**Parish of Deddington with Clifton and Hempton**

*Minutes of the ZOOM PCC meeting held on Wednesday, 26th January 2022 at 7.30pm*

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| **Present:** | |  |  | |
| Rev. Annie Goldthorp | | Sarah Banes | Caroline Condon | |
| Angela Faint | | Olivia Fenion | Meriel Flux | |
| Iain Gillespie | | Heather Nason | Stan Nelson | |
| Sue McCouaig - Secretary | | Jane Maharry |  | |
| **Apologies:** | |  |  | |
| **Item** | **Notes** | | | **Action** |
| **1.** | **Opening Prayer** | | |  |
|  | Annie opened the meeting in prayer. | | |  |
| **2.** | **Safeguarding Jane Maharry** | | |  |
|  | Jane was welcomed to the meeting. The Safeguarding Policy was agreed and approved at the November PCC meeting. Jane briefly updated the PCC with recent changes and confirmed that she had recently completed relevant update training. Those that work with under 18’s or vulnerable adults require a role description. Jane will forward a template version to Annie in the first instance. The Safeguarding Officer also requires a role description and Jane will work on this. Another area requiring action – All PCC members are now required to complete online training on Domestic Abuse which takes about 1½ hours. Talk to Annie or Jane if you require support, as you work through it. The training can be accessed via the same portal, as the Basic Awareness course. [Safeguarding Training Portal (cofeportal.org)](https://safeguardingtraining.cofeportal.org/)  Jane went through various other thoughts from her training. She felt that as a church we should “better point people to somewhere they can go to for support and advice”, particularly if they don’t want to speak to someone they know. She mentioned an organisation called “a2dominion” that gives support to people across Oxfordshire and Berkshire and would place an appropriate poster next to the Safeguarding Policy on the church noticeboard.  A new Head of Safeguarding started this week - Louise Whitehead.  **Risk Assessment forms** – Annie had received many comments from various “group activities leaders” about the completion of this form. Annie commented that those responsible for a group activity should read and understand the Safeguarding Policy and the importance of it! After further discussion, Jane confirmed that she will draft up a master Risk Assessment sheet.  Jane suggested that the PCC look at potential roles and risk assessments, so that everyone is aware of what is being asked of them. | | | All PCC  Members |
| **3.** | **Living Faith (40 minutes) Vicar** | | |  |
|  | The **New Altar frontal** is currently being made and should arrive before Easter. It is hoped that Bishop Gavin would come and bless this for us.  **Church Toilet cleaning update –** Paul who ran PCS has now retired and is no longer an option. Olivia will quote for this service for 1 hour per week.  **Dishwasher** – Annie would liaise with the company (Zalie Butler) who originally installed the new kitchen and ask them to source and install a dishwasher, where the fridge is currently placed. The PCC agreed to this.  **Communion** – After discussion, it was decided that we should continue to administer Holy Communion in one kind (bread) only. This will be reviewed again in the Summer.  For the time being, the PCC agreed that at services, everyone would be advised to continue **wearing a face mask**. Iain would devise an appropriate poster to be put up in church.  Annie has booked the Karen Sharp Quartet for a **Jazz Concert** on Friday, 6th May. Advertising needs to be arranged. Refreshments will be required.  Iain will sort out ticketing for the event.  **Commonwealth War Grave Commission** - the form to enable the erection of the plaque has been completed, signed and sent off. The CWGC to complete their work with the DAC, before the signage can be erected.  The Bishop of Oxford, **Bishop Steven,** is visiting Deddington Deanery on Wednesday, 16th February. There will be a meeting for PCCs in the evening at St. Mary’s Church (other church members are invited to attend too). Refreshments from 7pm to start at 7.30pm. Annie will put up the “invitation” poster in church. The deanery are encouraging questions for Bishop Steven. Please forward any questions to Annie to submit in advance to the Area Dean.  Annie attended a **SIAMS** meeting last night. The next school inspection is due in 2023, when the school hopes to get an ‘excellent’ rating. There needs to be evidence of a deep connection between church and school. SIAMS lead at school, Sally Barber and Annie had decided upon an Easter Egg Hunt, perhaps taking the style of a quiz with clues to be collected either around the village and/or church and churchyard and this was to be church led. After some discussion Olivia, Meriel, Stan will work on this and move it forward.  **PCC Tonight** – Thurs. 3rd and Mon. 7th February. 7.30pm Deddington Arms.  Annie registered that the **Articles of Enquiry and Mission Statistics** documentation needs to be completed before the deadline date of 30th April.  A ‘**Pancakes and Plonk**’ evening, to be held on Shrove Tuesday.  It is also hoped to hold a **Lent course.** | | | Olivia  Annie  Iain  Iain  Annie  Meriel, Stan, Olivia  Iain  Meriel |
| **4.** | **Fabric (10 minutes) Iain Gillespie** | | |  |
|  | **Church interior Lighting** – Neil Skinner is having a meeting in church next Wednesday afternoon, following which there should be finalised plans.  **South Porch roof** – George Gibbs has not come up with a quote yet. Stella O’Neil has offered to put Iain in touch with someone else for another quote. | | |  |
| **5.** | **Finance (5 minutes) Iain Gillespie** | | |  |
|  | Iain briefly went through the Treasurers report, which gives a snapshot picture of balances in each fund as at 31st December 2021. He expanded on a few items which are shown on the report. We still require someone to take over as Treasurer. | | |  |
| **6.** | **Deanery Synod Report (5 minutes) Caroline Condon** | | |  |
|  | Angela updated the PCC on the November meeting. The Deanery Mission Action Plan was discussed largely focused around new housing, new communities in the deanery.  Intergenerational belonging which was about support needed across the generations within schools. The Contemplative Toolkit - Space maker project could be used in schools and churches which helps children with mental health problems.  It was hoped that each church in the deanery would achieve a Bronze level ECO award. The next zero target, everything being green, is 2030 for this to be achieved. Next meeting 8th February.  Annie picked up on comments from the meeting, about the use of other forms of social media, if we want to encourage younger people to church. PCC to discuss this at some point?  Annie also picked up on the Contemplative Toolkit - Space Maker project, and the importance of our connection with Deddington school. Sally Barber and Annie will be attending a further course for Space Makers on 10th March. It is designed to help children become a bit more contemplative, gives them space and opportunity to think about things, and what is going on in their lives etc. | | | PCC |
| **7.** | **Health and Safety (5 minutes) Stan Nelson** | | |  |
|  | Stan Nelson reported that he had fallen off the side of the pathway in the churchyard. The incident had been noted in the accident book. | | |  |
| **8.** | **GDPR – Annual Review (5 minutes) Stan Nelson** | | |  |
|  | The GDPR was reviewed and agreed by the PCC for another year. | | |  |
| **9.** | **The Queen’s Platinum Jubilee. Annie** | | |  |
|  | A group had already met to have a preliminary discussion about plans for the Queen’s Platinum Jubilee, taking place from Thurs. 2nd to Sun. 5th June.  Olivia had taken notes at the meeting which she briefly shared with the PCC.  Ideas - A ‘Pudding and Prosecco’ evening on Thurs. 2nd June, with a 1950’s Theme and Rock n’ Roll band. A quiz on Sat. 4th June with a Jubilee theme.  Neil Skinner is lighting up the church in Red, White and Blue. The blue and white lights would remain on the top of the tower. Olivia would put an appeal out on ‘Facebook’ to track down the owner of a Union Jack Flag that had previously been borrowed and used on the church tower. Publicity to be organised as soon as possible. Caroline would create posters, for placing around the village. Also to be placed on social media i.e. Facebook. Angela would speak with “Eagles” as they had offered to help where they could. | | | Olivia  Caroline  Angela |
| **10.** | **Dog fouling ‘signage’ and new ‘bins’ in Churchyard Annie** | | |  |
|  | Dog fouling in the churchyard has been an issue for some time. The gardening team had come up with various ideas for signage etc. which has been on display in the ‘living room’. Also a photo of the posters had been emailed to PCC members. During discussion, Annie pointed out that DAC approval may be required to erect signage. She also suggested that the ‘note’ is published in the Deddington News. Heather would speak to David Rogers, in the first instance, to discuss the ‘emptying of bins’. The PCC agreed to the erection of ‘respectful and appropriate’ signage. | | |  |
| **11.** | **The ‘Living Room’ and internal ‘Entrance Area’ Heather & Iain** | | |  |
|  | Item 11 taken before 10 – The ‘Living Room’ has become cluttered in recent times due to Covid etc. Iain suggested that a large working party, to include someone from the ‘flower team’, is organised to sort out this area, as well as other areas. It would be useful to also sort out the roof of the kitchen to store various items. After discussion, Sarah agreed to organise a working party for week beginning 21st February. | | | Sarah |
| **12.** | **Fundraising Meriel, Olivia, Stan** | | |  |
|  | Although individuals of the fundraising team have been looking at various areas, progress is slow. The “Friends of Deddington Church” is now a registered charity, chaired by Andrew Green. They are planning to do some major fundraising for us. However, we should still be actively fund raising ourselves. Hopefully the Jazz concert should raise some funds. | | |  |
| **13.** | **Sustainability Survey – ECO Church update Annie** | | |  |
|  | We have finally completed all the paperwork for an energy audit – Annie waiting to hear from the Diocese of possible dates. Hopefully the audit, when it happens, will put us on the way to achieving the bronze award status. | | |  |
| **14.** | **Other items for update** | | |  |
|  | **Kitchen/Social Committee – Caroline** – Caroline had circulated a ‘paper’ to the committee, which was followed up by a zoom meeting on 18th January. Caroline reported to the PCC brief details of their meeting. A separate **‘hospitality team’** is to be set up which will be non-fundraising and will be responsible for the ad hoc refreshments the church may need. Angela felt it important, that when refreshments etc are required, that people knew who to ask and that the Social events team and fund raising team should be talking and feeding back information to one another. Supplies of tea/coffee etc. should be Fairtrade, these can be purchased through Vivianne Hall. Caroline and Annie would have a meeting to discuss the way forward. Meriel would arrange milk so that refreshments can be reactivated this Sunday, and then set up the regular milk order again. Sarah offered to be added to the Sunday refreshment rota. | | | Caroline  Annie  Meriel  Sarah |
| **15.** | **Minutes of the last meeting – 17th November 2021** | | |  |
|  | Annie signed the minutes of the last meeting as a true record. | | |  |
| **16.** | **Matters arising** | | |  |
|  | **Deddington Church Who’s Who** – Meriel confirmed that remaining pictures and biographies would be completed shortly.  **I&T Sub Committee** – Meriel ensured that a **“form of words”** would be written for the description of committees list, by the next meeting.  **Marriage** **Course** – Olivia and Ross hope to run this course on a Saturday (in Spring 2022), but needs to sort out childcare first. Olivia would liaise with Annie. | | | Meriel  Meriel  Olivia |
| **17.** | **Any other urgent business** | | |  |
|  | None | | |  |
| **18.** | **Date of next PCC meeting (s)** | | |  |
|  | **PCC Tonight Course** – Thurs. 3rd & Mon. 7th February at the Deddington Arms 7.30pm  **Next PCC Meeting** – Wednesday, 30th March 7.30pm at Deddington Arms. | | |  |
| **19.** | **Closing Prayer** | | |  |
|  | The meeting closed with the Grace at 9.20pm. | | |  |