

Parish of Deddington with Clifton and Hempton

Minutes of the PCC meeting held on **Thursday, 6th June 2024** at 7.30pm in the Boardroom of the Deddington Arms

Present:		
Nick Fielden	Sarah Banes	Caroline Condon
Angela Faint	Olivia Fenion	Iain Gillespie - Treasurer
Jane Green	Heather Nason	Stan Nelson
David Clements (Co-opted)		Andrew Crawley – Hempton Rep
Sue McCouaig - Secretary		Jane Maharry – PCC Secretary from Jul24

Item	Notes	Action
1.	Opening Prayer and Worship Nick opened the meeting in prayer.	
2.	Apologies Meriel Flux sent her apologies.	
3.	Minutes of previous meeting – 18th March 2024 Nick signed the minutes of the last meeting as a true record.	
4.	Matters Arising A knob had been fitted to the kitchen door. No other matters arising.	
5.	Living Faith Distribution of Communion – It is proposed that we move back to pre-Covid communion arrangements, drinking from the common cup only, with communion wine being 15% or stronger and served from a silverware chalice. This would commence from Sunday, 13 th July in Deddington, and from August at Hempton church. Details concerning these arrangements would be announced verbally at services, and included on the church news sheet. Anyone who does not feel ready to drink from the chalice can simply take the bread on its own. Following discussion, the PCC agreed to revert back to receiving communion wine from the chalice only. A discussion concerning how “ the Peace ” is shared, will take place at the next PCC meeting. Nick explained a new Daily Office schedule (Monday/Evening prayer) which is being trialled , whereby there will be one morning and one evening prayer across the benefice, each day, Tuesday to Friday. The scheduled timetable and details will be included in the news sheet. Iain and Fiona currently take a morning prayer in Deddington church on Monday and Friday mornings, which will continue. Moving Baptisms to 1st Sunday – Nick explained the reasons for this arrangement. There were no objections from the PCC. PCC New ideas – Sarah explained that during the interregnum much progress had been made with suggesting and implementing new ideas, and it was felt that this item should be a regular agenda item at PCC meetings. It was agreed that any ideas, are mentioned to Nick, in the first instance. Following the removal of the “food trolley” it was agreed to donate £1,000 a month to the Banbury Food bank until monies that are held for this purpose are used up. For those wishing to continue to support the Banbury Food bank through Deddington church, monetary donations could be placed in the specifically marked envelopes , and placed in the “chest” collection slot at the back of church.	Nick Agenda item Nick Agenda item Treasurer Stan
6.	Hempton Church Andrew Crawley – FOHC Representative The FOHC are holding their AGM on 18 th June. Regular meetings are continuing as normal. Hempton church are taking part in Ride n’ Stride in September. The noticeboard needs updating with relevant names, telephone numbers, email address(es) etc., and some information needs removing.	
13.	Whilst on this subject - Agenda item 13 (IT update) , was brought forward. IT Committee currently Olivia Fenion, Meriel Flux & David Rogers. <ul style="list-style-type: none"> ACTION - Nick Fielden to be added to the committee. 	Nick’s name to be added

	<p>Updating Notice Board(s) and Website(s) (incl. A Church Near You) of incumbent change.</p> <ul style="list-style-type: none"> • A Church near You to be updated by the IT Committee. • Also, advertise ACNY on the church website etc. <p>Church website needs revamping in the foreseeable future.</p> <ul style="list-style-type: none"> • “Deddington online” website, requires updating, and linking to the church website and Facebook <p>Noticeboards – Further information concerning other services etc., should direct those interested, to access it via the Church Website address.</p> <ul style="list-style-type: none"> • ACTION – Caroline would look at noticeboard required information, and co-ordinate with Hempton. <p>The Deddington News has been updated with the telephone number of the vicar.</p> <p>Siting of the new noticeboard at Deddington Church to be confirmed.</p> <ul style="list-style-type: none"> • ACTION - IT committee and Nick to meet and discuss the required updating of information on church website etc., and who would do what. <p>Andrew advised the PCC that the BRICKWORK around the buttresses of Hempton Church are crumbling away, particularly around the base. The west end one, is quite bad.</p> <ul style="list-style-type: none"> • ACTION – Stan to get in touch with Alcocks, and ask David Chu to take a look at this, and advise. Andrew mentioned that he could arrange to be there, if required. <p>At this point in the meeting David Clements was formally co-opted on to the PCC, until he has been on the electoral role for 6 months. Proposed by Stan and seconded by Caroline. All were in favour.</p> <p>Andrew Crawley left the meeting at 8.10pm</p>	<p>ACTION</p> <p>IT committee</p> <p>Caroline</p> <p>IT committee / Nick</p> <p>Stan</p> <p>Note</p>
7.	<p>Fabric Stan Nelson</p>	
	<p>Church Wall – The bottom churchyard wall is in danger of collapse. Agreement had been made with Alice to go half and half with any costs incurred, for the repair. In the first instance, Andy, her gardener, will look at the wall to assess if he can do the necessary work, and give us a quotation. Stan is still awaiting receipt of the quote. Hopefully, the job can be done over the summer.</p> <p>Stan reported that there is still much work that requires attention, as detailed on the latest quinquennial report(s). Iain would send an appropriate list to the FODC.</p> <p>Some work has been carried out to the Church lighting. A discussion took place, to ascertain if essential lighting needs, had been dealt with. Stan felt that the lighting is adequate, however, there were still some people experiencing difficulties. It was also noted that it is during the winter when most issues are highlighted. A faulty light bulb had been previously looked at, but no apparent fault was found. However, it is still flashing on and off, possibly caused by a faulty connection.</p> <ul style="list-style-type: none"> • ACTION – an electrician to be asked to attend site and again look at the faulty, flashing light. <p>In the main, the lighting was generally felt to be adequate and no further immediate action, is necessary at this time. However, some</p> <ul style="list-style-type: none"> • ACTION is required - to look at solutions for the choir and chancel, and source a suitable lamp and portable fixture. <p>Screen & Winch is fully operational, although there is currently a flickering black line.</p> <p>The Church clock is now fixed. It only required oiling. The Parish council agreed to contribute towards the cost, by paying the call out fee and up to £1,000 for the remedial work.</p>	<p>Stan</p> <p>Iain</p> <p>Stan</p> <p>Stan</p>

8.	Finance Iain Gillespie	
	<p>Iain went through the Treasurer's report, which gives a snapshot picture of balances in each fund.</p> <p>Andrew Green had asked for a list of works that the PCC would like Friends of Deddington church to fund. However, there are certain projects, where FODC are not happy to fund. Iain had forwarded various documents/quotes to the PCC during the last few days, and as mentioned under Fabric, will forward an updated list to Andrew Green.</p> <p>A discussion took place concerning the urgent need for the back pathway to be prioritised and the church treasurer confirmed that this work could be funded from within the church budget, to expedite the necessary work.</p> <p>Finding a new treasurer – the vicar requested that PCC think about people they know who could possibly take on this important voluntary role.</p> <ul style="list-style-type: none"> • ACTION – advertise on noticeboards and news sheet etc. <p>Booking form for hire of church A charge of £60 has been added for the hire of the church organ at events.</p> <p>Discussion re: pre-payment system for Craft Market – At the request of some stall holders, it was agreed to introduce a pre-payment scheme. In setting this up, a great deal of mis-conceptions and confusion have come up, including some negative comments. Before the meeting, the treasurer had forwarded various documents/emails to the PCC. Much discussion took place and the following actions would be instigated.</p> <p>Investigate the connection(s) of the Wi-Fi within the church (acknowledge issue). At end of craft market, give stall holders a bit more time for packing up, with a “you must be out by” time of 1.30pm (recognise they have felt under pressure). Lighting in church has been improved. Direct debit was never on offer.</p> <p>Iain proposes to speak to stall holders individually at the next Farmers' Market, to clarify how the scheme would work. A credit would be given if notice to cancel is given.</p> <p>Caroline would ring June (Craft market organiser), and follow-up with an email. Those collecting rents at the Craft Market will have a list of those that have prepaid, and stall holders will hold a receipt of their prepayment. Those that have pre-paid get the discount.</p> <p>Health and Safety – Meeting Regulation Requirements – This was discussed in great detail. Should stall holders should have some form of indemnity insurance. This needs clarifying. Is a church licence required to hold craft markets? ACTION Stan to find out whether our insurance cover has any requirement on stallholders to be registered. If registration requirements are necessary, Sarah would investigate who is responsible for what. i.e. Legal responsibility? Risk assessments? etc.</p> <p>Garden shed safety equipment – fire safety equipment to be purchased. Iain will order a second first aid box to go on the chest by the door.</p>	<p>Iain</p> <p>Action</p> <p>Iain</p> <p>Caroline</p> <p>Stan Sarah</p> <p>Iain</p>
9.	Deanery Synod Report (5 minutes) Angela Faint	
	<p>The new Area Dean, Alicia Baker, will lead her first Synod meeting next Monday evening. There have been 2 recent elections involving Deanery Synod. The Reps have been requested to vote for a new casual vacancy lay nominee for the General Synod and in an attempt to represent the PCC, based their thoughts on compatibility with Deddington Mission Statement. The second request was for nominees interested in taking up 2 new positions representing Deddington Deanery at Oxford Diocesan Synod. The Sept Synod meeting will be held in Deddington.</p>	
10.	Health and Safety Stan Nelson	
	<p>There were no accident reports during the period. All fire equipment has been checked and is fit for purpose. New fire and blanket equipment is being supplied</p>	

	for the gardeners shed, where petrol is stored. Bellringers were asked and have prepared a risk assessment for the tower open day.	
11.	Safeguarding Report Jane Maharry	
	No Safeguarding issues to report since the last meeting. Jane requested a ½ hour slot at the September PCC meeting. PCC members are required to update their online basic Safeguarding Training every 3 years. Jane has a Leadership update in September. DBS's will need redoing. Dashboard is up to date. It is felt that it would be helpful to have more risk assessments in place.	Sept agenda item
12.	Appointment of Parish/Benefice Administrator update	
	Various updated documents had been circulated, and the job had been advertised in the Deddington News . 4 expressions of interest received so far. The Job Description and Application Form were discussed by the PCC, and would be updated as agreed at the meeting. Sarah would update the final version of documents, which was approved by the PCC. Interviews to take place during the 2 nd or 3 rd week of July. Sarah would help with devising the questions. Nick and one other to interview candidates. Stan mentioned that he could be available. Those attending interview would need to bring evidence of their right to work in the UK. Nick and Sarah to check out details concerning the contract, and the safer recruitment process. Once completed, they will be sent out. Sarah was thanked for all her work involved in the preparation of this post.	Sarah Sarah/Nick Sarah/Nick
13.	IT	
	Dealt with under agenda item 6.	
14.	Sustainability - ECO Church report	
	A New Rep is required, as Viviane needs to step down. Suggested names to be given to the vicar. Sarah agreed to attend a Wild Oxfordshire parish visit by Nick Smith on 12 th June at 9.45am in the town hall.	Sarah
15.	Kitchen (various) Caroline Condon	
	Deferred until the next meeting.	
16.	Roles & Voluntary Tasks	
	Deferred until the next meeting.	
17.	Fundraising Update	
	Deferred until the next meeting.	
18.	Any other business	
	Dogs need to be kept under control in the Churchyard. Adequate signage needs to be put up in the churchyard advising dog owners to keep their dogs on leads. <ul style="list-style-type: none"> ACTION - Olivia would action the signage and write a letter to the Deddington News. 	Olivia
19.	Date(s) of next PCC meeting(s)	
	The next PCC meeting will take place on Thursday, 25th July 2024 at 7.30pm in a meeting room of the Deddington Arms. <ul style="list-style-type: none"> ACTION – New PCC Secretary to book the Deddington Arms. When possible, avoid the 1 st / 4 th Thursdays of each month.	PCC Sec.
20.	Closing Prayer	
	The meeting closed with prayer and finished at 9.45pm.	