

## Parish of Deddington with Clifton and Hempton

Minutes of the ZOOM PCC meeting held on Wednesday, 4<sup>th</sup> November 2020

### Present:

Rev. Annie Goldthorp	Caroline Condon	Stephanie Dakin
Angela Faint	Olivia Fenion	Meriel Flux
Iain Gillespie	Hillarie Gogoi	Heather Nason
Stan Nelson	Sue McCouaig - Secretary	Jane Maharry – First part of meeting

### Apologies:

Item	Notes	Action
1.	<b>Opening Prayer</b> Iain opened the meeting in prayer.	
2.	<b>Safeguarding – Jane Maharry</b> Copies of the Safeguarding Policy, the latest Safeguarding handbook and details of the On-line Safeguarding Training had been emailed to the PCC. <b>Update &amp; agree the Safeguarding Policy</b> – Jane stated that the Safeguarding Policy hadn't changed much in recent years, and is based on the Diocesan model policy. The Safeguarding Policy was approved and agreed by the PCC. In lieu of signatures to the document, Iain, Meriel and Annie, would email Jane to confirm this. All policies are pinned to the board above the oak chest in church. Jane will ask Dave Rogers to put the policy on the website as well. <b>Essential On-line Safeguarding Training for all PCC Members</b> – Jane reminded the PCC to complete the basic online Safeguarding Training, which takes about an hour. Once completed, please email Jane. The link to the training is <a href="https://safeguardingtraining.cofeportal.org/">https://safeguardingtraining.cofeportal.org/</a> <b>Latest Safeguarding Handbook</b> – Mainly for reference purposes. A link was also sent giving details of the most <b>recent case reviews</b> in the Diocese of Oxford with lessons learnt! It is worth taking a look at these reviews, with the ultimate aim to get Safeguarding higher on the agenda, and to improve training and awareness. Jane was thanked for attending, and then left the meeting. <b>Item 5 was taken next, in Annie's absence.</b>	Iain, Meriel & Annie to email Jane  PCC
3.	<b>Living Faith</b> <b>Vicar</b> With Christmas coming up, everything is again slightly up in the air, with the second Covid lockdown happening from tomorrow. However, much has been happening - Olivia, Heather, Caroline, Fiona and Annie have been busy planning, even with a Christmas lockdown situation, to make it as good as it can be! Requests for volunteers to take on an <b>Advent Window</b> had already gone out, with 19 windows taken so far. Children from the school will design the front cover of a Christmas Card, as usual, and will be delivered with the December Deddington News (assuming the DN is printed). A " <b>Wall of Thanks</b> " would be set up in the church porch. This being Caroline's idea, she briefly explained how it would work. A card would be going out to each house in Deddington with some text in it, plus a cut-out of an angel and star, for people to colour or write on etc. It has been a challenging year and this is our chance to thank those who have supported us i.e. Post Office, NHS, Co-op, friends, neighbours etc. The idea is that they would then take the "cut-out" to church, to place on the 'Wall of Thanks'. <b>Christmas lunches</b> – will not be able to go ahead in church this year.	

	<p>However, an alternative to this is to cook “<b>Takeaway</b>” Christmas lunches instead. A relatively new church member, Maggie Bonvin, had done this at her previous church. As a church we will take this forward.</p> <p>Tomorrow night Annie will meet via Zoom with “Zone Captains”, where this idea will be floated. As “Zone Captains”, they already know who is on their own and/or vulnerable within their zone, but there may be more people on their own this Christmas. The Christmas lunches will be extended to those in Barford.</p> <p>The “Takeaway” bag would include the Christmas meal, a cracker, mince pie, individual Christmas pudding etc. The “meals” would then be delivered, and there has already been “offers of help,” with this.</p> <p>Annie had mentioned this to David Rogers (Chair of the Parish Council) and within 24 hours a £1,000 grant was forthcoming, and a thank you letter would be sent. “A Light in the Darkness” at this particular time.</p> <p><b>Second Covid lockdown</b> – The Church can stay open for private prayer, although no actual services in church can take place. Evensong will again have to be stopped, having only just recommenced.</p> <p><b>Foodbank</b> – People from Deddington have been using vouchers at the Banbury Food bank.</p> <p>A number of people have volunteered to help with our own Food bank, which will be set up in the “Living Room”. Sarah Williams is in the process of organising training and details will be advised to us, when these are known. The Parish Council are buying us tables, shelving, very sturdy plastic boxes to store the food, and a fridge. They will also buy a water boiler for the kitchen, with a view to providing drinks and refreshments for when things are a bit more ‘normal’. Again, the Parish Council are being very generous.</p> <p>Fiona Gillespie did a good job of keeping in touch with people during the last lockdown. If you are interested in being a “telephone contact”, please drop Annie an email.</p>	
<b>4.</b>	<b>Confirm PCC Membership and Sub-Committees</b>	
	<p><b>Sub-Committees</b> – The following were agreed:-  <u>Standing Committee</u> – Annie, Iain/Meriel, Sue McC, Olivia  <u>Charitable Giving</u> – Annie, Iain, Jane Green, Liz Dickinson  <u>Fabric</u> – Annie, Meriel/Iain, Stan, Andrew Green  <u>Information &amp; Technology</u> – Olivia, Meriel, Fiona, David Rogers  <u>Worship Committee</u> – Annie, Meriel, Angela, James  <u>Kitchen and Social Committee</u> – These 2 committees were combined, although confirmed names of the new committee haven’t been agreed. Names of those on the two previous committees included Heather, Caroline, Bryony, Diana, Hillarie, Angela and Meriel.</p> <p><b>Churchwardens – Deddington Church “Who’s Who”</b> – Now, more than ever, it would be good to have the “Who’s Who” board completed and put up in church, hopefully before Christmas! Stan, Sue and Hillarie should telephone Meriel to arrange a suitable time for a photo to be taken. Also, Stan and Hillarie to provide Steph with a short biography about themselves.</p>	<p>Stan, Sue, Hillarie &amp; Meriel</p> <p>Stan, Hillarie &amp; Steph</p>
<b>5.</b>	<b>Fabric</b> <b>Iain Gillespie</b>	
	<p>Iain had said at previous meetings that he would like to replace all the floodlights in church with LED, but this is unlikely to happen very soon. In the meantime, Iain has obtained some old fashioned PAR38 floods and arranged for the “dead” bulbs to be replaced next Tuesday.</p> <p>The broken glass leaded window on the south wall, as mentioned in Stan’s Health and Safety report, is in the process of being sorted.</p>	
<b>6.</b>	<b>Finance</b> <b>Iain Gillespie</b>	
	Iain briefly went through the Treasurers report, which gives a snapshot	

	<p>picture of balances in each fund. He expanded on a few items which are shown on the report, including how much of our parish share we have been paying. Iain confirmed that the Parish Share is purely a voluntary payment, although it does pay Annie's wages!</p> <p>It was agreed that from the beginning of the New Year, we would start paying our full share again, and see how it goes, with a view to maintaining our Reserves at around £20,000.</p> <p>Loose plate collections are about £2,000, but would normally be about £5,000-£6,000 at this time of the year.</p> <p>Sam Doggett has offered to do some "Book-Keeping" to help Iain. Iain would continue as Treasurer.</p> <p><b>Annie arrived at this point, so resumed meeting at Item 3.</b></p>	
<b>7.</b>	<p><b>Deanery Synod Report</b> <span style="float: right;"><b>Caroline Condon</b></span></p>	
	<p>At the last DS meeting on 21<sup>st</sup> September, there was an outstanding presentation given by Adrian Harris, Head of "Digital" for the Church of England. Covering communication and engagement using website, Social media etc. During lockdown people were engaging with the Church much more than they have ever done before, via "A Church near You", Facebook and Instagram.</p> <p>Olivia, Meriel and David Rogers have agreed to a zoom meeting on Monday evening with Caroline, to run through the presentation, and to have a discussion about it. There is a chance for them to take part in the training through a webinar. Caroline will report back to the PCC following the meeting.</p> <p>Annie said that most people, if looking for a church here, would google "Deddington Church". However, it is important that if someone looks up "A Church near You", that they see something more about us than they currently do. Maybe our own website could be improved also.</p>	Caroline to report back.
<b>8.</b>	<p><b>Health and Safety</b></p>	
	<p>The <b>Health &amp; Safety Report from Stan</b> had been emailed to PCC members in advance of the meeting.</p> <p>There had been one reported accident following the service on 11<sup>th</sup> October, when a member of the choir fell on the step at the High Altar. No permanent injury was sustained but the person was badly shaken.</p> <p>It was strongly recommended by Stan that we purchase discreet "<b>Mind the Step</b>" notices, which are effective but unobtrusive. Iain also agreed with this. Stan would locate and arrange to purchase the relevant number of signs.</p> <p>Iain had mentioned about the broken window under "Fabric" and is being dealt with.</p> <p>Stan also reported that the boundary wall with Castle House has had the capping removed and is in a poor state of repair. Iain mentioned that last summer this wall collapsed. It was repaired by the owner or tenants of Castle House, but the work is not finished. Iain will keep an eye on this situation.</p> <p>The church notice board facing the co-op has deteriorated further since the recent gales and is very loose in its setting. Iain would get the garden team to have a look at this.</p> <p>Revised <b>HSE Policy</b> – A good job done by Dave Hughes. After a short discussion it was agreed to add, as an addendum, for the Covid period, "that the church would abide by any appropriate advice given about Covid Safety". The PCC approved and agreed to adopt the HSE Policy.</p>	<p>Stan</p> <p>Iain</p> <p>Iain</p> <p>??</p>
<b>9.</b>	<p><b>GDPR – Data Protection (Data Privacy Notice)</b></p>	
	<p>Judy, when she was Parish Administrator, set up the GDPR, and put it all in place. It now needs someone to oversee this, to make sure we are GDPR</p>	

	compliant. Stan agreed to liaise with Judy about this. The GDPR will be reviewed at a later date. Iain mentioned that Paragraph 12, contact details, would need to be amended.	Stan
<b>10.</b>	<b>Sustainability Survey – ECO Church</b>	
	Meriel confirmed that this had been put on hold, due to Covid issues. They were meant to get back to her with a new date, but so far this hasn't happened. Meriel will chase this up.	Meriel
<b>11.</b>	<b>Minutes of the meeting dated 8<sup>th</sup> September 2020</b>	
	Annie would sign the minutes of the last meeting as a true record and let Sue have a signed copy.	Annie
<b>12.</b>	<b>Matters arising</b>	
	There were no matters arising.	
<b>13.</b>	<b>Any other urgent business</b>	
	<p><b>Updates</b> – Since the APCM, Sue, as PCC Secretary, has spent a fair bit of time looking up various documents, to be sure of her role, within it! To ensure that we are fully compliant with all that we need to, a Form M4 “Notification of Appointments” and Form M5 “HMRC Fit and Proper Persons Declaration/PCC Member Trustee Eligibility Declaration will be emailed to existing PCC Members, for completion and return. These forms will be held for the length of time you remain on the PCC.</p> <p><b>Welcome</b> and thank you to Stan and Hillarie for joining the PCC, this is a really important role within the church.</p> <p>Judy and Jenny are brilliant at doing a lot of jobs behind the scenes. They always manage to change the altar frontals to match whatever season we are in. The twins will, at some point, stop doing these jobs.</p> <p>Annie had mentioned previously that the Altar frontal is falling apart and is very fragile and looking really sad. This has been in place since the 1970's, in memory of the twins father.</p> <p>Following Covid-19 we do need <b>to purchase a new altar frontal</b>. This would be a “Means of Thanksgiving”, that we have got through this difficult time. The design was agreed upon at a previous PCC meeting, which shows a Cross with all the colours coming out from it. This would mean that it would not be necessary to change the cloth every time the season changes. It would be nice to have on one corner the “Sword” of St Paul and on the other corner the “Keys” of St Peter, identifying itself as our Church.</p> <p>The cost is likely to be around £1,500. We will need to do some serious fund raising for this, and a discussion followed. Someone had already offered £150. An “Auction of Promises” and possibly something sponsored was suggested.</p> <p>Meriel offered and agreed to make a “Christmas quilt”, as a “Silent Auction”.</p> <p>There may be other items that could be auctioned, through the website, as well.</p> <p>Iain commented that he is having problems retrieving monies donated via “The Just Giving” site, as these donated funds haven't reached our bank account yet!</p>	Sue
		Meriel
<b>14.</b>	<b>Date of next PCC meeting – to be agreed</b>	
	The next PCC meeting will take place on Monday, 11 <sup>th</sup> January 2021 at the Deddington Arms, if possible.	
<b>15.</b>	<b>Closing Prayer</b>	
	The meeting closed with the Grace and finished at 8.42pm.	