

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

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

**Monday, 11<sup>th</sup> January 2021, ca. 8.10pm  
(Following the joint meeting with Dedham PCC)**

Through Zoom Video Conferencing Link due to Covid-19 lockdown restrictions

**In attendance:**

**Chair:** Revd Antony Wilson (ACW)

**Members:** Sue Browne (SB) – Richard Culley (RC) – Christine Mingay (CM) – Francis Perera (FP) – Christina Volkmann (CV, minute taker) – Amanda Watts (AW) – Martin West (MW)

The numbering of Agenda Items continued from the Joint PCC Meeting of Dedham and Ardleigh Parishes, held just before this meeting began and minuted separately (Agenda items 1-8).

No apologies for absence received for this meeting.

No conflicts of interest were declared for this part of the meeting.

| <b>Agenda Item</b> | <b>Minutes</b>  | <b>Action</b> |
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| <b>9</b>           | <p><b>Minutes of last meeting on 24-11-2020</b></p> <p><u>Issues of accuracy</u></p> <ul style="list-style-type: none"><li>- <b>Page 4:</b><br/>FP asked for the wording in the second last paragraph to be changed as they were not consistent with his report. ACW suggested to change the wording to: "We are hopeful that it [the Parish Share] would be met in full and that this will be confirmed at the meeting in January."</li></ul> <p>The minutes were approved, pending the amendment.</p> <p>Matters arising discussed as noted below under Agenda Item 10.</p>   |               |
| <b>10</b>          | <p><b>Matters arising from last meeting</b></p> <p><u>Treasurer Role:</u></p> <ul style="list-style-type: none"><li>✓ This will be discussed under Agenda Item 11a)i) below.</li></ul> <p><u>Sharing Agreement with the RC community:</u></p> <ul style="list-style-type: none"><li>✓ ACW has had no contact from Fr John. He reported that the Living Stones group had met in the church twice before Christmas and was now back online due to the Covid-19 lockdown restrictions.</li></ul> <p><u>Cleaning Rota:</u></p> <ul style="list-style-type: none"><li>✓ SB has approached the RC community for support with cleaning the church.</li></ul> |               |

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|    | <p><u>Resourcing our Ministry and Mission:</u></p> <ul style="list-style-type: none"> <li>✓ The conversation around freewill giving is ongoing. - Phil Ritchie will hopefully be able to come and discuss <i>Generous God Generous Disciples</i></li> </ul> <p><u>Roof Alarm:</u></p> <ul style="list-style-type: none"> <li>✓ To be retained as a rolling agenda item and to be reviewed in June 2021.</li> </ul> <p><u>Finance:</u></p> <ul style="list-style-type: none"> <li>✓ FP will do a projection for the year for the February meeting.</li> </ul> <p>Subject to changes with regard to accuracy as stated under Agenda Item 9, the meeting minutes were approved.</p>   |  |
| 11 | <p><b>Resourcing our Ministry and Mission</b></p> <p><b>a) Finance</b></p> <p style="padding-left: 40px;"><b>i. Update from Treasurer including plans for handover</b></p> <p>FP is currently working on the <b>accounts for the past 12 months</b>. A cheque of £3,750 had been issued for the Parish Share in time, to be included in the 2020 figures (in time for the Chelmsford deadline of closing the books). FP reported that Chelmsford had not amended the Direct Debit amount due to the impact of Covid-19 on their work flows.</p> <p>The whole amount of the <b>Parish Share</b> has now been paid. FP reported that the parish had encountered uncertainty of cash flows given the pandemic, but that substantial donations had been received, so that the parish had continued with monthly contributions leading to a full contribution of the Parish Share.</p> <p>FP stated that the Diocese of Chelmsford had asked him to pass <b>thanks</b> on to the PCC and the congregation.</p> <p>ACW added that Dedham had made an additional payment and the that between the two parishes, ca. £63k would be contributed.</p> <p><b>Plans for Handover</b></p> <p>FP reminded the meeting of the <b>document</b> he had circulated for the last meeting, <b>outlining key aspects of the role of Treasurer</b>. He explained that the role perhaps looked more complex than it was and that it was not ‘too onerous’.</p> <p>He <b>offered to introduce his successor</b> to the Excel file used for financial record-keeping and reporting and explained this his successor could then adapt this file as necessary.</p> <p>ACW invited comments and reminded the meeting that action on this was now needed.</p> <p>He added that <b>the role of Treasurer has essentially three elements:</b></p> <ul style="list-style-type: none"> <li>✓ Handling and paying in cash (currently undertaken by David Wright who is happy to continue in that role)</li> <li>✓ Book-keeping (e.g. upkeep of the financial records; keeping track of bank statements; issuing payments; analysis of GiftAid; entering/uploading information to the relevant HMRC website)</li> <li>✓ General co-ordination activities (e.g. liaison with the Diocese; policy-related activities; larger projects involving grants etc.)</li> </ul> | <p>ACW<br/>FP<br/>ALL<br/>on Item a)<br/>i)</p> <p>CV<br/>on Item a)<br/>ii)</p> <p>ALL<br/>on Item<br/>b) ii)</p> <p>FP, SB<br/>on Item<br/>b) iv)</p> <p>ACW<br/>on Item<br/>b) v)</p> <p>SB,<br/>ACW<br/>on Item<br/>f) iv)</p> |

ACW suggested to look at **splitting the role** and asked for anyone in the meeting to take on any of the two roles we now need to fill. No-one came forward. Various options were discussed, including approaching an individual who has experience of running their own business and might be able to help. CM asked if the Parish Office could help with the book-keeping.

FP pointed out the importance of trust in relation to this role.

**ACTION:**

- ACW will approach the individual mentioned.
- ALL of us now actively to look for a suitable person or suitable persons to take over this role.
- FP to do a projection for the year for the February meeting (see above Agenda Item 10/Matters Arising)

Also discussed under this agenda item:

**Christmas Services donations:** ACW raised the apportioning of moneys from the Drive-In-Carols Service and the Christmas Services.

**Proposal:**

Share moneys equally between Ardleigh Church, Embrace the Middle East, the Anti Loo Roll Brigade (Colchester), and Colchester Foodbank

**Proposed: SB, seconded: RC**  
**Result: All in favour**

**ii. Decision on Gas supplier – Christina to present options**

ACW noted that CV hadn't had time to prepare options and would circulate what she had before the next meeting.

FP noted that we had different day/night rates and that we should aim to have one rate. The meter will need to be changed in due course.

**ACTION:**

- CV to circulate findings of her research into this before the next meeting.

**b) Buildings**

**i. 2015/20 Quinquennial Works already planned – update**

The works will be taking place around Easter time.

**ii. 2020 Quinquennial Report – further recommended works – see report attached**

*(A PDF called 2020 St Mary's Ardleigh Quinquennial)*

We will look at the recommendations in our next meeting in February.

**ACTION:**

- ALL to (re-)familiarise ourselves with this report.

**iii. Heating Project – update**

The heat plate exchanger has now been installed, however, there seem to be ongoing issues, e.g. the warning light for low water pressure coming on as before – now under investigation.  
ACW is in contact with Henry's

**iv. Carpentry – proposal to copy woodwork that encloses heating pipework on south side of nave - Churchwarden**

SB proposed that boxing in the heating pipework near the font could replicate what has been done on the other side. She had obtained a quotation from Henry's of £1,800 and is now obtaining further quotations. FP noted that the cost for this should be in the region of £600-700 because it represents part of what had been done before. He will split out the details and pass them on to SB. (N.b.: This was not a formal proposal).

**ACTION:**

- FP to split out the cost for the work proposed now from the costs of the previous work.
- SB to consider further quotations accordingly.

**v. Proposed installation of benches in churchyard**

SB had the details (including a picture/pictures) which ACW will circulate before our next meeting.

**ACTION:**

- ACW to circulate documentation/picture(s) in time for next meeting.

**vi. PA Repairs**

ACW reported that the breakdown quotation from Marks Tey Radio showed £6,000 for a complete update, and £180 plus VAT/hour to carry out fault-finding on the speakers suspended from the ceiling on the north side of the church. ACW suggested to set an upper limit of 5 hours work for Marks Tey Radio to carry out the fault finding.

**Proposal:**

Book Marks Tey Radio to conduct fault-finding on the speakers affected with an upper cost limit of £1,000.

**Proposed: RC, seconded: MW**

**Result: All in favour**

**Action: SB to contact Mark's Tey**

**vii. Drains / Gutters – update**

ACW thanked John and Richard Culley for doing the visual checks on this every week. The drains/gutters are all in working order.

**viii. Bell project – update**

Nothing to report.

**ix. Sharing Agreement with Roman Catholic Congregation**

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|    | <p>ACW stated that there was no news to report on this.</p> <p><b><u>c) People</u></b><br/>Nothing to report.</p> <p><b><u>d) Communications</u></b><br/>Nothing to report.</p> <p><b><u>e) Operations</u></b></p> <p style="padding-left: 40px;"><b>i. Cleaning</b><br/>See above under Agenda Item 10 (Matters arising from last meeting).</p> <p style="padding-left: 40px;"><b>ii. Lock/unlock rota</b><br/>SB circulated the most recent rota.</p> <p><b><u>f) Governance</u></b></p> <p style="padding-left: 40px;"><b>i. Safeguarding</b><br/>See above under Agenda</p> <p style="padding-left: 80px;"><i>1. Appointment of new Parish Safeguarding Officer – Amanda Watts – see role description</i></p> <p>AW will be our Safeguarding Officer. All were in favour and thanked AW for agreeing to take on this role. All in favour, with thanks, all happy</p> <p style="padding-left: 80px;"><i>2. Annual review of Parish Safeguarding Policy – attached.</i></p> <p>ACW stated that the PCC need to review and approve to policy annually. All were happy to approve and adopt the current policy. We will continue to use Charlotte to do the administrative side of this.</p> <p style="padding-left: 40px;"><b>ii. Charity Commission</b><br/>Nothing to report.</p> <p style="padding-left: 40px;"><b>iii. GDPR</b><br/>Nothing to report.</p> <p style="padding-left: 40px;"><b>iv. Health and Safety</b><br/>Nothing to report. SB was thanked for regularly updating the risk assessments for services inside and outside the church.</p> <p><b>ACTION:</b><br/><b>- SB to send risk assessments to ACW who will circulate them to the PCC.</b></p> |  |
| 12 | <p><b>Correspondence to the PCC</b><br/>None received.</p>  |  |
| 13 | <p><b>AOB</b><br/>None.</p>   |  |

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| <b>14</b><br>NEXT<br>MEETING<br>S | <p><u>PCC Ardleigh</u><br/><b>Monday, 15<sup>th</sup> February 2021 at 8pm</b> to approve the 2020 accounts.</p> <p><u>Joint PCC Meeting Dedham and Ardleigh</u><br/><b>Monday, 8<sup>th</sup> March 2021 at 7.30pm</b></p> <p><u>APCM Ardleigh</u><br/><b>Sunday, 18<sup>th</sup> April 2021, after the 11am service</b><br/>Action: Please note that we will have to write reports where necessary in time for this meeting, covering the period from April 2020 to April 2021, taking into account all activities during the Covid-19 pandemic.</p> | ALL        |
| <b>15</b>                         | <p><b>Prayer</b><br/>The meeting closed with the end of <i>Evening Prayer from the Celtic Tradition</i>.</p>   | ACW<br>ALL |
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