

## Minutes of the Parish Pastoral Council Meeting Thursday 11<sup>th</sup> October 2018

**Present:** Fr. Tim, John Honey (Chair), Angela Straw (Secretary), Deacon Chris Blunt (Sacristans), Ann Donoher (Ministry), Charlotte Idigo (Safeguarding), Karen O'Regan (Finance) Lyn Barber (School Liaison), Denis Homer (Arusha) Katherine Farrington (Arusha), Anne Woodcock (DDPC Working Party rep)

**Apologies:** Fran Wickes, Ken Barnes

TOPIC	REPORTS ON ALL TOPICS DISCUSSED ATTACHED TO MINUTES
Matters Arising from previous meeting (AGM)	<p>John Honey (Chair) welcomed everyone and commenced the meeting with a prayer.</p> <p>Fr. Tim said there were still issues with the phone system and he was missing calls. Installers have been informed and advised legal advice will be sought. Karen to speak with Selina re possibility of cancelling contract if not resolved.</p> <p>Altar handrail - Steve Woodcock has measured up and it will be fitted in due course.</p>
Sacramental	<p><i>(RCIA, Marriage, Baptism, Confirmation, First Holy Communion, Bible Lights, Messy Church, Adult Catechesis)</i></p> <p>Various items from this were commented on, mainly about the success of the groups/classes being held. Chris commented on the popularity of the holiday club which was full on all three days saying how grateful we are for the excellent support, not least Sharon's from St. Alkmund's.</p>
Ministry	<p><i>(Altar servers, Ministers, Ecumenical, Sacristans, Welcomers)</i></p> <p>As per report. Ann said there is a total of 21 Eucharistic Ministers to cover weekends and 9 covering weekdays. Denis said two or three more would be welcome for the hospital visits, Ministers at present work on a 5week rota.</p>
Liturgy	<p><i>(Readers, Music, Children's Liturgy, Prayer groups)</i></p> <p>Chris provided a report on the events taking place from October to Christmas.</p> <p>A timetable for Christmas Masses is yet to be decided due to Canon Geoffrey's absence, but this will be sorted soon and will incorporate Christ the King, Mackworth; cards can then be printed and distributed. The Carol Service may feature a combined 9 &amp; 11am group to sing, possibly including Holy Family. Fran will front the occasion. Annual Mass count over four weekends concludes this weekend.</p>
Welfare	<p><i>(Caring group)</i></p> <p>Proceeds from the 21<sup>st</sup> October cake sale will be for the Deanery Refuge Project.</p>
Social	<p><i>(Retired group, Catering, Christmas Fayre)</i></p> <p>Report attached. A first meeting to discuss the Christmas Fayre has taken place.</p>
CAFOD	<p>Report attached. Chris mentioned the canonisation of Oscar Romero. A display will be on show, possibly in Pieta Chapel though Fr. Tim said it could possibly go on one side of the Sanctuary. Prayer cards, when they arrive, may be better handed out rather than left on the table for collection.</p>
Project Arusha	<p>Katherine said that without Fr. Paul's help in the summer we would have struggled, although he had managed to see some of UK. Since his return home he has commented that 'he has learnt what being a parish was about.'</p> <p>The 'Knock-out' event was a big success. The Kilimanjaro climb, although Katherine suffered an injury, had so far raised £9,600 without actually asking for sponsorship but some great events had taken place and the bingo evening alone raised well over £500.</p>

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Finance	<p>Karen gave an update on finances saying that income and expenditure for the year was in-line with the forecast. George Boucher, who has left the area, had been a key member on the finance panel for many years. Fr. Tim has thanked George personally. Agreed John will send him a letter of thanks on behalf of the parish.</p>
Administration	<p>Report attached. John mentioned the importance of the Data Protection forms being completed and returned. Denis suggested the forms be handed out at the end of Mass with the priest giving a brief explanation; reminders to continue in the newsletter. This to be pursued.</p>
Maintenance	<p><i>(Cleaning, Gardening, Buildings, Parish Centre)</i>            Due to Canon Geoffrey's absence no report available. The panel were due to meet at the end of September.            Repairs to the chairs in the parish centre would cost almost as much as replacing with new ones. The iron gates need adjusting. Heaters for Rooms 1 &amp; 2 (parish centre) were being considered to reduce whole building heating costs. One of two spot lights in church had failed; quotations requested to replace both with LED lamps. Boiler servicing for house, parish centre &amp; church due - Chris to arrange</p>
School Liaison	<p>Full report from school. John apologised to Lyn for lack of contact, in future this will be via Fran or school. Ange to update her contacts.</p>
Safeguarding	<p><i>(Child Protection)</i>            Charlotte provided a very full report about changes in Safeguarding procedures. All policies had recently been updated; information on these is on the diocesan website. Charlotte explained the major changes taking place and the need to ensure people having contact with either children or adults had the correct DBS checks. If any group or individual photograph is to appear in any format, prior consent in writing must be obtained. There have also been changes in DBS paperwork required when recruiting volunteers. Charlotte confirmed that checks carried out in the past do still cover both children and adults. Anne queried whether Special Ministers required checks for adults and children; the volunteer list to be forwarded to Charlotte for updating. All paperwork is securely stored at the Diocese Safeguarding office for safekeeping. Fr. Tim expressed concerns regarding the safety of children playing unsupervised after 9am Mass and, queried if there was information for people hiring the parish centre regarding child safeguarding. Denis offered to check the hiring agreement. Agreed a notice be displayed about parental responsibility for their children in the Parish Centre coupled with an announcement. Fr. Tim said he closes the gate when parties are taking place so that the only access is through the car park</p>
Deanery	<p>John provided a Deanery Pastoral Council Report. He and Anne Woodcock had attended a meeting of reps from all the deanery communities. This focused on the reducing number of clergy in Deanery (possibly down to four in the next few years) and the opportunities this offered for enhanced laity involvement. Discussion followed about whether one central admin hub or four local hubs would be preferable, how each would impact on clergy workload and how well parishioners could know 'their priest'. Katherine said we could learn from how it worked in Arusha where catechists took a major role. Anne commented that this is only the start of the process!</p> <p style="text-align: center;"><b>Dates for 2019 meetings - 7.30pm Thursdays 7<sup>th</sup> March &amp; 24<sup>th</sup> October &amp; AGM 13<sup>th</sup> June</b></p> <p>John thanked everyone for attending, apologising for the lengthy meeting. The meeting closed with a final prayer led by Fr. Tim.</p>