

Ardleigh Parochial Church Council Minutes
Tuesday 23rd July 2019 at 7.30pm, Dedham Vicarage

In attendance:

Antony Wilson (ACW) Chair

Helen Fontaine (HF)

Martin West (WM)

Sue Browne (SB)

Christine Mingay (CM)

Charlotte Parker (CP) Clerk

Richard Culley (RC)

Francis Perera (FP)

Apologies received from:

Barbara Hill (BH)

Agenda Item	Minutes	Action
1.	Prayers and bible reflection Encouragements: <ul style="list-style-type: none"> • All agreed the remembrance walk was really special. • The music night was a great event. 	
2.	Apologies for absence <ul style="list-style-type: none"> • Barbara Hill 	
3.	Minutes of last meeting 13 th May 2019 <ul style="list-style-type: none"> • All agreed no amendments. 	
4.	Matters arising from last meeting to review and action <ul style="list-style-type: none"> • 1. ACW confirmed that chemicals are used in the church yard and Nicola Bailey has been doing the weeding. • 1. ACW to propose a walk around the parish on 14th September. • 3a, unknown who SW is, should this be SB. • 4. No suggestions received for future speakers. ACW has invited Jonathan Aitken, now an adorned minister in London, to visit on 8th December and give an evening talk. • 5. The holiday club is full with leaders and helpers. • 5. More volunteers are needed for the car boot. • 9. Insurance, WRS recommended by David Jewell Dedham PCC who have engaged WRS. FP is liaising to confirm that there would not be a cost to us since our policy is for 3 years. • 10. Flower festival money, FP confirmed that the money is used within the year. • 11e, SB to circulate the details. • 11g, the new collection box is in place, looks good and money is being put in there. 	ALL FP
5.	Standing Committee Business transacted since last PCC meeting <ul style="list-style-type: none"> • ACW met with church wardens of both parishes to organise the agenda for the PCCs. Plan to meet in future in advance of PCCs to confirm agenda and discuss matters of mutual concern. • ACW received an email reference reporting a serious incident with the Charity Commission. This has been completed with SB 	
6.	Living out our ministry and mission, <i>sharing encouragements, reviewing, looking ahead</i> <ul style="list-style-type: none"> • This is to be looked at in more detail at the joint meeting on 7th Sept. <ol style="list-style-type: none"> a) Tell – include mission initiatives, evangelism <ol style="list-style-type: none"> i. Summer events, the Holiday club has 30 children attending, we are looking at the story of Joseph. 	

	<p>b) Teach – include review of Sunday services. Sunday @3 is ongoing, positive and hoping to link in with school more. Plans to be discussed at joint meeting 7 Sept.</p> <p>c) Tend – include review of pastoral care, nothing to add</p> <p>d) Transform – nothing to add</p> <p>e) Treasure – nothing to add</p>	
7.	<p>Resourcing our ministry and mission</p> <p>a) Finance</p> <p>i. Update – Francis led us through his update</p> <p>ii. £1800 has been put in reserve for lighting fund.</p> <p>iii. Potential surplus on budget – note the wedding and funerals fees due to Diocese are yet to go out of the account, so this surplus will be smaller.</p> <p>iv. Overall at the end of December 2018 to date shows an increase of £823.</p> <p>v. Since the funding appeal email regular givers have remained the same, and no changes to the collection boxes.</p> <p>vi. Vicar’s Rooms Fund: Restricted covenant, FP requesting confirmation from Diocese to say the papers have been lost. He will engage with Margaret Essery new Finance Head.</p> <p>vii. Sharing Agreement: The solicitor who was advising FP has now left Winkworth Sherwood and FP is working out who will be able to help to complete the faculty.</p> <p>viii. Parish share, SB expressed concern around the risks of not paying the required amount and who is monitoring the future risk. FP will liaise with Margaret Esery, the finance director at Chelmsford. FP stated that the £82,000 total request is unrealistic. ACW circulated a breakdown of direct costs of ministry to the benefice (£63K) and a discussion followed. FP still waiting for detail from the Diocese as to how these costs are assigned to the benefice. everyone’s information. FP to look at any changes in giving in September for any increase/ large one-off donations.</p> <p>ix. Heating project, the working party are meeting next week. MW asked the question as to why such expensive radiators are being looked at, which was clarified that they have to be a certain style/type to fit with the church.</p> <p>x. <i>Proposal for approval for the Treasurer FP to represent the PCC as a member of the creditors committee for Lindsey’s. Proposed HF, Seconded MW, all in favour.</i></p> <p>xi. <i>Proposal for WRS to become our corresponding agents. Proposed CM, seconded SB, all in favour.</i></p> <p>b) Buildings</p> <p>i. Quinquennial Works update, awaiting LIST B permission from Archdeacon and a date for Bakers, £17,000 spend agreed.</p> <p>ii. Heating and asbestos project update, Working party meeting on 24 July. No date to start yet, need updated tenders. The 2 projects are to be done along side each other, possible leaving the church out of use for around 2 months.</p> <p>iii. Bell project – proposal attached. In summary, the plan is to include the augmentation of 8 bells to 10, the maintenance of the bells and the fittings, 2 dumbbells for training, replace the tenor bell. The cost will be £61,149 overall. <i>Proposal to apply for a faculty. Proposed MW, seconded RC, all in favour.</i></p>	<p>FP</p> <p>David Barnard overseeing on behalf of PCC</p>

	<ul style="list-style-type: none"> iv. Internment of ashes area – proposal for regulations, attached. ACW stated that this area looks untidy. It was discussed and suggested that flower containers should be black plastic or pottery and of a particular size. The church reserves the right to remove wreaths when they become unsightly. ACW to print a notice for the area to advise people. c) People – staff and volunteers – <i>no points</i> d) Communications <ul style="list-style-type: none"> i. New Facebook site – up and running. @dedhamandardleigh e) Operations f) Governance – no update <ul style="list-style-type: none"> i. Safeguarding – no update ii. Charity Commission – no update iii. GDPR – no update iv. Health and Safety – work ongoing. SB brought to the attention of the PCC an issue with a trip hazard when the gates are opened at the Lytchgate. The drop-down bolt is to be painted white or yellow so it can be seen when the gate is open. RC will do this work. SB also raised an issue around people being on their own when locking up, do we need to produce a working practice around lone working. 	<p>ACW</p> <p>RC</p> <p>SB</p>
<p>8.</p>	<p>AOB</p> <ul style="list-style-type: none"> a) Calendar, HF has this in hand, breakdown of costs and production attached. b) Amanda Watts co opted to join the PCC to represent children and families. Proposed RC, seconded MW, all in favour. c) Blocked drains and soakaways. A temporary solution will be made to take water away from drain by front porch. SB to do some more work to obtain a quote to have these mended properly. d) Receipt of gifts, FP suggested a maximum value of £50 for gifts received. ACW to review policy for gifts to trustees. e) CONFIDENTIAL: Charity Commission: Serious Incident Report – Sue Browne and I were advised by the Diocese that this should be completed in connection with the alleged assaults– see attached 	<p>SB</p> <p>ACW</p>
<p>9.</p>	<p>Dates of next meeting</p> <ul style="list-style-type: none"> 1. Sat 7th Sept at Duchy Barn joint PCCs 9.30-12noon, focus on values and vision 2. 17th Sept 7.30pm with Primary School Headteacher 	
<p>10.</p>	<p>Prayer</p>	