

**Dedham and Ardleigh Parishes**  
**Minutes of St Mary's Ardleigh PCC Meeting**  
 Tuesday 18<sup>th</sup> November 2019 at 7:30 pm at The Vicarage

**Attendance:**

**Chair** Antony Wilson (ACW)  
**Members** Sue Browne (SB) Richard Culley (RC) Barbara Hill (BH)  
 Charlotte Parker (CP) Francis Perera (FP) Amanda Watts (AW)  
 Martin West (MW)  
**Apologies** Helen Fontaine (HF) Christine Mingay (CM)

Agenda Item	Minutes	Action
<b>1</b>	<b>Prayers and Bible Reflection</b> Meeting began with prayer - Compline was said together, and Psalm 40 was read	
<b>2</b>	Apologies for absence - see above	
<b>3</b>	Trustees to advise of any conflicts of interest in relation to agenda items - None	
<b>4</b>	Minutes of last Meeting 07/09/19 & 17/09/19 - approved for accuracy and content <ul style="list-style-type: none"> <li>• 07/09/19 – Discussed the card, AW provided an update from the school. Will give an update at every PCC meeting.</li> </ul>	AW
<b>5</b>	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• <b>50 Ideas</b> – Follow up meeting with School Headteacher in January, ACW to arrange.</li> <li>• <b>Church at the Boot</b> – Ongoing, present to St Johns Church for more help. SB recommends everyone to take a turn as it is a special experience. Start again in March 2020.</li> <li>• <b>Changes in Service times</b> – Dedham to look at during their PCC the next evening.</li> <li>• <b>Eco Audit</b> – To be discussed in January.</li> <li>• <b>Calendars</b> – Out for sale, £5 each. Possibly sell at Ardleigh Christmas fair, ACW to mention to HF.</li> <li>• Finance and Vicar's Rooms - FP and ACW to meet with Margaret Essery</li> <li>• Verger training has taken place, 2 sessions, have gone well. SB, HF and CM attended. Anyone else is welcome to attend the training. SB stated that 2 people are needed every time for welcome, currently 1 or 2 people.</li> </ul>	ACW  ALL  ACW  ACW/FP
<b>6</b>	<b>Standing Committee Business</b> <ul style="list-style-type: none"> <li>• ACW signing the user agreement with the Methodist Church starting Jan for 6 months, To pay weekly towards the cost of heating.</li> </ul>	
<b>7</b>	<b>Living out our ministry and mission</b> <ol style="list-style-type: none"> <li>a) <b>Tell - encouragements</b> <ul style="list-style-type: none"> <li>• New people coming to the church.</li> <li>• Getting more contact with families.</li> <li>• Alpha course starts in January.</li> <li>• Jonathan Aitken visit on 8<sup>th</sup> December at 5pm. ACW specifically invited him, has sent invitations to other speakers, and if anyone has suggestions for speakers please let him know.</li> </ul> </li> <li>b) <b>Teach</b> <ul style="list-style-type: none"> <li>• Series of proverbs coming to an end. Next series starting Jan will be based on The 10 Commandments.</li> <li>• 8 o'clock service numbers have been good.</li> <li>• 15th December, carols lead by ACT, please bring mince pies.</li> <li>• Christmas Eve, christingle and crib service.</li> <li>• Midnight mass at Ardleigh, thank you to volunteers on this day.</li> <li>• SB to speak to Mike Deeds re the circulation of Christmas service cards.</li> </ul> </li> </ol>	SB

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7	<p><b>Living out our ministry and mission</b></p> <p><b>c) Tend</b></p> <ul style="list-style-type: none"> <li>The friendship group has been well attended and new people coming along. Better communication now re located to the Methodist church.</li> <li>New Year's Eve, bring and share food, prayers and worship. From 7.30pm at the Vicarage.</li> </ul> <p><b>d) Transform</b></p> <ul style="list-style-type: none"> <li>CB leading prayer on Red Wednesday, a day of prayer for people persecuted because of their faith, 27th November at 6.30pm, for 45 minutes, at Dedham church.</li> </ul> <p><b>e) Treasure</b></p> <ul style="list-style-type: none"> <li>Eco audit, CB to present in January</li> </ul>	CB
8	<p><b>Resourcing our ministry and mission</b></p> <p><b>a) Finance</b></p> <p><b>i) Treasurers Report/update</b></p> <ul style="list-style-type: none"> <li>Papers circulated, no questions.</li> <li>Shortfall/underpayment from the Roman Catholics. RCs need to adjust the standing order. FP to email ACW date/payments received. <ul style="list-style-type: none"> <li>Overall, hoping to have a small surplus to add to the Parish share payments, but need to wait until 2019 accounts have been completed. Any additional payment needs to be paid by end Jan 2020. SB expressed strong concern about need to meet the Parish share in full.</li> </ul> </li> <li>Income has increased 4%. Expecting more, giving gradually increasing. Need more 'planned giving' (standing order). ACW and FP to get together in the new year and look at who uses envelopes regularly. Send out letters of thanks and give consideration to becoming a planned giver.</li> </ul> <p><b>ii) Fundraising/ Flower festival</b></p> <ul style="list-style-type: none"> <li>SB stated that Lawford are holding a flower festival in September 2020. Discussed in the meeting and agreed to aim to coordinate the Ardleigh flower festival with VE day celebrations May 8-10 2020. Can also be used as a celebration of the church being re-opened following the work. Flower festival could be VE themed. ACW to coordinate with Sue Hulbert and Walter McGregor</li> </ul> <p><b>b) Buildings</b></p> <p><b>i) Quinquennial repairs</b> – Ongoing – date TBC</p> <p><b>ii) Heating and Asbestos Project</b></p> <ul style="list-style-type: none"> <li>Principal designer (Project Manager) to oversee compliance</li> <li>Need to decide on heating contractor.</li> <li>Need to re-apply for GCG trust for money as this expires at the end of the year. Need more detail, FP has given the detail required and await response re the extension of the current or a new application/ agreement is needed.</li> <li><i>All pray for the application to be extended.</i></li> </ul>	<p>FP</p> <p>ACW/FP</p> <p>ACW</p>

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8	<p><b>iii) Gutters and Drains</b></p> <ul style="list-style-type: none"> <li>Quote received from Keystone to look at the gutters. Quote for clearing gutters and roof moss and debris once a year. Will also do repairs. Will go from 4 times a year to once a year and needs to be a specific time. SB and FP to liaise separately re the price/arrangements.</li> <li>North wall damage, needs to be looked at ASAP.</li> <li>Need new soak away, and a faculty is required. Possible one large soak away. Keystone stated they need to know how the drains lie/ carry out a survey.</li> <li>All agreed this is necessary. SB to continue contact and obtain costs. A sub surface survey for new pipes £2950. All agreed and authorised SB up to £500 on survey. If more is required to return to meeting to discuss further.</li> </ul> <p><b>iv) Bell Project</b></p> <ul style="list-style-type: none"> <li>Ongoing. <ul style="list-style-type: none"> <li><b>v) Pending Faculty, lighting by lychgate, painting of Christ &amp; Little children</b></li> </ul> </li> <li>Approval received from DAC concerning restoration of frame hanging and lighting upgrade, now papers need to go to Chancellor</li> <li>Frame to be restored, restoration £120 plus VAT, hanging £100, roughly £250 required to put into place. ACW/MW to organize</li> <li>Spotlight to illuminate the path and one for the sign roughly £400 plus VAT – ACW to arrange site visit with electricians.</li> </ul> <p>c) People – staff and volunteers – No update  d) Communications – No update  e) Operations – No update  f) Governance <ul style="list-style-type: none"> <li>i) Safeguarding – No update</li> <li>ii) Charity Commission – No update</li> <li>iii) GDPR – No update</li> <li>iv) Health and Safety</li> </ul> Lots of work has been done. SB note all key points. First Sunday after service, training session to make all aware i.e. fire drill etc. Also, fire drill with the school when in. To be done in January/February 2020.</p>	<p>FP</p> <p>SB</p> <p>ACW/ MW</p> <p>ACW</p>
9	<p><b>AOB</b></p> <p>1. <b>Garden community project.</b> Ongoing, proposals to build a link road will affect several parishioners</p> <p>2. Sharing agreement Roman Catholics.  Faculty proposal for PCC to consider  ‘To enter into a Church Sharing Agreement under Faculty between the Incumbent of Dedham and Ardleigh and Ardleigh Parochial Church Council AND The Brentwood Roman Catholic Diocese Trustee’  <i>Proposed MW, seconded SB. Approved unanimously.</i></p>	
10	<p><b>Date of next meetings</b></p> <p>20<sup>th</sup> January 2020 at 7.30pm at The Vicarage  16<sup>th</sup> March at 7.30pm at The Vicarage  APCM 19<sup>th</sup> April 2020</p>	
11	<p>Meeting ended with prayer  Thanks, were given to Antony for the food before the meeting.</p>	