

## Parish of Deddington with Clifton and Hempton

Minutes of the PCC meeting held on Wednesday, 12<sup>th</sup> July 2023 at the Deddington Arms, Deddington

### Present:

Sarah Banes  
Meriel Flux  
Stan Nelson

Caroline Condon  
Lucinda Fucco  
Andrew Crawley –  
Hempton Representative

Olivia Fenion  
Iain Gillespie - Treasurer  
Sue McCouaig - Secretary

**Apologies:** Angela Faint

Jane Green

Heather Nason

Item	Notes	Action
1.	<b>Opening Prayer and Dwelling in the Word (20 minutes)</b>	
	The meeting was opened using the Preparation and Confession from the Liturgy for a PCC meeting.	
2.	<b>Living Faith (40 minutes)</b> <span style="float: right;"><b>Vicar</b></span>	
	Services are continuing as normal, as are weddings, funerals and baptisms. Olivia has offered to liaise for baptisms, if needed. Bibles are purchased individually, as and when required. Meriel will purchase the bible for this Saturday's baptism. Calendar events need to be co-ordinated, and Caroline informed. Consider a shared online diary. There is a hard copy diary that Annie used.	Meriel
3.	<b>Hempton Church</b> <span style="float: right;"><b>Andrew Crawley</b></span>	
	Business as usual in Hempton church. Regular groups still using the old school room. Andrew is happy to take interior photos of Hempton church and school room for the Parish profile. Ride and Stride in September. Will there be an ordinand led service for Christmas? Stan would check/speak with Heather Nason first, to find out what has been the normal procedure for choosing a date etc. Andrew is happy to open and close up the church/building, if there is a service when no one else is allocated to do it. Andrew will ensure that the notice goes up for this Sunday's service which is being led by Sarah Sharp. Diana has a key and will open up this week. Currently no clergy is/are available for services going forward. Andrew gave Olivia his phone number. Stan mentioned that a meeting with Alcocks and Janet Watts had been postponed, and will be rescheduled. Andrew Crawley, as an informal representative for FOHC, left the meeting at this point.	Andrew Stan
4.	<b>Fabric (10 minutes)</b> <span style="float: right;"><b>Stan Nelson</b></span>	
	<b>South porch</b> has been rebuilt and work is to commence on the <b>Organ</b> . FODC have agreed to pay for all the other outstanding bits of pointing that are required. The <b>north pathway</b> leading from the bullring needs relaying, a reasonable quote has been received for this work and it is anticipated that the FODC will fund this. <b>Interior lighting.</b> Iain communicates with Neil Skinner on a regular basis concerning a full plan to replace current lighting with an LED programmable system. Funds for this work are building up and it is hoped that there will be enough monies in the fund to enable the side aisles to be done at the same time.	
5.	<b>Finance (5 minutes)</b>	
	Iain had sent a Treasurers report, which gives a snapshot picture of balances in each fund, which he expanded upon. Extra gift aid to reclaim. Fees in vacancy can be reclaimed from the diocese. The fixed term electricity contract from SSE is due for renewal, and a large increase is likely. Iain briefly went through possible costs obtained during a phone call, and is awaiting confirmation. He will advise the PCC once SSE's	

	new contract prices are received. Iain would also contact the Parish Buying Scheme to see what they would charge. Iain gave Olivia the telephone online code for the PCC bank accounts.	Iain
<b>6.</b>	<b>Deanery Synod Report (5 minutes)</b>	
	Angela attended the June meeting, and will report to the PCC in September.	
<b>7.</b>	<b>Health and Safety (5 minutes)</b> <b>Stan Nelson</b>	
	Stan advised that there was <b>one reportable incident</b> - a parishioner tripped on the organ console fracturing a hip and taken to hospital. The incident was recorded in the accident book. As mentioned under item 4, the <b>path into the churchyard</b> next to Castle House is a serious trip hazard and quotes have been received to relay this section. It is the Churchwardens and Treasurers recommendation that we undertake this work after consultation with the <b>FODC</b> . This was agreed at the meeting. It was agreed to leave the <b>projector screen</b> on the ground, as it is unsafe to use. This will be repaired at the earliest opportunity. The <b>roof alarm</b> went off 4 times last week, and a faulty sensor has been replaced. <b>Lucinda arrived at 8.05pm.</b>	
<b>8.</b>	<b>Safeguarding (10 minutes)</b>	
	No report received	
<b>9.</b>	<b>Profiles 'open' meeting led by Charles Chadwick</b>	
	How and who we invite to the 'open' profiles meeting on 16 <sup>th</sup> August 2023 7.30pm? Following a discussion Stan confirmed that he would email Charles to check what he proposes the format of the meeting should be, and who to invite? He will get back to us. It was agreed that all methods of communication available to us will be used to advertise the 'open' meeting.	Stan
<b>10.</b>	<b>Appointing a Parish Administrator</b>	
	Sarah raised a series of questions that should be considered in the process of appointing a Parish Administrator, and this was discussed. Iain had made enquiries from a payroll company concerning their payroll charges, which he went through. Sarah would also investigate some other payroll company charges for comparison. Sarah would look on the Diocese website to see what advice is available and whether there is a generic "draft" job description, and "draft" a contract. The <b>PCC agreed</b> to recruit a parish administrator to work 8 hours a week, and to advertise the position at the agreed amount per hour, could be done from the successful applicants home on the church laptop, <b>after a formal advert job description and draft agreement has been circulated to the PCC</b> . If any PCC member(s) feel it should be further discussed at a meeting before advertising, then this will happen.	Sarah Sarah
<b>11.</b>	<b>Roles and "Voluntary" positions/tasks in Church update</b>	
	<b>Church Stewards at Events</b> – Caroline has produced a spreadsheet, and will continue to deal with bookings. <b>Churchwardens/Other "Voluntary" tasks</b> – Sarah will produce a spreadsheet, which will be circulated. Wendy has completed the <b>Sidespersons</b> rota until the end of the year. Meriel agreed at a previous meeting to take this role on, and is happy to do so now and make any alterations/amendments going forward. Meriel will speak with Wendy. Stan would be grateful for help over the next 2 weeks and Iain agreed to set up for the Sunday mornings. Lucinda will come straight from Hempton.	Caroline Sarah Meriel
<b>12.</b>	<b>Tower Open Day/Tour(s)</b>	
	The Bellringers wish to reintroduce the annual tower "open day" now that Covid restrictions have been removed. They are seeking permission to hold	

	<p>this event on Saturday, 22<sup>nd</sup> July 2023, and have produced an appropriate risk assessment, which has been emailed to the PCC. The PCC agreed to this event being held. Sue to confirm this with them.</p>	Sue
<b>13.</b>	<b>Fundraising update</b>	
	<p>Meriel updated the PCC concerning fundraising. Chargeable website did not materialise any more funding than free websites, so has not been renewed. Hempton need to lead on fundraising for Hempton church.</p>	
<b>14.</b>	<b>Sustainability Survey – ECO Church update</b>	
	<p>A written report had been received from Viviane Hall which was read out. Sue would email this report to the PCC. The PCC asked if a copy of the 5 part report could be made available to them. Sue would email Viviane.</p>	Sue Sue
<b>15.</b>	<b>Sub-Committees – names on each committee to be confirmed/agreed</b>	
	<p><b>Sub-Committees</b> were discussed. None have met recently. Sub-Committees include:- <b>Charitable Giving</b> – Iain, Jane Green and Liz Dickinson (no vicar). When next meet they will publicise which charities are being supported. <b>Information &amp; Technology</b> – Olivia, Meriel, David Rogers and Fiona. Meriel will email David Rogers to see if he wishes to maintain this position. Website needs revamping to make it easier to use. <b>Kitchen &amp; Social Committee</b> – This committee no longer exists, but there is a rota of people who “service” the kitchen. <b>Fundraising</b> – Meriel, Olivia and Sarah (agreed May 2023)</p>	Meriel
<b>16.</b>	<b>Minutes of previous meeting –17<sup>th</sup> May 2023</b>	
	<p>Stan signed the minutes of the last meeting as a true record.</p>	
<b>17.</b>	<b>Matters arising</b>	
	<p>None</p>	
<b>18.</b>	<b>Any other business</b>	
	<p><b>Noticeboard</b> – Caroline would go ahead to purchase the noticeboard, which was agreed at PCC meeting on 15<sup>th</sup> March. Iain confirmed at the May meeting that no faculty was required as we are replacing like for like. <b>Annie’s closed BT Broadband and phone account charge of £800.</b> After a discussion the PCC agreed to ask Barford if they would contribute 20%. Deddington would contribute 50% with Annie funding the remaining 30%. The broadband and phone line were required for clergy/benefice business. <b>Could funerals and weddings coming up during the week be announced on Sundays and/or added to the News sheet?</b> It was agreed to include these on the News sheet. Fiona will be asked if she can include these events. Some would be announced on the Sunday, if appropriate. Olivia has <b>updated the noticeboard</b> of “Who’s who”. <b>Dishwasher</b> – a concern had been raised as to whether it is a fire risk to run the dishwasher when nobody is in church whilst it runs its full cycle. A discussion took place and it was agreed that this will be looked into before a decision is made. In the meantime, Iain will speak with the insurers. It has been PAT tested.</p>	Caroline Sue Iain
<b>19.</b>	<b>Date of next PCC meeting (s) – to be agreed</b>	
	<p><b>PCC meetings</b> - Monday, 4<sup>th</sup> Sept 2023 – Wednesday, 8<sup>th</sup> Nov 2023 <b>Parish Profile “Open” meeting in church</b> – Wed, 16<sup>th</sup> August 2023 7.30pm</p>	
<b>20.</b>	<b>Closing Prayer</b>	
	<p>The meeting closed with the concluding prayer from the Liturgy for a PCC Meeting and finished at 9.25pm.</p>	