

Parish Pastoral Council

Committee Meeting

Attendees:	John Geary.	
President: Fr Niall Harrington,	Matt Harris.	
Chair: Chris Perry,	Clare Hopkins.	
Secretary: Rachael Williams.	Mary Huntington.	
Committee in alphabetical order:	Kathy Johnston.	
Sue Benjamin.	Sylvia Lanz.	
Jacqui Davis.	Jenny Sismey	
Kath Gable.	Rosemary	Tidmarsh.

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

- A: the Agenda Document for the 7 April 2014 Meeting;
- B. The Minutes of the Holy Trinity SWF PCC meeting dated 4 March 2014.

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Opening Prayer

1. Apologies received from: Steve Gallagher & Alison Huish.
2. The Minutes of the PPC February 2014 meeting were signed and filed. Matters arising from the Minutes not otherwise on the Agenda: none.
3. **Proposals for future Meetings.**

RSW outlined and re-iterated her ideas originally discussed at the February meeting. The main one is a proposal to alter the Constitution by alteration of wording. The idea was to give the Council flexibility on the number of meetings to hold. RSW firmly of the view that less would be better for efficiency, modernisation and to assist in attracting new and, ideally, younger members. She had to concede that the Constitution given to her by the previous Secretary was the draft one. KG was helpfully able to provide the proper, adopted Constitution document. The main point of difference was that any alterations had to be ratified at the AGM.

An additional proposal to discuss, although not necessarily supported by RSW, was the elongation of the minimum term Council members are to serve on the Council: 2 years to 3 years.

A discussion issue raised related to the effective and wider use of sub-committees. RSW equivocal on that point.

RT was the first to speak to voice her views on the proposals and these are set out below and are as written by RT:

1. With regard to the reasons of having meetings every other month, I don't think it will make the slightest difference for attracting new members, because it is not just meetings people have to attend, it is their commitment to taking on designated tasks within the Parish. Also, when a member cannot attend a meeting, there will be a long gap between meetings and this means a loss of continuity for that member. I know we have e-mail but it is not the same as making your views known and having a proper discussion at a meeting. In the minutes of the 10th February on Pg.2, it states that "to maintain an agility of decision making, the use of sub-committees for pressing decisions could keep the decision process flowing", which is all well and good, but we only have one sub-committee at the moment, so this would mean creating more and those few members still having more meetings, which defeats the object of this proposal.
2. Article 3(c) does states that "the priest, with advice, shall appoint up to 3 persons to achieve a proper balance of the Council, but having meetings every other month doesn't mean this will have the right result. If there is an imbalance on the Council then Article 3(c) can be implemented.
3. I do not have all the pages of the Constitution so I cannot comment on Article 8.
4. Length of service is currently 2years with a proposal to make it 3 years. Rather than change this definitely, the last part of Article 3 could read "Members shall serve a term of 2 years with an option of standing for a further year if they wish, after which they have to stand down and may be re-elected after a break of one year".

A further speaker was KJ. As RSW did not take verbatim notes, she has used the emails sent before the meeting to summarise KJ's views - please advise if more is to be added - thank you.

The suggestion is that fewer meetings would encourage new members. Being on the Parish Council isn't just to attend meetings but to also take on the various Posts that need to be filled both in Danbury and SWF.

IKJ is all in favour of newer and younger members joining if they understand that these posts need to be filled. At the moment many of the members hold more than one of these positions.

A few of these will be available this year as there are a number of members whose two years will be up.

You can't ask people to join the Parish Council giving them the impression that they will only have to attend seven meetings a year.

In the meeting KJ added that she does not think that younger people coming onto the Council will do the additional jobs: it is the experienced people who know them and do them. Currently some people do 3 or 4 jobs and there needs to be a list and the jobs need to be spread out.

Supports RT's idea of 2 years service plus an option to do a 3rd.

KJ is not in favour of loads of sub-committees either.

An email from AH was read to the Council and her words are set out below:

Chris please send it to me (RSW)

SL outlined her views as follows:

SL was neutral on the idea of 11 or lesser numbers, but suggested new wording: "at least 6 meetings per calendar year plus an AGM".

In addition, it may not be clear to many people, here on the Council and outside it, just how much work is done, and needs to be done each year for the Parish. There are additional meetings to attend

and it would be good to clarify this. It is correct that some of the experienced people do stay on for the 2 years, take a year off the Council, and then come back onto it. She supports RT's idea to have a third year on the Council as an optional choice for those who have already served 2.

KG spoke:

KG also in support of RT's points. Not having monthly meetings is not going to be a good way forward.

Further, the current situation is that each year 4 Council Members stand down and 4 are elected and if we give them an option to stay on for a 3rd year that will create an imbalance each year.

The last time an election was held was about 18 years ago.

JG: We cancelled the March meeting and what has been missed by having a 2 month gap? He supported RSW's idea and pointed out that people lead busy lives.

MH: the meetings each month do seem to come around very fast and she liked not having one in March.

CH: A plan to attract new people could be by way of a leaflet in the Foyer of the churches telling them what the Council does, what it is for and it may assist.

MHarris: there is a page on the Website telling people what the Council does.

General points: There is a stigma attached to joining Committees/Councils which is difficult to overcome. SL did point out that we need to be consistent with use of the term Council rather than Committee for this body.

The point about diversity could be cured by the power invested in the President to appoint people to the Committee.

It is usually the case that people without young families, so those more mature persons, are those who come onto Committees.

By this time it was 8.40 pm and CP brought this part of the evening to a close. His steer to the Council members was that he could tell that there was not a consensus and some ambivalence and after a further discussion about the May meeting, it was decided that there would be a May meeting, on 12 May at 8 pm at Danbury.

CP needs a Vice-Chair.

Jacqui volunteered to assist on the Social Sub-Committee with KJ and RT.

4. Justice & Peace & CAFOD. Pauline Spratt, orally via CP:

The **Live Simply** initiative will be on the Agenda for May meeting.

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

Completed Tasks

- Asbestos Management, encapsulation of asbestos completer in boiler room by Eurolog on Monday 10th March

On-going tasks

- Pat testing local tradesman contacted date to be arranged
- Chairs in meeting room are looking very tired replacement costs being Investigated (12 @ approx. £30)
- Reapplication of “No Climb” paint. Again (time and weather permitting)

Health & Safety

- Precision services who are undertaking (at the direction of the diocese) health and safety responsibility for English Martyrs, have asked to carry out a survey of H&S in Holy Trinity on Friday 11th April as they feel a they have a “duty of care” for the Catholic congregation of Holy Trinity. Frank Lo has raised concern over this visit and asked if it can be delayed until it can be discussed at the next JCC meeting. The advice at this meeting tonight was simple and clear: the wrong people are being asked and it is all covered and organised by the JCC

For the English Martyrs Site, CP briefed us as follows: the exterior light is up and the noticeboards have been moved.

5A. **Second part of the Fabric Reports** relates to the pressing subject of Fire Marshals. Mary was succinct and had a letter and information to say that the Fire Marshall training was free. All we had to do was nominate the individuals and arrange a time and place and the Diocese will train them through Precision. The contact is Peter Holmes and as Kath G is secretary of the JCC please could Mary tell Kath G further news.

6. **Ecumenical Report for Little Baddow and SWF & JCC.** Elisabeth Bourne, via CP said that there is a Prayer Diary to which our attention is drawn. Noted. Elisabeth Bourne via RSW had also wished to ask Fr Niall about an event on 28 April. Fr Niall had sorted it out. Kath Gable for the SWF site said that a cupboard has to be cleaned out. The JCC AGM is 12 June 2014. Worship & Outreach ...???? *sorry Kathy, I did not note much here. Please let me know.*

7. **Treasurer’s Report.** Stephen Gallagher. (email read out to the meeting).

As said before, our overdraft has not fluctuated by more than £500 in the last 6 months and today (30th March) is £17,250 overdrawn.

We are up-to-date with all our normal outgoings, salaries, bank charges, JCC contributions etc.

The financial year will close on 5th April and I will start to draw up the financial summary afterwards both for Brentwood and for us to review.

Our Gift Aid cheque will be due around July and I estimate will be circa £7,000, which will have a significant impact on our overdraft position.

8. **Anglican PCC.** Sue Benjamin. Sue explained that it was a long meeting on 4 March. For ease of reference Sue gave to RSW the Minutes of the meeting which are attached to these Minutes at Appendix B.

In addition, Kathy Johnston provided information as follows:
Anglican Mission Weekend - Meeting Held on 25th February

A meeting was held at The Vicarage on the 25th February, which I attended on behalf of the Catholic Community.

This year the Anglican Diocese celebrate their Centenary and the theme will be 'The Year of Evangelisation'. The aim is to get people back into Church. Each Parish has been asked to hold a Mission Weekend with an ecumenical event. Our Anglican friends have decided to have as their theme the 100th Anniversary of WWI. They have invited local schools to participate as well as the local Churches. St. Joseph's have replied and will be singing and reciting poetry.

The event will be held on the 18th October in Holy Trinity from 2.30 onwards. It will end with a Service of Thanksgiving in the Church led by Rev. Ball.

It was then discovered that SWF Town Council have also decided to hold a WWI Event in the Town so it was decided to have both on the same day and to pool ideas.

The Town Council will organise all the publicity before the event. There will be a big display in the library and a Sopworth Pup will be on display in Trinity Square which will be coming from Stow Maries.

I have suggested that the Catholic Community organise the refreshments in Holy Trinity Meeting Room.

They hope to have a display of WWI stories in Holy Trinity and nearer the time I will be asking our Congregation if anyone has any memorabilia we can use on the day. Maybe someone has a story of a relative that they could write down.

They also hope to have a joint leaflet in the Church during the day advising visitors about Up & Coming Events at Holy Trinity.

Meeting held on 13th March re Ecumenical BBQ

An ecumenical bbq will be held at the Anglican Vicarage on Saturday 14th June from 2.00 p.m. – 6.00 p.m. Tickets will be £6 Adults – Children £1 – All food and drink will be provided. There is disabled access and vegetarians will be catered for.

Margaret Hill will contact Maria to ask for a note to be put in our Newsletter. I have asked her to add that tickets can be bought from me or Kath Gable.

They asked for raffle prizes and I have offered one on behalf of the Catholic Community. As I won't be able to attend on the day, as my granddaughter will be being Baptised, I will contribute a prize. Next meeting 1st May.

9. Very short **Methodist report. Jenny Sismey.** We are looking forward to sharing Maundy Thursday and Easter Day services, which will be conducted by the Bishop, with our Anglican friends. Our minister Rev Sue Lambert is to take a sabbatical in May and June.

10. **Diocesan Representative Report:** Sylvia Lanz. The last mini-meeting took place in March and there will not be any more until a new Bishop is appointed. Then it is a decision for the new Bishop as to whether they are to continue.

Please advise Chris if this is to be an Agenda item in May. Thanks.

11. **Liturgy Group.** Sylvia Lanz. Easter Liturgies are ready. There are 4 people being received into the church at the Easter Vigil.

12.

Report from St Joseph's Catholic Primary School by Mrs Alison Huish

For the Parish Council Meeting Monday 7th April 2014

The school community has supported the CAFOD Lenten programme for Sierra Leone by collecting alms. Some children have also undertaken fund raising projects of their own such as Cake Bakes and Bracelet Stalls to add to our donation. Children have also deepened their understanding of the needs of the people of Sierra Leone through planned access to the CAFOD educational website in class which supports children in prayer and reflection.

Father Niall has continued to support the children with Class Masses. As a school community we have also celebrated Mass for St Joseph's Feast Day, which was led by the newly appointed school council representatives from each class; the Ash Wednesday Service and a whole school Service of Reconciliation. Father Niall has also been available for individual acts of Confession for all the children who have made their First Holy Communions.

In the last week of the Spring Term, all Key Stage Two children participated in Passion Workshops which were led by Mr Peter Blackman and members of the 'One Life One Passion' team. The workshops for each class followed the journey that Jesus took during Holy Week. Children listened to scripture readings, reflected and commented on the reading and then enacted that part of the Passion. Each workshop concluded with reflection and prayer through song. The children deepened their spiritual understanding of many of the events of Holy Week through these sessions. Mr Blackman commented:

"I'm sure the others will agree with me that it was a huge privilege and honour for us to come into St Joseph's yesterday and hold the workshops about 'One Life, One Passion' with your four KS2 classes. It was a most wonderful day for us and has contributed to our experience of Holy Week and Easter this year.

We all felt very much welcome. The children were marvellous and contributed and took part so beautifully. They are an enormous credit to you and all at St Joseph's, their parents & guardians and themselves."

We now look forward to the Summer Term, where children will be prepared for their end of year assessments. Transition Programmes for Pre-School children starting Reception Class in September will be underway with five 'Stay and Play' sessions, an adult and child 'Story and Craft' session and a 'Taster' day in Reception Class.

Year Five will be undertaking a three day residential at the Bradwell Outdoors Activity Centre at the beginning of the term and the Year Six children will have a five day stay on the Isle of Wight at the end of the term.

13. Social Committee RT & KJ.

The Quiz night went well with 8 teams and £346 was raised. It will be kept and used as the float for the June Bazaar.

The Bazaar is the event coming up next on 7 June. The meeting for it will be 30 April at Holy Trinity. The theme will be “100 years past’. People will be encouraged to dress accordingly and decorate the stalls within the theme. Both school halls will be utilised this year. Donations will be asked for and collection boxes will be at the churches. Social Sub-Committee have a meeting on 23 April to discuss it further.

14. Presbytery Report John Geary.

The washing machine had reached the end of its serviceable life and the tumble drier was also beginning to emit unpleasant odours. In discussion with Father Niall it was agreed to replace both machines. Kath Gable was good enough to arrange the selection and purchase of both appliances, which were delivered simultaneously, coupled with the disconnection and collection of the redundant machines. The installation of both appliances was completed.

Father Niall has also purchased a new microwave to replace the old appliance.

A new hose reel has been purchased and installed in the garage to replace the existing unit, which was very old, and had perished as a result of being left exposed to the elements for a number of years.

Other minor items of ongoing maintenance have been undertaken together with the start of some gardening works.

16. AOB. Holy Week is coming up.

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.

The Meeting ended at 9.30 pm.

Closing Prayer.