

PARISH PASTORAL COUNCIL (PPC)

Minutes of the Meeting on Friday, 8 May 2009 at 7.30pm
at No 3 Windhill

Present:	Ex Officio:
Bertie Napier, Chair (BN)	Canon Eddie Matthews (EM)
Sean Nugent, Vice Chair (SN)	<i>President</i>
Nando Braz (NB)	
Christopher Deane-Bowers (CDB)	Heather Deegan (HD)
Patrick Haynes (PH)	Tony Moylan (TM)
Jack Nash (JN)	Tony Wood (TW)
Secretary: Alison Gornall (AG)	

1	The meeting was opened with a prayer.	ACTION
2	Apologies were received from Bernard Judge (BJ)	
3	The Minutes of the last meeting have been approved by the Council, signed off by BN and copied, circulated and displayed by AG.	
4	Matters Arising from Previous Minutes:-	
	re 7b) EM apologised that the Ministry of Welcome announcement was not made.	
5a)	AGM Arrangements: apologies received from NB; Council asked to be there by 7pm to help set up from prompt start at 7.30pm as we need to leave no later than 9.30pm. Those standing down are NB, PH, SN, BN and HD. All asked to be motivated to find "replacements". BN to invite Parish groups to attend AGM to use opportunity to advise past activities/future plans/contact details, etc, perhaps as handouts. Parish Centre model to be on display at AGM.	ALL help set up at 7pm. ALL find new members. BN to issue invitations. Model.
b)	Constitution Amendments: amendments proposed were sanctioned by the Council. It was agreed there would be a proposer, seconder and vote.	AG prepare amendments
c)	Committees' Reports: Chairmen were reminded that	Reports

	their reports needed to be e-mailed to BN by 15 May.	15.5.08
d)	PPC Committees' Expenditure Report: AG was asked to circulate the report she had prepared for Leo Brown earlier this year re budget projections for additional input by PPC members and return to AG.	AG circulate budget note.
6	<p>Finance Report from the PFC: had been circulated at BJ's request and was read by BN. On learning that Theresa Cannon was handing over to Patrick Lewis, the Council wished to thank Theresa for all she had done for the Parish, but were happy to hear she would continue to run Planned Giving.</p> <p>BJ had also laid out a suggested method for the PPC to plan its proposed annual expenditure. The need to submit a budget to the PFC was agreed and AG was asked to ensure it featured on the September agenda.</p> <p>BN advised a Steering Committee had met resulting in the "square metre" leaflet - £950 donated to date – but were actively seeking a Chair to run sporadic Fund-Raising meetings. Volunteers had also been sought to organise events. It was suggested the next "push" provided direct debit options/one-off donations to offer other ways for parishioners to support the new Parish Centre</p>	<p>BN to acknowledge TC's work for the Parish.</p> <p>AG: Budgets agenda September</p>
7	Committee Reports:-	
a)	CHRISTIAN FORMATION (CF):- report attached (to be adapted into AGM report). Approval was given to a suitable donation to be offered to St Theresa's Church in Stansted as they have loaned us their DVDs (cost £100 each). It was suggested a reciprocal exchange could be organised in the future. Renewal of Marriage Vows Mass is open to all supporters of Catholic marriage. EM will choose hymns.	
b)	LITURGY (LC):- BN advised work still being undertaken re Audit. It was agreed that the Choir had grown in confidence recently and was working hard.	ALL suggestions for

	He advised he is still seeking keyboard musicians particularly for Saturday 6pm and Sunday 9am Masses, please.	keyboard players.
c)	MAINTENANCE (MC):- NB stressed need to retain five year plan for the Church premises. He was advised the cleaning bill for the Church had been paid.	
d)	SOCIAL (SC):- AM has contacted all Parish groups on the back of the Parish Magazine asking them to contact him re any social events/fund raising as these two elements of Parish life will run hand in hand whilst there are funds to be raised for the new Parish Centre. He advised a Hog Roast was planned for 28 June, but learnt that this clashed with the Going Forth Mass at 3pm that day. Nina Pinner is planning a production of Jesus Christ Superstar; he would like to organise a Parish Dinner with, say, the new Archbishop as after-dinner speaker; he has ordered 250 mini-diaries as a further fund-raiser.	AM to find alternative date for Hog Roast
8	Parish Centre: reported upon by TW and NB:	
a)	There are two Committees for St Joseph's – the Management Committee (which currently forms a part of the Joint Hall Committee with St Michael's – meeting planned for next Wednesday) and the Planning and Building Project Committee.	
b)	Favoured name currently: Windhill Churches' Centre	
c)	Welcome return of Tony Barrance in March as he helps address legal matters, etc.	
d)	Building costs of £1.386m have been reduced to £1.218m due to the floor area on St Michael's side being reduced and other modifications. This figure does not include legal fees, fitting-out nor land – but all land required has now been purchased. Offer of £750k made and accepted for old parish centre site. Some donated equipment is being stored by TW. Parishioners need to “see” fund-raising progress – model, thermometer, information, etc. Volunteers will be needed to run/supervise the Centre once open.	

e)	Collaboration Agreement between the two churches now in final phase ahead of signing off; building work awaiting go-ahead following final pricings; now envisaged to begin in July.	
f)	TW was asked to provide a report to BN for the AGM by Friday, 15 May.	TW:AGM report
9	Any Other Business:-	
a)	EM reported on a letter from Westminster Diocese re Health & Safety advising Precision Services Ltd has been engaged to conduct a survey at a cost of £900 pa. If they are not used, an alternative has to be found as non-compliance is not an option and EM is the “responsible person” for this legislation. It was decided EM would report back following the Deanery Meeting; the view was given that it would be foolish not to take up the suggestion – but that equally an alternative supplier might be found. Ensuing discussion resulted in BN suggesting further thoughts be passed to EM via e-mail	EM re Deanery meeting view. Any thoughts to be e-mailed to EM for his use.
b)	Holiday Bible Week seeking Parish representative. After discussion it was suggested a Leader attending the HBW might be interested in becoming our representative.	EM to consider further.
c)	Parish Directory to remain on agenda.	
d)	HD advised that the Apton Centre is now available to us at £7 per hour. BN thanked HD for her involvement in hiring negotiations on our behalf	
10	Date of next meeting: AGM – Friday, 12 June at 7pm for set up of Sixth Form Common Room, St Mary’s Catholic School. Prompt finish necessary at 9.30pm.	
11	There being no further business, BN thanked the Council for their support as he prepared to stand down as Chair. The meeting adjourned with a closing prayer.	

Chairman Date