

# ***Ardleigh and Dedham Parishes Benefice***

## **Minutes of St Mary's Ardleigh PCC Meeting**

**Thursday 26 January 2023 at 1930hrs held at Highfield, Fox Street, Ardleigh**

**In attendance:**

**Chair:** Martin West (MW)

**Members:** Susan Carne (SC) Richard Culley ( RC) Christina Volkmann (CV)  
Rosemary Kleingeld (RK)

**Apologies:** None

Agenda Item	Minutes	Action
1	<b>Prayers</b> Meeting began with prayer	
2	<b>In attendance</b> - see above	
3	<b>Apologies for absence</b> - see above	
4	<b>Conflicts of interest</b> - none declared.	
5	<b>Minutes of last Meeting 1 December 2022</b> were approved after a spelling correction and then signed by the Chair	
6	<b>Matters Arising:</b> 6) Spare chairs: these are now being used at the main table at the west end and SC is sticking felt under the legs to make them easier to move. The folding ones are a little unstable. 9 (b). Susan has updated our planning document for Remembrance Sunday. As the gate will be unlocked the Brownies could line up and process from Ardleigh Court. 9 (e) To correct spelling of the Revd Kirsty Emerson	
7	<b>Safeguarding policy review.</b> RC has done two tests. Deb needs certificates from all PCC members but has to send the information round. SC will send a list of people.	SC
8	<b>APCM</b> Dedham has set a date for their meeting of 16 April. Therefore all reports including ours will be needed for printing mid-March. As to setting our own date we would like to do this after completing our service planning. This year we would like to aim for a meeting after the 11.00 am service followed by a bring and shared lunch.	
9		



Week 3: 9.30 HC (new format)  
Week 4: 9.30 All Together  
Week 5: 11.00 or 9.30 joint Benefice HC. Phillip to be asked if 9.30 would make it difficult for him

**Dedham:** Weeks 2 and 4 HC at 11.00

- C) CV presented a Deanery synod agenda for next meeting 7 February which she is going to. SC suggested churchwardens might also attend.
- D) School. As discussed under (9)
- E) Fabric. David Culham is having discussions about bats in the tower prior to his bell faculty application. MW working on faculty for yews in churchyard. SC has had a quote for removing them which MW should submit to PC.
- F) Utility bills charges to be discussed on 6 February.
- G) Cleaning and locking rotas have been done by RK and all is on track.
- H) H&S. Fire risk assessment safety check to be done: nothing has changed but SC and MW will have a walk round to check – we are looking at cost of fire resistant curtains. For the café, stewards need to make sure that there is a clear passage between the tables to the West door exit. First aid box just checked by SC and RK. We discussed first aid training in church, MW to talk about it to PC in case they wish to join in as we are a community church.

16. **Correspondence.** The Children's Society have sent thanks for our donation from the Christingle service.

17. PAT testing is to be carried out in church on Tuesday 7 February. RC to bring in his vacuum cleaner. We should check laptop in vestry drawer.. Also fan heaters and Amanda's CD player by the organ.

Designated flag flying dates to be checked by SC

**18. Date of next PCC meetings:**

Monday 6 February 7.30 at Highfield (Accounts meeting)

Wednesday 8 March 7.30 at Highfield

19. Closing prayer

Meeting closed at 21.30pm