

Parish of Deddington with Clifton and Hempton

Minutes of the PCC meeting held on **Monday, 15th January 2024** at 7.30pm in the Cotswold Room of the Deddington Arms

Present:		
Sarah Banes	Caroline Condon	Angela Faint
Olivia Fenion	Meriel Flux	Iain Gillespie - Treasurer
Jane Green	Stan Nelson	Andrew Crawley – Hempton Rep
Sue McCouaig - Secretary		
Apologies: Lucinda Fuoco		
	Heather Nason	
Item	Notes	Action
1.	Opening Prayer and Worship	
	Stan opened the meeting in prayer.	
2.	Living Faith	
	<p>Christmas lunches – Alex Moss and his team had again provided the Christmas takeaway lunches, of which there were 14 recipients. Stan had sent our thanks to Alex and the team. The Parish Council gave a donation without being asked, which was very gratefully received.</p> <p>New Incumbent – Stan had sent out letters to everyone, thanking them for all their help and also to the Deddington Arms who very kindly donated their meeting rooms free of charge. He also fully updated the PCC concerning the appointment of our new vicar, Nick Fielden who is currently curate at Bodicote. We need to think about the welcome for Nick and his wife Vikki, and discuss further at the next meeting. Facebook and social media has been updated with Nick's profile.</p> <p>Christmas services - all of the services were well attended. Everything was very successful. A comment was made that they were really impressed with how everything flowed. The joint benefice Christingle and Crib services were incredibly successful. The Deddington News team felt that the card used to provide the publication of the Christmas services was too heavy. Thanks were recorded to Sue's daughter and herself for putting up the Christmas tree. It was amazing! The Easter card insert would need to be planned fairly soon. Stan to contact Sally Barber.</p>	Stan
3.	Hempton Church	Andrew Crawley – FOHC Representative
	The Hempton Church key was given to Stan. There had been a pumpkin trail which raised £340, Christmas Fayre £900, and the Tractor Run £78 since the last meeting. The AA meet regularly in the church rooms and they gave a donation of £100. Christmas and other church services attendance at Hempton was up this year, and they now provide tea and coffee after each service. Their website has now been closed. Olivia commented that she is hoping to revamp the Deddington church website and possibly details of Hempton church could be included, along with the history of the church. The third Friday of every month, there is a pub night. A short discussion followed.	
4.	Fabric	
	Iain advised that the fabric is the responsibility of the Churchwardens and not the treasurer.	
5.	Finance	Iain Gillespie
	<p>Iain went through the Treasurer's report, which gives a snapshot picture of balances in each fund. There is still concern about electricity costs, and the knock on affect of the increase in terms of other expenditure, which were discussed.</p> <p>Church lettings hire charge - The increases that Iain recommended were discussed and agreed at the meeting, and are printed on the booking form. Some of the market stall holders are prepared to pay in advance by BACS or another method. Currently no advance payment or non-refundable deposit is required when booking a pitch at the Farmers market, so if there is a no-show, the "pitch" remains empty with no income received. Iain would devise a proper plan going forward and also talk to June.</p>	Iain

	<p>Screen & Winch – the winch has been mended, but apparently the screen was mangled when the winch first failed. The purchase and installation of a new screen would cost £1,700, which was agreed at the meeting.</p> <p>Garden shed update – the plan is all in place. We are replacing like for like, however, someone had contacted the planning authority and Iain would seek clarification from the Diocesan Advisory Committee (DAC).</p> <p>Sarah advised Iain of the cost for a benefice administrator which, with on costs, would be approx.£6,000 pa. After discussion, it was agreed to advertise on a “fixed term” contract for 1 year. Sarah would arrange to place a relevant advert, once she had spoken with the Barfords, which at the earliest, would be the March issue of Deddington News and other social media platforms. Sarah would be involved in the interview process, together with the new incumbent when he arrives, and possibly a representative from Barford. Therefore, relevant time scales would need to fit in with this.</p> <p>Iain also mentioned that Stan had been told that the Dean and Canons of Windsor would pay for the advert placed in The Church Times for the new vicar.</p>	Iain Sarah
6.	<p>Deanery Synod Report (5 minutes) Angela Faint</p>	
	<p>Angela updated the PCC concerning 3 key areas of the November Deanery Synod meeting. There was an additional report from the General Synod. Some of the conversations were about Israel and Gaza, others about safeguarding and redress for victims of abuse in churches, but most were about the ongoing Living in Love and Faith process, around human identity, marriage and sexuality. There had been a debate of 9 hours with a decision to continue with their implementation of plans, with the introduction of a set of prayers in readiness for local non-Eucharist services. We are yet to receive these prayers. Deaneries and parishes are very divided around this issue.</p> <p>Finance-The Deanery Treasurer advised that it could just about achieve 100% of the payment for 2023, but underpayment is a real concern going forward.</p> <p>Another Deanery morning is planned for Sat.3rd Feb. Stan will circulate a poster.</p>	Stan
7.	<p>Health and Safety Stan Nelson</p>	
	<p>There was one reportable accident in church when a stall holder at the farmers market tripped and fell. A full accident report sheet was completed. Iain had organised the annual electricity safety check of appliances, which was carried out today (15th Jan).</p> <p>Health & Safety (HSE) Policy – Copies of the HSE Policy had been emailed to the PCC. The PCC agreed and approved the HSE Policy for a further year. Stan Nelson signed the updated policy, in the absence of a new incumbent. A list of first aiders is on the church noticeboard. It would be ensured that the evacuation route through the vestry, in the case of a fire, is accessible during services and is known to the choir. Meriel would devise a list of sidespersons duties.</p>	Meriel
8.	<p>Safeguarding Report Jane Maharry</p>	
	<p>No Safeguarding issues to report, since the last meeting.</p> <p>Copies of the Safeguarding policy and the Risk Assessment (RA) Activities document from Jane Maharry had been emailed to the PCC.</p> <p>Update, agree and approve the Safeguarding Policy – The Safeguarding Policy is materially unchanged, although the Safeguarding Officer had been left blank as Jane wished to step down. However, for the time being, Jane agreed to continue to be the named Safeguarding Officer. Sue would ask Jane Maharry if she could provide a list of Safeguarding Officer duties, which could be given to any potential interested persons for this role. Various names were suggested.</p> <p>Jane Green had completed the online safeguarding training. However, there is some concern that one of the Churchwardens (Lucinda Fuoco) had not completed the online training, as whilst there is no vicar, Churchwardens are ultimately responsible.</p> <p>The updated Policy was agreed and approved by the PCC. The vicar and Churchwardens would normally sign the Safeguarding policy, but in the absence of an incumbent, a churchwarden (Stan Nelson) signed the document.</p> <p>The Safeguarding Risk Assessment of Activities document agreed in November 2022, was reviewed and updated with the gaps concerning leaders</p>	Sue

	<p>of various groups completed. A slight amendment was made to public worship 3rd paragraph to read “At the lay led family service it is possible that children will be left unaccompanied to do arts and crafts.” A Leader for lay led services was also added.</p> <p>It was noted that the activities of FOHC (Friends of Hempton Church) are separate to Hempton Church services.</p>	
9.	GDPR – Annual Review (last reviewed Jan '22 – should be annually) Stan Nelson	
	The GDPR was reviewed and agreed by the PCC for another year. It was noted that there is no longer an obligation under the European Union Law to complete a record of processing activity.	
10.	Appointing a “Benefice” Parish Administrator update	
	Discussed under item 5 (finance).	
11.	Church Organ update	
	As there had been 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 various concerns and questions were raised at the last meeting, it was agreed to invite James Kennard to the next PCC Meeting, or to write a report, so that the PCC could understand the reasons behind this decision. Iain would speak with James.	Iain
12.	Sustainability - ECO Church report Viviane Hall	
	The Sustainability report had been emailed to the PCC. Viviane continued to send “snippets” of information for the church newsletter each week however, she would like someone else to take this task over. Meriel would start a conversation with the Parish Council, suggesting the idea for setting up a collecting point for recycling pet food sachets within the village, and report back.	Meriel
	Caroline Condon would report on the ECO Church “Survey” document (particularly the “lifestyle” section), at the next PCC meeting.	Caroline
13.	Friends of Deddington Church (FODC) Caroline Condon	
	The FODC would like a list of repairs, in priority order, that the church would like funding help with for their February meeting. The footpath is dangerous. Repairs on the list are from the 2017 Quinquennial report and a further Quinquennial inspection took place in 2022.	
14.	Fundraising update	
	No current fundraising at present, but this will be re-ignited.	
15.	Minutes of previous meeting – 8th November 2023	
	Stan signed the minutes of the last meeting as a true record.	
16.	Matters arising	
	None	
17.	Any other business	
	On the “ Deddington online ” website the only entry for Deddington church, is for Parish Church bookings. Meriel would arrange to update the information and link to church website and Facebook. Our IT Committee is currently Olivia Fenion, Meriel Flux and David Rogers. The church website needs revamping in the foreseeable future.	Meriel
	Sue briefly mentioned that come the summer, she would step down as PCC Secretary , and would make this decision known at the APCM .	
	Olivia would like to arrange a working party for a bring and share lunch for Dan on 28 th January, although she can't be there. Meriel would put a list at the back of Church and Angela and Jane agreed to be involved.	Meriel, Angela, Jane
18.	Date(s) of next PCC meeting(s) (March & May 2024)	
	PCC Meetings - Monday, 18 th March 2024 and provisionally 20 th May 2024 APCM – 28 th April in 2024 Pancakes and Plonk – Tues 13 th Feb. 2024	
	There was a discussion concerning cleaning the church for Easter. Caroline would send out dates of when the church is already booked.	Caroline
20.	Closing Prayer	
	The meeting closed in prayer and finished at 9.15pm.	