

**ENGLISH MARTYRS DANBURY WITH HOLY TRINITY CHURCH SOUTH WOODHAM
FERRERS**

PARISH PASTORAL COUNCIL ANNUAL GENERAL MEETING 14 NOVEMBER 2016

HELD IN ST JOSEPH'S SCHOOL HALL

1. Father Niall Harrington opened the meeting with a prayer.
2. Apologies for absence were received from Steve Gallagher, Pauline Spratt and Jenny Sismey.
3. The minutes from the 2015 annual general meeting were tabled and accepted.
4. Father Niall, as President, gave his report as follows: -

The past year has been wonderful in so many ways. I wish to begin with our parish Catholic School, St. Joseph's. During the year they had an inspection by the Diocese and the judgement was that it is an outstanding Catholic school with no recommendations.

In the past year Her Majesty's Prison Chelmsford had the inspectors in to look at all aspects of the running of the prison. I am pleased to say that the Chaplaincy Department was given a green mark, 98%, no other prison chaplaincy comes near. Unfortunately, we have lost our lead Chaplain, The Reverend James Ridge, who has gone to another prison chaplaincy. No new appointment has been made as yet but there will be a new lead chaplain in the future.

As you know we are a shared Church building and I would like to take this opportunity of thanking Mrs Maria Smith for all the work she does in coordinating the various bookings for the three communities and the two schools and many other agencies and organisations who use the Church. It is a great tribute to Mrs Maria Smith that everything falls beautifully into place.

This year the parish Holy Communion Programme has a new leader in Vivienne Williams and I am pleased to say that the number of candidates is 34. Vivienne has taken over from Frances Cook who has been very dedicated down the years.

The Bishop will be coming to visit on 9th July and will celebrate the Sacrament of Confirmation. At present there are four candidates undergoing a course of preparation in Our Lady Immaculate, which consists of a very detailed programme. As well as the four teenage candidates there will be five adults who will receive the Sacrament of Confirmation.

Last weekend, Alexandria Scudiero was received into the Church and also during the year two prisoners in HM Prison received into the church. A big thank you to Lynn Purcell who in 20+ years has looked after the parish RCIA programme.

In the past year we have had the deaths of very committed parishioners, may they rest in peace.

Baptisms continue to prove very popular; this year has been the highest number of weddings since the parish was founded.

Bishop Alan and the planning committee for the future of the Diocese have inaugurated for each parish in the Diocese a representative titled Steward of the Gospel. A training course has been set up to help them understand their role and responsibility. Pauline Spratt is the Steward of the Gospel for this parish. Pauline along with the Stewards of the Gospel for other parishes throughout the Diocese has undergone training for this new role.

As always I am thankful to everybody who plays a role in the Parish in whatever capacity.

As the Year of Mercy draws to a close, we thank God for the past year and for God's mercy.

We continue with the grace of God to do his work.

5. John Geary, as chairman, gave his report as follows: -

Overall the parish council year has been a successful one albeit a quieter one than last year.

At the end of last year our long serving Social Committee members stood down. We do need new members to organise events both as social occasions and as fund raising measures. Thanks to Kathy Johnston for partaking as an observer on social matters and undertaking the organisation of the Christmas raffle next month for the luxury hampers. We do need to regroup and actively fund raise for expenditure on both planned and unplanned projects.

In conjunction with the Joint Church Committee various items of work were undertaken in Holy Trinity Church namely: -

- The provision of notice boards thereby negating the need for notices to be fixed to the inside of glazing panels in the entrance lobbies and allowing more natural light into the lobbies and the main body of the church
- The redecoration of the joinery (internally and externally) at the two entrances
- The cleaning of the meeting room carpet
- Remedial work to the damaged /missing steps
- Numerous other items of work
- The provision of two name boards for the church

Wherever possible works are undertaken by committee members to reduce expenditure.

In June we gathered to celebrate the fortieth anniversary of the ordination of Father Niall with a concelebrated mass and social gathering afterwards in the school hall.

Our thanks go to Kath Gable for continuing to run the 100 Club which is a valuable source of income for the parish and also to Steve Gallagher for his continued service as treasurer.

6. Steve Gallagher, treasurer, was abroad on business but his report follows: -

Financial Recap

As you may recall, from 2010 to 2013 our financial position had been declining, reaching an overdraft position of £23,500.

After starting a 'get well' programme in 2014, we have slowly started to decrease our overdraft and as at today, it is £15,000.

This has been a great parish effort and is due to not only reduced expenditure, but to increased offertories, improved fundraising, the restarting of prison chaplaincies and improving Gift Aid returns.

Income

As said last year, between 2010 and 2013 our ordinary offertory and subsequent Gift Aid had been declining. At the same time the loss of the prison chaplaincy – when Father Paul Fox moved on - between 2011 and 2013 dented our income too.

In 2015/16 our general income whilst remaining consistent with the previous year, is still over £10,000 greater than 5 years ago.

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Ordinary Offertories	£54,520	£49,912	£46,919	£54,646	£56,435	£57,325
Tax Refunded Gift Aid	£9,760	£9,255	£7,656	£8,546	£10,808	£11,102
Fundraising Events	£0	£706	£987	£3,344	£3,132	£2,284
Altar Society (Repository, Candles and Paper)	£1,943	£2,170	£1,939	£2,331	£2,423	£1,749
Entertainments and Socials	£0	£0	£0	£41	£0	£0
Parish Club Fabric Fund	£0	£109	£11,165	£0	£348	£0
Rent Charges for Hall	£0	£0	£50	£0	£0	£0
Chaplaincies	£2,784	£1,440	£0	£2,478	£4,134	£4,107
Interest (from Deposit Account)	£3	£2	£0	£0	£0	£0
Donations and Gifts	£20	£220	£1,412	£2,600	£425	£1,600
Legacies (General)	£0	£1,000	£0	£0	£0	£500
Grants External	£0	£0	£0	£0	£0	£0
Others	£220	£1,775	£509	£1,168	£1,696	£984
Total	£69,252	£66,587	£70,637	£75,153	£79,401	£79,651

Table 1: General Income 2010 to 2016

This positive change is mainly due to:

- Many parishioners increasing their monthly Standing Orders and thus our Gift Aid amount has increased;
- Improving levels of donations
- Father Niall's prison chaplaincy
- The continued re-emergence of fund raising events and
- Introduction of Gift Aid Small Donation Scheme (GASDS) which allows us to claim against loose offertory up to a maximum claim of £8,000 per mass centre

- It is also worth noting that in our current financial year, we received back as Gift Aid £12,425. This is the highest figure ever and is close to a 60% improvement over just 5 years ago.

Expenditure

Our expenditure peaked back in 2011/12 and has reduced back to around £76,000 for three of the last four years. Last financial year was slightly up (3.4%) on the previous year, but is not a cause for concern.

Items to note are:

- Cost of supply priests were down £1,200
- Heating and lighting were up £2,045
- Office administration costs were up £1,326
- Diocesan quotas were up £1,229 and
- Church repairs (relaying of tarmac in Danbury car park £4,556

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Car and Travel	£4,346	£5,117	£3,094	£4,725	£3,371	£3,116
Salaries and NI	£4,118	£1,997	£1,883	£2,923	£2,978	£2,993
Other Expenses	£1,399	£1,410	£122	£0	£0	£512
Housekeeping	£2,138	£2,676	£2,825	£4,911	£6,751	£6,819
Supply Priests	£815	£4,263	£3,930	£2,169	£1,846	£647
Deacons	£0	£0	£0	£0	£0	£0
Parish Sisters	£0	£0	£0	£0	£0	£0
Liturgical	£4,365	£4,272	£4,668	£3,680	£4,488	£3,868
Catechetical	£1,094	£2,549	£783	£1,421	£1,146	£742
Ecumenical	£133	£139	£70	£0	£0	£53
Youth	£0	£0	£0	£0	£151	£0
Other Repository	£2,330	£2,564	£1,097	£964	£1,068	£946
Parish Wages and NI	£5,740	£6,675	£7,141	£7,251	£7,600	£8,422
Heat & Light	£3,609	£3,201	£5,115	£5,723	£4,978	£7,023
Rates Council, Water etc	£1,695	£1,969	£2,141	£1,744	£1,726	£1,649
Insurance	£2,044	£2,015	£2,197	£2,260	£2,284	£2,326
Routine Maintenance	£5,368	£4,934	£5,312	£2,580	£2,575	£3,236
Office Admin Expenses	£4,047	£4,653	£4,088	£3,975	£3,801	£5,127
School Upkeep	£0	£9,800	£5,700	£3,600	£3,600	£3,600
Capitation	£620	£440	£460	£460	£10	£390
Donations	£1,141	£250	£995	£60	£702	£105
Diocesan Quota	£15,543	£15,308	£14,592	£12,398	£11,920	£13,149
Interest on Overdrafts Loans etc	£0	£0	£333	£453	£349	£235
Sick and Aged Clergy	£0	£0	£0	£0	£0	£1,000
JCC Holy Trinity Quota	£4,950	£5,550	£6,000	£6,000	£6,000	£6,000
Misc	£409	£1,014	£378	£370	£719	£602
Socials etc	£552	£496	£611	£96	£314	£96
Repairs and Furniture for Church	£0	£16,851	£0	£100	£59	£4,615
Presbytery	£0	£0	£3,397	£542	£6,172	£0
Hall	£0	£0	£0	£0	£0	£0
School	£0	£0	£0	£0	£0	£0
	£66,458	£98,139	£76,934	£68,406	£74,606	£77,271

Table 2: General Expenditure 2010 to 2016

Conclusion

Our financial situation continues to look stable, with an overdraft position that is under financial control.

Thus, we have committed over £8,500 to repairs and maintenance on the presbytery in 2016. These include replacing three carpets, boiler and heating

system, external cladding on one side of the house and various repairs to the garden wall.

In addition, we have repainted the interior of Danbury at a cost of £2,500.

7. John Geary delivered fabric reports as follows: -

Presbytery

During the past year the following items of work have been undertaken:

- The replacement of a broken fence post and broken brickwork in the boundary wall
- The replacement of the dishwasher
- The replacement of three bedroom carpets and renewal of the floor covering in the cloakroom
- The replacement of the central heating boiler and warm air unit
- The replacement of the timber cladding on the south elevation
- Various other items of minor ongoing maintenance

Following an inspection by the diocese appointed Health and Safety consultant it has been recommended that a fire alarm system be installed. Quotes are being obtained for this item of work. They have also recommended the provision of an intercom between the front door and the office to improve the safety of the occupants.

English Martyrs Danbury

During the past year the following items of work have been undertaken:

- The decoration of the joinery at the entrance and other locations
- Various other items of minor ongoing maintenance

It is planned to prune four trees to reduce their intrusion into neighbouring properties and reduce proximity to an overhead power cable. This is expected to cost approximately £1,000.00.

Following an inspection by the diocese appointed Health and Safety consultant it has been recommended that an emergency lighting system is installed; he also recommends that a second emergency means of escape for disabled persons is incorporated that has no significant changes in floor level. These two items are currently being researched in terms of costs.

We would like to record our thanks to Graham Tickle for his ongoing conscientious management of the building.

As will be seen from the foregoing reports on these two buildings we continue to plan expenditure for their ongoing upkeep but there are continued calls for revenue for unplanned costs, for example the replacement of the heating system in the presbytery amounting to £5,800.00 hence the need to keep fund raising.

8. Alison Huish, St Joseph School representative gave her report:

The Head Boy and Head Girl represented the school community at the diocesan Mass to mark the closing of the Jubilee Year of Mercy at which Bishop Alan spoke of how the Holy Father wants us to remember to be merciful in all that we do. The children were exemplary and the Head Girl was selected to present an arrangement of flowers which represented the Spiritual Acts of Mercy.

This week marks Anti Bullying Awareness week. The Year Six Liturgical Team made presentations to each class on the theme of Power for Good which is this year's focus. Next week as a school we will make an Anti Bullying Charter and be involved with an interactive theatre production.

Throughout the year the school community continues to support several charities including; CAFOD; CHES, BBC Children Need, Great Ormond Street Hospital, Marie Curie Cancer Charity and The Poppy Appeal. During the Year of Mercy each class selected a charity to support the work of the Corporal Acts of Mercy.

We continue to be grateful to Father Niall for his support in all of our school Masses and Services. The annual class Masses are now held in the church so that parishioners can join the children in their celebration.

9. Pauline Spratt, Justice and Peace representative was unable to attend but her report was delivered by Patricia MacLachlan:

Unfortunately our numbers have dropped from twelve to six but we manage to do some good work, however some new members would be gratefully received.

From the money we raise at the jumble sale we are able to support a primary school in Hastings Sierra Leone. This year's money has bought five new windows in a new classroom.

We support Fair-trade and sell their goods once a month at both churches.

As part of our Live Simply initiative we hold about four parish walks a year on a Saturday afternoon.

We hold three cake bakes a year and the money goes to various charities. The next one at the end of November will raise money for the New Hall sisters to support their valuable work on the Melbourne estate.

We support a variety of CAFOD initiatives such as the Lampedusa Cross Appeal.

At the end of Advent we will take the tin collection from both churches.

10. Patricia MacLachlan, Live Simply representative delivered her report:

Since the report given at the last annual general meeting we have accomplished the following aspects of our action plan over and above the activities reported at the Justice and Peace heading

- **Justice and Peace activities counted in the audit as “already doing” and the action plan for Live Simply distributed at the last AGM added activities to meet CAFOD criteria**
 - a meeting last spring with parish council and premises teams to focus on reducing energy costs at English Martyrs with outcomes including the use of LED lamps for lighting, reducing the number of lights on during daytime services, investigating better roof insulation (live sustainably)
 - soup lunches in both churches for Lent (EM) and Christian Aid week (HT) (live in solidarity with the poor)
 - parish walks most months (live simply and sustainably)
 - attendance at meetings to establish accredit union and consideration of using this for our bank accounts (live in solidarity with the poor)
 - monthly actions (for the twelve months since we began our project) that invite the parishioners to live simply, sustainably or in solidarity with the poor. We would be delighted to receive feedback from parishioners about the impact of these suggestions.
 - registration with CAFOD for scrutiny of our records and preparation of evidence files for the scheme’s auditors

11. Any other business

A question and answer session followed on a variety of subjects.

12. The next meeting of the parish council is on Monday 12 December at 8pm at English Martyrs Church.

13. Father Niall closed the meeting with a prayer.