

**The Parish of St Mary-the-Virgin, Wivenhoe**  
**Minutes of the PCC Meeting on Tuesday 9<sup>th</sup> September 2025 at 7.30pm**  
**in The Annexe**

**To welcome & opening prayer:** Erwin was inspired by the summer's sunlight and opened with prayers in which God is described as the divine light from a book entitled Seven sacred moments

**Present:** Erwin Lammens, Douglas McCormick; Rick Cawley; Bonnie Hill; David Harrison; Lucy Wadley; Martin Lucas; Gio Timms-Bruno; Heather Edwards; Mary Jakens; Glyn Stanway; Sam Belcher

**Apologies:** Nick Gustard; Gary Ranford; Sandra Osborne; Kerry Rooke; Hannah Cole

**Conflict of Interest – None**

**Conflict of Interest & Fit & Proper Person Forms** – only two sets of forms remain outstanding.

**Minute 2025\89**

**Minutes of the PCC meeting** held on the 8<sup>th</sup> July 2025 were approved and signed.

**Minute 2025\90 Matters Arising**

- a) **Survey for PCC Strategic Mission and Ministry Investment Board** – no news yet as far as Erwin knows. He will double check his emails.
- b) **Administration Assistant** applications. There are six applicants.
- c) Need for a **Faculty Officer** for St Mary's.
- d) Sara and Erwin's **licensing services**. Sara's service was really good, and Erwin and Mary attended on behalf of St. Mary's. She is settling in well. Erwin's service at St Barnabas at 19.30. Parking is available in the school playground. All are welcome.

**Minute 2025\91 Correspondence**

An email had been received from the Diocese regarding an Eco Church event at various locations one of which is in Colchester. Details had been circulated to the PCC before the meeting. This will take place at St Botolphs Church, 17.00 until 19.00 on 23<sup>rd</sup> September.

**Minute 2025\92 Appointment of Sidespersons**

Upon the retirement of John and Anne Williams as sidespersons two new people have volunteered to take on the roles.

It was **proposed** by Lucy Crocker, seconded by Mary Jakens that Kellie Finch and Melissa Pentney be appointed sidespersons with immediate effect.

**Minute 2025\93 Finance & Parish Share** – Douglas McCormick

**Cash in funds as at 31<sup>st</sup> July 2025 - Statement**

	Nominal Account Name	July	August
Free of restrictions	General fund for running Church	£66,601.93	£63,077.32
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	£10,569.30	£10,661.30
Restricted	Cory maintenance fund	£2,535.00	£2,535.00
Restricted	Organ fund	£370.00	£370.00
Designated	Sunday Club	£5,279.44	£5,299.44
Restricted	Wivenhoe St Mary's Music Society	£1,032.41	£1,032.41
<b>Total Funds</b>		<b>£192,080.31</b>	<b>£188,667.70</b>

**Notes:**

- 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.
- Proposal for acceptance:** Parish Share for 2026 has been advised as £71,527 compared to £79,193 which is a reduction of £7,666 due to sharing Erwin with Old Heath. Douglas McCormick proposed the PCC accept the Parish share for 2026. This was seconded by Dave Harrison and unanimously agreed. The difference in the Parish Share may be used for the

payment of the Administrative Assistant if there is a deficit between the amount received from the Diocese.

3. Douglas had moved £55,000 into an investment account.
4. Anglican Chaplaincy funds of £1,820.13 held in account for University Chaplain.
5. Legacy of £3000 to come from the estate of the late Elizabeth Anne Jackson – not yet received.
6. 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.
7. £55,000 has been transferred from the General Account to the CCLA Investment Account. Douglas sought permission for a further £15,000 be transferred. Gio Timms – Bruno proposed, and Rick Cawley seconded the transfer, and all were in favour of the change.
8. 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.

**Minute 2025\94 Fabric and Health & Safety matters** Douglas McCormick & Mary Jakens

a) **Churchyard report** – Peter Terry.

Our wildflower area is long past its best, but I think we can say we have made a successful start in creating a natural meadow effect. The challenge will be to introduce more colour and variety for 2026 whilst ensuring the plants that came through this year become established! Who said it was an easy task? 'Just scatter a few seeds and hey presto all will be well!' Far from it! - it is labour intensive, heavily weather dependent and generally an unpredictable task!

Observant visitors will have noticed the creation of a new bed behind the first bench created using boulders and broken gravestones. The aim is to grow plants here that will do well in drought conditions!

Guttering, pipework, and a water butt have been fitted to the shed. Hopefully, next year we will be able to collect and use rainwater on some of our more vulnerable areas. It has also been agreed that an outside tap can be fitted to the back of the annexe. We have received a quote for this work, which it is hoped will be carried out in the autumn. Once a hose is purchased, we will be able water all our shrubs and plants much more easily and quickly; thus, ensuring that we don't lose valuable acquisitions as we did this spring and summer.

Finally, my particular thanks to Margaret Allison and Katie Copeland who have worked hard to keep our borders in good shape whilst I have been unwell.

b) **Environmental report** – Jane Taylor – nothing to report.

c) **Appointment of Inspecting Architect** – The process has been completed. Ben Downie has now been appointed and his name lodged with the DAC.

d) **An outside tap** is in the process of being fitted.

e) **A clear up day would not be arranged.** A cupboard is being purchased to put specific items in. It may be that a car going to the tip would be sufficient to remove unwanted items.

f) **Churchyard Railings** – The Community Payback person visited the churchyard on Monday 1<sup>st</sup> September to assess the work required and to see if the project was suitable.

Approval required to apply and pay £265 for the suspension of the parking bays in the High Street. Two weeks notice was required. Douglas McCormick proposed that the payment be approved, Martin Lucas seconded, and this was unanimously agreed.

g) **Annexe boiler** – Lindseys sent another engineer to look at the boiler on Monday 1<sup>st</sup> September as it had depressurised yet again. He thought it could be a pin hole sized leak which drips when the pipes go from hot to cold. There was no sign of a leak in the cupboard as the water is not sufficient to leave a mark and dries up quickly. The boiler has been repressurised and is now working again, for how long it will continue before needing to be topped up is an unknown.

h) **The defibrillator pads** have now been renewed. They are suitable for adults and children.

i) **5<sup>th</sup> October the annual inspection of St Mary's will take place.**

j) **The cost of the roof is still out of reach financially.** Some decent fundraising is required in order to reach the target. £90,000 is required. Volunteers are needed. Date to be set for the first meeting. Consider a loan, advertising in Tidings in the future, ask for donations from the community. Douglas is happy to brief people at the first meeting. Lucy is happy to be part of the team. People to be directly approached to join the team.

k) **Annual PAT testing** will be arranged.

<p>I) <b>Annexe door.</b> Bakers have looked at it and more news is awaited.</p>
<p><b>Minute 2025\95 Safeguarding</b> – Gill Black <a href="mailto:safeguardingstmarywiv@gmail.com">safeguardingstmarywiv@gmail.com</a> Safer Recruitment interviews had taken place for those wishing to assist with young people attending church.</p>
<p><b>Minute 2025\96 Mission &amp; Ministry Partnership</b> – Erwin Lammens After seven years we have brought our partnership with Greenstead churches and St John's Colchester to a conclusion. Partnerships are no longer a recommendation by the Diocese.</p>
<p><b>Minute 2025\97 Deanery Day</b> – Erwin Lammens On Saturday 11<sup>th</sup> October, the Deanery of Colchester are holding a Deanery Day. It's for members of all the 24 Churches in the Deanery at St John's Church Colchester from 9:30am to 3:30pm. We hope that St Mary's will be well represented by PCC members, children's and youth leaders, volunteers in different roles, families and their children and members of the congregation. A day to resource our vision and find assistance in governance for our church in 21<sup>st</sup> century. Seminars (Bishop Roger, Archdeacon Ruth, Patrick Regan OBE, and our own Ben Vonberg-Clark) and workshops for you to choose from. Lunch is provided. There is provision of activities for children from the age of 5 and teenagers, including a choir which will perform at the closing worship. All is free except your transport. Find out more at <a href="http://www.colchesterdeanery.org.uk/deaneryday">www.colchesterdeanery.org.uk/deaneryday</a>. We're making a list of who's coming along – names were put on the signup sheet. There's no cost.</p>
<p><b>Minute 2025\98 Adult &amp; Children's Ministry</b> – Erwin Lammens</p> <p><b>Children's and Youth ministry</b></p> <p><b>Sunday Club</b> Sunday Club will resume on 14 September. Sunday Club coordinator Teresa Warren will be inviting all children and youth leaders to a social evening at the beginning of September. We welcome one new leader at Sunday Club who is currently going through all the checks of the safe recruitment process in the Church of England.</p> <p><b>The Way Youth Group</b> Coordinator Kerry Rooke and her team will be organising an Open Event for 11-16 on Sunday morning 14 September at the Annexe. Two more leaders are needed to make the rota complete.</p> <p><b>Sunday Club and the Way leaders training</b> Most Sunday Club and The Way leaders have applied for participation at the <b>training day</b> organised for the Parish churches in the Colchester deanery with funding from the Mission Opportunity Fund. They have booked their place for the first module (school's ministry) on 15 November at St Mary's Annexe which will be run by Christian Youth Outreach in Colchester. The first 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.</p> <p><b>Youth Synod</b> None of our young people were available to attend the Summer Youth Synod chaired by Bishop Roger and Matt Williamson, children's, youth, and families' ministry coordinator for the Colchester Episcopal Area.</p> <p><b>Open the Book</b> Emma and her team of storytellers at St Mary's will introduce Open The Book at Millfields Primary School. Emma will be organising school visits with presentation of Bible stories. Open the Book was another recommendation at the Vision Day which we will implement with support of Emma, Hannah, Mary, Kerry, Dave, and Brian. Sessions are on Monday morning once a month.</p> <p><b>St Mary's Youth Drama Group</b> Audition for the roles in the Nativity Play in the streets of Wivenhoe will be held in September. With thanks to Hannah Cole for organising, arranging, and coordinating with the support of Nicky Matthews. It has been decided to hold it once, namely on Sunday 20 December in the late afternoon ending at Carols on the Quay.</p> <p><b>Confirmation</b> We have booked a date for Confirmation with the Bishop's office: Sunday 5 July 2026 at 11am. Preparation will be planned in May and early June. Those who would like to be confirmed earlier can join the confirmation preparation and service at St Andrew's Greenstead in November.</p> <p><b>Safer recruitment of children's and youth leaders</b> Several new leaders came forward for Sunday Club, The Way and open the Book. They are now going through the safe recruitment process by applying for DBS and completing the three required modules of Safeguarding training with thanks for the assistance by Lyn Smith, DBS officer, Gill Black, Safeguarding officer and Mary Jakens as authorised recruiter.</p> <p><b>Two schools</b> have indicated they will be attending the Harvest service.</p>

## **Adult ministry**

### ***St Mary's selected as training and placement church***

St Mary's is one of the three churches with training purposes for Revd Emma Smith. It is anticipated that her three years as Curate with us will come to an end in December.

Our Parish church has also been selected again as a placement church for people in process to discern ordination. Two persons will be part of our congregation during a spell of one to two months.

Please welcome warmly **Tracey Cowell** from St Luke's Highwoods, who will be introduced to the congregation on 7 September and will attend most Sundays, one PCC meeting and a few social functions during the months September and October.

Early January 2026 we welcome **Adrian Jones** from St Mark's, who will fulfil a placement at St Mary's until the beginning of February.

## **Administrative assistant**

Closing date for applications was Monday 8 September.

## **Pastoral ministry**

Jackie Hopkins and Marika Footring have booked their place at the **Pastoral Care Course** Part 1 on three Saturdays in September and October at the Diocesan offices in Chelmsford. I have endorsed their application with the Diocese.

Jackie has now two people on her visiting list for **home communion**.

Gill Strudwick has indicated that she would like to step down as coordinator of the **Pastoral Visitors Group**. Our next meeting is on 1 October at the Rectory.

After the August break, **house communion** on first Tuesdays resumed on 2 September. All are welcome.

The **radical welcome course** (Inclusive Church Network) is one of our plans for this year or first half of next year.

## **CELEBRATIONS IN SEPTEMBER**

**7 September** at Pimms and Strawberries summer party at 5pm in Stanley Road : Graham Wadley 60 years as organist at St Mary's

**21 September** after the morning service: Glyn Stanway – 38 years as Reader at St Mary's – 70<sup>th</sup> birthday

**28 September** at the end of the morning service: Anne and John Williams wedding anniversary and John stepping down as sides person and responsible person for photocopying.

## **Minute 2025\99 Vision Away Day – Erwin Lammens**

Some outcomes are being implemented such as strengthening the link with the schools, school's ministry, Open the Book and training, The Way in a new format with stronger church links. Also, the inclusivity of our church has grown by joining the Inclusive Churches Network. The new pattern of worship has inspired people to start new initiatives which reflect recommendations at the Vision Away Day such as bringing together the 9am and 11am congregations. These initiatives should strengthen the cohesion of our church family and offer youth ministry to the age group 11+.

**Minute 2025\100 To receive reports** and take questions on the reports from the following committees.

### **a) Fundraising \_ Heather Edwards**

**The Lammas Day** turned out better than expected, as the sun did shine and dry up what little rain there was. Total raised was £475.00 with grateful thanks to all those involved in the setup, catering and raffle; and a special thank you to all who came along and supported the day. And to Rev Erwin for the use of his garden. One comment stated that it not only looked festive, but it was also a wonderful atmosphere and a delight to see so many happy people enjoying themselves.

Next we have **Scruffs** on Saturday 6th Sept 1pm, A regular dog event with a short walk, photographs, stalls, classes, raffle and of course a late summer BBQ in the Carolin Garden. Everyone invited with or without a dog. We have the final fundraising meeting coming up to confirm all details. And of course there will be bunting.

Approximately £512 was raised. There was not as many people attending as previously.

The next event afterwards is the **Christmas Market**, 6pm to 8pm, Thursday 4th December. Please note this date, as we shall need everyone's help in both big and small ways. Please contact me if you would like to help in some specific way. Set up - help is needed with putting up lighting both inside and out, help to run a Stall, Raffle, Advertising, and other ad hoc jobs. We have a Santa and an Elf already. The Mayor and the Town Crier will be there to lead the big countdown. Please do contact us as we shall need as much help as possible.

b)	£580 was raised at the <b>Strawberry Tea</b>
c)	<b>Catering</b> – Susan Potter We held our Lammas Day Barbecue at The Rectory in July with a record number of people attending. Jonas very kindly ran the barbecue; Nick made his delicious curries and the Norwegian Baker donated yet another stunning Lammas Day Loaf. The weather was a bit unpredictable, but much fun was had by all and nearly £500 was raised which for a non-fundraising event was a big plus.
d)	<b>Worship Group</b> – Graham Wadley- nothing to report.
e)	<b>Colchester Deanery</b> – Rick Cawley Speaker Sam Fowler, from CYO talked about CYO's aim to have every school in Colchester prayed for by at least 1 church, and every church praying for at least 1 school, at least once a term. On 25 <sup>th</sup> June, an interdenominational event to support this venture took place at St John's Church. Training sessions will be at St Mary's, Wivenhoe and St John's, Colchester. An away day event, Deanery Day will be held at St. John's on the 11 <sup>th</sup> October. All Deanery members welcome. Next meeting 15 <sup>th</sup> October at St James The Great.
f)	<b>Wivenhoe Churches Together</b> – no report
g)	<b>FOSM</b> – Vivien & Bill Eborn Vivien was pleased to be able to report that sales of FOSM goods continue to be steady.
h)	<b>Pastoral Visitors</b> – Gill Strudwick – nothing to report.
i)	<b>Administration</b> – Lynne Horner – nothing to report.
j)	<b>Church Bookings</b> – Nothing to report.
k)	<b>Bellringers</b> – Heather Edwards A successful quarter Peel was rung on Wednesday 27 <sup>th</sup> Aug with our captain Adrienne Wood along with other guests from local towers. We shall be having a district meeting on Saturday 20 <sup>th</sup> September, 14.00 at St Mary's Wivenhoe with Bell ringing and a BBQ, all are welcome to pop along and see us in action, just let us know for catering purposes.
l)	<b>Electoral Roll</b> – Mary Jakens There is one addition to the Electoral Roll bringing the total to 151.
<b>Minute 2025/101 Community (Music Society; Friendly Club &amp; Open Gardens – Peter Hill)</b>	
<b>Friendly Club &amp; Cafe</b> We celebrated the Club's 4th Birthday on 10th August with a party which included entertainer Angie Gilbey and an ice-cream van for ice-creams for everyone.	
<b>Wivenhoe St Mary's Music Society</b> Our ABBA concert on 11th July with the two Bjorn Experience girls wasn't quite the success we were hoping for but the 73 people who came had a wonderful time, and we made a £317 profit which wasn't bad. We are now looking forward to our next concert on Friday 5th September- the Sea Shanty Extravaganza with The Hoolies, Motley Crew and the Felix Stowaways. It was really well attended.	
<b>Open Gardens</b> On Monday 29th September the OG 2025 team are meeting in the Annexe to discuss whether we want to organise another OG event next year.	
<b>Minute 2025/102 GDPR; Communications; Licensing; AV and Streaming System</b> – The video license has been renewed as well as the others that are required for services. It is hoped that a film not covered by the license can be shown at Christmas.	
<b>Minute 2025/103 Overseas</b> – Heather Edwards Lots of Christmas cards to sell in aid of Namalemba.	
<b>Minute 2025/104 Any Other Notified Business</b>	
a)	Heritage Open Days are on 13 <sup>th</sup> and 14 <sup>th</sup> September and lots of visitors are expected.
b)	<b>Next PCC Meeting</b> – <b>14<sup>th</sup> October 2025</b> at 19.30 in The Annexe. The meeting closed at 20.35 with everyone joining together in saying The Grace.