

Ardleigh and Dedham Parishes Benefice

Minutes of St Mary's Ardleigh PCC Meeting **Thursday 1 September 2022 at 1930hrs held at St Mary's**

In attendance:

Chair: Martin West (MW)

Members: Susan Carne (SC) Richard Culley (RC) Christina Volkmann (CV)
 Amanda Watts (AW)

Apologies: Rosemary Kleingeld (RK)

Agenda Item	Minutes	Action
1	Prayers Meeting began with prayer	
2	In attendance - see above	
3	Apologies for absence - see above	
4	Conflicts of interest - none declared.	
5	Minutes of last Meeting 7 July 2022 were approved and signed by the Chair	
6	Matters Arising: There were no matters arising from the minutes	
7	Philip Young's licensing takes place at Great Bromley 7.30 pm on 4 October. Bishop Guli will be there and representatives from all the 9 parishes.	
8	Party to welcome Philip and family. This will be at 2-4pm at Little Bentley – Nigel Dyson's house by the church – Sunday 2 October. All are welcome.	
9	Finance Sara will submit accounts for 3rd quarter of the year at our next PCC meeting on 20 October. Heritage Café money recently is to be used for upgrading toilet facilities, etc and a considerable amount was gifted to help the primary school's good citizens/community award. Susan has a column in the accounts for monies disbursed from this fund. David's Wrights bank holiday walk raised £60 for the Friends of Ardleigh Church and there is a bank account for this and a website will be launched shortly. We signed off on the next Parish Activity plan (working with children and also the Babies and Toddlers Risk assessment for the taster day, The charity reference number we have is for Gift Aid, Susan is exploring charity registration	SC
10	Resourcing Ministry A) <u>Safeguarding</u> Amanda informed us that there are no safeguarding issues reported to date. We no longer have a parish administrator but since the end of last year we have been unable to locate relevant paperwork. Amanda has been to Chelmsford for advice. For new people we should record names, job role, finish date, lead person looking after them. Amanda is producing a flowchart for anyone new to a role to include the need for interview, references, declaration form, completion of checks, DBS. Any paid or voluntary post needs a job description. We will talk to Graeme Bruce at Gt Bromley who has been examining	

	<p>safeguarding paperwork closely and is happy to share information with us. Amanda circulated sample job descriptions for church wardens, PCC members, Foundation Governor and parish safeguarding officer. Once these are completed and agreed they will be 'owned' by Ardleigh. Although we are in a benefice we are not responsible for Dedham and each parish has its own SG policy. However we did agree to a proposal by Christina seconded by Amanda that 'Any body safely recruited in either parish in the benefice is accepted in either parish for the equivalent role' and this was carried <i>nem diss</i>. We have safely recruited Maria Johnson to help with Little Steps.</p> <p>B) Services Rota Services rota – we have an updated rota. At Christmas there will be Midnight Mass at Ardleigh at 11.00 and no Christmas Day HC. Susan said we should keep a list of volunteers for car sharing if people to need to be taken to services elsewhere if we are no longer running one. This could be put in Church Chimes. Susan also said would there be a website of services for all 9 parishes?</p> <p>C) Deanery Synod The main item has been the recruiting of the 2 Missioners and the completion of the advertisements. Christina reported she is no longer looking after EcoChurch but will be handing over to Sara Marshall. CV reported that Kirsty Emerson, community priest in Harwich, would be a good person to invite to Ardleigh. Next Deanery meeting 19 May.</p> <p>D) School Amanda reported that the school is recruiting for a new head. Term began with 2 non-pupil days. The school day is now 8.40-15.20.. They have a wreath ready for Remembrance Sunday. The school will attend a Harvest Festival service in church on 19 October at 2pm (set up at 12.00)</p> <p>E) Fabric SC is chasing Keystone for quote for tower and roof repairs. Removal of yew trees: MW discussing with Archdeacon and Parish Council who have offered help resurfacing the path. Bookcases – we'll move the one with hymn books to the entrance, and put castors on 2 bookcases so they can be easily and safely moved. There is a little bookcase spare which Susan offered to buy. MW to check the church terrier. Keybox – we will continue with current arrangement for key access.</p> <p>F) People We'll need to do a church clean early October before Harvest service</p> <p>G) Reach out update – already discussed</p> <p>H) Ardleigh newsletter – SC will ask Sue Browne if she might be able to help with this</p> <p>MW reported there are notes from our bell captain about applying for a Faculty for the new bell project and shared some estimates of cost</p>	<p>SC AW</p> <p>SC</p> <p>SC MW</p> <p>MW</p> <p>All</p> <p>MW</p> <p>SC</p>
11	<p>AOB Flower Festival 2023 – CV has file of contacts for those willing to donate. We should ask in Church Chimes if anyone would like to help organise from November this year.</p>	MW
12	<p>Organ recital by Peter Compton of RHS in memory of Michael Simmonds will be Saturday 29 October 19.00- 20.30pm. Harvest Festival Gifts. Orchard Barns preschool would like to be involved. Gifts to Beacon House plus one other in Colchester. Bell Fees – SC to discuss Bell Fund with David Culham Intercessions workshop 10 September at Alresford. Amanda has suitable prayers for use with children.</p>	SC
	<p><u>Dates of next meetings:</u></p> <ul style="list-style-type: none"> - Thursday 20 October at 7.30 (this to also discuss Q3 accounts). <p>Richard Culley has kindly offered to host this at Highfield, Fox Street, Ardleigh CO7 7PN.</p>	

	- Next Joint PCC with Dedham 13 September, 7.30 at Duchy Barn, Dedham	