

PARISH PASTORAL COUNCIL (PPC)

Minutes of the Meeting on Tuesday, 15 March 2011 at 7.30pm  
at Windhill Churches' Centre

Present:

Tony Moylan, Chair (TM)  
Cyril Ginger, Vice Chair (CG)  
Tony Wood (TW)

Ex Officio:

Canon Eddie Matthews (EM)  
*President*  
Bernard Judge (BJ)  
*Chair Parish Finance C'tee*  
Alison Gornall (AG)  
*Secretary*

1	The meeting was opened with a prayer	<b>ACTION</b>
2	Apologies were received from Jonathan Smith, Christopher Deane-Bowers, Stephen Craston and Ray Feeney	
3	The Minutes of the last meeting, having been approved by the Council, were signed off by TM.	AG copy/ display
4	There were no matters arising from the previous Minutes which did not feature on the Agenda.	
5	Finance Report from the PFC: report attached. BJ highlighted the surplus of £8k which excludes specific fund-raising received, Parish Centre expenditure and the cost of a new photocopier – which has some extra capabilities such as booklet printing which would save printing costs in future. He advised that the joint project team were still in negotiation with Cadman about the final construction account: £20k is still under dispute – once settled the final (11th) payment will be due and this is likely to be around £70k, payable in March/April. The final project-related costs would then comprise the St Joseph's share of the retentions for Cadman (£9849), Barkers (£3262) and Stephen Morgan (£500) which would all be payable in August this	

	<p>year. Fund-raising of £1,543 seen in January with £2,182 in February – the rise principally due to the successful Quiz Night (£1,330). He observed the fund-raising appeal continues to be well supported. When asked, BJ confirmed parish income is still looking healthy and EM thanked the PFC for the advice and support he received. AM remarked that Patrick Lewis's printout made things much clearer and thanked BJ for his report.</p>	
6	Committee Reports:-	
a)	<b>CHRISTIAN FORMATION (CFC):-</b> No report in RF's absence.	
b)	<b>LITURGY (LC):-</b> report attached. EM advised a change of timing for this year's Celebration of Carols was to be Sunday, 18 December 2011 at 3pm. The Marriage Mass will return to a Saturday. A future Homily will be dedicated to Praying the Mass 2 as it co-incided with the first Sunday in Lent which took precedence for the subject of the Homily.	
c)	<b>MAINTENANCE (MC):-</b> report attached. EM heartily appreciated the attention the Sacristy is now receiving from Edel Sewell but agreed with CG that it needs an overhaul – particularly lighting/electrical fittings, repainting, replacement/renewal of some of the furniture. When asked about the priority of Church or Sacristy, EM confirmed the latter and that he would be approaching the PFC in due course and that the re-routing of power lines also needed to be effected.	
d)	<b>SOCIAL (SC):-</b> report attached. In absence of SCr, AM updated members on the Parish Dinner 9 April. 65 guests: reception, wine, raffle (Meg Hardy organising), dinner, draw, speech, vote of thanks, closing comments, depart 10.30pm. AM to investigate use/cost of car park. EM was asked to announce ticket sales after this weekend's Masses. BJ advised at least 40 golfers for Golf Day on 1 April with partners joining for evening. EM advised St Michael's looking to hold an	AG/TW/BJ to sell tickets; AG to e-mail SL; AG to e-mail CL re wife; AM re car park;

	anniversary Mick & Joe's party on Saturday, 22 October.	EM to announce ticket sales after Mass
7	<p>Parish Centre:- report attached. TW advised John Wright had created a user manual re the audio/visual equipment of such a high standard that other manuals were to be provided to match it.</p> <p>A meeting with KABA has been arranged on 11 April provisionally for 10am re access codes.</p> <p>TW confirmed approx £400 remained to be spent of original budget for fittings and fixtures for Phase 1. Costs had been kept down by doing some of the work ourselves, and it was hoped to do the same for items in Phases 2 and 3.</p> <p>Discussion then ensued regarding a display cabinet for Repository items. Ultimately it was decided a long-term trial was needed to determine the demand – bearing in mind the permanent Repository in Church – but that a table displaying items meantime was preferable to the fixing of cabinets to doors thereby narrowing access and damaging them should they need to be removed. An alternative site in the hall itself would also need “fixings” to secure it. It was hoped that any requests/orders for items displayed on the table on a Sunday after Mass would be passed to Anne Asser via the coffee rota team. It might also be possible to identify demand after First Holy Communion/Confirmation classes when parents may wish to purchase items for candidates. TW to suggest Anne Asser speaks to Catherine Power who co-ordinates the FHC in the first instance.</p>	<p>TW to provide example cited in report.</p> <p>TW to speak to Anne Asser.</p>
8	<p>Fund-Raising Committee:- AG offered to send CG a copy of the notes of the last meeting as all others present had received a copy given their interest in the FRC. She also offered to send this out to other PPC members on a regular basis for information. Additionally, she advised of the proposed boost to</p>	AG e-mail notes to PPC members

	the Appeal by focusing on specific fixtures and fittings required on a monthly basis; consideration of joining the Giving Machine website; the proposed Race Night on 25 June organised by Brian Shea; and a possible Scalextric Competition suggested by Elaine O'Prey.	
9	Priest's Points:- <b>Parish Census:</b> EM wished the initial approach to Parishioners to be on an "essential information only" basis ie name, address, contact telephone number(s), e-mail address, family members, date of birth of children (ie those young children still living at home), with perhaps a box for "particular interests" to be advised. This would enable him to know who is in the parish ie <b>who</b> is here, <b>where</b> they are and <b>how</b> to contact them. BJ wished to ensure that this census should include <b>all</b> the essential information which would enable EM to know his parishioners and, to that end, EM asked that all on the PPC should provide him with whatever essential information they thought should be included by Easter to allow him two weeks to collate the information before the next PPC meeting. BJ suggested EM may want the help of a small group who might be used to help ensure all angles are covered.	ALL to assist EM by providing list of essential information required for the Parish Census by Easter at the latest.  EM to prepare for mtg.
10	Any Other Business:-	
a)	AGM preparation – AG reminded members of the list of dates which had been circulated identifying what had to be done by when ahead of the Parish AGM on Friday 10 June in Windhill Churches' Centre – apologies were received from BJ.	Photos to be updated
11	Date of next meeting:- Monday, 9 May at 7.30pm then Monday, 6 June re Parish AGM 10 June in case of need. First meeting of the PPC following the AGM to be confirmed – but before 24 June. The meeting adjourned with a closing prayer.	

.....Chairman                      Date .....