

Dedham and Ardleigh Parishes

Minutes of St Mary's Ardleigh PCC Meeting **Monday 8th March '21 at 8:30 pm** via Zoom Video Conferencing Link (due to COVID-19 pandemic)

In attendance:

Chair: Martin West (MW)

Members: Amanda Watts (AW) Sue Browne (SB)
 Christina Volkmann (CV) Richard Culley (RC)
 Christine Mingay (CM) who left meeting at 2100hrs for health reasons

Please note:

The first part of our meeting was held Jointly with Dedham PCC, Chaired by Rev Antony, and involved Compline, followed by a talk by Rev Phil Ritchie, Colchester Area Mission and Ministry Advisor; and Agenda Items 1-8 were covered during this joint section, as all items pertinent to both PCCs within our Benefice.

The second part of the meeting was then conducted separately.

These minutes record that second part.

Agenda Item	Minutes	Action by whom
1	Prayers and Bible Reflection Meeting began with prayer	
2	Apologies for absence - Rev Antony (ACW) who joined Dedham PCC this evening	
3	No conflicts of interest declared.	
9	Minutes of last Meetings: i. 11th January - Full PCC Meeting Minutes approved for accuracy and content by all present. To be signed off by MW. ii. 15th February - Finance was Single Agenda Item Minutes approved for accuracy and content by all present. To be signed off by MW.	MW
10	Matters Arising: From meeting of 11th January - all items covered by this meeting's Agenda From Meeting on 15th February - one outstanding item - the meeting between the new finance team and the Standing Committee has still to take place Antony - is this the meeting on 30th March?	ACW/SB
11	Resourcing our ministry and mission a) Finance MW reported to the Meeting that Francis Perera has transferred all paperwork to The Vicarage for safe storage; and written his report for the APCM. Francis has now finished in his role as Treasurer of this PCC. The Independent Examiner has approved the report. Sara Marshall, our new Financial Administrator will attend the first PCC meeting after the APCM on 10th May. ai) Options re Gas Supplier CV spoke to her report, and informed group of the issues with 'Green' providers. MW asked meeting for opinions and reported ACW had preference for investigation of Parish buying; and others felt similarly. MW asked for vote on: whether meeting wished CV to investigate further the Parish buying Scheme - Outcome - Unanimous vote for further investigations. CV to undertake them. It was noted that there is a VAT reduction on charity energy bills and if we log a VAT certificate to the account VAT can be charged at 5% with no Climate Change Levy if we go above 4390KWh per month	CV ACW/ CV Finance team
	Contd.	

Agenda Item	Minutes	Action by whom
<p>11 Contd</p>	<p>aii) Vicar's Fund Update No update - MW assumed this will be in the Treasurers report prepared for APCM</p> <p>aiii) CCLA Resolution <u>Proposal</u> <i>This meeting proposes that MW and RC are appointed as signatories on the CCLA account</i></p> <p style="padding-left: 40px;">Proposer: Sue Browne Secunder: Amanda Watts Vote: Unanimous</p> <p>b) Buildings</p> <p>bi) SB reported that Bakers will be on site from 6th April, for 4 weeks, to carry out priority repairs from both the 2015 and 2020 Quinquennial Inspections. MW asked if this will have impact upon our proposed return to services in church on 18th April. SB thought not but said we are currently awaiting confirmation of that from Bakers - although they will certainly not be working on Sundays.</p> <p>bii) Further Quinquennial Works - agreed to be discussed at future meeting</p> <p>biii) The contractors, Henery, have been back to make adaptations to the boiler on several occasions but it is still not working after the first firing bringing the church up to the desired temperature. Ongoing Agenda Item continues to be necessary</p> <p>biv) Discussion took place about the proposed tidying up of the area around the font with an additional seat to match the one put in place by the heating engineers to cover the pipework by the Tower Room door. <u>Proposal</u> <i>This meeting proposes that an Oak Seat be attached to the south-west pillar at the back of the Nave, opposite the already constructed one attached to the north-west pillar</i></p> <p style="padding-left: 40px;">Proposer: Richard Culley Secunder: Christina Volkmann Vote: Unanimous</p> <p>It was unanimously agreed that Bid 4 was the least expensive and therefore Martin Huggett should be contracted to undertake the work if/when approved. This paperwork will now be sent to Archdeacon Ruth for List B agreement</p> <p>bv) Discussion took place about the proposal for two seats within the churchyard. A query was raised about the different woods proposed - SB confirmed that the PCC are following DAC advice; and that the family looking to purchase one in memory of loved ones, sought the advice of the company manufacturing the seats <u>Proposal</u> <i>This meeting proposes the installation of two seats in the churchyard</i></p> <p style="padding-left: 40px;">Proposer: Amanda Watts Secunder: Christina Volkmann Vote: Unanimous</p> <p>This paperwork will now be sent to Archdeacon Ruth for List B agreement</p> <p>bvi) Public Address system - SB confirmed the PA system was repaired by Marks Tey Radio, and the invoice, £216, was thankfully much cheaper than this PCCs upper limit figure given to them</p> <p>bvii) Drains/gutters update - SB reported that this is of great concern as the most serious damage to ancient buildings is always done by rainwater. Discussion took place re current clearing contractor, Francis Wright. SB agreed to discuss with Dedham Churchwardens how satisfactory they find their new contractor, and report back. RC reported he and John clear the drains very regularly but said "they are a disaster" and the drains to the east of the porch are now pooling water too.</p> <p>ACTION - Needs to be itemised for lengthy discussion at future meeting - ACW</p>	<p>ACW/MW</p> <p>ACW</p> <p>ACW</p> <p>SB</p> <p>SB</p> <p>SB</p> <p>ACW</p>

Agenda Item	Minutes	Action by whom
11 Contd	<p>bviii) Bell Project - no update</p> <p>ix) Roman Catholic Sharing Agreement - MW informed the meeting that it is unlikely that the RC's will be returning (from Father Jon's last communication with Rev Antony) so their donation will no longer be forthcoming, leaving us a shortfall in expected income</p> <p>c) People Staff and volunteers - no update</p> <p>d) Communications - no update</p> <p>e) Operations</p> <p>ei) Cleaning RC said he felt the church should be thoroughly cleaned before 18th April when we return for services SB asked for volunteers - RC (+JC) MW and possibly CV willing to help. SB to arrange date and time</p> <p>eii) Lock /unlock rota - SB confirmed rota in place until the end of August 21</p> <p>F) Governance</p> <p>fi) Safeguarding - AW reported so far they've had 2 Benefice safeguarding meetings [8th Feb/8th Mar] with Dedham's Richard Hopkins, Charlotte Parker (Benefice Administrator for Safeguarding) and Rev Antony. The Agenda will be rolling and includes:</p> <ul style="list-style-type: none"> - Action points from last meeting - Safeguarding Register update - Recruitment - Activities update including activity plan; risk assessments to be agreed by PCC - Training updates - AOB <p>Next meeting is on 19th April Safeguarding team's details are up in Ardleigh church AW has 6 action points to deal with before next meeting:- To speak to Ardleigh Bellringers for details of their Safer Recruiting Policy and Activity plan To speak to Friendship Group leader re Risk Assessment and Activity plan To report and update PCC about Safeguarding To update Sunday @ 3 risk and Activity plan now it is on-line To gain access to Benefice's Dropbox Safeguarding Files To develop a Policy on the Recruitment of Ex-offenders</p> <p>fii) Charity Commission - nothing to report</p> <p>fiii) GDPR - nothing to report</p> <p>fiiv) Health and Safety - nothing to report</p> <p>fv) APCM confirmed for after service on 18th April. MW and RC have agreed to renew; and Rosemary Kleingeld has been nominated, and is willing, to stand. One PCC vacancy remains.</p>	<p>SB</p> <p>AW/ACW</p>

Agenda Item	Minutes	Action by whom
12	Correspondence to PCC - None	
13	AOB - None	
14	Dates of next Meetings: 18th April - approx Midday, APCM followed by PCC meeting 10th May - 1930hrs Jointly with Dedham for first section followed by Ardleigh specific PCC meeting after	ACW
15	Prayer - meeting ended with Prayer and The Grace, at 2200hrs	