

Parish Pastoral Council

Committee Meeting

Attendees:

President: Fr Niall Harrington,

Chair: Chris Perry,

Treasurer: Steve Gallagher,

Secretary: Rachael Williams.

Committee in alphabetical order:

Sue Benjamin.

Jacqui Davis.

Kath Gable.

John Geary.

Matt Harris.

Alison Huish.

Mary Huntington.

Kathy Johnston.

Sylvia Lanz.

Attachments to this set of Minutes are as follows for ease of reference:

- A. the Agenda Document for the 13 January 2014 Meeting;
- B. Social Committee Report.

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1. Apologies received from: Clare Hopkins, Rosemary Tidmarsh, Jenny Sismey
2. The Minutes of the PPC January 2014 meeting were signed and filed. Matters arising from the Minutes not otherwise on the Agenda: none.
3. Constitution & New Members. It has been mooted in previous meetings that new and younger members are needed for the Committee and other posts, such as the Diocesan Representative position. Having already made her views known to Chris Perry, Rachael

Williams was invited to outline them at the meeting to precipitate a discussion on this subject. These were:

- “1. I do agree that we must encourage new and younger people to join the Committee.
2. we need to encourage a varied group.
3. To assist in this, and for practical reasons, I do wish to propose that we seriously consider cutting the number of meetings per year. My view is that the business of the Committee does not necessarily warrant 16 members, travelling to meet and then spending valuable time to discuss matters 11 times a year. My view is that once every 2 months would be adequate.
4. In addition, the lesser number of meetings will attract the newer and younger members.
5. I do not consider that being on the Committee for a minimum of 3 years is a necessary alteration to the Constitution.”

Point 5 was not discussed and adjourned to another meeting. **Action: CP to include this on the April Agenda.**

After a good discussion it was agreed that the idea of fewer meetings would be tried immediately by cancelling the March meeting and having the April meeting at the SWF church instead.

The positive points in favour may be summarised as including the fact that to maintain an agility of decision making then the use of sub-committees for pressing decisions, combined with modern communications, could keep the decision processes flowing. A lot of the Agenda items are Information items and not requiring decisions. The Treasurer indicated that he was in daily communication with Fr Niall on finances and that this would not change. However, the concerns were that the committee risked losing touch with what is going on in the Parish, and that a decision on an aspect could take a long time, 4 months possibly. Further, some concern was raised that less meetings may result in longer meetings. It was also pointed out that the November AGM would require some preparation. One member suggested that the meetings to ‘lose’ are February, May, August, October and December. The Constitution may need to be altered a little to accommodate this new idea, if it is accepted as a workable one.

Action: RSW to check the availability of the SWF Hall for the April meeting. - done.

Action: RSW to prepare for the April meeting and circulate beforehand a proposal including the number of meetings to hold, plus a workable sub-committee idea, plus the proposed alterations to the Constitution which may be needed. Drafts to CP first.

4. Justice & Peace & CAFOD. Pauline Spratt, orally via CP: nothing to report.

5. Fabric Reports.

1. Matt Harris' Fabric Report on the Holy Trinity site:

Completed Tasks

- Leaking roof, the leak has now been fixed by Carter roofing, leak due to loose / not overlapping tiles no further leaks observed: cost: £243 and paid.
- Question from Fr Niall re insurance of silverware & vestments stored in Holy Trinity: yes, these items are covered.

On-going tasks

- Asbestos Management, Still awaiting 2 further quotes
 - ✓ Envirotec Ltd quote was £750 + VAT.
- Pat testing being arranged local tradesmen being contacted.
- Tea Urn not working.
- Chairs in meeting room are looking very tired replacement costs being Investigated (12 @ approx. £30)
- Replacement for the ageing projector in HT with a new "daylight" projector being investigated.
 - ✓ Existing projector is used extensively by Rev Carol during school time where strong afternoon sun makes this less than satisfactory.
- Reapplication of "No Climb" paint. Again (time and weather permitting) is planned, material costs (approx. £24 - £50) again no labour costs.
- Fire Marshalls: CP did speak to his neighbour. CP stressed the the committee need to know about the legal requirements and mandatory regulations and act on them.
Action: Mary Huntington volunteered to contact the Diocese to discover the exact position regarding Fire Marshals.
- An important issue relating to the key holders of the SWF church was raised. MH found the front door open one evening. No blame could be apportioned and it may be that the design of the door/key is a factor. in any event, this has serious consequences and so **TWO ACTIONS: 1) everyone on the Key Holders List is to be emailed about this. Val (surname unknown) will do this. and 2) Matt Harris to email the Fabric Group about it and to ask them all to test the lock when walking away from the door.**

Future Plans

- Remodelling wall outside church and relocation of cross, ideas under discussion, two options replace as before or remodel with integral seating
- Upgrade kitchen in meeting room. On hold pending on outcome of repairs / restructuring of outside wall
- Health and Safety Appointment of fires marshals cost issues, use of H&S advisor on the passion play staff being investigated.

2. For the English Martyrs site, Chris Perry had been briefed by Adrian as follows:

- CP to talk to SG at the end of the meeting;
- The Notice Boards will incur a small cost.

6. Ecumenical Report for Little Baddow and SWF & JCC. Kath Gable: nothing to report.

7. Treasurer's Report. Stephen Gallagher.

As at today, 10 February 2014, our bank balance is £16,286 overdrawn.

As noted previously, this balance is virtually the same as reported since last October, which means our finances are holding stable.

FYI - our next Gift Aid cheque will arrive mid-year and is anticipated to be around £8,000.

8. Anglican PCC. Sue Benjamin.

They met last Thursday. There is a Directive from the Anglican Bishop that the children of their Parish can be allowed to take Communion before they have been confirmed.

9. Methodist PCC. nothing to report. Jenny Sismey absent.

10. Diocesan Representative Report. Sylvia Lanz. Very little to report. There was a meeting on 18th January 2014.

11. Liturgy Group. Sylvia Lanz. Lent and Easter Liturgies in hand. There are 3 people being received into the church at the Easter Vigil.

12. St Joseph's School Representative. Alison Huish.

Education Sunday Mass

This was celebrated on Saturday 7th February at English Martyrs Danbury. Over sixty children represented the school and led the Mass with readings, sung responses and a reflection. We would like to thank Father Niall for his support with the Mass and for parishioners of English Martyrs who helped to prepare the church for the large congregation.

We continue to thank Father Niall for his support with the class Masses and we look forward to him celebrating the Year Six mass on Thursday 13th February.

This morning at Whole School Assembly, the children welcomed a representative from CAFOD who presented the Lenten campaign; 'Dig Deep'. This encourages the school community to think of less fortunate families in Sierra Leone and how we can support them financially and in prayer.

English Martyrs School display board. Mrs Huish updated the display of children's work for the education Mass. On clearance of the large notice board in the entrance lobby to the church, Mrs Huish will transfer the school display.

We will be having a One Life One Passion workshop on 31.03.2014 led by Peter Blackman.

13. Social Committee. Kathy Johnston. See Appendix B.

14. Presbytery. John Geary. nothing has changed from last month's report.

16. A.O.B.

- Fr Niall said that he is away Monday to Thursday of the week commencing 17 February on a retreat and then on Friday in hospital. So Fr Jackson will carry out the weekend Masses.
- Kath Gable has asked as to whether there could be newsletter request for a volunteer to run the Danbury Repository. Agreed.
- Steve Gallagher suggested that small Gift Aid envelopes be printed and left in the churches for visitors to the Parish to utilise. Agreed.
- Mary Huntington recommended that there be a Newsletter announcement for the 1 March 2014 Jumble Sale. Agreed.

15. 100 Club. Kath Gable asked that the fresh winners were selected by drawing from the bag. The winners would be announced in the Newsletter. £531.37 has been raised over the course of this year. It will re-commence in April 2014.

The Meeting ended at 9.30 pm.

Closing Prayer.

See the next part of this document for the Action Points arising from this meeting. Thanks.

Action: CP to include this (length of service on the PPC point) on the April Agenda.

Action: RSW to check the availability of the SWF Hall for the April meeting. - done.

Action: RSW to prepare for the April meeting, and to circulate beforehand, a proposal to include the number of meetings to hold, plus a workable sub-committee idea, plus the proposed alterations to the Constitution which may be needed. Drafts to CP first.

Action: Mary Huntington volunteered to contact the Diocese to discover the exact position regarding Fire Marshals.

TWO ACTIONS: 1) everyone on the Key Holders List is to be emailed about the SWF church door being left unlocked. Val (surname unknown) will do this, and 2) Matt Harris to email the Fabric Group about it and to ask them all to test the lock when walking away from the door.

In addition, those arising from the AOB part of the meeting.