

Ardleigh and Dedham Parishes Benefice

Minutes of St Mary's Ardleigh PCC Meeting

**Thursday 20th January 2022, 7.30 pm
at Haylands, John de Bois Hill, Ardleigh CO7 7PH**

In attendance:

Chair: Martin West (MW)

Members: Sue Browne (SB); Richard Culley (RC); Christina Volkmann (CV);
Amanda Watts (AW, via WhatsApp)

Unable to attend: Rosemary Kleingeld (RK)

Agenda Item	Minutes	Action
1.	Prayer – The meeting opened in prayer and reflection.	
2.	In attendance/ apologies – see above.	
3.	Apologies for absence – see above.	
4.	Conflict of Interest – none declared.	
5.	<p>Minutes of last meeting held 4th November 2021</p> <p>All in attendance were happy with regard to the accuracy of the minutes. We went through the Action points and later picked up on issues also on the agenda for this meeting.</p> <p>SB or MW will speak to Deb to have the minutes uploaded on the Parish website to make them publicly available.</p>	SB or MW
6.	<p>Matters arising</p> <p>Parish Buying Scheme – see below under Agenda Item 8.B. CV had circulated the Letter of Authorisation to the churchwardens, cc.d Sara Marshall in an email (19-11-2021). This letter is needed to for us to join the scheme. CV to re-send email and letter for churchwardens to sign. Then we can take it from there.</p> <p>The Tower Clock has been repaired. It was noted that the clock is the responsibility of the Parish Council, here in terms of repair costs. The PCC will need to keep some oversight, however, of how the clock is accessed, not least from a Health & Safety perspective.</p> <p>It was confirmed that our organist, Geoffrey Boyle, has agreed to play at any additional services as necessary.</p> <p>MW reported that lighting on the south side of the chancel needs replacing.</p>	MW

	<p>Drains – it was reported that we now had received quotations for the work. Also see below under Agenda Item 8.D.</p> <p>Flower Team – it was felt that, although the other candles had been lost, it had been lovely to have tealights in red glasses. The suggestion for next Christmas is to light them for the 8am Christmas Morning HC Service and generally to light them well in time of the service starting.</p> <p style="padding-left: 40px;">Flowers at weddings: Wedding couples to be advised in the wedding brochure to contact Sue Hulbert, even when using their own florist, so that our own displays are not removed inadvertently. SB has asked Deb about this.</p> <p>Christmas decorations – the missing lights for the two yew trees in the churchyard have now been found. They are now clearly labelled and can be found in the Mortuary.</p>	
7.	<p>Living in Love and Faith</p> <p>Update from Joint PCC meeting on 9 November: No minutes had been circulated from this joint PCC meeting. It was felt that the conversation in this meeting had been very encouraging. The evenly balanced informal ‘vote’ on conducting same-sex weddings in our churches was noted with interest. Further conversation in this area was welcomed.</p> <p>CV reported that the feedback process for groups and/or individuals is still ongoing and will make available the relevant links.</p> <p>[Please see Addendum below.]</p> <p><u>CV – Addendum since the meeting of 20th Jan.:</u></p> <p>Additional information on how to engage with/respond to LLF:</p> <p>The planned next steps of the process are outlined here: https://www.churchofengland.org/resources/living-love-and-faith/living-love-and-faith-next-steps</p> <p>The course materials and other resources can be accessed here: https://www.churchofengland.org/resources/living-love-and-faith/living-love-and-faith-resources.</p> <p>Members of our churches can then feedback into the Church of England’s discernment process by accessing the LLF survey, either as a group or individually: https://www.churchofengland.org/resources/living-love-and-faith/living-love-and-faith-respond.</p> <p>Responses need to be submitted by 30th April 2022.</p>	CV (see Addendum)
8.	<p>Resourcing Ministry</p> <p style="padding-left: 40px;">A) Finance update including parish share</p> <p>It was noted that our <u>Financial Year</u> runs from January to December (not April to March).</p>	ALL (see details to the left)

The PCC expressed their gratitude for Sara Marshall whose work is much appreciated.

The meeting took note of the figures and information reported by Sara Marshall, e.g. on *GiftAid*. The good news was that we are no worse off than last year.

We considered our Parish Share payments (also see details in report). We are waiting for the Parish Share summary to be confirmed and for the new Parish Share account to be set up. We will then have to decide how much to pay into the latter every month.

There are sufficient funds in the Fabric Fund to pay for the work on the drains. We have a grant towards the roof repairs, and SB hopes to obtain further grants as water ingress is such a main issue for a historic building.

MW updated the meeting on the repair of the woodwork of the Mortuary.

[Additional items discussed at this point, related to ‘Resourcing Ministry, although not directly related to ‘Finance Update’:]

MW suggested organising a training/information event on putting together intercessory prayer to give more confidence to current intercessors and those who might be interested to become intercessors in future.

Revd Merv has asked for people to do the Bible Readings at the 8am services of HC BCP.

The Prayer Board is now up again. CV to pray according to the requests in lives-streamed MP and EP in a form that assures appropriate data protection.

B) Parish buying scheme

CV to recirculate November email with the Letter of Authorisation to the churchwardens and to contact the Parish Buying Scheme again.

C) Services Jan – March 22 update

Pat Newton has confirmed that she will do refreshments after our Sunday services where feasible. SB offered to help out when needed.

Generally speaking, we are struggling at times to fill all the slots on our rota for the different functions. Please help find volunteers.

Schools’ ministry

AW reported on schools’ ministry, on what has been happening and what is planned. AW is attending staff meetings at the Primary School. She plans to return to school in person after Half Term.

CV is doing monthly school assemblies in Dedham Primary School.

MW spoke about the books schoolchildren had been given last year and about what would be planned for this year. AW will order samples; Tuesday Churchwardens' meeting to decide.

360 degree filming

SB updated the meeting in some detail on this exciting project, esp. with regard to it leading to increased visitor numbers to our church. In this context, MW spoke about the information materials/books Gt Bromley church have produced and how this might inspire us to make available historical information about St Mary's Ardleigh. MW will show us the materials from Gt Bromley at our next meeting.

D) Buildings,

Drains Project: We are waiting for the 3rd bid; then a decision can be made and the work commissioned to get the drains done asap.

VOTE

IF Keystone were to be successful bidder, we propose that we commission them to clean the Clock Chamber in the tower; they will be asked for a quote 21-01-2022

Proposed: RC

Seconded: SB

Result: All in favour

Trees: Nothing new to report, e.g. on the carving of the cedar tree stump; SB will investigate

Additional key safe for the key to the Vestry: RC suggested to check if the vestry key would fit into a key safe and to order one should this be the case and to place it into an agreed place.

PAT testing – SB to attend this in church on 3rd February, supported by RC and John Culley.

E) People: PIO update, volunteers for cleaning/locking/church services. Locking up rota tasks

MW didn't know what the acronym PIO in '**PIO update**' stands for.

We do not currently have enough **volunteers for cleaning**. We are grateful to Susan Carne and John and Richard Culley for what they do. CV agreed to talk to Pat Newton as the representative of the Friendship Group about cleaning-related issues.

Locking up rota tasks – SB has done instructions – RK will do this. MW will check with RK. SB has come off the rota for the time being.

SB update the meeting on the **Pastoral Team Meeting** to be held 3rd March. SB plans to phone all people on Electoral Roll, and AW might join in (SB and AW to liaise).

F) Prayer walk by Christina

CV spoke about the prayer walking she and Claire Arculus had done on the small new housing estate on the edge of our parish (nr. The Crown). CV to write up for *CC* and *Ardleigh Advertiser*.

G) EcoChurch and volunteers

CV spoke about the document circulated to the PCC via the Deanery Synod following her presentation to the Deanery Synod. CV asked for consideration and input from members of the PCC.

H) Garden of Remembrance

This is the chained area near the old rectory, on the north side of church, with 10 vacant plots. There had been an agreement from the PCC back in the 1960s to have all stones lead-lettered in the same way by the same company. This had, however, subsequently not been implemented consistently. One party is now contesting the use of lead lettering.

The GoR is an active part of closed churchyard, so we need to check how the insurance works for the area. SB had contacted Ecclesiastical, and we are not currently insured with them, but we can be covered by Ecclesiastical. We need to check if the Council might be covering it (probably not).

VOTE

Continue the lead lettering produced by L. J. Watts of Ipswich in the style of the existing lead lettering until the area is full.

Proposed: CV

Seconded: RC

Result: All in favour

MW to contact Tim/Parish Council to see if we need to insure the area or if they cover the insurance.

Richard and John Culley to add pea shingle.

CV commented on the need to avoid the use of herbicides and pesticides in the Churchyard (-> EcoChurch Bronze Award). CV offered to weed as a one-off, but we will need volunteers in the longer term – perhaps ask the school?

I) Health and Safety – review Covid RA

With Plan B ending, the whole church would be opened again. We want to keep the hand sanitiser. The wearing of masks inside the church is now voluntary.

In the children's area, AW can place colouring and pencils and a few books.

H&S risk assessments all due for review in March – SB needs help on those; most of those can roll over. RC and MW volunteered to go round with SB one day to check.

	<p>Bellringers – SB will write to the bellringing team to advise them that the <u>electric fan heater</u> is to be operated only when people are there; it must not be left unattended.</p> <p><u>Ventilation</u> is not optimal in the bellringing chamber. Keystone will be asked to make one window accessible.</p> <p style="text-align: center;">J) Safeguarding update AW</p> <p>AW did not report any issues reported. She has been in contact with safe-guarding team in our Diocese; she has not had meetings with our Parish Safeguarding Officer.</p>	
9.	<p>Parish Profile/ Deanery Synod proposals for future ministry</p> <p>We will not be doing a Parish Profile. Instead, there will be a one-page pro-forma to be completed. MW suggested that we discuss this at our next meeting.</p>	
10.	<p>APCM reports</p> <p>These are requested from all who usually contribute to them. With Donna having left, Nathan as Acting Head will do the one for Ardleigh Primary School.</p>	
11.	<p>Correspondence – to be notified before meeting</p> <p>None received.</p>	
12.	<p>AOB</p> <p>Admin Hour – funding of additional administrative time from the Parishes Office</p> <p style="text-align: center;">VOTE</p> <p>Ardleigh PCC is prepared to fund one extra hour of administrative work from the Parishes Office. Proposed: RC Seconded: CV Result: All in favour</p> <p>RC asked if we needed more <u>hymn books</u>? We have 40. CV to get in touch with Russell Newsham to see if there are still some in the Methodist Chapel.</p> <p><u>SB notified the meeting that she is to stand down in April after the APCM. Succession planning is now urgently needed.</u> SB will also come off PCC for a year and then review her situation. The meeting thanked SB for all she has done.</p>	ALL (see details to the left)
13.	<p>Date and time of next Ardleigh PCC meeting</p> <p>Thursday, 10th March, 7.30pm at Sue’s house (Haylands).</p>	
14.	<p>Closing prayer</p> <p>We shared The Grace.</p>	