

7	<p>B) Services Nov - Jan 2022 SB explained services are continuing according to the current format and will be reviewed in early January 2022. There are 2 services at Ardleigh yet to be confirmed - 7th Nov (as Archdeacon Ruth has pulled out), and Midnight Mass on Christmas Eve. Discussion ensued about Midnight Mass and it was agreed that in the absence of an Incumbent we would be happy to attend Dedham this year as long as Midnight Mass takes place in Ardleigh in 2022 (if no incumbent in post). MW and SB would take this to Ministry Meeting on 21st Sept AW asked if organist has been arranged for Christingle Service - SB agreed to arrange with Geoffery Boyle SB asked all to pray that we get more volunteers for roles within our services</p> <p>Schools Ministry AW reported New Term; new Academic year and two new members of staff Miss Wells [Full Time] and Mr Adams [Part Time]. The 19-20 new entrants in Reception were doing half days but today is their first full day attendances. The school's Christian value this term is Friendship AW is filming 4 Collective worships for before half-term, and 3 for after AW confirmed she has forwarded the email SB wrote re Risk Assessment for rehearsals and services in church involving the school, for both Harvest and Christmas events. AW asked if Wreath for School for laying at Remembrance Service had been ordered. SB apologised she did not know it was for us to order SB to speak to Parishes Administrator</p> <p>360 Degree Filming SB informed meeting that Peter King is kindly filming the Church and has done Nave Chancel etc and will be filming the Tower 'rooms' since the electrics are done [MW Arranging asap]. SB queried if anyone knows how to get pages on Wikipedia -as she feels that the film and an article about our wonderful church should be on there, as well as on the Parishes website. SB said she also felt we needed a post re, and photo of, our church on the page re William Butterfield.. We could also see if the Victorian Society have information on file on Butterfield that we could access.</p> <p>C) Buildings SB reported we have been successful in gaining two Grants from GCG Trust -£10k towards drains project and £7k towards Roofing project. SB asked MW to sign the Deeds for both grants and she will return one copy to GCG Trust and other copy MW will file with Minutes SB explained Roof repairs across church will cost £89k so we shall need to look for further grants</p> <p>Rainwater Drains - SB showed the meeting the report of the Drains Survey completed in August by Keystone and reported that we can be very thankful that we shall not have to have new soakaways as 3 Cisterns have been found and are intact. That fact means the whole project is a whole lot smaller and more manageable. Keystone advised MW and SB that the project is really a repair /replacement one and could be deemed a List B1 one rather than requiring a Faculty application. MW and SB said they were very confident in the quality of work carried out by Keystone to date. MW and SB have recently viewed completed works at Dedham church which have been carried out very sympathetically by Keystone. SB asked the meeting that, in the event that the project can go ahead via List B1 , and providing 3 quotes are gained, does the meeting agree the CWs go ahead commission the work to be completed as soon as possible via the cheapest quote.</p> <p>PROPOSAL Ardleigh PCC agrees the go ahead for the Drains project works to be undertaken as soon as possible once either List B or Faculty approval is gained PROPOSER: Richard Culley SECONDER: Amanda Watts VOTE: Unanimous</p> <p>D) People Parishes Information Officer - MW informed the meeting this is being investigated as it was a role Claire Arculus undertook when Parishes Administrator, but was not put in the Job Description when Deb Turner applied for the post Pastoral Team - SB stated she and Christine Mingay were part of the team but</p>	<p>MW & SB</p> <p>SB</p> <p>MW</p> <p>MW/SB</p> <p>SB</p> <p>AW</p>
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	<p>Christine had resigned a year ago. She asked for another to join the team for attending meetings and phoning members of the Electoral roll - AW agreed to become part of it</p>	
	<p>Rotas - SB reminded meeting that she completed 3 rotas regularly - Services, Locking/unlocking, and Cleaning.</p> <p>Locking/Unlocking rota - As the workload is increasingly developing due to Rev Antony's departure SB requested someone to take over the Locking/Unlocking Rota. She explained the outline and would be happy to give whoever the template and guidelines for completion. RK kindly agreed to take the role on. SB will liaise with RK once things are calmer following Rev Antony's departure</p> <p>Cleaning Rota SB informed the meeting that this is an issue. At the moment the cleaning is done mostly by the RC community which we are blessed to have but cannot rely upon. SB also said that cleaning cannot be at the top of her Agenda in her current role. AW said that the PCC used to pay for cleaning. Discussion ensued and it was agreed we would look at duration to clean church. RK said she might know someone prepared do the work regularly. RK will find out</p> <p>Services Rota This is a bigger rota and because there have been a few issues with the last two SB will do them but we shall need someone to volunteer in the longer term.</p> <p>Flower Team SB informed us that the Flower team had been rather upset as a recent Wedding couple employed a professional florist; and the florist threw away our team's flowers when preparing the church. SB requested we support our Flower Team when we see them.</p> <p>E) Health and Safety SB informed group that no-one had signed the signature sheet although all had read the Risk Assessments - the folder was passed around and SB confirmed that we each hold joint ownership i.e. all members of the PCC. MW said they would be formally reviewed annually. SB explained she had reviewed the C of E Covid -19 Risk Assessment and put a date for further review at 31/12/21. She will print and display in the area near the kitchen for all to see. The fact that Covid has not gone away is important and SB feels things should continue much as they are until all have had 3rd dose of vaccine. MW would like to see Communion return to be taken at the alter rail - discussion not completed, and no decision taken.</p> <p>Safeguarding AW reported there had been no safeguarding incidents since our last meeting. SB queried the incident in a Home Group in Dedham involving several members of our church - AW informed the meeting that the matter is now filed in the secure safeguarding cabinet in the Parishes Office. AW reported the Tower Captain is now Safely Recruited and DBS checked. The Diocese says that everybody who is involved in the training of ringers when children under the age of 18 are present require DBS checking. In general ringing sessions ringer do not need to be DBS checked as long as they have no involvement with any child alone. AW has, as Safeguarding Officer, now completed extra training: <ul style="list-style-type: none"> Basic Awareness Foundation Safer Recruitment Leadership Compressed Pathway Parishes Safeguarding Officer Induction </p> <p>AW informed the group that all PCC Officers need to complete both Basic and Foundation Safeguarding training.</p> <p>AW asked for a second member needed for the Safer Recruitment Process. SB agreed AW informed the meeting that ALL who have a role of any sort in our churches, whether as volunteer or paid employment, need both a job description and to be safely recruited. SB queried whether the Cribsheet we wrote as part of H& S work</p>	<p>SB/RK</p> <p>RK</p> <p>All</p> <p>SB</p> <p>All</p> <p>SB/AW</p>

	could form the basis of the Job Description. AW felt so. AW informed the group that any safeguarding or possible safeguarding incident should be reported to her, or another Benefice Safeguarding Officer within 24hrs	
8	Parishes Profile and beyond MW informed the meeting we shall be compiling a Benefice profile and SB asked if anyone had a copy of the last. It was agreed MW and SB would look in the archive at the Vicarage for a copy.	MW
9	Correspondence to PCC MW received letter from Children's Society and handed to AW. RC had card for all to. sign to Robin and Barbara Hill celebrating their 60th Wedding Anniversary on Thursday the week. RC informed the group they had been members of this church for nearly 30 years and Robin had been CW for many years.	
10	AOB Photo SB informed group that a photograph of Rev Antony is being framed by David Barnard and MW said a photo of Fr Robert Farrell had been found by Jill Hamblin, Village Archivist and would also be framed and hung. AW aid she has several photos of Fr Robert Gutter Clearing SB asked MW if Francis Wright had been told yet we no longer require his services. He has not. MW to notify him. SB agreed to ask for updated price for Keystone to undertake gutter clearing.	MW SB
11	Date /Time of Next Meeting - 9th November @ 1930hrs Ardleigh Church	
12	Prayer The meeting ended by all saying The Grace	