

Parish of Deddington with Clifton and Hempton

Minutes of the PCC meeting held on **Wednesday, 8th November 2023** at 7.30pm in the Cotswold Room of the Deddington Arms

Present:		
Sarah Banes	Caroline Condon	Angela Faint
Olivia Fenion	Meriel Flux	Lucinda Fuoco
Iain Gillespie - Treasurer	Jane Green	Heather Nason
Sue McCouaig - Secretary		Viviane Hall (Sustainability - ECO church)
Apologies: Stan Nelson		
	Andrew Crawley - Hempton	
Item	Notes	Action
1.	Opening Prayer and Worship	
	Sarah opened the meeting using the Preparation and Confession from the Liturgy for a PCC meeting.	
2.	Living Faith	
	<p>The Christmas card might not be ready in time for the Deddington News distribution, and may need to be delivered by volunteers. Caroline would contact Sally Barber to confirm. Delivery of Deddington News to residents is 5th Dec.</p> <p>Stan has been in touch with Alex Moss, and he and his "team" are happy to do the take-away Christmas lunches again this year. Angela (email address/phone no.) will be the point of contact for names. This will be advertised, included on the church "news sheet" (Sue/Ian will ask Fiona) & Olivia will put details on Facebook.</p> <p>Thanks were recorded to Meriel for organising the Harvest Supper. A job well done.</p> <p>Bishop Gavin is leading the Remembrance Service on Sunday. Apparently Stan has the list of "what needs doing instructions" for this service i.e. additional chairs put out, more sidespersons, etc. Refreshments are all sorted.</p> <p>Carol Services: Deddington – Alan sorting out the readings and Judy the readers. Hempton - Lucinda will find out from Stan as to who is presiding at the Hempton Service and what has been organised concerning readers. Janet Watts has previously organised readers for Hempton.</p>	<p>Caroline</p> <p>Angela Sue/Ian Olivia</p> <p>Stan</p> <p>Lucinda</p>
3.	Sustainability - ECO Church	Viviane Hall
	<p>Viviane informed the PCC of the background to the scheme, and distributed printouts of the ECO Church survey document, and an ECO Church leaflet. Currently, Deddington Church has achieved their Bronze Award and is now working towards the Silver Award. Viviane expanded on the survey, that covers 5 sections, Worship & Teaching, Buildings, Land, Community & Global Engagement, Lifestyle. All 5 sections must achieve the relevant award level before it can be granted. Viviane felt signs are encouraging and that we have already reached gold level for worship & teaching, silver for buildings and land. However, we need to get our act together on community and lifestyle. This year, for the first time, an ECO Church report was included in the APCM Reports document. Viviane suggested that on a 5th Sunday in the month, it would be good to occasionally invite a speaker covering this area. Viviane would ask Nick Fielden from Bodicote Church, if he has any suggestions.</p> <p><i>For information</i>, the average carbon footprint in the UK is 9.5tonnes, for the World 6.3tonnes, Oxford OX15 postcode is 14.6tonnes. Caroline offered to study the "survey" document, particularly at the "lifestyle" section and bring back some recommendations for consideration at a future PCC meeting, possibly in March. Viviane was thanked for coming to the meeting.</p>	Caroline
4.	Hempton Church	Andrew Crawley – FOHC Representative
	<p>A report from Andrew giving an update and details of the planned Christmas activities & Carol Service had been sent to the PCC.</p> <p>He also commented on the outstanding work that Olivia had done to produce the Parish profile document, saying it is extremely professional and readable.</p>	
5.	Fabric (10 minutes)	
	Nothing to update. Iain is still awaiting further information from Neil Skinner.	

6.	Finance (5 minutes)	Iain Gillespie	
	Iain went through the Treasurer's report, which gives a snapshot picture of balances in each fund. The price of electricity has doubled!!		
7.	Deanery Synod Report (5 minutes)	Angela Faint	
	<p>Angela reported on the late September Deanery Synod meeting at Great Bourton, highlighting on the "Sunshine Centre", a community centre on the Bretch Hill estate, Banbury. The centre manager, Jill Edge, gave a talk and informed the DS meeting of the high level of poverty and need in the area. The Sunshine Centre facilities include: full childcare on site, a community larder, etc. They also provide "support services", including survivors of domestic abuse, parenting courses, self esteem, parenting, helping father's to build better relationships with their children, and supporting families who are struggling.</p> <p>There are many changes due within the Deanery Synod setup, as several "key" people are "moving on". The treasurer reported positively that he is sure 100% of the Parish Share will be paid by the end of the year. The next meeting is later this month, when Angela would ask if there were any ECO church ideas that other churches could share.</p>		Angela
8.	Health and Safety (5 minutes)	Written report from Stan Nelson	
	There were no Health and Safety issues since the last meeting. The organ pit has now been covered and is now safe. Our thanks and appreciation must go to the garden team, who have been working hard to make the paths clean and safe for Remembrance Sunday.		
9.	Safeguarding Report	Report from Jane Maharry	
	There have been no Safeguarding issues reported. Jane will prepare the policies to be reviewed/agreed at our January meeting. However, Jane will step down from her Safeguarding Officer role for the church shortly. Therefore, the PCC will need to think about a possible replacement. Sue will send the "training link" to Jane Green and Lucinda Fuoco. Review our training needs in January.		Sue
10.	Vacancy		
	<p>Appointment of 2nd Parish Representative – Sarah Banes had stepped down due to work commitments. There were 2 nominations for the second Deddington representative on the selection panel for the new incumbent, Olivia and Iain. Iain stated that he preferred somebody younger to carry out this role. Therefore, after a vote by all those present and taking into account the "votes" of those not at the meeting, Olivia was confirmed as the 2nd Parish Representative. Sue will send a revised form 34 to the Diocese.</p> <p>Interview arrangements – There is obviously a cost involved in hosting the interviews. On interview day (11th January) we are expected to host a lunch, for hopefully 2/3 candidates, pay for travel costs and overnight accommodation, if necessary. Need to decide what kind of lunch we will provide, and who will organise the lunch catering. Should a cost budget be set?</p> <p>Who should be invited to lunch? All benefice PCC members free to come along for lunch, James Kennard, headteacher, retired Clergy, regular intercessors, sacrasants, Patron, Area Dean etc., FOHC representative (i.e. Janet Watts), other key people? Sue to check with Sally and Sue, concerning who they think should be invited. It's a chance for those not involved in the formal interview process, to meet & get to know the interviewees, but at the same time not overload them. Any views communicated to the Parish representatives would be taken into account. There will be an opportunity to join in the Eucharist at the beginning of the day.</p> <p>Meeting to focus on lunch arrangements after church on 17th Dec.</p>		Sue
11.	Appointing a "Benefice" Parish Administrator		
	Sarah had emailed "draft" copies of job description, advert, Contract of Employment and Tasks, which was discussed, and some "wording" amendments were made. Who will lead the interviews? , this wasn't finalised tonight. Sarah is happy to handle the admin for the recruiting process. Sue to ask Sally/SueA (Barford Churchwardens), if they want to be involved in interview process. The PCC were happy with the advert, which will be placed in the Deddington and		Sarah Sue

	Barford News, weekly newsheet, Facebook. Who will be responsible for placing the advert in the relevant places?	
12.	Church Organ update	
	Discussed after item 6. Organ pretty well finished and performing well. There are a few teething problems which will be sorted out next week. The organ was used last Sunday and sounds great. There was some confusion and surprise that the organ console had not been placed back in the original position, following the recent overhaul and restoration works, and was now positioned in front of the pulpit. Some questions were raised, which were given one word answers or they were advised to speak with James. The meeting moved on.	
13.	Garden Shed Iain Gillespie to update	
	Iain met with Stan, John Nason and Peter Ayles last week. The shed roof is leaking and the floor is rotting; the only answer is a new shed. Peter and John have obtained a quote from Norton Leisure Buildings of just over £3,000. This includes £933 to build a decent base and there is a move afoot to ask the Parish Council for this. The quote is subject to survey and it will be wise to budget for an extra £500 in case of any further expense. Iain proposes to pay for this out of the Fabric Fund, the official title of the fund is "Church Fabric and Churchyard Maintenance". The PCC agreed to this request, and the project can go ahead.	
14.	The Living Room Jane Green	
	Stan and Jane had a good session sorting out the room, leaving an orange crate and a cardboard box containing lighting equipment and bulbs. Iain plans to store these above the kitchen. Some archive documents to go to St Luke's in Cowley. For events, the living room should be added to the " Stewards Checklist ", so that it is clear of anything brought in by the organisation hiring the church. The plug behind the computer should not be turned off! The sideboard is for church storage. The trestle tables to be moved. Toys to go into boxes, furniture to be rearranged. The future of the living room to be added as an agenda item at the next meeting.	Steward's list Sue
15.	Fundraising update	
	Nothing to report.	
16.	Minutes of previous meeting – 4th Sept. 2023, 8th, 9th and 18th October 2023	
	Sarah Banes signed the minutes of the last meetings as a true record. Sue McCouaig sent her apologies for the Section 11 meeting of 9 th October and her name was added.	
17.	Matters arising	
	Caroline asked for the FODC to be an agenda item at the next PCC meeting. They would like a list of repairs that they can help with.	Sue
18.	Any other business	
	Sarah to organise a Church clean on 12 th December. Olivia will put on Facebook.	Sarah/Olivia
19.	Date(s) of next PCC meeting(s) (for January 2024 and March 2024)	
	PCC Meetings – Monday, 15th January 2024. Meeting to focus on lunch arrangements – after church on 17th Dec.	
20.	Closing Prayer	
	The meeting closed with the concluding prayer from the Liturgy for a PCC Meeting and finished at 9.30pm.	