

Ardleigh Parish

Annual Report

Year End December 2023



Annual Parochial Church Meeting

Sunday 21st April 2024 at 10.30am

St Mary's Ardleigh

2023 Annual Report and Accounts

For the Parochial Church Council of St Mary the Virgin, Ardleigh

The draft accounts within this report were approved by the PCC at its meeting on

21 March 2024

1. Aim and purposes

St Mary's Parochial Church Council (PCC) has responsibility for promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of St Mary's Church.

2. Objectives and activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Mary's. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we try to enable ordinary people to live out their faith as part of our parish community through:

- a. Regular public worship, open to all
- b. The provision of sacred space for worship, personal prayer and contemplation
- c. Pastoral work, including visiting the sick and the bereaved
- d. The teaching of Christianity through sermons, courses and small groups
- e. The taking of religious assemblies in schools and pastoral and evangelist work with children and families
- f. Working with ecumenical partners in the village

3. Achievements and performance

a. Regular public worship for all

Sunday Services

The PCC is keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. We have celebrated 1 wedding, 2 baptisms and held 3 funerals in our church this year.

Church Membership

The Electoral Roll has been revised in 2024. Currently there are 23 on the roll. With 19 residential, and 4 non-residential.

Bellringing

Ardleigh bells continue to be rung for services on the first and third Sundays of the month and are also used for training purposes, teaching the art of change ringing to new recruits. During the last year we have started teaching four new ringers from scratch and have another nine who are making progress.

Our project to overhaul the existing bells and to add two smaller bells to the existing eight is ongoing. This enables us to ring the front six lighter bells, easier for young ringers to manage. Plus, with the addition of the two Dumb bells which handle like real bells of about four hundred weight, coupled with the computer programmes, will greatly enhance our training facilities. We have a faculty to enable this work to proceed and are busy raising funds. At present we are about half way to the total of £60,000 needed to complete the work.

During the year there has been two full peals rung, the first a half-muffled peal of 5000 changes of Little Bob Major for Remembrance Day, and the second 5080 changes of Bristol Surprise Major, an 80th birthday compliment to the tower captain, rung by fellow members of the Society of Royal Cumberland Youths. Five quarter peals were rung and there was also ringing for the King and his Coronation.

David Culham

Flowers in Church

We have been decorating the Church for Easter, Harvest, Remembrance Day, the Advent Ring and Christmas. We did red, white and blue flowers for the King's Coronation, also with some lovely blue ribbons, which felt very welcoming. There was only one wedding in the church (in June) this year. Rita and Sue did flowers for the Baptism in July.

Thank you to Rita Randall and Pat Newton for all their commitment throughout the year. We ensure that the flowers are well presented and are watered every week. In summer, when it is very hot the flowers are not lasting, so sometimes just foliage can look as wonderful. We have welcomed Diane Arnold back into our team. She now looks after the altar flowers.

Sue Hulbert

b. The provision of sacred space for worship, personal prayer and contemplation

An important part of the PCCs responsibility is to maintain the fabric of the church so that it is open to all for public worship and private prayer.

c. Pastoral work, including visiting the sick and the bereaved

The Benefice Pastoral Team continues to meet regularly.

The core of our pastoral work is the Friendship Group, and many thanks are due to Pat Newton who organises and runs it, as well as providing delicious refreshments, aided by her helpers. Several people who have been bereaved have joined this group and, from that beginning, renewed their faith by taking part in services at the church. The Friendship Group now meets every second and fourth Tuesday.

d. The teaching of Christianity through sermons, courses and small groups

We feel quite spoilt as we enjoy ministry from Phillip, Merv, and now John Saxon, our welcomed second Rural Missioner. Alongside our Authorised Lay Preachers (Susan and Richard) the team have enabled us to grow in our faith through regular preaching and teaching from the Bible, which has largely followed the Common Worship Lectionary. We began a small cell group this year and thoroughly enjoyed the Bible Society's Course Through the Bible. In fact, we enjoyed it so much we did it twice! However, we found that meeting at night was not working for us so we have stopped it for now until we can find a better day time slot.

Various groups meet throughout the year for fellowship either around prayer (Family Prayers) or outreach (Café Church and Little Steps) and good progress is being made building bridges with our village. Café Church has proved popular with our young families from Little Steps as well as families preparing for baptism of their infants. We hope to continue to offer seeker-friendly courses such as Alpha and Christianity Explored in the years ahead to enable those less familiar with the Christian faith to explore and discuss it in an open and supportive environment.

Susan Carne

e. Taking of religious assemblies and work with children and families.

Children & Families Ardleigh

This area of ministry is growing steadily we rejoice to see how God is blessing families through:

- Little Steps (a parent-toddler group held twice a month)
- Café Church (a seeker-friendly service for all)
- New connections with Ardleigh St Mary's Primary School
- Ongoing prayer for families (once a month)

God has also resourced this ministry with:

- the donation of a keyboard
- Alison who plays for Café Church and singing assemblies at the school
- A small team that works together at Little Steps (Susan, Sarah, Maria, Clare & Caroline)

- Resources to enrich the Children's Area

Our ministry to children & young families is growing steadily. Attending families clearly feel relaxed with their children 'owning' and being excited to come into a space in church that is prepared for them. One family, who regularly attend Café church brought their third child for baptism in November 2023. Other families have plans to do the same in the near future.

As the primary school have welcomed us to meet regularly and engage with singing assemblies, they are eager to extend their links with the church, such as having their Christmas end of term assembly held in church. Phillip Young gave a short message, along with all the readings and songs and Christingles, this ensured that attending families heard the clear Christmas message. Refreshments afterwards gave us the opportunity to build connections with parents and adult family carers. The school also publicise family events and activities through their weekly newsletter to parents.

Caroline submits regular reports to the PCC to appraise them of our activities together with future plans. We are so grateful for 2023, a year of consolidation and growth. We continue to pray for God to bless this ministry to meet the needs of more families in Ardleigh Village.

Caroline Allen (Children & Families Lead)

f. Working with ecumenical partners

Deanery Synod

The full Deanery Synod met three times in 2023 and in addition the Standing Committee, a subset of the full Synod, also met three times. We are both members of the full Synod, having been elected at the 2023 APCM, and in addition David is a member of the Standing Committee, so our Parish has been represented at all meetings held.

In addition, Churchwardens from all Parishes within the Deanery were invited to the full Synod meetings and our Churchwardens attended as and when possible.

One of the key things that Synod focused on was the recruitment of a 2nd Rural Missioner and it was very pleasing that John Saxon was appointed following interview, and he was licensed to the post at Tendring Parish Church on the 10th October.

In addition, it is good to report that in February the Revd Canon Phil Ritchie agreed to take on the role of Area Dean of the Harwich Deanery, which he will perform alongside his existing role as Mission & Ministry Adviser for the Colchester Episcopal Area.

During the year several other topics were discussed and progressed, where appropriate, and these were as follows:

- The new Parish Share allocation mechanism and it is pleasing to report that at the end of 2023 89.3% of the overall assessed Parish Share for 2023 for the Deanery was paid to the Diocese (it is pleasing that Dedham managed to pay the higher of the two targets set for Parishes – Hard & Aspirational).
- The Deanery 5-year plan (2021 – 2026).
- Wellbeing for all Clergy in the Deanery and also Laity involved at the Parish level across the Deanery.
- Creation of a Deanery Facebook page under the title 'Harwich Deanery Churches'. Any items relating to events etc. should be sent to Nigel Dyson at nigel@garden-shows.com for inclusion.
- A Deanery presence at the Tendring Show with a display entitled "Creation and Creativity in the Countryside" and an area for a baby changing facility.
- Use of a Mission Opportunity Fund available from the Diocese and oversee requests for support from it - the "Rural Nine" Parishes received an amount to assist with employing a Children & Families Worker.

David Druitt & John Reed

Benefice Prayers

Another year on, we still meet every Monday at 5pm for Benefice Prayers... mostly still via Zoom, but now with a once a month 'in person' gathering. As God directs our prayers, we are confident that His kingdom comes into our needy world (near and far), we notice where He is working and we remember to give Him glory and praise. Praying together (silently and aloud) is encouraging, powerful and effective and we'd love you to join us.

Caroline Allen

Ardleigh Churchwarden Report

Much to our delight, it has been a wonderful year of activity, as can be seen from the reports. Everyone from our community here in the village has contributed to our church life and in turn we have hosted activities and events for us all to share together.

It all costs money of course, and raising funds and managing our expenditure can sometimes seem to be an overwhelming responsibility for the PCC, so widening its membership is a priority for our Church.

We couldn't do what we do without our building – where would we be without the sound of our bells, wonderful organ playing and the holiness of our sanctuary and the peace of our Lady Chapel? But of course, financing this is not our sole function, and it should be remembered that is our mission to bring the Gospel to our parish community and beyond and it's there that we have directed our resources this year. Do look carefully at our management accounts to see where our funds go. From this, we really can celebrate the work of all our helpers and joyfully remember that every person who joins in prayer or worship or simply visits St Mary's which is kept open daily by volunteers, is making a contribution to our parish mission: we who serve on the PCC, serve you. Our church is open, it is clean, safe and welcoming. We thank every one of you all for enabling this.

Four things in particular have stood out in the last year; the first is the most welcome increase in activity with young people which has resulted in the significant growth of café church, with parents, and their children, from our village joining or even beginning to lead activities both at Café Church and Little Steps. The second is the encouraging appointment of the Revd John Saxon as our second Rural Missioner, who we were so glad to welcome into our midst in the autumn as he joins with the Revd Phillip Young to make a team leading the 9 parishes in the Deanery. The third is our link with St Mary's primary school being re-established through our PCC so that our church family can grow to its fullest extent and we have seen this especially with two carol concerts at Christmas, one organised by the school, the other by St Mary's but both of them so well attended. The fourth is the creation of a fund to repair our church bells and to provide two new ones so that Ardleigh can develop as a training centre for bell ringing in the region, and perhaps even beyond. The fund has been well supported by all and we are currently seeking suitable grants.

Sunday services have continued throughout the year with an 8 o'clock BCP Communion service now on the first Sundays of the month followed by Café Church with the three other services all at 9.30am either Holy Communion, or 2 of Morning Prayer led by Phillip, John, Merv or Susan or Richard Hopkins.

We have had services including Imposition of Ashes at the start of Lent, Foot-washing on Maundy Thursday (at Dedham this year) followed by a service of the Cross on Good Friday, and then Easter. While our Act of Remembrance service outdoors in November was well attended, particularly by young people. Advent saw a carol service for the school, and a carol service for families, with Holy Communion at 8.00am on Christmas Day..

Geoffrey Boyle has played the organ regularly for us at Sunday services and we really should bless his bicycle, especially when he travels on frosty mornings.

Susan has organised a couple of fund-raising book sales in the church (so many books donated, they were even stored under the altar) which together with proceeds from Heritage café enabled us to make a sizeable contribution for the Bell Fund. This also included sponsorship to encourage your church warden to leg it round the 10K Dedham Fun run to raise money.

Thanks to all of you – we make a great team.

Martin West – Churchwarden

Ardleigh Fabric Report

Activities relating to the church building and surroundings during the year included:

- The shrubbery outside the West door being cleared by an energetic team of volunteers. This area is ready for replanting. The Garden of Rest has been weeded.
- Smart water has again been applied to the roof to discourage theft
- Fire extinguishers have had their annual check
- The mortuary has been repaired and the woodwork repainted
- The Culleys have kindly donated a new Hoover to replace the one that was broken.
- Martin is still attempting to get more than one quote for roof and tower repairs
- We have given up on the project to open up the aspect of the church from the road by removing or heavily pruning the yew trees as the parish council expressed concern over the removal of any trees
- The Bells' project has proceeded apace and the Diocese has granted a Faculty for work required. We have seen a lot of our bellringing team over the year and are extremely proud of them!

Martin West and Richard Culley, Fabric Committee

Locking and Unlocking Report

A huge thank you to all the people who lock and unlock our church, every day, whatever the weather throws our way. I make a point of reading the comments in the Visitor's Book, and so many of the visitors thank us for keeping the church open. So please be aware that your efforts are very much appreciated, both by our congregation and visitors

Rosemary

Ardleigh Friendship Group

The Friendship Group continues to do well with a good number of people coming on a regular basis (15-20). We then get others coming when they are able, and occasional people who are passing. We had pancakes at the beginning of Lent and strawberries and scones in the summer. We also had a fish and chip lunch one Tuesday with Helen kindly going down to Riverside for them. We were not able to go to Acorn Village for a Christmas Lunch as they no longer do them, so due to high prices for meals out we had a Christmas Buffet after the December coffee morning, with delicious sandwiches donated by Marjorie. We often have 3 dogs coming. In October all donations were given to the Church Bell Appeal Fund. Looking forward to another good year, with many thanks to Rita for all her help.

Pat Newton

Ardleigh Craft Group

Our loyal band of crafters have had an enjoyable year knitting and crocheting contributions for charities as well as encouraging one another in our skills and personal projects.

Do come and join us or recommend us to your friends and family who might enjoy a knit & natter. New members are always made welcome.

We are very grateful to Sue McKinney who brings us bags of odd balls of wool from TWAM (Tools with a Mission) which cannot be sent abroad.

We started a running total late in the year so we cannot report on yearly totals, but we know that more than 37 hats and 4 pairs of fingerless gloves were sent to The Fishermen's' Mission & Beacon House. Pat has taken more than 68 hats to the Premature Baby Unit at Colchester Hospital as well as 9 knee blankets to Blackbrook House. Liz made 32 'twizzles' which are much sort after by students with special needs and residents with Alzheimer, as well as 2 muffs to keep hands warm.

During the cold months, we have moved into Rosina and Susan's home but will return to church when it warms up! This is a great time for everyone, and we even have people coming for a coffee and a chat who don't do any craft, so it really is an open group! A big thank you to all who come and make this the enjoyable and productive group it is.

Susan Carne

Ardleigh Café Church

You have to experience Café Church to understand what it is all about. It is a time when eating and talking together allows us to get to know each other better. We then gather together as a family of all ages, as Caroline shares a story or biblical truth in such a way that the younger members are engaged with, while the adults can appreciate it. While the children go off to enjoy an activity in their corner, Susan carries on a discussion that all can take part in or sit back and listen to. This often leads into a time of prayer and perhaps a song.

It has been a joy to see church members 'giving it a go' and staying because they enjoy it. Young families from Little Steps often come and we had the joy of seeing a couple bring their baby to be baptised in November. Sarah decorated the area around the font with British and Canadian flags & maple leaves, lights and ivy so that the Canadian side of the family would feel included when photos were sent home. It made for a very enjoyable morning.

We have to say a BIG thank you to Alison who has offered to come along and play the keyboard for us. This has been a huge blessing. We are now able to learn new songs and choruses as well as enjoying our hymns. I am also so grateful to Martin and the PCC for backing this endeavour. Also, a big thank you to Caroline who takes the lead for this in preparing the talks and activities. And a big thank you to Pat who takes responsibility for our refreshments and Rosemary and Robert who help with meeting and greeting and serving breakfast. I am also grateful to each person who has come and taken part and given us feedback on our efforts. It is this feedback that will help Café Church to continue to evolve as it responds to the people who attend.

Susan Carne

4. Financial review

Treasurers Report for the year ending 31 December 2023.

Overview

The closing balance of all Funds as at 31st December 2023 amounts to £210,823, an increase of £17,407 on prior year.

This includes the General fund balance of £26,870 as at 31st December 2023, a year on year deficit of £5,906.

General fund Income

Donations

Voluntary giving during the year amounted to £33,661 (2022: £18,382). The amount given through standing orders has reduced by 12.6% during the year. Other gift aided giving and cash offertories though, have increased by 208% and 28%, respectively. The huge increase in other gift aided giving is due to £12k of donations for the Bell Fund.

Income from charitable activities

There has been 1 wedding (2022 :3) and 4 funerals or interment (2022: 8), with the income belonging to the church amounting to £625 (2022: £1,859).

Income/ Interest from Investments

Interest for the year amounted to £4,238, a huge increase from last year at £1,542 and dividend income amounted to a further £1,325.

Grants

Total grants received of £2,636 came mainly from the Friends of Ardleigh Church for the Bell Fund £1,075, with the remainder coming from the Listed Place of Worship VAT grant scheme (£411), Dedham PCC (£200) and the Energy Relief Grant (£950).

General fund Expenses

The cost of people went up by 16.4% mainly due to extra safeguarding and financial administration requirements. Resources and services upkeep are also both over budget by 38% and 30% respectively. This is mainly due to the agreed increase in expenses for office costs and shared resources with Dedham.

Parish Share

The Parish share paid for the year to 31 December 2023 was £10,008, (2022: £7,140). This means that we paid the hard target Parish share in full this year.

Agency Account

Fees

The statutory fees collected (from weddings and funerals) for the year to 31st December 2023 and passed to the Chelmsford Board of Finance (CBoF) amounted to £244 (2022: £673).

Charitable Giving

During the year we collected £210 for the Royal British Legion.

Fabric Fund

The fabric fund holds shares with the CCLA which made a gain on revaluation in the year of £5,625, more than regaining the value lost in 2022 of £3,384. The total shareholding at the end of 2023 now stands at £64,889.

Friendship Group

Pat Newton and her team continue to run friendship group and have achieved a healthy fund balance of £1,465 as at 31st December 2023.

Heritage Café Fund

In 2022, the PCC agreed to set up a designated fund to raise money for outreach projects such as Little Steps and Craft group. This has been a great success and has a fund balance of £1,002 as at 31st December 2023.

Conclusion

Yet again, we will need to maintain a tight control on expenditure in the coming year particularly in light of the energy crisis and in view of the cost of overdue roof repairs required in the Quinquennial report for which we will need to source funding. Our further priority is to fund the increase in resources and services upkeep during the year and to that end we will need to closely monitor the monthly outgoing on parish share, which we should consider reducing.

Sara Marshall, Financial Administrator

A copy of the Full Accounts can be found on the website or by emailing the Parishes Office.

Ardleigh Parochial Church Council

Summary Receipts & Payments Accounts

For the year ended 31 December 2023

	Unrestricted Funds	Restricted Funds	Endowment Funds	2023 Total Funds	2022 Funds
	£	£	£	£	£
Receipts					
Donations & Legacies	19,494	17,382	0	36,876	28,959
Receipts from charitable activities	1,172	89	0	1,261	2,337
Other trading activities	642	0	0	642	1,536
Investments	5,563	0	0	5,563	2,428
Sale of Investments	0	0	0	0	0
Other receipts	0	0	0	0	0
Total Receipts	26,871	17,471	0	44,342	35,260
Payments					
Raising funds	219	0	0	219	803
Charitable activities	31,350	991	0	32,341	34,995
Purchase of Investments	0	0	0	0	62,650
Other payments	0	0	0	0	0
Total Payments	31,569	991	0	32,560	98,448
Net of receipts/(payments)	(4,698)	16,480	0	11,782	(63,188)
Transfers between funds in	0	0	0	0	0
Transfers between funds out	0	0	0	0	0
Net movement in funds	(4,698)	16,480	0	11,782	(63,188)
Cash funds last year end	34,058	100,114	0	134,172	197,360
Cash funds this year end	29,360	116,594	0	145,954	134,172

Statement of Assets & Liabilities

As at: 31 December 2023

	Unrestricted Funds	Restricted Funds	Endowment Funds	2023 Total Funds	2022 Funds
Investments					
Fabric Fund	0	64,889	0	64,889	59,264
	<u>0</u>	<u>64,889</u>	<u>0</u>	<u>64,889</u>	<u>59,264</u>
Cash funds held					
Barclays	28,813	0	0	28,813	22,407
CCLA	547	116,594	0	117,141	111,765
	<u>29,360</u>	<u>116,594</u>	<u>0</u>	<u>145,954</u>	<u>134,172</u>
Other monetary assets					
Gift aid due	0	0	0	0	0
Diocese fees overpaid	0	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Liabilities					
Agency Account	20	0	0	20	20
Outstanding payment	0	0	0	0	0
	<u>20</u>	<u>0</u>	<u>0</u>	<u>20</u>	<u>20</u>
Total Net Assets	<u>29,340</u>	<u>181,483</u>	<u>0</u>	<u>210,823</u>	<u>193,416</u>

INDEPENDENT EXAMINER'S REPORT
for the financial year ended 31st December 2023

Report to Ardleigh Parish Church - Parochial Church Council [PCC]

I report on the accounts of the PCC for the year ended 31 December 2023, which are set on pages 2 to 5 of the Full Annual Accounts.

Respective responsibilities of PCC and Examiner:

The PCC is responsible for the preparation of the accounts. The PCC considers that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that only an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of the Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act, have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name of Independent Financial Examiner:
Date:

Philip Strangward
4 April 2024

5. Risk management

Health and Safety

Health and Safety Meetings take place twice a year. Those attending are Deb Turner, Vee Druitt, Ruth Higginson, Colin Biggins (on behalf of the Duchy Barn) and Martin West (Ardleigh Churchwarden). At each meeting a check is made that contactors' visits for various assessments are up to date. Annually, all Fire extinguishers and Blankets are checked. The First Aid box is checked, and its contents kept up to date. Any accidents are recorded in the Accident Book and a copy retained in the Parishes Office. Risk assessments are made on an individual basis for non-regular events in church. A visual check with the caretaker is made annually.

In addition, any Health and Safety queries are brought to the Churchwarden or the Parishes Office.

Vee Druitt

Safeguarding

In 2023, a review of Safeguarding in Ardleigh resulted in updating our Safeguarding Policy, with separate Safeguarding Procedures. These documents were ratified by the PCC on 25th January 2024. In addition, the Safer Recruitment & People Management Policy was ratified by the PCC on 25th January 2024.

In 2023, all necessary applications for DBS checks were completed. Where possible, this included registering for the Update Service. For those registered with the Update Service, recruiters can routinely check ongoing suitability for people undertaking a role requiring DBS clearance.

The PSO was able to support individuals through this process (and access necessary training) through offering 4 drop-in sessions.

The PSO submits regular reports to the PCC and attended the September PCC meeting in person as required by the diocese.

Through the process of reviewing Safeguarding and SRPM policies and procedures, it became evident how important it was to connect Safer Recruiting with Safeguarding to ensure that everybody who serves St Mary's, Ardleigh had clearly defined roles together with training needs and external requirements, such as DBS checks.

In 2023, in person reviews with PCC members (conducted by SR Lead, Susan Carne & PSO, Caroline Allen) to determine their specific roles began. This positive process is seen by all parties as an opportunity for individuals to review their own giftings as well as identify areas where support may be needed.

This process is beginning to result in the emergence of new teams to support those previously feeling isolated and over-stretched.

We are so grateful to our God for leading us and making us safer and increasingly fit for the future to continue His ministry to His people in Ardleigh.

Caroline Allen (PSO) & Susan Carne (Safer Recruitment & People Management Lead)

6. Structure, governance and management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Mary's the membership of the PCC consists of the churchwardens elected by the Parish together with members elected by those who are on the electoral roll of the church. All who attend our services / members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

Ardleigh PCC Report

During the year the PCC has met 7 times with 1 meeting following the APCM to confirm the appointments of lay chair and electoral roll officer. The roles of secretary and treasurer are currently vacant.

Sara Marshall is responsible for our finances as Finance Administrator and our finances are recorded on Data Development software. Sara is helped by David Wright and Susan Carne.

We began the year with 3 PCC members. Our PCC therefore consists of 4 members including 1 church warden.

Our main discussions/ activities during the year were:

- Sunday service planning with the monthly café church now to follow the 8.00 am BCP service at 9.30
- Ardleigh school involved the PCC at an early stage about their plans to become a member of a Multi-Academy Trust and their wish to strengthen the link between church and school. We then formally confirmed our consent to the school joining the Canonium Learning Trust; we receive weekly newsletters, join in with the Revd Phillip Young in regular school meetings and assemblies.
- We are pleased that our school link has encouraged the growth of our café church and attendance at Little Steps.
- From Deanery synod, Christina Volkmann has reported the continuing discussion about Parish share and suggested allocations between our group of 9 parishes.
- Bells. This has been an exciting year for bellringing. A faculty was approved by the Diocese for work and David Culham has applied for grants to spearhead funding to raise £60,000. The PCC agreed to contribute £15000 (£5000 from the existing bell fund) to cover the maintenance costs and during the year Susan Carne has organized fundraising activities.
- We agreed to continue intinction at communion rather than sharing the cup in view of ongoing concerns about the further spread of covid.
- The Revd Phillip Young presented a paper for discussion on baptism within the Benefice and we agreed that the service of baptism should be within the worshipping life of the community.
- Susan Carne was co-opted to the PCC in November to work on specific projects relating to fresh expressions of church. We established a monthly catch-up meeting to involve all parishioners and interested parties within our village community to contribute their ideas and suggestions for working together.
- We've encouraged the Friends of Ardleigh church; fundraising has begun and an AGM set to take place in 2024.

Martin West, Churchwarden

PCC Membership

Churchwardens

Martin West (elected APCM 2023)

Elected members and date of election

Richard Culley APCM 2021

Christina Volkmann APCM 2020

Rosemary Kleingeld APCM 2021

Administrative information

St Mary's Church is situated in The Street, Ardleigh, CO7 7LD. It is part of the Diocese of Chelmsford within the Church of England. The correspondence address is:

The Parishes Office, The Assembly Rooms, Dedham CO7 6HJ.

Parishes Office

2023 was a busy year in the Parishes office. The office is regularly open on a Tuesday and Thursday each week from 10am-12pm. As Parishes Administrator and Volunteers Coordinator, I continue to oversee the office management and administration for both Dedham and Ardleigh churches. The main change this year has been in taking on the administration of the 7 parishes in the group of 9 across the Harwich Deanery, in addition to Dedham and Ardleigh. I have been fully supported by the wonderful churchwardens, Rural Missioners, Revd Merv McKinney and many others. The arrival of Revd John Saxon from October was very welcome. Thanks as always to Sara Marshall for her outstanding finance management support.

Deb Turner

Communications

Church Chimes is our in-house newsheet produced every other week.

Facebook – we have our own Facebook @dedhamandardleigh – please follow us!

Ardleigh Advertiser Monthly information is sent to advertise services and events.

YouTube – our YouTube channel is accessible via our church website and currently has around 250 subscribers

Instagram -

In late 2022, the PCCs in Dedham and Ardleigh approved the creation of a new account for the Benefice. It currently has nearly 100 followers and is used to share information about services, Junior Church, tell the Jesse Tree story and any other appropriate content. We also repurpose some of the posts to share the activities of Junior Church, Rise 'n Shine and the senior school youth group (DJB) with others (including the school and Facebook).

Website

The church website, dedham-and-ardleigh-parishes.org.uk, continued to provide a useful focal point for the church community during 2023.

In 2023 the total number of page requests from users on the website was 200,140, a fall from the previous year's figure of 230,148. Page Requests are the number of web pages requested by visitors to the web site. The average monthly figure was 16,180 (19,179 in 2022). The month with the highest number of requests was March 2023 with over 19,000 requests.

The breakdown of the Page requests by website area shows that Articles on the site received 78,550 requests (2022 – 88,712), Pages (Groups) – 53,820 (2022 – 58,649), Media – 50,130 (2022 – 47,680) and Calendar – 11,070 (2021 – 10,798). Media and Calendar page views increased this year.

John Goldsbrough

Ardleigh and Dedham Parishes Benefice

Minutes of The Church of St Mary the Virgin, Ardleigh **Annual Meeting of Parishioners**

Sunday 23 April 2023 held in St Mary the Virgin Church, Ardleigh at 10.45am

Agenda Item	Minutes			
	<table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;">Present: Caroline Allen David Barnard Pat Newton Susan Carne John Culley Rosemary Kleingeld Martin West - Chair</td> <td style="vertical-align: top; text-align: center;">Rosina Harman The Revd Phillip Young David Culham Christine Mingay Richard Culley David Wright</td> <td style="vertical-align: top;">Apologies for absence: Robert Smith Christina Volkmann</td> </tr> </table>	Present: Caroline Allen David Barnard Pat Newton Susan Carne John Culley Rosemary Kleingeld Martin West - Chair	Rosina Harman The Revd Phillip Young David Culham Christine Mingay Richard Culley David Wright	Apologies for absence: Robert Smith Christina Volkmann
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1	<p>Minutes of Annual Meeting of Parishioners 2022 The Minutes of last year’s meeting on Sunday 24 April were approved and signed by the Chair.</p>			
2	<p>Elections of Churchwardens for the Ecclesiastical Parish The Chair informed the meeting that one formal nomination form had been received following notice.</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;">MARTIN WEST</td> <td style="vertical-align: top; text-align: center;">Proposed: Susan Carne Seconded: Richard Culley Vote: Unanimous</td> </tr> </table> <p>Mr West was accordingly elected as Churchwarden.</p>	MARTIN WEST	Proposed: Susan Carne Seconded: Richard Culley Vote: Unanimous	
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3	<p>Any other business The Chair asked if there was any other business of general parish concern, or items those attending may wish to refer to the PCC. No points were raised to either request</p>			
	<p>Meeting closed to be followed by Annual Parochial Church meeting</p>			

Ardleigh and Dedham Parishes Benefice

Minutes of The Church of St Mary the Virgin, Ardleigh **Annual Parochial Church Meeting**

Sunday 23 April 2023 held in St Mary the Virgin Church, Ardleigh

Agenda Item	Minutes
	<p>Present: Caroline Allen David Barnard Pat Newton Susan Carne David Culham John Culley. Richard Culley</p> <p>Rosina Harman The Revd Phillip Young Rosemary Kleingeld Christine Mingay David Wright Martin West – Chair (MW)</p>
	<p>NB Meeting started at 11.00hrs following the Annual Meeting of Parishioners</p>
2	<p>Apologies for absence Robert Smith Christina Volkmann</p>
3	<p>Appointment of Tellers No elections were to take place so MW informed meeting Tellers should not be required</p>
4	<p>Minutes of Annual Parochial Church Meeting 2022 The Minutes of last year's meeting were included in the APCM annual report..</p>
5	<p>Amendments and Adoption of those Minutes as a true and accurate record MW requested comments regarding accuracy and content.</p> <p>The minutes were accepted as a true and accurate record of the meeting held on Sunday 24 April 2022.</p>
6	<p>Matter Arising MW asked if there were any issues to be raised, not on the meeting's Agenda. Christine Mingay queried whether there was a deadline for applicants for the two Rural Missioner appointments. It is 15 May. There were no other matters raised</p>
7	<p>Electoral Roll Report On behalf of Richard Culley, Electoral Roll officer, MW reported there are 28 currently on the Roll.</p>

8	<p>PCC Annual Report MW informed the meeting that during the year, the PCC met 7 times plus a meeting after the APCM to confirm appointment of lay chair. The roles of secretary and treasurer are vacant. However, our finances are looked after by Sara Marshall, Accounts Administrator, who is supported by Susan Carne and David Wright.</p> <p>PCC Membership</p> <p>Churchwardens Martin West (elected APCM 2023) Susan Carne (elected APCM 2022)</p> <p>Elected members and date of election Richard Culley APCM 2021 Christina Volkmann APCM 2020 Rosemary Kleingeld APCM 2021</p> <p>Electoral Roll: numbers on Roll 32 at APCM 2023</p>
9	<p>Financial Report MW drew the meeting's attention to the Report of the Financial Affairs of the Parish. He noted that the Full Accounts are on the Parish website or can be requested by emailing the parishes office.</p> <p>The presentation of the examined accounts MW spoke to them. He reminded us that the Parish share has remained the same as last year but we know that it will need to be increased in 2023. Although over the year funds are down partly due to the cost of administration through the parishes office, plus the increase in energy costs, interest on our investments has increased while our Heritage Café projects have been successful in raising funds and the Friendship group has a healthy fund balance. As a parish with a relatively small congregation we can be seen to be working hard to fund our community activities.</p> <p>Proposal for the formal adoption of the accounts MW explained the accounts had been formally approved by the PCC on 8 February 2023 and they are seeking adoption by the meeting today together with Appointment of Philip Strangward, Auditor for the coming year (for examination)</p> <p style="padding-left: 40px;">Proposed: Susan Carne Seconded: Rosemary Kleingeld Vote: Unanimous</p>
10	<p>Churchwardens' Report The Churchwardens, Martin and Susan, reported that the church reopened for public worship at the beginning of the year, and Sunday services followed the pattern of 8 o'clock BCP communion service on alternate Sundays with other services in the month being at 11.00. We celebrated Easter, after foot-washing on Maunday Thursday; an Act of Remembrance in November was followed by no less than 3 advent carol services, with Christingle activities on Christmas eve followed by Midnight mass. We provided a Book of Condolence following the death of HM the Queen and this was signed by many people in the village and brought us together as a caring community. Our Reach Out sub-committee arranged new activities to encourage interest in the church and makes us look ahead to altering the times of some Sunday services to be more accommodating to families.</p>
11	<p>Other Verbal Reports David Culham explained that the Bells' project is currently delayed while the Faculty application is processed at Chelmsford</p>

12	<p>Deanery Synod Report</p> <p>The Annual Deanery Synod Report has been written by Christina Volkmann who was elected as our Deanery Synod representative in 2021. CV reported that the main focus of the meetings in the year was the recruitment process for appointing 2 Rural Missioners to serve 9 parishes within the Deanery and we are pleased that the Revd Phillip Young has been the first to take up one of the posts.</p>
13	<p>Elections from those entered on the Electoral Roll of the Ecclesiastical Parish</p> <p>Deanery Synod Representative</p> <p>MW reminded the group that Christina had been elected on 20-09-21 and remains in post.</p> <p>PCC Representatives</p> <p>MW reported there were no nominations. We therefore have 2 churchwardens and 3 PCC members currently serving in the role.</p>
14	<p>Vicar's report</p> <p>MW said that there is no Vicar's report. However, the Revd. Phillip Young was present and he remarked that being part of the community at Ardleigh was important to him, and it was encouraging and a blessing to be with us on the occasion of our annual meetings.</p>
15	<p>Any other business</p> <p>The Chair asked if there was any other business of general parish concern, or items those attending may wish to refer to the PCC.</p> <p>No points were raised to either request</p>
	<p>Meeting closed at 12.00hrs</p>

St Mary's Church, Ardleigh

Sunday, 21st April 2024

AGENDA FOR THE ANNUAL GENERAL MEETING

The Annual General Meeting consists of two meetings.

1. The Annual Meeting of Parishioners is open to all persons resident in the ecclesiastical parish of the church, and is for the purpose of electing the Churchwardens of the parish. All residents of the parish whose names are entered on the civil Electoral Roll are entitled to vote.

2. The Annual Parochial Church Meeting (APCM) is open to all persons resident in the ecclesiastical parish and those on its electoral roll. Only those whose names are entered on the Electoral Roll of the parish church may speak or vote. This meeting hears reports on the church's maintenance and work over the past year, receives the examined or audited accounts, and elects an Electoral Roll member to serve as the parish representative on the Deanery Synod, and other members to the Parochial Church Council.

The meetings may be chaired by the elected Lay Chair or in absentia by the Lay-chair of the PCC.

(1) ANNUAL MEETING OF PARISHIONERS AGENDA

1. Minutes of last year's Annual Meeting of Parishioners.

2. Elections of Churchwardens for the ecclesiastical parish.

Note: The Representation Rules state that nominations for this election must have been received by the Rector before the start of the meeting

3. Any other business of general parish concern, or items those attending may wish to be referred to the PCC.

(2) ANNUAL PAROCHIAL CHURCH MEETING AGENDA

1. Opening prayer.

2. Apologies for absence received. (Not assumed apologies for those noticed to be absent)

3. Appointment of Tellers to count the votes of any elections during the meeting if so required.

4. Minutes of last year's Annual Parochial Church Meeting.

5. Amendments and Adoption of those Minutes as an accurate record.

6. Matters Arising.

7. Electoral Roll report on numbers, additions, deletions. *Electoral Roll Officer*

8. PCC Annual report. Number of meetings, main items of business etc. *Churchwarden*

9. Financial report including: a) report on the financial affairs of the parish church/PCC.

b) the presentation of the examined or audited accounts.

c) proposal for the formal adoption of the accounts, including vote from all eligible

d) appointment of auditor for the coming year.

10. Churchwarden report to include review of the church fabric and goods.

Churchwarden

11. Other verbal reports

12. Deanery Synod report on the past year. *Deanery Synod Representative*

13. Elections from those entered on the Electoral Roll of the ecclesiastical parish

a) Deanery Synod representative

b) PCC representatives

14. Any other business of general parish concern, or items those attending may wish to be referred to the PCC. (please notify Chairman before the meeting)

PCC MEETING The AGM is followed by a short meeting of the PCC to elect:

a) Lay-chair

b) Secretary

c) Treasurer

d) Electoral Roll Officer

e) Standing Committee

e) Any co-opted appointments

The meeting may also consider any urgent business that cannot wait until the next full PCC meeting.