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Suzanne*

**St Mary the Virgin Church, Wivenhoe Minutes of the P.C.C. meeting held on 13<sup>th</sup>  
December 2011 at the Rectory**

Those present: Reverend Erwin Lammens, Sue Jones, Eric Jakens, Rick Cawley, Lynne Horner, Peter Terry, Anne Horner, Graeme Martin, Mary Jakens, Marika Footring, Maureen Reynolds, Sylvia Usher, Maureen Smith, Graham Wadley and Glyn Stanway

Apologies were received from Joan Barratt, Shirley Forsgate and Joy Heasman.

The Reverend Erwin Lammens opened the meeting at 19.30 with the Blessing of the Light evening prayer, three verses of O come, O come Emmanuel were ~~sung~~ followed by a song of the Evening Sacrifice and a short evening prayer.

**Minute 2011/94: Minutes of the meeting held on 8<sup>th</sup> November 2011.**

An amendment of Minute 2011/93 (f) was requested by Marika Footring and agreed by all:

Marika Footring expressed concern that some points of the Mission Statement were being neglected and suggested that the Young Adults Group could form a 'ginger group' to discuss and identify issues of Justice & Peace that St Mary's congregation could adopt in furtherance of its Mission Statement. Erwin Lammens did not think this was feasible for YAG at this stage of its development. Peter Terry said that the Vision Group would be addressing this particular issue.

With some further small amendments the minutes were agreed to be a true record and signed by the Rector.

**Minute 2011/95: Matters arising from the minutes not covered by the agenda.**

From minute 2011/91- Spirituality

Marika presented copies of a Prayer Diary used at Myland Colchester and would like to see a similar list printed monthly for St Mary's. Peter Terry thanked Marika on everybody's behalf for agreeing to take this on. The lists will commence from February 2012.

From minute 2011/74c - Cupboards

Brian Odell representing Wivenhoe Society for Fun agreed to donate £250 and is happy for this to go towards the cost of the cupboards.

From minute 2011/93d - Captains Martin's Clock

Erwin Lammens showed the committee a photograph of the clock. Graham Wadley reported that it was linked at one time to the cupola and suggested the clock may be put in the belfry, if it is possible to get it up the stairs. Adrienne Wood will be asked if there is space for it. Eric Jakens suggested that a photograph of the clock could be displayed in church.

From minute 2011/87c - The Selling of a Pew

Lynne Horner will ask Robert Needham how much he is willing to pay for a pew.

### Minute 2011/96: Correspondence

- a) Lynne Horner had received a letter from a solicitor stating that St Mary's Church has been bequeathed £5,000 from the estate of Thelma Elliott. Lynne suggested that the money should go into the general fund.
- b) Peter Terry had received a letter from Wivenhoe Town Clerk and a meeting will take place in the New Year to discuss cemetery burials.
- c) Erwin Lammens had received a letter from Brian Sinclair of Wivenhoe Community Trust explaining that the appeal for the St John's Hall had been extended. A form was also sent asking questions regarding future hiring of the hall and what amount we were prepared to pay. . Marika Footring asked if the Secretary could send a letter to him explaining that it was not feasible to fill in the form at this time.

### Minute 2011/97: Finance

*for the church building and uncertainty around our needs to use additional facilities*

- a) Lynne Horner would like to purchase 2000 gift aid envelopes at a cost of £139.00 This was agreed by all.
- b) The Town Council donated £100.00 for sweets at St Nicholas's arrival. £60 was spent and it was agreed to return £40.00.

### Minute 2011/98: Church Building Committee.

Sue Jones reported that the three feasibility quotes are now all in and there will be a meeting in mid January to discuss them.

### Minute 2011/99: Quinquennial report (including the lectern)

- a) Eric Jakens reported that although a lot of the smaller items of work have been completed, a new list will be made out at the time of the new Quinquennial report.
- b) Eric had received a quotation from Wood for Stone of £585 plus VAT, which includes removal and refitting of the lectern. He is still waiting for the second quotation from A Clarke Memorials. Lynne Horner stated that it was not feasible to get a third quotation as there are not many Stonemasons in the local area.

### Minute 2011/100: Fabric Report.

- a) Normandy Veterans Standard. Erwin Lammens suggested that the painting could be moved and replaced with Norman Veterans Standard it could be reasonably near the other standards. The list of Rectors board would also have to be moved slightly.
- b) Cupboard . Sue Jones reported that this is ongoing.
- c) Window Repairs. Eric Jakens reported that the work is still not completed.
- d) Visitors table and Plaques. Lynne Horner reported that Daniel Marsden will carry out the work free of charge.

### **Minute 2011/101: Report of Organisations.**

There were no questions to those who had submitted reports.

- a) Colchester Deanery. Erwin Lammens reported that the Colchester Deanery Synod's vote on the Anglican Covenant will not take place as it would not be binding.
- b) Worship Vision Group. Graham Wadley reported that he had been offered a second hand Yamaha Clavinova black electronic piano for £800.00. The existing piano bought from Margaret Barker was worth about £150.00. Marika Footring thought the electronic piano was too expensive and Graham Wadley will do some further research. Lynne Horner said that money in the general or choir fund could be used for this purchase.

### **Minute 2011/102: Children's Ministry.**

Jan Marks, Ann and Erwin Lammens have looked at the new venue at Wivenhoe Business Centre and it will be used from February. There is now enough help with the children

### **Minute 2011/103: Students**

Seven students regularly attend church and Erwin Lammens encouraged everyone to remember their names.

### **Minute 2011/104: Communication.**

Update on Welcome Pack. Lynne Horner reported that the pack is almost finished. A couple of students and members of the P.C.C. will be invited to look at the pack in the New Year.

### **Minute 2011/105: Passion Play.**

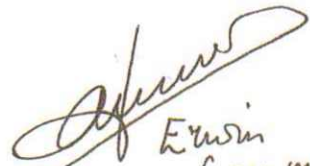

Nicky would like a few more volunteers

### **Minute 2011/106: Any other Business.**

- a) Lynne Horner reported that we have paid the parish share in full.
- b) Erwin Lammens will be away on the scheduled date of the February 2012 P.C.C. meeting and asked if it could be moved to 21<sup>st</sup> February. This was agreed by all.
- c) Erwin Lammens remarked how amazing all the support at the events leading to Christmas has been and thanked everyone.

There being no further business Erwin closed the meeting at 20.30 with the Grace.

The next meeting of the P.C.C. will be at the Rectory on Tuesday, 10<sup>th</sup> January 2012 at 19.30.

  
Erwin  
Lammens  
10/1/2012 

The Parish of St Mary-the-Virgin, Wivenhoe  
Reports for PCC meeting to be held on Tuesday 13 December 2011

**Finance Report** (*Lynne Horner*)

Unfortunately I have not been able to finalise the accounts for November yet. I hope to do so by the time of the PCC meeting.

*Gift aid envelopes:* We are running low on gift aid envelopes. I have made enquiries regarding new envelopes as I would like to use the new logo on the envelopes. Quote received from Ace envelopes: 1000 zipped envelopes 98mm x 76mm (zipped means they have a side perforation for easy opening) £145.50. Envelope Systems: 1000 zipped envelopes 140mm x 76mm £95.21 or 2000 for £139.89 (price worked out from their catalogue). I have yet to obtain a quote from Osborn in Brightlingsea. My preference would be to use Envelope Systems - they supply the boxed weekly envelopes we use. I would suggest white envelopes with our new logo (blue and yellow envelopes are also available).

*www.parishbuying.org.uk:* This is a new website which has been set up by the Church of England. The website has contracts with "preferred" suppliers - the contracts give churches discounts on their purchases. Parish Buying have made arrangements for office equipment (including paper, toner for photocopiers etc) to be supplied by Office Depot (the corporate arm of Viking who we currently buy from although we should get increased discounts using the Parish Buying website). We should check prices on the website before purchasing items elsewhere. More than one person from a church can register on the website and I have circulated this information to people who regularly buy supplies for St Mary's.

*Children's Ministry:* An anonymous donor has informed me that they would like to donate £400 to be used to purchase furniture and other necessary items for the Sunday school. With gift aid the amount donated will increase to £500.

*Cupboards at back of Church:* I understand that FOSM have agreed to donate £2,000.00 towards the cupboards and that a further £250.00 will be donated by Wivenhoe Society for Fun. Together with the legacy of £1,000 from Nancy Mahy this amounts to £3,250.00. The balance will be paid for by an anonymous donor.

*Treasurers' Training Day:* In November I attended my second Treasurers' Training Day which is organised and run by Terry Gray, Parish Finance Officer at Chelmsford. The day was very interesting and I set out below two items which I think the PCC should bear in mind:

1. Fundraising: Terry told a story about a parish which had been fundraising for several years with a "Tower appeal" to repair the church tower. Unfortunately it turned out that the church roof was in more need of repair than the tower but as money had been fundraised for the "Tower" and not a general repair fund the church could not use any of the money it had raised to repair the church. Another church had raised money for an extension and had money left over after paying for the extension - unfortunately the money was stuck in a restricted fund for the extension. Terry urged that Treasurers and PCCs think very carefully about the wording on any fundraising literature so funds are not restricted in any way.

2. Legacies: Terry also told a story about a parish where a woman had looked after the altar clothes for many years. When the woman died she left over £700,000 to the church to be used "to maintain the altar clothes and linens". We have been fortunate in that the two legacies received this year made no mention of how the money had to be used. However if anyone does plan to leave money to the church please urge them not to put restrictions on the use of the money.

### **Admin Report** (*Lynne Horner*)

*Database for email notifications about events at St Mary's:* At present six people have signed up for the service. An insert has been put in copies of January Tidings for people to complete if they are interested so hopefully numbers will increase.

*Wedding Packs:* A further five packs were obtained from Chelmsford. Chelmsford was still providing the packs free and we only had to pay £2.80 postage. A total of fifteen couples have booked or enquired about weddings for 2012. I have requested feedback on the wedding packs from the couples so we can see whether they are worth continuing with in the future.

*Welcome Pack:* The content of the Welcome Pack is almost complete. We are in the process of obtaining quotes for the folder. We have received one from quote from Osborn in Brightlingsea (150 - £267.00; 200 - £296.00; 300 - £380.00). Marika has agreed to obtain some further quotes. I would suggest that the purchase of these folders goes on hold for the time being as I believe other items are more urgent (eg music licences, gift aid envelopes).

*Church Pews:* I have contacted three companies regarding the sale of the "spare" three pews. Abbots Bridge Reclamation Ltd offered £150 in total; Antique Church Furnishings offered £60 in total; Heritage Reclamations said they were not interested in purchasing pews at this time. In addition I checked on E-Bay to see what prices pews were being sold for - prices vary from £50 upwards. In light of the information I have obtained I suggest we keep two pews and find out what the person in Wivenhoe who expressed an interest in having one of the pews might pay for it.

### **Fabric Report** (*Sue Jones*)

*Normandy Veterans:* Faculty was not granted for this as the Standard would cover some of the memorial stone beneath. We now need to find, quote from DAC 'a more sympathetic area'

*Cupboards:* Stuart Harris is starting work on the cupboards. I have confirmed with the DAC that the faculty is still valid and I have sent them the up to date drawing and Stuart's details. I have received written confirmation of this for our file. Hopefully the cupboards will be fitted soon after Christmas.

*Lectern:* Eric and Sue met with the stonemasons A.Clarke (they have done work for St Mary's before) and they felt that the Lectern was reasonably safe but that it would need some restoration soon. We are awaiting two quotes, one to repair the Lectern and one to remove it.

It is felt that repair work could be rather costly. A quote from Wood for Stone (based at Lawford) to repair and refit the lectern has been received for £585.00 plus VAT (ie £702.00).

*Windows:* Still on going!

*Quinquennial:* Eric and Sue met with Max and Erwin to go through the previous inspection. We have identified work that has been done and work that will need to be considered in the future. The next inspection is May 2012.

*Building Extension:* We have now received three feasibility quotes from our architects. The details are being circulated amongst the building committee. We are meeting in mid January to discuss the next stage and prepare information for the PCC.

*Visitors' Table and Plaques:* Anne and Lynne Horner have met with Daniel Marsden to discuss the requirements for the Visitors Table. Daniel had already taken the two pews apart and made some progress. Daniel has also confirmed that he can make some plaques from wood left over from the pews and will make some extra for future use. There are two "plain" pew ends left over so if anyone has any suggestion for a use for these please let Anne or Lynne know. Unfortunately for the Church, but fortunate for him, Daniel's work has not decreased as he had anticipated. He is therefore unable to give a date for completion of the work.

### **Fundraising Committee** (*Carolyn Martin*)

Fortunately the heavy rain did not put people off coming to see the Christmas lights switched on and coming to the December market. For sometime there was a queue from the gate to enter the Church.

This year we are very grateful to Taylor Wimpey for paying for the cost of the generator to enable us to provide lights to the stalls in the churchyard and for their donation of mulled wine and mince pies which raised the sum of £113.00 for the Church.

We are also very grateful to Jerry Davis from Radio Wivenhoe for liaising with Taylor Wimpey and to him and his colleagues from Wivenhoe Business Association for erecting the lighting for us.

Angie Diggins added to the evening by singing for us and Lewis made a great Father Christmas again and received 66 letters from the children.

£1,238.85 was raised and the Fund Raising Team wish to thank everyone who supported this event in one way or the other.

Looking to next year the quiz in Church will be on the 4th February.

## **Catering Committee** (*Anne Williams*)

*Bereavement Service:* The refreshments for this service were kindly paid for by the Coop Funeral Service. Several members of the church's Catering Committee helped with the serving of the teas, coffees and cakes. As the service was organised by Churches Together in Wivenhoe I was a little disappointed that no help was offered by the other churches – especially as St Mary's had hosted the service last year.

*Student Lunch:* In spite of my earlier reservations this event was very successful. A ploughman's lunch with wine, beer and fruit juice, cakes and coffee was provided by a number of our Committee members. Due to the uncertainties regarding the numbers of students expected we had difficulty in estimating how much shopping needed to be done and quite a lot was left over which was purchased by various people.

Our next Committee meeting has been set for early January when we will discuss the Quiz and other 2012 events.

## **Worship and Vision Group** (Worship - Erwin Lammens; Vision - Peter Terry)

*Worship Group Meeting 16 November 2011*

**Worship:** After allowing the members to give some feedback on previous services in October and the first half of November, future events were discussed: Taizé service, arrival of St Nicholas, All Age Worship, Christingle, Broomgrove Carols Service, Carol Service, Carols on the Quay, Crib Service, Midnight and other Christmas Services.

The fifth Sunday in January has been discussed as well.

Two other important topics have been discussed:

- Applying for music licenses for St Mary's under the new regulations that will come into effect on 1 January 2012.
- The purchase of an electric piano for church services and choir practice. The Worship group strongly recommends the purchase of an electronic piano and Graham Wadley is currently exploring the option of buying a second hand piano.

**Vision:** At the previous meeting Erwin had presented a number of suggestions for us to consider concerning the Eucharist Service held on the 4th Sunday of the month.

We concluded our discussions on that occasion with an agreement to look at alternative settings for the musical components of this service, and Graham Wadley agreed to bring along some suggestions which he would play through for us at tonight's meeting.

The whole meeting was duly spent in listening to a variety of pieces representing differing styles/composers etc.

Considerable discussion took place – the main points arising being:

- We would use "The Mass of the New Wine" – David Ogden - for the 4th Sunday Eucharist Service
- This would be introduced gradually – The Agnus Dei would be sung by the Choir only at Eucharist services during January and February
- During Lent, the Kyrie, Sanctus and Benedictus would be introduced to the Congregation – possibly using the Sermon "slot" as a form of practise
- The Gloria would be introduced during Eastertide
- The Mass of the New Wine would only be used on the 4th Sunday in the first instance.

We agreed to finalise all aspects of the 4th Sunday service pattern at our next meeting in January.

**Colchester Deanery** (*Nick Gustard*)

No report received.

**Churches Together** (*Rosemary Murchie*)

*Meeting held on 14 November - points of interest*

*Christmas Card:* This year's card was at that moment in the process of being distributed to the deliverers and should hopefully have been delivered to the houses of Wivenhoe before December 1st.

*Lent 2012.* Negotiations to find a speaker for the Lent Course are on-going. Two Lent lunches are being organised, the first at the home of Mary Diggins on Tuesday February 28th. The second it is hoped will be at the home of Anne Horner, date yet to be finalised. The charities to be supported are still under discussion.

*Programme Card* for the CTW events in 2012 is in the process of being compiled. (We did one for 2011 for distribution at the June Market and it has proved useful for giving to newcomers and visitors so we decided to make it available for the whole year).

*Carols on the Quay.* The need for more carol sheets was discussed and it was agreed that St Mary's should produce a sheet, the cost being shared by all the churches.

*2012 Olympics.* Churches Together in Colchester are planning a "Final Score" quiz night at the Weston Homes Community Stadium on February 3rd and it is hoped that something similar may be organised in Wivenhoe after Easter.

Our next meeting is on January 16th 2012.

**FOSM** (*Maureen Smith*)

No meeting.