

**Ardleigh PCC St Mary's****Date:** Thursday 25<sup>th</sup> January 2024**Venue:** Highfield, Fox Street, Ardleigh, CO7 7PN

	Item	Discussion	Who to Action	Update/ Completed
	<b>Meeting Started: 19:30</b>			
1	Prayer			
2	In Attendance	Chair: MW Clerk: SB Attendance: RC, RK		4 attendees
3	Apologies for absence	SC, PY		
4	Conflict of interest	No conflict of interest		<b>Completed</b>
5	Minutes from previous meeting 30/11/23 approval	Minutes of previous meeting 30/11/23 approved (Signed copy in MW PCC file)	ALL	<b>Approved Completed</b>
6	Matters arising	No matters arising		
7	Safeguarding report	Safeguarding update from CA Safeguarding report -MW has PCC report update 25/01//24. Safeguarding policy, safeguarding policy, procedures PCC have approved PCC safeguarding police and procedures. Safely recruiting processes and people management policy. approved We presume they are for 3 years but SB will double check and report back Copies emailed to PCC members, MW has paper copy.	CA        SB	<b>In progress</b>        style="color: green;"> <b>Approved Completed</b>        style="color: red;"> <b>To Action</b>        style="color: green;"> <b>Completed</b>
8	Ardleigh school	MW updated PCC  MW now receiving school Weekly newsletter (noted not all PCC members need to receive school weekly newsletter) <b>Advertising church events</b> Church events can be added to this newsletter within the Community Corner section.  Any posters or advertising to be sent to CA to send to school.	MW	

		<p>CA has sent a report with children and young people update.</p> <p>Ardleigh School <b>NEXT</b> visit End of term Service 28<sup>th</sup> March, (time to be confirmed)</p> <p>“Create Your Own Easter Garden Competition” Prizes to be presented on the 28<sup>th</sup> March SB to design poster</p> <p>CA has been into school for an assembly Jan 2024.</p> <p>Last service helped having a few church members volunteering to help welcome. RC doesn't mind helping. SB to confirm time and share with PCC.</p>	<p>CA</p> <p>CA</p> <p>ALL SB</p> <p>SB</p> <p>SB</p>	<p><b>In progress</b></p> <p><b>Completed</b></p> <p><b>To Action</b> <b>To Action</b></p> <p><b>Completed</b></p> <p><b>To Action</b></p>
9	<p><b>Finances:</b></p> <p>Parish share</p> <p>End of Year Accounts</p>	<p><b>Parish Share</b></p> <p>MW gave each attendee a Parish share update sheet.</p> <p>MW attended meeting where proposed increase was 11.9%. This was discussed and message sent stating Parish share is a voluntary contribution. All 9 parishes opposed but reluctantly agreed to a possible 5.4% increase.</p> <p>Share had been increased to £10,000 this year, also agreed aspirational target in which funds would increase to £10,500, Agreed on behalf of PCC 5.4 per cent increase, instead of proposed 11.9 per cent.</p> <p>We agreed unanimously to the increase which has now been approved by Chelmsford board of finance.</p> <p>Parish share for 2024 £10,932 and S/O to change from 31 Jan to £911.078.</p> <p>Finances Sara accountant</p>	MW	<b>Completed</b>



	<p><b>Mortuary</b> needs sorting.</p> <p><b>Vestry</b> needs decluttering.</p> <p><b>Health and Safety Red Folder</b> SB to check with SC red folder has been returned to RK</p> <p><b>Advertising</b> MW and others thanked SB for behind the scenes posters, planning etc.</p> <p><b>Building work</b></p> <p><b>Keys</b> Key for vestry to be put in key safe in cupboard, Make a note of access code for vestry key and make an agreement on making checks and notes on smart meter readings. Vestry inside and outside doors should be open for fire safety each service and use of the church.</p> <p><b>Reports needed for APCM</b> Bell ringing report SB to find out from Deb about reports who does them? Flowers- Sue H Pastoral work-SC? Religious assembly- CA Deanery Synod-? Church warden report-MW Friendship group- Pat Reach out- SC</p> <p><b>Required by end of Feb (For Deb)</b> Date needed for APCM? RK happy to take over the role from RC Who has membership list ? SB please clarify and copy MW into reply MW- write or email everyone to invite to agm List on board Then approved APCM Pre APCM pack? SB ask Deb Schedule- diocese should have info SB then give to RK to draft letter, approval and then send out APCM who stands for election ?</p>	<p>SB</p> <p>MW SB</p> <p>SC CA</p> <p>Pat SC SC</p> <p>RC RK RK</p>	<p><b>To Action</b></p> <p><b>To Action</b> <b>To Action</b></p> <p><b>Completed</b> <b>SC emailed</b> <b>060224</b></p> <p><b>Agenda to go out Sun 31<sup>st</sup> March (3wks before)</b></p>
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		<p><b>PCC members</b> every 3years to be re-elected - can you be re-elected? Is a Gap year compulsory? 2021 MW 2021 RK 2022 SC 2022 RC</p> <p><b>Service warden-</b> RK well done and thanks given to RK for service warden duties. Service warden should take number attending services. SB mentioned there is now a counter to help count numbers.</p>	SB	<b>APCM)</b>
10	Friends AGM and committee	Friends agm date needed Discuss with SC		
	Resourcing ministry			
11	A. Service Planning	<p>On board</p> <p><b>Church Chimes</b> RK prints, checks church weekly to ensure copies available. Suggested to ask DT to print 10 copies for Ardleigh. 1<sup>st</sup> Sunday of the month 8,00 BCP HC 9.30Café Church</p> <p>2<sup>nd</sup> Sunday of the month 9.30 Morning Praise/Prayer</p> <p>3<sup>rd</sup> Sunday of the month 9.30 Holy Communion</p> <p>4<sup>th</sup> Sunday of the month 9.30 Morning Prayer</p> <p>5<sup>th</sup> Sunday of the month 9.30 Joint benefice Holy Communion</p>	RK  MW/SC	<b>In progress</b>  <b>To action</b>
	E. Deanery Synod report	<p>No update</p> <p>CV has resigned and so Ardleigh has no representative. MW asked if Dedham's 2 representative can pass communications/update. This is in discussion at present</p>	MW	<b>In progress</b>
	F. Fabric Committee	<p><b>Insurance</b> MW spoke about insurance. Report from insurance company to go through. Notice board near kitchen.-the post code notice has disappeared. This is vital for</p>	MW	<b>In progress</b>

		<p>emergencies.</p> <p>Smart meter now fitted.</p> <p>Floodlights working 5pm-10pm</p> <p>Carol service – put lights on earlier</p> <p>Lights on porch - comments looked nice, positive</p> <p><b>Guttering;</b> Francis Wright cleared yesterday, and will now come quarterly</p> <p><b>Keysafe;</b> key is colour coded but no address on</p> <p>Keys lost - Rob has found a key.</p> <p><b>Fabric-</b> tiles on roof missing. MW to investigate with Keystone.</p> <p>Dead tree in Ardleigh court has been removed (could have fallen in to church window).</p>		
	G. Health and Safety	<p>PAT tests due February 2024</p> <p>1<sup>st</sup> aid boxes due January 2024</p> <p>Fire extinguisher tests – joint with Dedham DT arranges.</p>		
	H. Policies Report	<p>CA has asked PCC to ratify updated polices.</p> <p>This has all been agreed by ALL PCC and SB to email CA to say this has been completed</p>	<p>ALL</p> <p>SB</p>	<p>Approved</p> <p>Completed</p> <p><b>To Action</b></p>
12	Correspondence	<p>A. CV Resignation from PCC</p> <p>SB to draft a letter for MW to sign on behalf of PCC in acknowledgement of CV letter.</p> <p>B. Gas letter we agreed not to go for fixed tariff</p>	<p>SB</p> <p>MW</p>	<p><b>To Action</b></p>
13	AOB	<p><b>Hoover</b> stopped working on Wed 24<sup>th</sup> Jan. RC and DC kindly donating a Henry hoover to the church. They will bring it to church.</p> <p><b>Ride and Stride -</b></p> <p>Date is in diary, SB to check with SC if registration for the event has been made with Ride and Stride.</p> <p><b>Early Christmas walk/Walkers Carol Service</b> (venue Dedham and St Mary's Lawford)</p> <p>Walk Cancelled walk due to weather - hoping to do later in the year.</p> <p>Sunday 17<sup>th</sup> December <b>Carol service</b></p> <p>For 2024 – Have 2 collection plates, 1</p>	<p>RC</p> <p>SB</p>	<p><b>In progress</b></p> <p><b>To action</b></p>

		<p>near door, 1 in middle. More mulled wine for 2024 SB make a checklist for Carol service.</p> <p><b>Tuesday 19<sup>th</sup> December</b> Ardleigh School Carol/end of term Service: Well attended and feedback positive.</p> <p><b>Christmas Day</b> 8am BCP HC service well attended .</p> <p>Stable – put away by RK. Thank you. Christmas Tree- RC and DC removed Christmas tree. Thank you</p> <p>No other business</p>	SB	<b>To Action</b>
14	Date and time of next meeting and future meetings in 2024	<p><b>PCC meetings for 2024</b></p> <ol style="list-style-type: none"> <li>1. Thursday 21<sup>st</sup> March</li> <li>2. Thursday 23<sup>rd</sup> May</li> <li>3. Thursday 25<sup>th</sup> July</li> <li>4. Thursday 26<sup>th</sup> September</li> <li>5. Thursday 28<sup>th</sup> November</li> </ol> <p><b>Time:</b> 7:30pm <b>Venue:</b> Highfield, Fox Street RC happy to host PCC meetings.</p> <p><b>APCM 2024</b> <b>Date:</b> Sunday 21<sup>st</sup> April <b>Time:</b> After Holy Communion Service <b>Venue:</b> St Mary's Church</p>		
15	Closed with Prayer			
<b>Meeting Ended: 21:15</b>				

### Appendix

#### **Additional reports/paper copies given to all attendees:**

1. Ardleigh PCC management accounts 2023
2. Ardleigh PCC budget 2024

#### **Other information**

Signed copy of Minutes 30<sup>th</sup> November 2023 in MW file

### Key/Abbreviations

#### **Key to initials**

MW	Martin West ( <b>CHAIR</b> )
CV	Christina Volkmann
RC	Richard Culley
RK	Rosemary Kleingeld
SB	Sarah Beevers (Clerk)
SC	Susan Carne
PH	Rev Phil Young

**Tasks progress:**

**Completed:** Task completed no further action.

**In progress:** Task on going/ in progress.

**To action:** Task needs starting.