

## PARISH PASTORAL COUNCIL (PPC)

Minutes of the Meeting on 7 September 2009 at 7.30pm  
at No 3 Windhill

**Present:**

Tony Moylan, Chair (TM)  
Bertie Napier, Vice Chair (BN)  
Stephen Craston (SCr)  
Emma Lane (EL)  
Christopher Deane-Bowers (CDB)  
Abigail Jones (AJ)  
Jack Nash (JN)

**Ex Officio:**

Canon Eddie Matthews (EM)  
*President*  
Peter Diment (PD)  
*Parish Finance C'tee*

**Secretary:**

Alison Gornall (AG)

1	TM opened his first meeting as Chair with a prayer.	<b>ACTION</b>
2	Apologies were received from Tony Wood (TW) and Bernard Judge (BJ).	
3	The Minutes of the last meeting were approved by the Council and signed off by TM, to be copied and displayed by AG.	AG to display Minutes
4	Matters Arising from Previous Minutes:-	
a)	EM spoken to others who recommend going ahead with £900+VAT Heath & Safety check required by Diocese, then re-consider next year. It is possible the cost is pared down, as the company is covering both Westminster and Southwark, but BN advised it was still held to be a high fee by many parishes. At his Deanery meeting tomorrow, EM proposed to consult further; and also to raise PD's question as to what insurance provision the Parish Priest has in the event of an incident. He will report his findings at our next meeting. However, the bottom line is that the Parish Priest has personal responsibility for health and safety issues within his Church.	EM to make further enquiries and return
5	Finance Report from the PFC – report attached from	

	<p>BJ which was reviewed by PD. PD advised it would be possible to give a fuller picture of the result of the recent Planned Giving Campaign once the September payments were received. There was a marked upturn in donations this weekend which may reflect the return to “base” of many parishioners after the summer holidays. It is hoped that renewed vigour will be seen re fund-raising opportunities as we return to a more normal pattern. It was agreed that although there was overlap between the PPC and/or PFC re the Parish Centre, the fund-raising element should be left with the newly-created Fund-Raising Committee. BJ and Tim Gilbert are being frustrated in their efforts to resolve the reduction in our annual assessment – they will continue to pursue.</p>	
6	<p>Committees’ Budgets: discussion ensued resulting in the decision that “projections” rather than “budgets” would be preferable to provide to the PFC as, in the main, the PPC committees’ expenditure to date has been for the Parish requirements eg hymn books, Church cleaning, etc. Chairmen were therefore advised to submit a “projection” in a letter to the PFC advising that they do not anticipate spending more than £250 on items during the calendar year, which would enable the PFC to build this into their financial planning. Accordingly it was agreed that the Constitution should be formally amended re 8.8.1 to reflect this action. Any expenditure incurred (eg items required for use at a social event) could be reimbursed using a claim form and submitted to the Parish Office. AG provided each member with a form for use in case of need.</p>	<p>Chairmen to provide projection letter to PFC by end of September.</p> <p>AG to arrange for alteration to Constitution June 2010</p>
7	<p>Committee Reports:-</p>	
a)	<p><b>CHRISTIAN FORMATION (CF):-</b> JN sought help to identify a Chairperson as no-one on the committee wished to take it on. EM and JN to chat. In addition it was recommended that we should approach and</p>	<p>EM/JN to consider possible names</p>

	encourage people throughout the year to consider themselves for inclusion on a committee, which might then lead to them volunteering to move onto the PPC.	for CF now, and possible future reps
b)	<b>LITURGY (LC):-</b> Chair to be elected at next meeting. Report attached.	
c)	<b>MAINTENANCE (MC):-</b> Council asked to consider names for co-opting onto this unmanned committee for consideration at our next meeting. EM advised that a rotten door and the bulge in the wall in Cardinal Walk are to be given attention, but he would welcome assistance in ensuring the Church and presbytery were kept in good order. Finally, an e-mail providing cleaning contacts was submitted for the MC's attention – this will be held over to our next meeting.	All: to make suggestions  AG: agenda and e-mail
d)	<b>SOCIAL (SC):-</b> Chair-elect: SCr. Report attached. Next social event: Wine Tasting Evening 24 October at 7.30pm. All invited; some fund-raising will occur!	
8	Parish Centre: in absence of TW, EM reported a successful out-turn at a meeting held earlier in the evening as Tony Barrance's address to the Town Council led to them agreeing to the use of a crane on the site to lift items over the trees and lawn. He advised that the pathway by St Michael's has now been closed. It was agreed that letters of thanks should be dispatched under TM's signature for those with ongoing responsibility of the old Parish Centre.	AG to prepare and e-mail letters for TM's signature
9	Parish Communications: the article copied from The Tablet was considered for adoption in producing our own Parish Handbook. EM's vision was for a professionally printed booklet (Peter O'Neill/ Copyzone – costings to be considered by PFC) to be available in Church for both newcomers and established parishioners promoting the parish and what it does by providing information regarding whom we are, where we are, how to contact us, etc. To achieve this he wished to have drawn together a	All to re-read article and consider who might be approached  Bring

	To achieve this he wished to have drawn together a small group of people to involve themselves in its preparation – ideally including someone with journalistic experience, prior to incurring costs of a designer/editor. The PPC would be responsible for such a working group – which would be dissolved at the end of the project. EM encouraged all to re-read the article and to bring along any examples of similar publications for consideration.	similar booklets to next meeting for consideration
10	Any Other Business	
a)	Home-Start letter: passed to SCr – copy also with SVP.	
b)	PPC photos: EM to e-mail photos to BN for printing.	EM send photos
c)	PPC: there are currently eight members serving on the PPC and EM would like there to be at least one more - ideally with “primary school-aged” children to balance the representation of the Parish on the Council.	All to consider suitable candidate
11	Date of next meeting – Monday, 19 October at 7.30pm No 3 Windhill.	
10	There being no further business, the meeting adjourned with a closing prayer.	

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Chairman

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Date