

# ***Dedham and Ardleigh Parishes***

## **Minutes of St Mary's Ardleigh PCC Meeting** **Monday 10th May '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)                      Rosemary Kleingeld (RK)  
 Christina Volkmann (CV)                      Richard Culley (RC)  
 Sara Marshall (SM)                              Sue Browne (SB)

***Please note:***

The first part of our meeting was held Jointly with Dedham PCC, Chaired by Rev Antony, 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.***

<b>Agenda Item</b>	<b>Minutes</b>	<b>Action by whom</b>
<b>1</b>	<b>Prayers and Bible Reflection</b> Meeting began with prayer MW welcomed our new members Sara and Rosemary	
<b>2</b>	<b>Apologies for absence</b> - Rev Antony (ACW) who joined Dedham PCC this evening	
<b>3</b>	No conflicts of interest declared.	
<b>8</b>	<b>Minutes of last Meetings:</b> i. <b>8th March - Full PCC Meeting</b> Minutes approved for accuracy and content by all present. To be signed off by MW. ii. <b>APCM minutes</b> - were distributed but discussion deferred to next APCM iii. <b>PCC Meeting after APCM</b> - Minutes approved for both accuracy and content	MW  MW
<b>9</b>	<b>Matters Arising:</b> <b>From meeting of 8th March -</b> Page 1 - CV reported she has been in contact with the Parish Buying Scheme but is required to present copies of bills from the last year -SM agreed to scan and send to CV Page 1 - SM agreed to investigate if, as a Charity, we can retrieve some of the VAT as we may be exempt from the Climate Change Levy All other matter arising are covered on on today's Agenda <b>From PCC Meeting on 18th April after APCM</b> - one outstanding item - Richard Culley to be asked if he is prepared to continue as Electoral Roll Officer - he verbally agreed this evening - MW thanked him	ACW/SB
<b>10</b>	<b>Resourcing our ministry and mission</b> <b>a) Finance</b> SM spoke to her report. MW thanked her and they confirmed that , with ACW's required initiation , they are seeking online Statement access and also online Banking. SM confirmed and reassured the meeting that the process already works very well in Dedham. <b>ai) Vicars Fund</b> - MW informed meeting that this is going to be discussed at the Diocesan Finance Meeting on 18th May and we shall receive report after that date	ACW/ SM + Finance team
	Contd	

Agenda Item	Minutes	Action by whom
10 Contd	<p><b>aii) Curatage Fund</b> SM explained the current situation with the Curatage Fund and the following proposal was made <u>Proposal</u> <i>The PCC of St Mary's Ardleigh hereby resolves that their Curatage Fund Trust should be closed under the provisions of S281 Charities Act 2011, and the funds applied to the Fabric Fund because the PCC believes that the permanent endowment of the Trust (£6,166.68) and the income produced (last year £175.30), is no longer sufficient to carry out its purpose. The PCC notes that S281 Charities Act 2011 applies because the market value of the permanent endowment (at the time the last financial accounts were prepared) was less than £10,000.</i> Proposer: Richard Culley Seconder: Christina Volkmann Vote: Unanimous</p> <p><b>b) Buildings</b> <b>bi) Quinquennial Repairs</b> MW reported that the Quinquennial Priority Repairs, Phase 1 - are now completed.  Phase 2 now requires agreement and has been costed at £19357-00  <u>Proposal</u> <i>The PCC of St Mary's Ardleigh hereby approves the go-ahead of the Phase 2 of the Quinquennial Priority Repairs at a sum of £19357-00</i> Proposer: Rosemary Kleingeld Seconder: Richard Culley Vote: Unanimous</p> <p><b>bii) Heating Project</b> MW reported that the first Annual Service of the new heating system is due in June. SB queried whether it is appropriate as the heating has only been on for a short amount of time. MW to query</p> <p><b>biii) E-Bound Roof Alarm</b> MW explained the Roof alarm contract is up for renewal and that E-Bound now offer an Extended Warranty Package [EWP] for £195 +VAT - SM will claim the additional VAT back. MW asked is all were in agreement that the contract be renewed and that take out the EWP - Unanimous agreement</p> <p><b>biv) 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.</b> SB reported that the H&amp;S Risk Assessments had taken most of her time recently and apologised that the Faculty she is preparing is not quite ready to be sent. She assured the meeting she hopes to have it completed by end of day on 18th May.</p> <p><b>bv) Update on Iroko benches for churchyard</b> SB reported that these are now on order. MW said that the cheque had been returned by our Bank to Genesis Ipswich Mencap ,as it had not been scanned correctly by their cashiers. The meeting was assured that this has been clarified and should not hold up the order from our end.</p> <p><b>bvi) Drains/gutters update</b> SB reported that she and MW had met with Keystone staff who are currently working on the rainwater goods at Dedham Church and both felt that we would do well to also transfer to the care of Keystone for gutter clearing etc Meeting agreed to transfer to Keystone and that MW will terminate the services of current contractor Francis Wright.</p>	<p>SM</p> <p>MW</p> <p>MW</p> <p>MW</p> <p>MW/SM</p> <p>SB</p> <p>MW/SB</p> <p>MW</p>

Agenda Item	Minutes	Action by whom
<p><b>10 Contd</b></p>	<p><b>bvii) Bell Project</b>  SB reported that we shall be discussing the appointment of a new Tower Captain later and that it is felt that the Bell Project will then be brought back to life. MW explained to the group that a new bell is proposed that can be used as a training bell and will hopefully attract new people to change ringing</p> <p><b>bviii) Sharing Agreement with Roman Catholic Congregation</b>  - MW informed the meeting that it is unlikely that the RC's will be returning to Ardleigh Church, so their donation will no longer be forthcoming, leaving us a shortfall in expected income. SM confirmed that during their last year with us the income received from the RC's was £3750 - a significant sum for us to lose.  - SB raised the Living Stones Prayer Group as they may well return to Ardleigh after COVID restrictions are lifted. CV stated she has close links with Living Stones Prayer Group and informed meeting the LS Group have recently voted to move to Ipswich. SB confirmed Clare Fox, from LS Group, attended the H&amp;S meeting last Sunday (as representative of them) and reiterated they may return to Ardleigh after all COVID restrictions are lifted. CV confirmed she is keen to be with them and will keep liaising with them as a group.</p> <p><b>c) People Staff and volunteers</b> - no update</p> <p><b>d) Communications</b> - no update</p> <p><b>e) Operations</b>  <b>ei) Cleaning update including Toilet</b>  SB reported the needs of cleaning during the COVID pandemic and that because Bakers staff have been doing the Quinquennial Repairs and used the facilities, David Barnard has very kindly been and cleaned the WC area each Saturday - ready for our Sunday Services. Currently, 48hrs is required to pass after use, if COVID cleaning is to be deemed unnecessary.  Cleaning rota still to be developed</p> <p><b>eii) Lock /unlock rota</b>  SB confirmed rota in place until the end of August 21</p> <p><b>F) Governance</b>  <b>fi) Safeguarding</b> - AW reported that she has not had any safeguarding issues reported to her since we last met.  She informed the meeting that she has begun Safe Recruitment interviews with members of the Church at the Boot team, and had undertaken the first today. She raised the question whether we, the PCC, wish her to report back to the PCC before those safely recruited can work at the Church @ The Boot and it was felt a resolution was required.  <u>Proposal</u>  <i>The PCC of St Mary's Ardleigh hereby delegates the overseeing of all relevant paperwork to Charlotte Parker, Safeguarding Administrator, for the Benefice of Ardleigh and Dedham, and to Amanda Watts, Ardleigh PCC member with responsibility for Safe Recruiting</i>  Proposer: Richard Culley  Seconder: Rosemary Kleingeld  Vote: Unanimous</p> <p>AW added that the other group requiring Safe Recruiting are the Bellringers, and she has written to each, but had no replies. SB said she felt once they have a Tower Captain formally appointed, then he would lead by action and encourage the members</p> <p><b>fii) Charity Commission</b> - nothing to report</p> <p><b>fiii) GDPR</b> - nothing to report</p>	<p>CV</p> <p>SB</p> <p>AW</p> <p>AW</p> <p>Contd</p>

<b>Agenda Item</b>	<b>Minutes</b>	<b>Action by whom</b>
<p><b>10</b> <b>Contd</b></p>	<p><b>fiv) Health and Safety</b>            MW asked for the adoption of the Health and safety Risk assessment.            Proposer: Richard Culley            Seconder: Amanda Watts            Vote: Unanimous in favour of Adoption of the H&amp;S Risk Assessment</p> <p>SB informed the meeting that all the various Risk Assessments and Checklists and Crib-sheets are in a Red lever arch folder in the Vestry and need to be read and signed by all. AW asked if they could be available on line. SB suggested she contact the Parishes Office as they are stored centrally on Dropbox</p>	<p>All</p>
<p><b>11</b></p>	<p><b>Correspondence to PCC - None</b></p>	
<p><b>12</b></p>	<p><b>AOB</b>            MW informed the group that David Culham is willing to take role of Tower Captain. AW asked if bellringers/members had selected him. SB said that they had and ACW had written to each for their votes in a closed ballot.  <u>Proposal</u>  <i>The PCC of St Mary's Ardleigh hereby appoints David Culham Tower Captain</i>            Proposer: Sue Browne            Seconder: Christina Volkmann            Vote: Unanimous</p>	<p>MW/ACW</p>
<p><b>13</b></p>	<p><b>Dates of next Meeting:</b>            Monday 19th July - 1930hrs .....Jointly with Dedham for first section; followed by Ardleigh specific PCC meeting. Hopefully this will take place person in one of our churches</p>	<p>ACW</p>
<p><b>14</b></p>	<p><b>Prayer</b> - meeting ended with The Grace, at 2118hrs</p>	