**Parish of Deddington with Clifton and Hempton**

*Minutes of the PCC meeting held on Wednesday, 17th November 2021 at the Deddington Arms, Deddington*

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| **Present:** | |  |  | |
| Rev. Annie Goldthorp | | Sarah Banes | Angela Faint | |
| Meriel Flux | | Iain Gillespie | Heather Nason | |
| Sue McCouaig - Secretary | |  |  | |
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| **Apologies:** Caroline Condon | | Olivia Fenion | Stan Nelson | |
| **Item** | **Notes** | | | **Action** |
| **1.** | **Opening Prayer and Dwelling in the Word (20 minutes)** | | |  |
|  | The meeting was opened using the Preparation and Confession from the Liturgy for a PCC meeting. Sarah read “The Parable of the Ten Pounds” which was then discussed. | | |  |
| **2.** | **Living Faith (40 minutes) Vicar** | | |  |
|  | The **Family service** continues to go well. Donald McCombie from Gospel Bell will be at the Family service on 5th December. It is hoped that more of the wider church family could be encouraged to support this service either by just being there or helping with serving refreshments etc.  **Help in church “form”** needs to be expanded, to include catering and other areas of church life, as discussed at the last meeting. Angela would liaise with Caroline about adapting the form, and then actioning the revised form.  Annie is still trying to arrange training to run a **Food bank**, but there is currently no further progress. Is there another way to help/support our community? Annie recently visited the “Corner Stone project” in Charlbury which opens for 3 hours Mon-Sat offering a Café, a place to talk and a “Give & Take” facility. Could this work here? To be revisited at a future meeting.  **Squiggles and Wriggles** now have many new toys, which are thoroughly enjoyed. Thanks to Olivia and Meriel for sourcing these.  The PCC agreed and approved the purchase of a **New Altar frontal (**as discussed at previous meetings), the necessary funds having been exceeded. Monies left over will go towards the South Porch roof.  A draft of the Church **Christmas Card**, which includes Christmas service dates etc. was looked through at the meeting, and has been sent to the printers. It will be distributed within the December Deddington News.  Annie plans to hold a **course** entitled “They Sang” during **Advent,** on 4Monday evenings at the vicarage (maximum 8 people), based on the 4 songs of the gospels. Perhaps consider a “zoom” course if more than 8 interested.  **Church toilets** – A letter had been received, saying that “the only freely available toilets in Deddington are situated in church, and since secular events are now multiplying in the church, the “volunteer” cleaner is struggling to maintain them to her satisfaction. Therefore, would the PCC consider an alternative way of providing this much used service?”  The toilets are a much used facility during the course of every day.  After a discussion, it was agreed that **various** PCC members would look at costings for the use of a “cleaning company” or “cleaner” on a regular basis, and then go forward with the best price/value for money option. Annie would contact PCS for a quotation, as well. | | | Angela/ Caroline  Annie  **Various** PCC members |
| **3.** | **Fabric (10 minutes) Iain Gillespie** | | |  |
|  | **Church interior Lighting** – Neil Skinner is sorting this out.  **South Porch roof** – There is almost enough money to carry out this work, as well as the LED lighting. Iain has emailed George Gibbs, asking for a proper quote.  **Hempton Church roof update** – Ongoing. | | |  |
| **4.** | **Finance (5 minutes) Iain Gillespie** | | |  |
|  | Iain briefly went through the Treasurers report, which gives a snapshot picture of balances in each fund. He expanded on a few items which are shown on the report. Hiring of the church building is increasing again.  During the last 12 months, someone had offered to help Iain with some “Book Keeping”, but this had not materialised. | | |  |
| **5.** | **Deanery Synod Report (5 minutes) Caroline Condon** | | |  |
|  | The next Deanery Synod meeting is due to take place next week. | | |  |
| **6.** | **Health and Safety (5 minutes) Stan Nelson** | | |  |
|  | No Health and Safety issues to report.  **Health & Safety (HSE) Policy** – The PCC agreed and approved the HSE Policy. The Covid period addendum, would remain as part of the policy for the next 12 months. Annie signed the updated policy. | | |  |
| **7.** | **Safeguarding (10 minutes) Safeguarding Officer - Jane Maharry** | | |  |
|  | Copies of the Safeguarding Policy, the Risk Assessment (RA) Activities document and the RA Activities Sheet template (for completion by relevant groups) had been emailed to the PCC.  **Update, agree and approve the Safeguarding Policy** – Jane has updated our Safeguarding policy in line with the slightly changed Diocesan model policy (not really different - just in more plain English). The updated Policy was agreed and approved by the PCC. The Vicar and Churchwardens signed the Safeguarding Policy. Sue would forward a copy to Jane.  The **Safeguarding Policy Risk Assessment Activities document** was also agreed and approved by the PCC, after a slight amendment to the first group, to read “Tea and toast”/Squiggles and Wriggles, the appointed leader being Rev. Annie. It was confirmed that appointed leaders for each group have been DBS checked, as necessary.  The appointed leader for each group to **complete a Risk Assessment Activities Sheet,** preferably before Christmas. Sue would email the Tower Captain of the Bellringers and James Kennard, the Choir master to ask them to complete this document. Other group leaders, Annie and Meriel will also complete their relevant forms.  Sarah has not yet completed the **Essential online Safeguarding Training.**  Pat “Brittain” recently got married. A “Market” based Hamper would be put together by Sarah for Pat and Derrick, and given at the November Farmers market on 27th November. | | | Sue  Sue  Annie Meriel  Sarah  Sarah |
| **8.** | **Fundraising Meriel, Olivia, Stan** | | |  |
|  | No spreadsheet or other progress has been made. Hopefully, the fund raising committee could meet soon to discuss the way forward. | | | Meriel,  Olivia, Stan |
| **9.** | **Sustainability Survey – ECO Church update Meriel** | | |  |
|  | Annie has taken this over and downloaded the relevant form from the ECO church website. Annie completed part of the form, and Iain has completed, as far as possible, the remaining part. Iain has emailed requesting clarification on some points. | | |  |
| **10.** | **Minutes of the last meeting – 15th September 2021** | | |  |
|  | Annie signed the minutes of the last meeting as a true record. | | |  |
| **11** | **Matters arising** | | |  |
|  | **Deddington Church Who’s Who** – Meriel still following this up.  **Dishwasher instead of kitchen fridge** – Sarah would continue to source out and obtain quotation(s) for a dishwasher.  **Marriage Course** – Olivia would run this course in the Spring 2022.  **Commonwealth War Grave Commission** – the form to enable the erection of the plaque is in the process of being completed, and once completed, should be sent off, together with a **photo** of where the plaque is to be sited. The obvious place for the plaque, would be outside on the wall where the war graves are.  **Church graveyard (**dog mess signs) **–** Iain has asked the gardening team to look into this.  **British Legion, Deddington Branch - Bingo** – Annie has suggested to the British Legion, that the Holly Tree Club could be a possible venue.  **Kitchen Hob/Oven and isolation switch (H&S)** – There are 2 switches located in the kitchen, an isolator switch and to the right of that, a switch specifically for use of the hob/oven. Close to the hob/oven switch, Iain would put up a sign saying “only switch on when hob/oven is in use” or similar wording.  **PCC Tonight Course** very effectively helps the PCC understand what their role is, and is good to do as a group. Annie would suggest some dates.  **I&T Sub Committee** - For the description of committees list, Meriel would write a **“form of words”** to insert into the document, by 26th January.  **Kitchen/Social committee** – have not been able to meet to discuss the purpose of the committee. Sarah would endeavour to set up a zoom meeting for this committee.  **Tower Lights** – When Annie meets with Neil Skinner concerning the “advent” lights, she would discuss the possibility of having “Red, White & Blue” lights during 2022 for the “Queen’s Jubilee”.  **Small plaque** for John Osborough is in hand. | | | Meriel  Sarah  Olivia  Iain  Meriel  Sarah  Annie |
| **12.** | **Any other urgent business** | | |  |
|  | The Deddington Festival next year is happening on one day only (3rd July), with the church being used for children’s activities. This will mean that there will not be a ‘Festival’ jazz concert in church. Annie has suggested that we hold our own Jazz concert, and to this end, Annie will make enquiries with “The Karen Sharp Quartet” to see if a viable proposition can be agreed, for a date in June next year. The “Quartet” are very accomplished musicians displaying Jazz at it’s best! Annie has a CD which can be borrowed from her. | | | Annie |
| **13.** | **Date of next PCC meeting (s)** | | |  |
|  | Wednesday, 26th January 2022 on zoom, so that Caroline can join the meeting.  **PCC Tonight course**  - Thursday, 3rd and Monday, 7th February at the Deddington Arms. 7.30pm | | |  |
| **14.** | **Closing Prayer** | | |  |
|  | The meeting closed with the concluding prayer from the Liturgy for a PCC Meeting and finished at 9pm. | | |  |