**Our Lady of the Annunciation, Addiscombe**

**Parish Pastoral Council (PPC)**

Thursday 25th April 2024 at 8.00 pm in the Parish Resource Centre

**Minutes**

**1. Opening Prayer: (Fr Keith)**

**2. Apologies:** Jenny Mitchener, Jennifer Da Silva

**Present:** Fr Keith, Terry Braim, Mary Ann McGuigan, Peter McGuigan, Marie Tross

**3. Reports and updates:**

**Safeguarding**: Joanna Murphy arranged a training session on 13th April supported by two representatives from the Diocese. Those present will be certificated, and they also had their I.D. documents recorded and DBS paperwork progressed. Those unable to attend have access to an online training video course which is also certificated, and they are being contacted to progress their paperwork to the next stage. The Diocese are currently treating Joanna as our acting Parish Safeguarding Representative (PSR). Recruitment of new volunteers is temporarily suspended while the current batch of documentation is being processed. Full use will be made of the DBS update service to ensure smooth processing in the future and all future volunteers will follow the safer recruitment process.

\*DBS certificates are already being delivered, and recipients are able to sign up for the update service straight away.

**\*Those who haven't returned documentation and/or not present on the training day will need to be contacted urgently to ensure they can continue volunteering work.**

**Plant works:**

**Hall Roof:** A decision has yet to be made as to which solution will be used to make the roof watertight. Information is still being gathered and considered in relation to support required, durability maintenance and cost. We are still at a similar stage with the repairs to the **Church** **Ceiling**, and expert advice is being sought.

**Windows in the Crying Chapel:** Repairs will probably involve steel rod reinforcement and concrete and flashing replacement. Yet to establish whether they are load bearing as this might require further support.

\*Terry Braim reported that other church windows had been repaired in the past and there may be details from then that might prove helpful.

**Fire escape:** No progress yet regarding the required pathway to allow smooth exit from the grounds.

**External defibrillator:** Tim Rosario has checked the specifications, selected a suitable position and has now laid in the electrical cables ready for the cabinet.

Fr Keith has been provided with a link to the required product from British Heart Foundation and is ordering it. Tim will install it when it arrives.

\*It was agreed that as they are sponsoring this the UCM would put a plaque on the cabinet. Fr Keith confirmed that it had been ordered and should arrive shortly.

**Other items:** When any older lighting units in the halls require attention, they are being replaced with LED units. There are various areas where we have asbestos based products, and these will need to be removed when any work is carried out in those areas. We have a toilet drainage problem which is being investigated and may need a camera inspection.

**Parish Office IT Equipment:** The additional computer has been purchased and installed in the parish office, and is generally operational. The Parish Database will need some adjustment (e.g. current/historical data) and 'tidying up'.

**Parish Group Contacts**: Fr Keith has still not been able to confirm whether the diocese will be willing to provide role/group specific email addresses such as ucm.addiscombe@rcaos.org.uk or similar. Other missing or out of date information about groups continues to be pursued.

\*Marie Tross reported that she has contacted all group representatives requesting that they ensure details and reports on the website are up to date.

**\*Site Security**: Fr Keith once again reported that the fence panels around the site need repair and/or replacement. With about 200m of fencing this is a major task with significant expense. He is considering the alternatives available.

**4. Hall management and a Maintenance Group:**

Regular bookings occupy the majority of the time slots during the week and provide a steady revenue for the parish. Fr Keith said that there is little room for 'one off' bookings of the hall, so caretaking (opening, clearing, locking up) is not really an issue at the moment.

Security of the halls was discussed. Fr Keith will endeavour to establish who is currently responsible for each of the keys. He also mentioned that users must ensure that the green gates are properly secured by users. They will need to be looked at to ensure the mechanisms are functioning correctly.

General maintenance and the performance of 'odd jobs' was discussed. Many of these jobs are currently carried out on an 'ad hoc' basis by various skilled parishioners. It was suggested that a 'maintenance group' might be formed, meeting regularly perhaps with a base in one of the garages. Volunteers could be recruited to assist and learn from the existing skilled workers. (Similar to 'Men in Sheds')

**5. Parish Anniversaries:**

**Commemorative Calendar:** The level of support from sponsors and memorial pledges has been sufficient to guarantee the success of the project. They have moved to the second stage - gathering resources. This includes photographs, details of events, parish history, company logos etc.. It is planned to sell the calendars for £10 (plus postage as appropriate).

**Other projects (so far):**

- Jenny Lucas is establishing a group to pursue the idea of producing a commemorative altar frontal. Fr Keith said he will search for items that were produced for previous anniversaries.

- A group is being formed to look into the possibility of creating a grotto at the side of the church. Fr Keith will check to see if we have a suitable statue.

**Celebrations:**

Fr Keith suggested that sacramental celebrations would be promoted for these significant dates. He will contact the Bishop to try to arrange a visit for 8th Dec '24 (60yrs open) and/or 2nd Oct '25 (50yrs Consecrated). He also said that he would talk to the social club about a possible open parish celebration on 11th Oct '25 (100yrs Mass in the old church)

**6. Boosting church attendance and publicity**

Fr Keith reported that attendance over Holy Week and Easter was almost back to pre-covid levels and that feedback was positive regarding services and referred to increased reverence and sacred moments in church.

It was noted that the usual Lent/Easter poster had not been delivered.

It was also noted that a minority of attendees at Sunday Masses do not fully participate, with some coming late and leaving early. We need to find ways to promote full engagement in the services.

Although the distribution of leaflets/cards with service details did not happen, Fr Keith intends to continue this practice in the lead up to Christmas and Easter in future, and find ways of getting them distributed.

**7. Welcomers**

Fr Keith suggested we might have someone make practical announcements before Masses on Sundays (position of books, toilets etc., turning off phones etc..). The general feeling was that this would be best done for weddings, baptisms etc., and just occasionally on other Sundays. It might be appropriate to have the scheduled reader do this from a script.

It was also suggested that we try to encourage regular attendees to expand the practise of welcoming others as they arrive, maybe distributing books and newsletters as they do so.

**8. Mass books**

Fr Keith said he would like to continue the process of making the porch more presentable. Possible improvements which will be tried include dispersing the book trolleys and reducing notices to essential/new items displayed for a short time. Copies of notices could be published online and presented in a folder in the porch.

It was confirmed that the new lectionary comes into force on 1st Dec. and our current books will need to be replaced. It will be published through CTS. This will involve considerable expense (approximate costs: Large book: £10, small books: £4)

**9. AGM planning**

The AGM is scheduled for Wed 26th June. Items on the agenda will include: a summary of the past year from Fr Keith; the Financial Statement for year ending 31st December 2023; an overview of forward planning from Fr Keith; answers to submitted questions; reports/plans/appeals from parish groups.

The parish groups will be contacted in advance to invite them to indicate if they wish to give a verbal or written or no report / plan etc. (Time limited)

**10. A.O.B.:**

Fr Keith reported that Fr Tomasz is likely to be with us for 2 years, and that recent feedback is generally good, particularly regarding his pastoral work.

**11. Date of next meeting** was set as 20th June (between Finance & AGM meetings)

 **12. Meeting Closure:** Fr Keith ended the meeting with a Prayer and Blessing

\*\*In the time since the meeting and these minutes being completed, the defibrillator cabinet has been delivered and Tim Rosario has installed and connected it.