fund	£719.15	£719.15
Restricted	FOSM	£10,191.66	£10,489.66
Restricted	Cory maintenance fund	£2,535.00	£2,535.00
Restricted	Organ fund	£370.00	£370.00
Designated	Sunday Club	£3,629.44	£3,654.44
Restricted	Wivenhoe St Mary's Music Society	£3,687.48	£2,018.41
Total Funds		<b>£192,393.74</b>	<b>£192,049.12</b>

**Notes:**

**Additional signatories** - In hand.

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.

The **audit and independent examination** of our accounts has been arranged for w/c 3 February 2025. The fee is £2,445 which is £65 more than last year. The PCC are asked to note this.

**Legacy** of £3000 to come from the estate of the late Elizabeth Anne Jackson – not yet received.

The funds raised by **Wivenhoe Music Society** have been reconciled and £1834.59 has been donated by the Society for the fabric fund.

The monies raised for **Namalemba** came to more than £425 as at 31/12/2024 and these funds have been distributed to Rachel Butterfield. One payment was made before Christmas and

another £165 has now been transferred.

**Parish Share** – a letter from the Chelmsford Diocesan Secretary and Chief Executive Officer gave details of the financial short fall and asked that Parishes consider if they are able to make additional contributions. **Douglas** had communicated his view “Subject to any other views, I don’t think we should make extra payments this year. That means we don’t set a precedent and importantly we have to fundraise to do the roof repairs.”

**The PCC agreed with the comment that Douglas made.**

**Minute 2025\5 Fabric and Health & Safety matters** Douglas McCormick & Mary Jakens

a) **Roof, stonework repairs, Quinquennial Report, etc.**

We are in a long running confrontation with our **utility provider** Total Energies (aptly named as that is what it takes to deal with them) over the contract dates for our gas supply. We have enlisted the assistance of Northern Utilities who will help move our accounts to a more competent supplier at competitive rates. The consultant has managed to identify a new supplier for the gas supply – there are no fees for the services provided in identifying the new company. The changeover is being organised from our current supplier to the new one. A smart meter will be installed to monitor the gas usage.

No action is being taken to address the **roof contracts** until sufficient funds have been raised to provide adequate contingency.

Other matters worthy of note are the requirements of the **Quinquennial Report** in respect of repairs to railings, external stone repairs and the fact that included in the Transformation Project but not undertaken were the redecoration requirements for the main Church.

**Churchyard** – nothing to report.

**Health & Safety** – nothing to report.

**Roof Alarm Annual Maintenance** – the maintenance has now been carried out and the invoice for the corroded parts which had to be replaced is awaited.

**Minute 2025\6 Safeguarding** – Gill Black

The courses required for PCC members are: Basic Awareness, Foundation and Raising Awareness of Domestic Abuse. The link is

<https://www.chelmsford.anglican.org/safeguarding/safeguarding-training/church-of-england-safeguarding-courses> There is guidance on how to access the e-learning courses on this page.

Details of a face-to-face course had been circulated to PCC members.

**Minute 2025\7 Mission & Ministry Partnership** – Erwin Lammens

Organised a ministers’ get together in December. A meeting had recently taken place.

**Minute 2025\8 Inclusive Church**

The **radical welcome course** (Inclusive Church) is planned for 2025.

**Minute 2025\9 Adult & Childrens Ministry** – Erwin Lammens

**Children’s and Youth ministry**

**Services and events in December**

The statistics for mission of 2024 were submitted on time in January. The attendance figures for Easter, Christmas and Sundays in October and the number of baptisms, weddings and funerals will help to make a comparison with previous years.

My first impression is that Advent and Christmas have seen a large number of participants. Several events and services in December were well attended (in chronological order): St Nicholas arrival on Saturday 30 November; Christingle on 1 December; the Nativity play and Sunday Club Christmas Party, Carol Service on 15 December; Carols on the Quay on 22 December; Crib Service, Midnight and Christmas Day services. All these services and events were well attended with the exception of the 8.00am Communion.

**Sunday Club and The Way Youth Club** will resume their activities mid-January.

The *All Together Team* will be preparing the February service.

**Open the Book**

Revd Emma Smith is building a team of volunteers who are willing to help with telling and acting out Bible stories at our schools. Online training is available at the end of January or at a later date. If you would like to offer your help, please contact Emma.

**Funding for St Mary’s work with children and youth**

The Deanery has allocated £1500 from the National and Diocesan Mission Opportunity Fund to St Mary’s for its youth work in 2025. A meeting with Sunday Club and the Way leaders has been organised to discuss how to make the best use of this of the money in order to create an impact on our children and youth work.

**Adult ministry**

The radical welcome course (Inclusive Church) is planned for 2025.

The acclaimed Bible course ‘Romans’ by The Bible Society will run over 10 sessions in

February, March and June. Jonas Lammens will run it with the support of Erwin. Bookings are now open.

### **Epiphany blessing**

Sara and Erwin have visited 8 households who booked their time slot on Sunday afternoon 5 January for a home blessing and chalking the front door.

### **Statistics**

Erwin has logged the annual attendance statistics, and a copy of the data was shared with the PCC before the meeting for their information. The figures had not changed a great deal, but Evensong is becoming more popular. The 8 a.m. clock service hasn't a good for attendance – if it is to continue it possibly needs to be reimagined. 7past7 figures are also falling. Nationally weddings in church are reducing but there is a rise in the number of funerals. The Worship Group will review the figures and the services.

**Minute 2025\10 Away Day** – Erwin Lammens – a date will be found to have a meeting. Some matters have already been put in place.

**Minute 2025\11 To receive reports** and take questions on the reports from the following committees.

**Fundraising Committee** - Quiz Night will be take place on 22<sup>nd</sup> February.

**Catering** – Susan Potter

December was a busy month.

The refreshments stall in the annexe kitchen at the Christmas Fair was a success and raised nearly £300. We served tea, coffee and hot chocolate with whipped cream and sprinkles and donated mince pies.

Our Candlelit Christmas Soiree, which was an experiment, proved a success too and we will definitely repeat it next year. Ticket sales sold out almost immediately. The price only covered the cost so this was not a fundraising event, but we will charge more next year and make it one.

I desperately need more helpers, and one young lady called Lucy passed her phone number on to me at the Soiree, so I am hoping this is a sign of good things to come.

**Worship Group** – Graham Wadley – nothing to report.

**Colchester Deanery** – Rick Cawley – no report

**Wivenhoe Churches Together** – no report

**FOSM** – Bill & Vivien Eborn

FOSM goods continue to sell very well, from the Church basket, word of mouth and of course the Christmas Market.

**Pastoral Visitors**- Gill Strudwick – no report

**Administration** – Lynne Horner – no report

**Spirituality Steering Group** – Janet Driver – no report

### **Church Bookings**

The figures for the hire of the nave and annexe for 2024 have been calculated and are extremely good. A total of £9,977.48 has been received. £6,145 from various groups and family events, £1997.89 from the Friendly Club and £1834.59 from the St Marys Music Society.

Thanks were expressed to those organising the bookings and events which resulted in such a good figure for 2024.

**Bellringers** – Heather Edwards – no report

**Electoral roll** – Mary Jakens – no change

**Minute 2025\12 – Community** – Peter Hill Chairperson of the following groups

### **The Friendly Club & Café**

We had our Christmas party on Thursday 19<sup>th</sup> December when we had talented singer Angie Gilbey, and the Town Mayor as our guest. I also invited Hollie and Lisa from the Wivenhoe Co-op store. Earlier in this summer just gone they had arranged for the Friendly Club to be given a £270 grant, and I wanted to say thank you to them in person and in front of all the people who come to the Club. Everyone who came received a small gift from us.

Plans are already in place to continue our weekly sessions into 2025 of fun and entertaining for all.

### **Wivenhoe St Mary's Music Society**

The last concert of 2024 was the one performed by Opus Anglicanum and titled Mediaeval Carols. It is also one that the 5 Opus guys had booked themselves but asked me and the Music Society to handle the publicity, ticket sales and arrangements in the Church on the night including the wine sales. With tickets priced at £20, we were nervous about how successful

the concert was going to be. In the end, it was very successful and sold out with 130 ticket sales a few days before the concert date of Friday 6<sup>th</sup> December.

We will soon be meeting to plan the programme for 2025.

### **Wivenhoe Open Gardens**

Having met at the end of September 2024 to review OG24 and consider what we might do differently for OG25 with the realisation that there is very little we need to do differently, we will soon be meeting to agree this year's arrangements. The biggest worry for the team is finding people who are willing to open their garden. The date for OG25 is the weekend of Sat 17<sup>th</sup> / Sun 18<sup>th</sup> May. I should be grateful if members of the PCC would help by putting the word around to all gardening friends about the possibility of opening their garden, however small or large. They are all interesting.

**Minute 2025\13 GDPR; Communications; Licensing; AV and Streaming System** – no report

**Minute 2025\14 Overseas** Please see Treasurers report above for the result of the Christmas Charity giving for Namalembe.

### **Minute 2025\15 Any Other Notified Business**

As a result of conversations with the students who have been attending church an idea that a lunch for students and others who would benefit from a community meal. The PCC were asked to consider the matter. Perhaps signposting to Café Chill is one answer. A co-ordinator who will take responsibility for the provision of the lunches needs to be identified. Sara will take responsibility for the first two lunches but someone else would need to take over if it continues. A date will be fixed for the first meal.

**Change of PCC meeting dates\*** – Erwin asked whether from June the PCC meetings could be changed to Saturday mornings at 10.00 instead of Tuesday evenings. Possibility of alternating between the Tuesday evening and Saturday mornings was suggested.

**Next PCC Meeting – Tuesday 11<sup>th</sup> February 2025** at 19.30 in The Annexe.

The meeting closed at 20.41 with everyone joining together in saying The Lords Prayer.