

*Dedham and Ardleigh Parishes*  
**Minutes of St Mary's Ardleigh PCC Meeting**  
**Monday 1st June at 3:30 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 -Zoom link      Francis Perera (FP)

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 27-04-20</b> — alteration requests to Item 10bi 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 - Bakers are all furloughed so no date for repairs available. ACW informed group the next Quinquennial is due to be completed in September. ACW is keeping in contact with David Barnard re this aspect.</li> <li>• Bench - SB confirmed she'd received details of the Diocesan Policy which excludes plastic for benches. It was agreed that SB will detail costs and illustrations for all PCC members of benches (with a back support).</li> <li>• Oil Painting - MW confirmed no action since last meeting</li> <li>• Cleaning Rota - no action - to remain on agenda for a volunteer to take on</li> <li>• RC Sharing - ACW confirmed he'd received email from Father Jon and a decision re Mass Centres has yet to be made.</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 the value of each donation</li> <li>• Eco Church - CV confirmed she has received the cheque fee for Ardleigh contribution to the Bronze Award, but Arocha are furloughed for a further 4 weeks until 15-06-20. She will therefore hold cheque until they are back in work, rather than it be left in their postbox NB Dedham PCC have paid their contribution by direct bank transfer.</li> <li>• Sale of excess pews will be discussed tomorrow by Archdeacon Ruth et al. Anyone interested in purchasing one of the pews to let ACW or SB know please</li> </ul>	<p>ACW</p> <p>SB</p> <p>MW All</p> <p>ACW</p> <p>ACW/SB</p> <p>FP</p> <p>CV</p> <p>All</p>
6	<b>Standing Business</b> ACW confirmed no meetings had taken place with Benefice Churchwardens since our last meeting	

7

**Living out our Ministry and Mission**

• **Tell**

- On-line Services continue. Several members commented on the positive quality of on line services, and Conferoo telephone links
- ACW informed meeting that all roads in the Parish have been covered by the prayer walks over the last 10 days leading to Pentecost; and it was commented upon that chance encounters with householders can lead to very positive discussions.

Contd.....



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) is continuing to run successfully with 3 members.</li> <li>- ACW and fellow Ministers in the Deanery continue to meet via Zoom</li> <li>- There is no date yet for opening of churches / resumption of services</li> <li>- Ardleigh VE Day commemorations and Flower Festival remain postponed.</li> <li>- Sunday @ 3 - Annual Plan - AW confirmed that the plan hasn't needed to change. CV requested that the word 'parents' be removed, and "responsible adult' be added - as sometimes grandparents or other relatives bring the children. ACW will alter. CV queried, and ACW confirmed, the Comprehensive Insurance Policy covers Sunday @ 3 alongside other church activities.</li> </ul> <p><b><i>The Sunday @ 3 Annual Plan was unanimously agreed and will be due for formal Review during June 2021</i></b></p> <ul style="list-style-type: none"> <li>- Sunday @ 3 Risk Assessment was also looked at by the meeting</li> </ul> <p><b><i>The Sunday @ 3 Risk Assessment was unanimously agreed and will be due for formal Review during June 2021: although likely to need updating earlier</i></b></p> </li> <li>• <b>Teach</b> <ul style="list-style-type: none"> <li>- ACW confirmed that both a live Holy Communion Service and a recorded service are available on YouTube Channel each Sunday. There are 4 church members, including CV and Susan Carne, who are now regularly leading morning and evening prayers - Mon-Fri</li> <li>- Helpline continues</li> <li>- ACW encouraged the meeting to consider the way forward to assist in the planning for the future of our church (post coronavirus lockdown) and email ideas to him</li> <li>- SB encouraged members to join the Sunday Night Skeptics group</li> <li>- Human Sexuality discussion to remain on the PCC Meeting Agenda for a future discussion</li> </ul> </li> <li>• <b>Tend</b> <ul style="list-style-type: none"> <li>- Pastoral care continues. ACW thanked CM for supporting bereaved families</li> <li>- Prayer Walking to continue</li> </ul> </li> <li>• <b>Transform</b> <ul style="list-style-type: none"> <li>- ACW said we are each encouraged to think issues of justice and of ways to support those affected differently (to ourselves) by the current crisis and highlighted the notion of 'One storm, Different boats". Each member is encouraged to make that part of our own personal prayers/agendas</li> </ul> </li> <li>• <b>Treasure</b> <ul style="list-style-type: none"> <li>- CV reported on the status of the EcoChurch Bronze Award for the Benefice. CV informed the meeting that she is in continuing discussions re greening of the Churchyards and ACW confirmed the grass alongside the eastern wall of the churchyard will no longer be cut - to enable rewilding to take place. CV has discussed the possibility of solar panels upon the Church roofs; but will continue to investigate this when lockdown is over</li> </ul> </li> </ul>	<p>ACW</p> <p>All</p> <p>All</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.</li> <li>- ACW informed the meeting that the Governors of the Primary School have sent separate surveys to both the children, and their parents, about the return to school and this is predicted to commence next Monday - 8th June, ACW and AW have been supporting the Headteacher</li> <li>- ACW and AW will continue to produce a weekly assembly for schools (via video)</li> </ul>	<p>ACW/ AW</p>
9	<p><b>Harwich Deanery/ North Tendring MMP</b></p> <p>ACW informed meeting that he's in continued discussion with Deanery colleagues and there's no specific update. There will be a meeting next week for the clergy with Archdeacon Ruth to discuss and plan for the MMP.</p>	

Agenda Item	Minutes	Action
10	<p><b>Resourcing our ministry and mission</b></p> <p><b>a) Prayer</b>  ACW confirmed the Prayer session continues at midday each Wednesday via Zoom; and also to Morning and Evening prayer on our YouTube channel, accessed via the parishes website - ACW extended an ongoing open invitation to all.  ACW discussed the recent research by Tearfund that found 40% of people pray, and Confirmed there will be a focus upon how to pray during July and ?August.</p>	All
	<p><b>b) Finance</b></p> <p>i. <b>Update</b> - FP confirmed nothing new to report - income from funerals has been banked.</p> <p><b>c) Buildings</b></p> <p><b>Excess Pews</b> - see note in Matters Arising</p> <p><b>Quinquennial repairs</b> - Bakers works still postponed</p> <p><b>Quinquennial Inspection 2020</b> Simon Marks is due to inspect in September (this will be postponed if repairs from last not completed).</p> <p><b>Heating and Asbestos Project</b>  ACW said that the project is nearing completion; the deep clean is taking place today and tomorrow; and Henery's are also completing the final works. FP reported - to financial year end work to the value of £51840-68p had been completed, and a further £7-8K work was required. The fireproofing is being completed. FP is to contact Colin Pearlman to make a final inspection so that Henery's can then be paid in full.  The cost of the carpets (approx £1300) and the deep clean (£1800) were not included in the last set of accounts.</p> <p><b>Plaque in memory of Gwen Smith</b> – ACW proposed we place a brass plaque in the plant room wall to acknowledge Gwen's Smith's legacy who helped to fund the project. Henery's name could also be added as Principal Contractor and perhaps they could fund the plaque – ACW / FB to investigate</p> <p><b>Drains Project</b>  This project cannot be got underway until a grant is applied for, and FP is unable to do this until the heating project's signed off. SB expressed serious concern about the state of the interior wall on the north side, in the area where the pew and shelves were. With the furniture removed it is obvious the damp has been a problem for a very long time.</p> <p><b>Bell Project</b>  Nothing to report.</p> <p><b>Lychgate Lighting</b>  Being done today.</p> <p><b>Oil Painting and Moving of Memorial Board</b>  MW will speak to the lady at Munnings and see what can be done to get this project completed promptly now.</p> <p><b>d) People</b> - nothing to report</p> <p><b>e) Communications</b> - Church Chimes continues to be distributed to update members</p> <p>• <b>RC Sharing Agreement</b> - ACW confirmed he been in correspondence with to Father Jon. Father Jon agreed to update ACW once he knows more</p> <p><b>f) Operations</b></p> <p>- <b>Cleaning Rota</b> ACW reported the need remains for a member of this PCC to oversee the Cleaning Rota</p> <p>- <b>Locking/ Unlocking Rota</b> - ACW informed meeting there are now enough volunteers for the locking rota and its now being prepared for when church reopens</p>	<p>ACW/SB</p> <p>FP</p> <p>ACW/FP</p> <p>FP</p> <p>MW</p> <p>ACW</p> <p>All</p>

Agenda Item	Minutes	Action
10 Contd	<p><b>g) Governance</b></p> <p>i. <b>Safeguarding</b> -nothing to report</p> <p>ii. <b>Charity Commission Responsibilities of managing trustees</b> - The Charity Commission sent details to all PCCs (and other organisations) to point out that Trustees all have a legal duty to review investments regularly. FP confirmed that all monies are with CCLA. IF we were to make changes the moneys would need to be moved from Fixed Income to Equities but they require monies to be left for 3-5 years to accrue interest without the need to access the funds in case of urgency/emergency.</p> <p>iii. <b>GDPR</b> - Nothing to report</p> <p>iv. <b>Health and Safety</b> - ACW asked FP about Asbestos management following removal of all from church. FP to write to the company and ask whether we still have to pay for annual checks now its certified there is no asbestos in Ardleigh Church</p>	FP
11	<p><b>AOB</b> -ACW encouraged all to become involved in the on-line questionnaire in regard to the selection of the next Bishop of Chelmsford. CV and CM have completed it and both feel its a user friendly questionnaire with open questions. Both also encouraged all to participate. The deadline is 4th July 2020</p> <p>ACW discussed the fact that monies were made available for the heating project from the Legacy of Gwen Smith. Discussion took place how to acknowledge that and it was agreed a wooden plaque should go on the plant room.</p> <p>FP agreed to approach Henery - the company installing the heating, with wording provided by ACW - for them to provide the wooden plaque</p>	All          ACW/FP
12	<p>The meeting ended and ACW invited all to join Evening Prayer at 5pm.</p>	
13	<p><b>Date/Time of next meeting</b> <b>3:30 pm on 27th July via Zoom</b></p> <p>NB Proviso we may need an onsite socially distanced meeting prior to this date to discuss practicalities if/when we have a date to re-open our church building</p>	

v.  
vi.  
vii.

ii

•

-