

## ***Dedham and Ardleigh Parishes***

### **Minutes of St Mary's Ardleigh PCC Meeting**

**Monday 27th April at 4:00 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                      Francis Perera (FP)

**Not present:** Charlotte Parker (CP)

Agenda Item	Minutes	Action
1	<b>Prayers and Bible Reflection</b> Meeting began with prayer	
2	<b>Apologies for absence</b> - see above	
3	No conflicts of interest declared.	
4	<b>Minutes of last Meeting 30-03-20</b> — alteration requests to Item 7 by CV and Item 10 by FP - noted and amended. With alterations minutes approved for accuracy and content by all	ACW/ SB
5	<p><b>Matters Arising:</b> All matters arising covered on the Agenda for this meeting apart from:</p> <ul style="list-style-type: none"> <li>• Quinquennial 2020 - ACW will work upon this</li> <li>• Bench - SB confirmed no work done re this recently</li> <li>• Oil Painting - MW confirmed no action</li> <li>• Cleaning Rota - no action - to remain on agenda for a volunteer to take on</li> <li>• RC Sharing - ACW confirmed he'd spoken to Father Jon and any decision re Mass Centres has been put on hold until the end of May 20. <i>Discussion took place, following a query, whether we would receive the money owed by RC's but this was not possible to answer at this time</i></li> <li>• H&amp;S - the Risk Assessments will need updating once the heating project is completed, and we're back in church</li> <li>• Essex Clergy Trust- FP asked to confirm we have donated to this Trust in the past; and to let the meeting know how much each donation has been</li> </ul>	ACW SB MW All  ACW  ACW/ SB FP
6	<p><b>Standing Business</b></p> <p>ACW confirmed he had met with Benefice Churchwardens earlier in day.</p> <ul style="list-style-type: none"> <li>- Pastoral Care - ACW informed meeting that the recently established Benefice Helpline had had 130 requests - some for shopping but most for Prescription collection. The 70 volunteers who came forward and are in the process of being DBS and ACW thanked Claire Arculus, Parishes Administrator, for her tremendous work on sorting this complex task speedily.</li> <li>- Helpline requests for shopping, as money has to change hands, is being very carefully monitored and recorded.</li> </ul>	
7	<p><b>Living out our Ministry and Mission</b></p> <ul style="list-style-type: none"> <li>• <b>Tell</b></li> <li>- On-line Services continue. Several members commented on the positive links with Spring Harvest</li> <li>- ACW informed meeting that a C of E Daily Freephone Service is being made available to all; he will add the information to this week's Church Chimes</li> </ul> <p style="text-align: right;">Contd.....</p>	

Agenda Item	Minutes	Action
7 Contd	<ul style="list-style-type: none"> <li>• <b>Tell contd</b> <ul style="list-style-type: none"> <li>- Alpha Course on-line has successfully started with 6 members. New members can still join</li> <li>- Revive @ 5 - First service via Zoom took place on 26th April. Several members commented on their enjoyment of the service.</li> <li>- ACW and fellow Ministers in the Deanery are communicating how they can continue to provide services (both live-streamed and pre-recorded) after Lockdown is lifted. As part of that ACW is organising, Via Parishes Administrator, Broadband into Dedham Church (as there's already a 'phone line), and is currently looking to develop the live streaming of services from within the church.</li> <li>- Ardleigh VE Day commemorations and Flower Festival remain postponed.</li> </ul> </li> <li>• <b>Teach</b> <ul style="list-style-type: none"> <li>- <b>Authorised Local Preachers</b> - ACW will be putting Richard and Anne-Marie on the Ardleigh Rota, again once Lockdown is lifted</li> <li>- Helpline - covered in Standing Business above</li> <li>- ACW informed meeting of Conferoo, a telecommunications service, which enables group telephone contacts if set up by one person with access to email. SB informed meeting that this is on hold presently with the Friendship Group. It may be something looked at by the members in the future</li> </ul> </li> <li>• <b>Tend</b> <ul style="list-style-type: none"> <li>- Two burial services have taken place recently at the cemetery (one of which had people paying respect by standing on the pavement between the church and the cemetery).</li> <li>- All those who've been bereaved, have been reassured that there can/will be Services of Thanksgiving at a later time.</li> </ul> </li> <li>• <b>Transform</b> <ul style="list-style-type: none"> <li>- ACW requested the meeting to be mindful of those in other countries needing our prayers - especially at this time</li> </ul> </li> <li>• <b>Treasure</b> <ul style="list-style-type: none"> <li>- CV reported on the EcoChurch Audit for the Benefice. The audit is completed and we are to receive a Bronze Award.</li> <li>- CV asked the meeting whether we would be prepared to pay half of £125 which is the suggested donation to aid the continuation of both Arocha and the EcoChurch</li> <li>- It was agreed that we would not purchase a Bronze Award plaque but will display the Certificates in both churches.</li> <li>- Cv informed the meeting that she is in continuing discussions re greening of the Churchyards, the possibility of solar panels upon the Church roofs; but will focus initially on rather smaller projects</li> <li>- CV continues to communicate with local businesses and confirmed she is now using Facebook as an additional modality.</li> </ul> </li> </ul>	<p>ACW</p> <p>CV</p>
8	<p><b>Ardleigh Primary School and Preschool</b></p> <ul style="list-style-type: none"> <li>- ACW reported the Preschool remains closed. AW informed the meeting she will be offering activities on a fortnightly basis to be placed upon the Preschool's website.</li> <li>- ACW informed the meeting that the Primary School is open for children of key workers- AW added there were, on occasion, just 2 priority children attending.</li> <li>- ACW/AW will continue recording an Assembly each Wednesday for the use of the Benefice schools.</li> </ul>	
9	<p><b>Harwich Deanery/ North Tendring MMP</b></p> <p>ACW informed meeting that he's in continued discussion with Deanery colleagues about how they could manage with 4 Clergy, rather than 5, due to lack of finance to fund 5 wte Ministers</p>	

Agenda Item	Minutes	Action
10	<p><b>Resourcing our ministry and mission</b></p> <p><b>a) Prayer</b> ACW explained the Prayer session continues at midday each Wednesday via Zoom - with an open invitation to all</p>	
	<p><b>b) Finance</b></p> <p><b>i. Update</b> - FP spoke to his paperwork he'd forwarded to all earlier in the day. He noted that income had increased; and the General Fund is in a negative situation but this is not of concern at this time (month 1, financial year). Income from Flower Festivals is important - CV commented that it is possible the income will not be as sizeable as usual for our next one due to the impact of the coronavirus Lockdown. FP reported Robin and Barbara Hill have generously made donations of £1000 each.FP reiterated the fact that Gift Aid makes a big difference to income received via donations. FP will be contacting Lodges to get the work completed (fixing pews back) as he is mindful of the risks of firms collapsing financially at this time. The flooring and asbestos invoices have now been paid in full, but £51K has been held back from Henery [Heating installation] until all testing of the system is complete and they've finished the fireproof wall around the boiler plant. FP reported the money has been received for all grants pledged for this heating and asbestos removal projects. FP will be applying for refund of the VAT paid shortly. FP reported a pleasing refund from Cadent [Gas connection] of £600. FP reported no money recovered from the demise of Lindseys Heating - but with the value of the boiler which we had already received, the loss suffered is approx £13-14k FP is also looking to a grant from CGC for the Drains Project so the assessment of the current drains can be completed</p> <p><b>ii. 2020 Calendar</b> - SB apologised but will investigate the purchase of a bench for the churchyard as previously agreed</p> <p><b>c) Buildings</b></p> <p><b>Excess Pews</b> - MW proposed; and CV seconded, the sale of 1 large and 3 small pews left after the last reorganisation - unanimously agreed</p> <p><b>Quinquennial repairs</b> - Bakers works still postponed ACW and SB to liaise with Simon Marks regarding the 2020 Quinquennial</p> <p><b>Heating and Asbestos Project</b> ACW said that the project is nearing completion but is on hold as Lodges who are due to put the pews back have furloughed their staff currently, and then the carpets need laying and the church will then be deep cleaned.</p> <p><b>Bell Project</b> Nothing to report.</p> <p><b>Lychgate Lighting</b> On hold until social distancing lifted</p> <p><b>Oil Painting and Moving of Memorial Board</b> MW informed meeting this on hold currently</p> <p><b>d) People</b> - nothing to report</p> <p><b>e) Communications</b> - None received</p> <ul style="list-style-type: none"> <li><b>RC Sharing Agreement</b> - ACW confirmed he has again spoken to Father Jon. Father Jon informed him that the RC Diocese of Brentwood will be making decisions re their sites for Mass Centres, and the decision will now be made at the end of May this year. We shall then be informed whether they will be returning St Mary's</li> </ul> <p><b>f) Operations</b></p> <ul style="list-style-type: none"> <li><b>Cleaning Rota</b> ACW reported the need remains for a member of this PCC to oversee the Cleaning Rota</li> <li><b>Locking/ Unlocking Rota</b> - ACW informed meeting there are now enough volunteers for the locking rota</li> </ul>	<p>SB</p> <p>SB/ ACW</p> <p>ACW</p> <p>MW</p> <p>CM, JC, CV, MW, FP, AW, SB, BH</p>

Agenda Item	Minutes	Action
10 Contd	<p><b>g) Governance</b></p> <ul style="list-style-type: none"> <li><b>i. Safeguarding</b> - some Helpline volunteers still being DBS checked</li> <li><b>ii. Charity Commission Responsibilities of managing trustees</b> - Nothing to report</li> <li><b>iii. GDPR</b> - Nothing to report</li> <li><b>iv. Health and Safety</b> - ACW informed meeting that a Fire Risk Assessment had been completed and the report states that Ardleigh St Marys can hold a maximum of 180 people at any time. This will only occasionally be an issue - perhaps school services and farming funerals. ACW stated that the Health and Safety Policies, and Training, will now be upgraded following the completion of the heating system.</li> <li><b>v.</b> Additionally, ACW also confirmed the additional heating pipework along the North and South walls have now been painted very dark grey (not terracotta as previously suggested)</li> </ul>	SB/ ACW
11	<b>AOB</b> -none	
12	The meeting ended promptly to enable ACW to live stream Evening Prayer at 5pm and he invited all PCC members to join him.	
13	<b>Date/Time of next meeting</b> <b>3:30 pm on 1st June via Zoom</b>	