

The Parish of St Mary-the-Virgin, Wivenhoe
Minutes of the PCC Meeting on Tuesday 8th July 2025 at 7.30pm in The Annexe

To welcome & opening prayer: Erwin opened with a prayer and words based on Psalm 23.

Present: Erwin Lammens, Douglas McCormick; Rick Cawley; Bonnie Hill; Sandra Osborne; Hannah Cole; David Harrison; Lucy Wadley; Martin Lucas; Gio Timms-Bruno; Heather Edwards and Kerry Rooke

Apologies: Nick Gustard; Gary Ranford; Mary Jakens; Glyn Stanway; Sam Belcher

Conflict of Interest – None

Conflict of Interest & Fit & Proper Person Forms – only two sets of forms remain outstanding. Thank you to all those who have already completed the task.

Minute 2025\75

Minutes of the PCC meeting held on the 10th June 2025 were approved and signed.

Minute 2025\76 Matters Arising

a) **Painting of the railings**

A meeting had taken place with Mrs Garbutt. Douglas will write the specification and consult the Archdeacon for permission to rub down and paint the railings. A quote for sandblasting and painting will be sought. Volunteers would be welcome. Perhaps those undertaking a sentence via Probation Service Payback could be asked to undertake the work.

b) **Survey for PCC Strategic Mission and Ministry Investment Board** – no news yet.

c) **Meeting with The Bishop**

The meeting with Bishop Roger had taken place and all the matters highlighted by the PCC and others had been put to him. He was very open about the situation he finds himself in and the financial and personnel problems that he faces now and in the future. There may be a possibility of having a part time person assisting with Eucharist services. The Diocese and St Mary's will contribute to the cost of the admin person. Another meeting with the Bishop will take place in November. Emma will still be assisting at St Marys until the end of the year.

Minute 2025\77 Correspondence

Ecclesiastical Insurance Policy – The policy is now due for renewal and the PCC was asked to approve the continuation of the policy for a further three-year period. Douglas McCormick proposed that the policy be extended for a further 3 years, Hannah Cole seconded and was approved unanimously.

Minute 2025\78 Finance – Douglas McCormick

Cash in funds as at 30th June 2025 - Statement

	Nominal Account Name	May	June
Free of restrictions	General fund for running Church	£65,453.48	£67,084.66
Restricted	Bell fund	£12,244.67	£12,244.67
Restricted	Roof Fund	£60,000.00	£60,000.00
Restricted	Choir fund	£800.27	£800.27
Restricted	Fabric general	£9,682.25	£9,682.25
Designated	Legacies	£22,245.89	£22,245.89
Restricted	Flower fund	£719.15	£719.15
Restricted	FOSM	£10,313.70	£10,404.30
Restricted	Cory maintenance fund	£2,535.00	£2,535.00
Restricted	Organ fund	£370.00	£370.00
Designated	Sunday Club	£5,239.44	£5,259.44
Restricted	Wivenhoe St Mary's Music Society	£1,032.41	£1,032.41
Total Funds		£190,636.26	£192,378.04

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. Anglican Chaplaincy funds of £1,820.13 held in account for University Chaplain.
3. Legacy of £3000 to come from the estate of the late Elizabeth Anne Jackson – not yet received.

4. As per the March PCC approval £30,000 from the CCLA Investment account and £30,000 from the Legacy Nominal account has been allocated to the funding of the roofing works. The balance of the CCLA Account would be £23,664.85 (of which £10,000 is reserved for bells) and the Legacy Nominal account would have a balance of £22,245.89. No monies will be spent until we have raised sufficient funds to undertake the works.
5. 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.
6. Gio asked about the individual funds and Douglas explained that some are restricted and not all of the money is utilised. The high interest CCLA account is used to keep the money in. Some of the money could be moved to the CCLA. Sometimes the general fund is used for expenses rather than the individual funds.
7. The 2024 cost of running the church is considerable. The utility provider for gas has now been changed and electricity will change in September. £77,000 Parish Share Cost.
8. The hire of the building has covered its costs and there is a surplus.

Minute 2025\79 Fabric and Health & Safety matters Douglas McCormick & Mary Jakens

- a) **Church Clear Out Day** – This had not taken place due to a logistical problem with the delivery of the skip. A great deal of time and energy by the various team leaders had taken place to clear things from the church before the 5th July. There are areas that still need to be addressed, a new date and time will be put in place and communicated to all. Douglas has questioned whether we need to pay for the aborted skip delivery.
- b) **Appointment of Inspecting Architect** – Douglas had contacted the Diocese and received information on the process and paperwork which had to be sent and received in order to appoint a new person. Ben Downie will be approached by Douglas in the near future and the necessary process followed.
- c) **War Memorial** – Wivenhoe Town Council and Michael Smither had been informed of the PCC's consent in the terms approved by the PCC at the June meeting. A Faculty will be required when the application is ready. If someone would like to take on the role of Faculty Officer Douglas would really appreciate it. It is an electronic process.
- d) **Environmental representative** – nothing to report.
- e) **Annexe Door** – the main door into the annexe has warped and no longer closes properly. A meeting with Peter Smyth of Bakers of Danbury had taken place. There is work needed to remove and rehang the door plus any remedial work required to ensure that the weight of the door is rebalanced with the aid of new ironmongery.

Minute 2025\80 Safeguarding – Gill Black safeguardingstmarywiv@gmail.com

Earlier this month Erwin and I had a very thorough, productive, insightful and pleasant Safer Recruitment meeting with an individual who will soon be taking up a role in St Mary's. There is a requirement for the PCC and others undertake the course every three years. Any questions please direct them to Gill using the above email address.

Minute 2025\81 Mission & Ministry Partnership – Erwin Lammens

We will bring our partnership of about 7 years to a close with a party. One church in the partnership has now other priorities. MMPs are no longer of importance for the Diocese.

Minute 2025\82 Adult & Children's Ministry – Erwin Lammens

Children's and Youth ministry

Sunday Club and the Way leaders training

There is a unique opportunity to take part in a training day for children and youth leaders organised for the Parish churches in the Colchester deanery. There are two modules which will be offered at two venues in the Deanery. We are honoured that one of the chosen venues is the Annexe. These training days will allow a maximum of 20 participants. The training days will be run by Christian Youth Outreach in Colchester. In order to offer this training to participants for free, we have applied and secured funding from the Mission Opportunity Fund from Chelmsford Diocese.

The first training module is of major interest for St Mary's children and youth leaders: schools' ministry. This module responds to a need that was highlighted at our Vision Day where it was felt that we could grow and strengthen the link between church and the three schools. I recommend this module to all our leaders and those who would like to help with schools' ministry. Please find the program of the training in attachment.

St Mary's receives priority booking together with a few other churches whose leaders had expressed an interest in the training courses. The date for schools' ministry is Saturday 15 November from 9.30am until 3.00pm.

Youth Synod

Our young have been invited to the next Youth Synod chaired by Bishop Roger and Matt Williamson, children's, youth and families' ministry coordinator for the Colchester Episcopal Area. I have circulated the invitation to all those between 11 and 18 at St Mary's.

Sunday Club

Sunday Club will take a summer break after Sunday 20 July. They will resume on Sunday 14 September. Sunday Club coordinator Teresa Warren will be inviting leaders to a social evening at the end of the summer holidays. One or two more leaders will be needed to run the Sunday Club without gaps.

The Way Youth Group

The last The Way meeting before the summer break will be on 15 July after which the leaders team will step down. Thank you to Fran, Heather, Helena and Sue. I am grateful that the leaders carried on until mid-July; the original plan was to break up at Easter.

An enthusiast new team of volunteers will run The Way in a new format every Sunday Morning from 10am until 11am in the Annexe. The first meeting is planned for Sunday 14 September. Leaders are now applying for their DBS and will complete their safeguarding training. The Way will be coordinated by Kerry Rooke.

There had been a really good meeting recently and there will be a low-key faith theme as well as raising money for charity and craft activities and perhaps a residential. Hopefully there will be interaction with the Sunday Club. A risk assessment and other paperwork is required for the various activities and any outside activities.

First Communion

We are delighted that Teddy Belcher and Gabriella Gustard will be receiving communion for the first time on Sunday 7 July at the 11am First Communion Service. Congratulations to Gabriella and Teddy.

Confirmation

The date for Confirmation will be on 5th July 2026. Those who would like to be confirmed earlier can join the confirmation preparation and service at St Andrew's Greenstead in November.

Open the Book

Success! Emma has now received permission to introduce Open The Book at Millfields Primary School. Also, Broomgrove Junior has been approached but no response has been received. With a small team of volunteers Emma will be organising school visits with presentation of Bible stories. Open the Book was another recommendation by participants at the Vision Day which we will implement with support of Emma, Hannah, Mary and Brian. It would help greatly if one or two more volunteers could join them. Please contact Emma. Sessions are on Monday morning once a month.

St Mary's Youth Drama Group

The script of the Nativity Play in the streets of Wivenhoe has now been finalised by Hannah Cole and Nicky Matthews. In September we will organise an audition for actors.

Keep the dates in your diary: Saturday 19 and Sunday 20 December in the afternoon; on Sunday ending at Carols on the Quay.

There will be a large number of people moving from one place to another and it was suggested that Steve Andrews be approached for help with logistics.

Adult ministry

Jackie Hopkins has now gone through the safe recruitment process. Just one more document needs to be completed. She will take up the role of communion assistant specifically to take communion to the housebound.

The radical welcome course (Inclusive Church Network) has been postponed. Those involved have already full diaries and help would be very welcome.

The WAY Youth Club Group – Heather Edwards

As published in tidings, the Tuesday evening THE WAY Youth Group has now ceased. Although a final event was planned it was unable to go ahead.

Minute 2025\83 Vision Away Day – Erwin Lammens

Outcomes are now being implemented: strengthening the link with the schools, Open the Book, leaders training, The Way as a Christian Youth group. Also, the new pattern of worship has inspired people to start new initiatives which reflect recommendation at the Vision Away Day. These initiatives should strengthen the cohesion of our church family and offer youth ministry to the age group 11+. There are more plans which haven't been finalised yet.

Minute 2025\84 To receive reports and take questions on the reports from the following committees.

a) **Fundraising** – Heather Edwards

First of all, a GREAT BIG THANK YOU to everyone who helped with the June Market this year. At our last meeting I was able to provide you with a draft account. Now we have a firmer total of £2,598.71 was raised. However, I have also been informed that there is a little more to be added as plants and other garden items are still being sold. When these amounts are known they will be added to the above figure.

Moving swiftly on to the next event, we have The Lammas Day BBQ on Saturday 19th July 12:30 for 1pm. A copy of the Poster will be available at the meeting for those who wish to put one up in their windows etc. It is planned to have some tickets available at the meeting (£10 -Adults, £5 for children and £25 for a family ticket - cash payments only at the meeting please).

Preparations are also underway for the Scruffs Dog event on Saturday September 6th 1:30 pm. Please add these dates to your diaries and let me know if you can help in some way please, as it is only through your kind help that we can run these fundraising events. Also note that the December Market for this year is on Thursday 4th December 6-8 pm.

b) **Catering** – Susan Potter

The June Market was a great success and even though we could not put tables outside due to the weather, the annexe was full throughout the time. Once again everyone was very generous with their cake donations and over £400 was raised. We also christened our new tables which were very generously gifted by Graham and Hilary Wadley.

c) **Worship Group** – Graham Wadley- nothing to report.

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

e) **Wivenhoe Churches Together** – no report

f) **FOSM** – Vivien & Bill Eborn

Once again we had very good sales at the June Market. If the Church is open we would like to have a table in the annexe on Regatta Day.

g) **Pastoral Visitors** – Gill Strudwick – nothing to report.

h) **Administration** – Lynne Horner – nothing to report.

i) **Church Bookings** – Nothing to report.

j) **Bellringers** – Heather Edwards

We said a sad goodbye to Tim Batts-Neale with a short presentation last Sunday as he and his wife Rev Sara Batts-Neale move to Sawbridgeworth. It is believed he has already made contact with the tower captain there and he hopes to continue to ring bells. Meanwhile, some of our student from the University will be going home for the summer, some will be staying. We are looking forward to ringing at 10:30-11am from Sunday 6th July.

k) **Electoral Roll** – Mary Jakens – no change

Minute 2025/85 Community (Music Society; Friendly Club & Open Gardens – Peter Hill)

Report from the Friendly Club & Café

The Friendly Club continues to attract a large number of people each week. Our aim is to make sure each week is different. We always have music as well as good fun, even if we don't have any entertainment from an outside source. We did however have someone visit us recently to talk about the care service which her company provides and then offered to come back and sing for us which she did. She had a really lovely voice which everyone enjoyed. She is willing to come back again.

Report from the Wivenhoe St Mary's Music Society

We have held our first concert of the 2025 season. This was with Crispian Steele Perkins, a brilliant trumpeter, together with organist Ian Le Grice. They were greatly appreciated by an audience of 84 people. The profit from this concert was almost £400.

Our next concert is something of an experiment. We felt we wanted to broaden the range and types of music we promote at St Mary's. So, our next concert is an ABBA tribute band. Whilst it would have been possible to have all 4 of them to play / sing for us, we felt we could only justify a fee of £799. To have all four would have been £1,500 to play which we thought was taking too much of a risk. We'll see. The date of the concert is Friday 11th July. Tickets are £15.

Open Gardens - 2025

OG25 was more successful than ever with 723 people who bought a programme for just £5 to go round 33 gardens this year. In consequence we made a profit of £5,000 which will be shared equally between the Church for the Fabric Fund and the Wivenhoe Society. This takes into consideration the sale of plants (£321) and other items, and refreshments (£1,099) offered the church and many of the gardeners. Last year we had 600 visitors and made a net profit of £4,500. We were a little concerned that the Art Trail had decided to move their weekend to the first bank holiday in May and not coincide with OG25. As it turned out, it was better for us.

The Wivenhoe Society are presently advertising that their £2,500 will be shared with other Wivenhoe organisations and these organisations should apply to them for a grant. Grants will be given out a Garden Party at Toad Hall on Sunday afternoon, 10th August. All of the 33 gardeners and others who helped to raise this money are invited to this occasion.
Dave explained how Open Gardens had become connected with St Marys.

Minute 2025\86 GDPR; Communications; Licensing; AV and Streaming System – nothing to report.

Minute 2025\87 Overseas – Heather Edwards – no report

Minute 2025\88 Any Other Notified Business

- a) Help required in the churchyard with **watering the flowers/plants** in the churchyard. Investigate the possibility of putting a tap on the south side of the church to make the task easier.
- b) **11th October** is the Deanery Day – all are welcome to attend. There is no cost for those attending.
- c) **Sara's licensing** – 22 June is her Licensing in Sawbridgeworth – two spaces in Erwin's car are available.
- d) **Erwin's licensing** is on 22nd September at St. Barnabas, and all are welcome to attend.
- e) **Next PCC Meeting** – **9th September 2025** at 19.30 in The Annexe. The meeting closed at 20.36 with everyone joining together in saying The Grace.