

Dedham and Ardleigh Parishes

Minutes of St Mary's Ardleigh PCC Meeting

Monday 30th March at 7:30 pm via Zoom Video Conferencing Link
(due to COVID-19 pandemic)

In attendance:

Chair: Antony Wilson (ACW)

Members: Amanda Watts (AW) Martin West (MW) Sue Browne (SB)
Christina Volkmann (CV) Christine Mingay (CM) Barbara Hill (BH)
Richard Culley (RC) - via landline telephone link

Not present: Charlotte Parker (CP) Francis Perera (FP)

| Agenda Item | Minutes | Action |
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| 1 | Prayers and Bible Reflection Meeting began with prayer | |
| 2 | Apologies for absence - see above | |
| 3 | No conflicts of interest declared. | |
| 4 | Minutes of last Meetings 20/01/20 and 17/02/20 - approved for accuracy and content | ACW/ CP |
| 5 | Matters Arising: All matters arising covered on the Agenda for this meeting | |
| 6 | <p>Standing Business</p> <ul style="list-style-type: none"> - ACW ensured/confirmed distribution of The Coronavirus Continuity Plan (Written by ACW + Churchwardens of Benefice) had been sent to all members of this PCC but added current Government and C of E Guidelines have temporarily superceded this as no services can take place. - Pastoral Care - ACW informed meeting of the recently established Benefice Helpline (manned during the Coronavirus pandemic) and requested we all continue to contact anyone we know to be vulnerable and inform them of the Helpline. To date 70 volunteers have come forward and are in the process of being DBS checked via C of E, or, alternatively, signing up with NHS Volunteers. Currently, most requests for the Helpline are for collection of NHS Prescriptions with occasional requests for food shopping. Ardleigh Advertiser will be going out in the next few days and will include info on the Helpline and ACW recommended we encourage others to reference to Ardleigh Village Voice on Facebook for local updates. - ACW confirmed the Helpline is designed as a backup to all being good neighbours. Live streaming/Recording of Services - ACW reported all up and running and Richard Hopkin's son, Sam, is very used to editing recordings and is involved in the production. Home groups and Alpha Course continue via video conferencing - Weekly Income - ACW reminded meeting that we rely on regular income and asked that church members continue to donate. He asked that preferably we donate via standing order, and encourage others to do the same - if possible. - Payments to contractors - it was agreed that Geoffrey Boyle, Organist, would continue to receive a retainer of £100 per month during this pandemic interregnum. - MW informed the meeting he is temporarily holding a cheque book with cheques already signed by Francis Perera, Treasurer (as first signatory) in case of any illness during this COVID19 pandemic. This will ensure, in the event of any sickness, bills continue to be paid in a timely fashion. | |

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| 7 | <p>Living out our ministry and mission</p> <ul style="list-style-type: none"> • Tell <ul style="list-style-type: none"> - ACW informed group Ardleigh VE Day commemorations and Flower Festival planned for 8-10 May are postponed. - CV informed group she's making contact with 50 local businesses re sponsorship; some before the coronavirus hit, and has since made repeat, and supportive, contact via email to inform them we are praying for them. - CV has been liaising with Jill Hamblin, Village Archivist, re the formal arrangements - CV has dealt with the postponement of printing of raffle tickets and is holding the raffle prizes already donated in her home. • Teach <ul style="list-style-type: none"> ACW informed meeting that the series on Exploring Human Sexuality has been 'paused' - Authorised Local Preachers ACW asked for the PCC to make a decision whether both Richard Hopkins and AnneMarie Price-Partrick, both of whom are training to become Authorised Local Preachers should be able to preach in Ardleigh. Proposal raised by SB, seconded by CM, and unanimously agreed. • Tend <ul style="list-style-type: none"> - Covered in Standing Business above • Transform <ul style="list-style-type: none"> - To be transferred to next meeting • Treasure <ul style="list-style-type: none"> - CV reported on the Eco Audit for both churches to date. She has been awaiting on Ethical Investment from the C of E but now circumstances are such that she will go ahead with the Audit in order that we can we receive a Bronze Award. - CV also informed group she is liaising with someone in Dedham who has high level skills in this area | <p>ACW</p> <p>CV</p> |
| 8 | <p>Ardleigh Primary School and Preschool</p> <ul style="list-style-type: none"> - AW informed the meeting she took recently activity resources into school (on 22/03/20) and also recorded a story for the Preschool's website. Both establishments were most grateful for the input AW had given. She intends recording another story shortly. - ACW said there were less than 10 priority children still at school. He will speak to Donna, Headteacher, this week as the school would be due to close for the Easter break on Friday 3rd April. - ACW/AW will be recording an Assembly each Wednesday for the schools to use. | |
| 9 | <p>Harwich Deanery/ North Tendring MMP</p> <p>ACW informed meeting that he continues to meet with colleagues on a weekly basis via video conferencing</p> <p>Funerals are continuing but Government Guidelines dictate straight to graveside, or crematorium only and ACW will be conducting one in Ardleigh next week.</p> | |
| 10 | <p>Resourcing our ministry and mission</p> <p>a) Prayer</p> <p>ACW explained he has now included this as a running Agenda Item as Prayer is equally important as all other areas we discuss. He is intending to introduce a prayer group on a Saturday morning at the Vicarage when current rules re social distancing are lifted. Meanwhile there will be two live-streamed prayer sessions daily [morning and evening] on the Antony Wilson Channel on YouTube</p> <p>There will also be a Prayer session at midday each Wednesday via Zoom - an invitation to all is to follow tomorrow</p> | |

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| | <p>b) Finance</p> <p>i. Update - CM asked re Vicars Room Fund and ACW confirmed we are no further forward</p> <p>ii. 2020 Calendar - SB is investigating the purchase of a bench for the churchyard from the funds raised and is liaising with Archdeacon Ruth to investigate whether a recycled bench is a possibility - they are much cheaper than teak.</p> <p>c) Buildings</p> <p>Quinquennial repairs - Bakers have now postponed their work schedule until Social Distancing is lifted ACW and SB to liaise with Simon Marks regarding the 2020 Quinquennial</p> <p>Heating and Asbestos Project Invoices from Henery were received today and ACW met with Linda Chase Gardener on site today and who, as Trustee of the GCG Trust, is supportive of the heating project outcome and has agreed release of the funds applied for</p> <p>Bell Project Nothing to report.</p> <p>Lychgate Lighting On hold until social distancing lifted</p> <p>Oil Painting and Moving of Memorial Board MW to arrange moving of board and hanging of painting by Darren the restorer based at Munnings</p> <p>d) People - nothing to report</p> <p>e) Communications - None received</p> <ul style="list-style-type: none"> • RC Sharing Agreement - ACW confirmed he spoke to Father Jon 3 weeks ago. Father Jon informed him that the RC Diocese of Brentwood may be rationalising their sites for Mass Centres, and the decision will be made at Easter this year. We shall then be informed whether they will be returning St Mary's - ACW also informed Father Jon of this PCCs decision that the RC Community, will not be enabled to return to the church, until dues are paid. <p>f) Operations</p> <ul style="list-style-type: none"> - Cleaning Rota ACW reported the need for a member of this PCC to oversee the Cleaning Rota as Helen Fontaine resigned her post when she stepped away from the PCC. - Locking/ Unlocking Rota - we need two further volunteers for the locking rota SB agreed to talk to church member, Susan Carne | <p>SB</p> <p>SB/ ACW</p> <p>MW</p> <p>CM, JC, CV, MW, FP, AW, SB, BH</p> <p>SB</p> |
| | <p>g) Governance</p> <p>i. Safeguarding - some Helpline volunteers currently being DBS checked</p> <p>ii. Charity Commission Responsibilities of managing trustees - ACW asked that all had received the document form the CC which he had forwarded and confirmed most of our funds are with CCLA.</p> <p>- CV asked whether the PCC had liability insurance in relation to this- ACW confirmed it was within our Public Liability insurance policy with Ecclesiastical</p> <p>iii. GDPR</p> <p>iv. Health and Safety - ACW informed meeting that both the Health and Safety Policy, and Training, will now need to be upgraded following the completion of the heating system with concomitant additional plant - electrical equipment, gas etc. BH asked if a Faculty for the Tower Room alterations had been submitted and and ACW confirmed an amendment to the original was made and agreed.</p> <p style="text-align: right;">Contd.....</p> | <p>ACW/ ?SB</p> |

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| | ACW also confirmed the additional pipework along the North and South walls will be painted terracotta. The radiator in the Lady Chapel now has a blown air system (to aid heating of the Chancel) and also, very positively, the facility to add a further radiator in the vicinity has been incorporated - in case of future need. | |
| 11 | AOB - CM, and ACW had received, earlier in the day, an email from the Essex Clergy Trust requesting donations for the Clergy Hardship Fund. Discussion was had and it was confirmed that, in the past, donations of both £50 and £100 have been given. It was agreed any decision would be deferred to the next meeting | ACW/ CP to add to Agenda |
| 12 | Date/Time of next meeting 7:30 pm on 27th April via Zoom | |
| 13 | Meeting ended prayerfully with The Lords Prayer | |