***Dedham and Ardleigh Parishes***

**Minutes of St Mary’s Ardleigh PCC Meeting**

**Monday 27th July 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) Francis Perera (FP)

|  |  |  |
| --- | --- | --- |
| **Agenda** **Item** | **Minutes** | **Action** |
| 1 | **Prayers and Bible Reflection**Meeting began with prayerReflection:* Online services and the work put in by everyone both physically and mentally.
* Everyone gave thanks to AW for his work.
* The helpline continues to serve the community.
* Faith in god, a better sense of endurance and hope.
* God is in control and has a plan.
* Life is simplified, not distracted with other things.
* Seeing lots more people when out on walks.

*See A Matrix for thoughts about re-engagement* |  |
| 2 | **Apologies for absence** - see above |  |
| 3 | No conflicts of interest declared. |  |
| 4 | **Minutes of last Meeting 1st June 2020*** Pages 1 to 4 all reviewed and accurate.
 |  |
| 5 | **Matters Arising:** All matters arising covered on the Agenda for this meeting apart from:* It was discussed that the next meetings would be held in person rather than over zoom, including the September meetings and the APCM, all agreed.
* Quinquennial: To be discussed later in the meeting.
* Bench: It was suggested that the blacksmith is to make a metal one. MW stated this was an interesting idea. This has been done for other church yards and can last up to 300 years.
* Painting. Cleaning rota, Roman Catholics: To be discussed later in the meeting.
* Risk Assessment: To remain on the agenda.
* Essex Clergy Trust: FP stated that an amount had been paid in 2014. MW requested money for them, ACW proposed £50.
* Eco Church: A cheque has been sent, now complete. Action: CV to finalise, everyone thanked CV for pursuing this.
* Pews: To be discussed later in the meeting.
* Updated Sunday @3 plan: Thanks given to CV for comments.
* Ardleigh Primary School: ACW and AW are continuing to support the school.
 | ACWCV |
| 6 | **Standing Committee Business** * SC met once since last PCC to plan agenda
 |  |

*Charlotte Parker (CP)*

|  |  |  |
| --- | --- | --- |
| **Agenda** **Item** | **Minutes** | **Action** |
| 7 | **Living out our Ministry and Mission**1. **Tell**
	* 1. Alpha online: Continues well, 3 guests, one more session to go. ACW stated that a lady from UAE had also made contacted and asked to join. He linked her with a church there.
		2. Online presentations for children and families and summer parables: AW has created a plan of summer parables (see church chimes). Thanks given to AW.
		3. *VE Day 8-10 May 2020 postponed*
		4. Flower Festival 8-10 May 2020 postponed: CV suggested this could now be a low-key event in 2020 or postpone to 2021 any suggestions please to CV. MW stated it should be done in the church. SB agreed and suggested it would need to coordinate over with Dedham who are due to do their festival next year. CV suggested a joint event with wider parish? Action: CV to contact Jill Hamblin re village plans for next year. FP noted that funds need to be raised due to the loss of £3,500 Roman Catholic income. SB suggested an annual day of giving similar to the one that took place in the past when folk came to church to donate.
		5. Sunday at 3: Not being held, on line Ministry is available to families by AW
		6. Church opens for private prayer. ACW commended the open and locking Rota who have managed this every day, this is a major achievement. Special thanks to SB for the organizing of it all.
		7. Church at the boot has re started, hoping to get a Rota together, to cover more Sundays CM to action
2. **Teach**
	* 1. Prayer course: going well, sermons and with homegroups
		2. 8am service and on line services: 8am at Ardleigh and 9.30 at Dedham, 2 weekly. SB stated that the 8am service is lovely and social distancing is being managed and masks are being worn. RC stated it is going well. The cleaning afterwards is manageable as it is not the whole church in use. Thanks were given to ACW. ACW proposed that we continue with the 8am and 9.30 services until the end of October, to be reviewed when we next meet as a PCC in September. All agreed.
		3. Church re-opening: Is working well. Funerals restricted to Wednesdays so there is no need to re clean instead leave for 72 hour period.
3. **Tend**
	* 1. The helpline continues, there is around one call a day at the moment, it averaged 10 a day at the beginning.
		2. The friendship group is starting tomorrow (28th July), bring your own coffee and cake.
4. **Transform** no update
5. **Treasure** – see actions from last meeting
 | ALLCVCM |
| 8 | **Ardleigh Primary School and Preschool** * ACW and AW continue to support the school. The plan for assemblies in the autumn is being worked out, these will most likely have to be online. The school is now closed for the summer.
 |  |
| 9 | **Harwich Deanery/ North Tendring MMP*** ACW sent out information from the Diocese and Synod. As Deanery clergy, a number of meetings have been held with the Archdeacon and Ministry Advisor. There is a degree of realism. There are vacancies which are not being filled at the present time. The future plans will all be looked at across the Deanery. BH asked how many paid clergy there are at present, ACW stated there is currently 4. Lawford update: Sally Morris is helping at Great Bromley. Issues to be discussed in more detail with Dedham in September. SB requested the out of date leaflets Deanery 2025 be removed from church.
 |  |

|  |  |  |
| --- | --- | --- |
| **Agenda** **Item** | **Minutes** | **Action** |
| 10 | **Resourcing our ministry and mission****a) Prayer**Thanks to those that joined in the zoom prayers. We are pausing for August to return in September in different format. |  |
|  | **b) Finance**1. **Update -** FP talked through some key points from his papers which were circulated prior to the meeting.
2. **Insurance:** FP stated that the insurance has gone up to £1793 from £1500 last year. It has previously been agreed to use the insurance brokers that Dedham did and achieved savings of £150. *Proposed that the PCC approve to adopt WRS Colchester to be the broker for Ardleigh, proposed BH, seconded SB, all in agreement, MW abstained.*
3. See the summary page for the forecast. This shows a deficit of £3000, gift aid via 8 and 11am services are down, the majority coming from the 11am service. FP stated there will potentially be a drop in income continuing throughout July and August. SB asked if the donations in envelopes have gift aid included, FP confirmed that they do. Last year we received £8,251 from gift aid, £3000 of that is from the envelopes, so in summary we are not losing out. *Action: FP to look into payment machine for the church similar to the one in Dedham.* ACW suggested that as we don’t have the footfall through the church that a letter is sent to everyone on the electoral role, requesting support as a community and encourage to give by standing order. *Action: ACW and FP to write a letter together.*

**c) Buildings**1. **2015 Quinquennial works update.** Work is to be done in September. The 2020 inspection is to be completed on 6th August and hope to incorporate recommendations in works planned for Sept
2. **Heating and Asbestos Project.** FP to visit the site with the heating engineer. The snag list has been emailed and forwarded to have final clearance/instructions completed.
3. **Pews.** Faculty in process, once received they will be advertised
4. **Gutters/Drains Project.** SB stated this is an ongoing problem, especially the wall in the church near the children’s area is damp from a leak in the gutter downpipe. This is covered by the quinquennial repairs for September. The wider issue of drains and gutter works still pending. An application for funding will be made to GCG once heating project is complete
5. **Bell Project.** Nothing to report.
6. **Lychgate Lighting.** Completed. **Oil Painting and Moving of Memorial Board** MW stated painting will be left at Munnings until they ask for it to be moved. Bakers to be asked to rehand painting in Sept
7. **Sharing agreement.**  ACW has spoken to Fr Jon - RC congregation under Diocesan rulesare not allowed to worship somewhere that is not owned by them, so unlikely they will be returning any time soon ACW to confirm if they will return in the future.
8. **Tree works in the churchyard.** ACW stated the red horse chestnut tree T90 (see paper and map) has been inspected and Jfryer proposes reduction by 30%, but Diocesan Tree Advisor proposes felling and replacement. MW suggested it should be felled, it is rotten at the base. SB preferred it is felled, but does it need replacing? Proposal to fell the tree, proposed by MW, seconded by SB, Majority agreed, CM against.
9. **Broken headstone in the churchyard.** The headstone has been damaged by tress. Proposal to repair, proposed by CV, seconded by AW, all in favour.
10. **Request to receive the flag for the girl guides.** Ardleigh girl guides have requested the PCC take over the flag. It was discussed as to where it might go in church? PCC suggested it might be better located in village hall. SB to discuss with girl guides

*Action: SB to go back to them and suggest it could go to the village hall.* | FPACW &FPFPSB, FPMW, BakersSB |

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda** **Item** | **Minutes** | **Action** |  |
| 10  | **d) People.** No updates**e) communications.** No updates**f) Operations.** No updates**g) Governance.** No updates |  |
| 11 | **Correspondence*** Simon Marks has suggested we don’t need an asbestos management policy as previously suggested.
* **Essex Clergy Trust.** Paying £50, MW to email the paperwork to FP, who will get back to them.
 | MW/FP |
| 12 | **AOB*** Geoffrey is on £100/month retainer, all agreed to continue to pay him.
* SB stated that the Rota is one person short for locking, which works out as one in eight. ACW stated he is grateful for all the time and care SB has given. MB offered to extend his week for 2 weeks together if no one else comes forward.
* Plans for new housing. ACW noted the new proposals for new houses and industrial development. Everyone can make comments as residents.
* Ardleigh Christians together. AGM is on Wednesday 9th September at 4.30pm.
 | ALL |
| 12 | The meeting ended with prayers at 5.20pm. |  |
| 13 | **Date/Time of next meetings****Joint meeting with Dedham, 5**th September 9.30am venue tbc**APCM**, Sunday 13th September, 9am. |  |