

ST GEORGE AND THE ENGLISH MARTYRS
MINUTES OF PARISH PASTORAL COUNCIL MEETING
ON 11th FEBRUARY 2015

Present: Father Graham Smith, Frank McEvoy, Suzanne Halvey, Charlotte Alexander, Chris McPhillips, Graham Alcock, Adrienne Davison and Paul Schofield

Also present: Val McEvoy (Minutes Secretary)

Father Graham opened the meeting with a prayer.

Apologies were received from Annabelle Smith, Chris Wallen and Bernard Chalk.

Approve minutes of the last PPC meeting held on 10th December 2014

Graham pointed out that the minutes concerning Update on the Financial Report for Parish should have read – ‘a donation has been *promised* to cover the cost of the new noticeboard and not *received*. The minutes of the meeting were then agreed and approved.

Matters arising from Action list of 10th December 2014

- Fr Graham reported that he had spoken to the new parishioner who is hoping to launch an SVP group in the parish after Easter. He said this would be slightly different to a Befriending Group as it is spiritually based but would include visiting housebound members of the parish. He said volunteers could be introduced to the housebound by Ministers of Communion but they would all need to be DBS checked as Ministers are.
- Graham said it would be more beneficial to present the full year accounts to the parish at the end of April or beginning of May and he would also give consideration to presenting a budget update mid-way through the financial year.
- Father Graham reported that no action had been taken in producing the Welcome/Registration pack yet.
- Father Graham also reported that no action had been taken with regard to Training for Readers but he will re-contact the person who could offer this training to remind all of good practice.
- Graham reported that following the AGM, both he and Dave had checked the Loop and sound system and confirmed that it is operating at maximum efficiency.
- Chris said she feels that the children read well at the Family Masses but Father Graham said that he will ask Gabriella to practice with the young people who read at the Youth Masses, in particular the Bidding Prayers which could be prepared by them.
- Fr Graham said he is prompting the Altar Servers to be ready to start the 10.45am Mass promptly.
- Adrienne says she feels that fewer parishioners seem to be attending the 8.45am Mass at St. Gregory’s since the time change.

Receive update on Financial Report for Parish

Frank thanked Graham for his comprehensive updated report that had been circulated prior to the meeting and this was briefly discussed. Paul suggested that a notice be included in the newsletter notifying parishioners of the unexpected cost of £9,094 for health & safety repairs to the tower as this had not been included in the annual expected expenditure for the year. This was agreed.

Other items raised by Father Graham

- Mural of The Baptism of Our Lord almost complete.
- Concerned about burn marks from candles on shelf at back of Sanctuary and may consider changing to electric candles.
- Lenten talks at Nazareth House – Fr Graham said that Fr Kevin arranges these talks which are given by quality speakers and he will advertise them in the newsletter to encourage more parishioners to attend.
- Adrienne showed Fr Graham a leaflet that had been delivered to her house advertising Lenten talks and Services at St. Augustine’s Church. It was agreed a good idea and Fr Graham will prepare a similar leaflet for distribution in our parish.
- Fr Graham said he will arrange with Tania to mount the newsletter on A3 sheet before displaying in the new noticeboard.

Other items raised by Annabelle Smith

- Annabelle had asked Frank to report that the School newsletters have been well received by parishioners and she has received very positive feedback.

Any other business

- Adrienne informed the meeting that she was very impressed by the welcome she received when attending a Baptism at St Clements Church, Leigh.on.Sea recently. Chris confirmed that she welcomes families for Baptisms to St. George's as they normally arrive while she is tidying up with Tom after 10.45am Mass.
- Fr Graham said he probably needs to move Baptisms to 12.30pm now with the later start for 10.45am Mass.
- Chris pointed out that many of the Rite of Baptism books are becoming tatty and need renewing. Fr Graham/Tania to check cost involved.
- Paul suggested that as no charge is made for Baptisms, maybe Fr Graham could mention at the end of the service that guests were invited to make a donation for parish funds in a basket provided as they leave.
- Charlotte and Chris said they felt it would be a good safety measure to have a blind or curtains fitted at the Sacristy window. A discussion took place on health & safety/security measures.
- External Sacristy door - The possibility of fitting a Yale lock or a push pad which can be unlocked from the outside, together with a door closer so it automatically shuts behind people will be quoted for.
- Graham informed the meeting that Bernard had written to all Ushers on 6th August 2014 but had received no response with suggestions or ideas on safety training procedures. Graham will ask Bernard to re-issue this email again.
- Fire exit plans to be updated following the last Fire Officers report.
- Charlotte suggested that a head count should take place for each Mass but Graham said this had not been raised as a health & safety issue by the Fire Service and would be very difficult to monitor with parishioners leaving after Communion, to take children to the toilet etc.
- Broken sensor lights outside the Sacristy door to be reported to the office and replaced urgently.
- Graham suggested that an A4 sheet could be displayed in the Sacristy so that Ushers, servers and other parishioners could report any issues.
- Chris asked who is next in contact for out of office hours when Fr Graham is away in case of an emergency. Graham pointed out that the newsletter has a list of PPC members and Frank and the office both receive any messages via the website.

Date and time of next meeting

The next meeting of the PPC is scheduled for Wednesday 13th May 2015 in the school at 7.30pm. in the school.

Frank thanked everyone for attending.

Action List

Graham	Inform parish of Tower expense via the newsletter	
Fr Graham	Follow up 'befriending' for new SVP group	
Graham/Finance Committee	Present full budget to parish end of April/beginning of May	
Fr Graham/Tania	Prepare Welcome/Registration Pack for new parishioners	
Fr Graham	Training for Readers	
Fr Graham	Speak to Gabriella - readers at Youth Masses	
Fr Graham/Tania	Publish details of Nazareth House Lenten talks in newsletter	
Fr Graham/Tania	Quote for A6 double-sided leaflet to advertise Lenten talks and Services	
Fr Graham	Consider moving time of Baptisms to 12.30pm.	
Bernard	Re-issue email to Ushers previously sent on 6 th August 2014	
Tania	Get quote for cheap Venetian blind at Sacristy window	
Tania	Ask key man to quote to install Yale lock on Sacristy door and also quote for a push pad which can be unlocked from the outside	
Tania	Ask carpenter to fit a door closer on same door so it auto shuts	

Bernard	Update fire exit plans as per last Fire Officers report	
Tania	Get quote for urgent repair of sensor lights outside Sacristy	
Fr Graham/Tania	Get quote to replace some tatty Rite of Baptism books	