

All Pastoral Parish Council reports

Area of Activity – Chairs report to the Pastoral Parish Council - Roger Hyde

Not a lot to report for this PPC meeting.

There is a pieces of good news though, the architect that worked with the steering group prior to her company going into liquidation Laura Watson has agreed, pending financial discussions, to work with us to finalise our building design.

The new Architect company is CHQ Architects Ltd, Based in Baldock.

The steering Group are meeting them next Thursday 17th March here on site.

For information the Stained Glass window removal project is moving ahead slowly. I will have two quotations by month end to compare and present at the next PPC meeting.

The Site refurbishment project is on hold at present due to a number of constraints.

Objectives set	Who

Area of Activity – Finances & Administration – David Wilson

Annual Financial Return

The Annual Financial Return (AFR) for the year ending 31 December 2021 was completed on time, signed off by Fr Tom and submitted to the Diocese where is going through scrutiny ahead of being included in the Consolidated Accounts. No problems have been reported so far.

Parish Finances

The Parish Accounts for the year ending 31 December 2021, as reflected in the AFR, show an operating DEFICIT of just over £10,000 (£10,522). With little improvement in Offertory or Hall Rental income over the course of the year, and with the end of the Furlough grants scheme, this was broadly in line with projections.

Unless things change, the results for 2022 are forecast to be much the same. But Mass attendance is now increasing and there are signs of more interest in hall bookings. The Finance Committee have, therefore, decided to “hold fire” and see how things work out over the next couple of months before resorting to taking any drastic remedial action.

A tight rein will continue to be kept on expenditure but there will be no Offertory Appeal or hike in charges. However, taking the Collection at Mass will be reintroduced and parishioners will again be encouraged to sign-up to using Standing Orders/On-Line Donations and to joining the Gift Aid Scheme. Use of the Contactless system will also be promoted.

Planned Giving Envelopes and Gift Aid

Planned Giving Envelopes for the Financial Year starting in April are in the course of being issued and work has started on putting together the Gift Aid claim for 2020/2021.

Works Services

The Finance Committee has worked with the Steering Group to find a way forward with the Replacement Scout Hut project following loss of the appointed Architects.

The Committee also continues to support the Property Working Group and to advise sponsors of other Parish Projects.

The application for a grant from Growing In Faith to fund the cost of the replacement Hall/Church boiler was successful and fully covered the purchase and installation cost.

Parish Audits

The Parish is still scheduled for a Diocese Internal Parish Audit this year, but it now seems unlikely that we will be subject to an External Audit.

It is important to note that the Internal Audit covers all aspects of the administration of the Parish, not just the Parish finances

Objectives set	Who

Area of Activity Gender Diversity - As I am March 2022	
Activity since last PPC meeting	
<ul style="list-style-type: none"> No further action at present 	
Suggestions for change/improvement/issues to be addressed	
<ul style="list-style-type: none"> Consider if we still going to put up the banner. 	
Objectives set in motion since last report	Who
Objectives set	Who

Area of Activity GDPR – Trish Bonnett March 2022	
Activity since last PPC meeting	
<ul style="list-style-type: none"> Track and trace finished in February. Some updates made to GDPR register. 	
Suggestions for change/improvement/issues to be addressed	
Objectives completed from last report	Who
Objectives set	Who

Area of Activity Health and Safety - March 2022	
Activity since last PPC meeting	
<ul style="list-style-type: none"> Met with Helen and Michael to discuss what needs to be done. Helen and Trish did audit on what is outstanding. See report below for items outstanding Have contacted John Scott, John Chamberlain, Richard Bradford, Liz Wills and Cheryl re actions that need to be taken. 	

Suggestions for change/improvement/issues to be addressed	
Objectives set in motion since last report	Who
Objectives set	Who
As report below Helen and Michael will generate future reports for PPC	Helen Feehan Michael Hughes

Action required	Action done or still required *
Suggestion that we spray Altar Server Albs with fire proofing substance as they come back they might be a bit rusty and this would further protect the acolytes carrying candles. Chris to send link to product.	Written to Richard Bradford to arrange https://www.fireretardantspray.co.uk/Fire-Retardant-Spray-750ml
Suggestion that we have a label on First Aid boxes noting when items go out of date so it saves have to search through the box. Location of all boxes for Cheryl	Location of First Aid boxes notified to Cheryl. Cheryl will create a note on all boxes of when items go out of date.
Need FOAM CO ₂ sign over 2 of the fire extinguishers which currently say hydrospray. Kitchen and Hall.	Need to be ordered (CS) and glued over (or existing signs removed and replaced) existing signs *
When we open up the kitchen fully we need to arrange to have the cooker serviced and cleaned – particularly noticed cobwebs in the vents over the cooker.	Written to Liz to check on Food Hygiene certificates and also that the kitchen stove and vents have been cleaned recently. Asked for certificates to include in files.
Additional allergen sign required in bar area at point of serving. Chris to send an example.	One more sign needed in bar area.
Need to place a COSHH sign on the tin housing the dishwasher liquid and rinse aid by the side of the dishwasher.	Signs to be ordered and placed on container by side of dishwasher and also on the storage box in the boiler room. *
Need to have a sign on the 'stage' in hall reminding all about the age limit for use of stage.	Create a simple sign advising parents to be with children on the stage * TB will do
Scouts storage of items on top of the cupboards in the scout hall. If you use these items regularly this could be a hazard as there is a cable running across the ceiling which could be damaged. We need to have trunking over the cable running across the ceiling. Or move the items.	All items removed Check again on day of inspection.
Grab handle in scout hall by door is loose. Need to	This still needs to be tightened

tighten.	still*
Fire exit sign above the door in the UCR is correct but no need to have 2. The second sign can go on the wall outside the door.	Move one sign from the door to the wall outside the door so visible when door is open. *
We need to add fire alarm checks to the bi-monthly check list. Do the checks with the linked alarms from different alarms each time. Two people needed to do this.	Cheryl and Trish already doing this and will ensure records are kept.
The smoke detectors in Christopher House need to be linked (change in legislation from 29 April this year) Chris seems to think this should not be an expensive exercise.	This needs to be looked at and changed. Liaise with Cheryl for anything needed to be ordered *
There should be fire blankets in both kitchens by stoves in Christopher House.	Cheryl to order and then will need to be fitted*
Check that Fr Andrew can hear the alarm and it would wake him. Otherwise we need to get an under the pillow vibrator for him.	Need to do a test with Fr Andrew and the alarm. If he thinks he will struggle we will need to buy a pillow vibrator. *
Because of the charging of the mobility scooter in the hallway suggestion is that we have a CO ₂ extinguisher in the hall.	CO ₂ extinguisher required to be bought and fitted. *
Asbestos in kitchen ceiling. There are clearly loose bits in the ceiling. If any fall off they need to be put into a plastic bag and not put in the bin (potential fine of £5000 if found) but disposed of safely at wherever this is done by the local authority.	Priests to be briefed about loose bits. Perhaps another coat of paint to try to seal things more. *
Need to have a disabled alarm system in the Doris Harris toilet.	Option 1 do nothing as toilet now not used by parishioners as a disabled facility. Option 2 Put an alarm with cord in place.
Glass door and windows from house into office corridor are only fire rated but suggested with have a film put over the glass to strengthen it.	Order and place safety film over glass *
Accident forms should have action required element at the bottom to note any action needed to prevent similar accident happening again.	Cheryl and Trish to address this.
Regarding all H & S records we keep eg reports etc we only need to keep the current reports live – Anything over 1 year old can be archived and all reports can be accessed via Precision library. Log in – User name hitchin@rcdow.org.uk PW etr834nd	Cheryl and Trish to archive records

Annual Gas inspection report missing. The last one in the file seems to be 2017. Cheryl is checking this out	Cheryl to supply
Manual handling training needs to be undertaken by all staff and also stewards/fire wardens who would be involved with evacuating people using the stretchers. Child's play manual handling training video (safetycare.com) recommended and we can generate certificates in house for those who have watched it. We need to keep records of training for this and also for fire warden training.	Trish needs to investigate manual handling training on youtube And create records for all staff who have watched it. https://www.youtube.com/watch?v=UZMkMq_RJp8
Electrical C2 had 90 days from point of notification to remedy (so we are well out of date on this) or we are not insured so Chris suggested until we get it fixed we tape up the electrical sockets that are in potential breach so that they cannot be used.	Have written to Mike to ask for an update on this so we can have a plan to submit at the inspection.
Recycling area was viewed as being very good but now more people are accessing that area it is advised that the drain which is slightly indented into the ground is now a trip hazard and should be made flush to the ground.	Can we please have white lines painted round the drain to highlight the hazard. *

Area of Activity Maintenance – John Scott

Activity since last PPC meeting

I've shown where contractors have been employed , and highlighted where in-house work has either involved significant work or saved us money or distress.

----- snags addressed -----#

Green = task done by contractor

Yellow = significant task

0403_1/ rescue Sebo vacuum clogged by inappropriate use (JVC)

0103_3/ sound-deck leads and DI Box problem (MikeE)

0103_2/ sort out sound deck problem (MikeE)

0103_1/ replace failed lamps in ChristopherHo flat (js)

1802_1/ scout hut rising main enclosure repair (js)

1502_1/ scout hut door latch failure (js)

1302_1/ leaking dishwasher < S.G.Gemmell >

0402_1/ fix dodgy threshold in ScoutHut (David Whittaker)

0102_1/ reinforce FUWU FridgeMonitor against girl guide attack (js)

0102_2/ minor fix on Cheryl's cabinet door lock (js)

2801_1/ light in priests' sacristy (MikeE)

1401_1/ Establish which parts of parish run on which elec phase (MikeE)

1401_2/ re-glue FireAction H&S sign in hall (js)



Suggestions for change/improvement/issues to be addressed

Imminent/In-hand All of these are carried forward from last report .

Not clear where these tasks are :
balance hall de-strat fan (Justin?)
Get quotes for electrical / safety work (MikeE)

Quite clear - no progress on this task :
Re-inspect sacristy corridor roof in rainstorm (js)
this was stated to be "in hand" a year ago ... haven't found the source of the very occasional drips . have established several bits of structure that aren't leaking

Objectives set

Who

Area of Activity Outreach – Trish Bonnett March 2022

Activity

Outreach

- Did the first hymn and reading service at Westbourne care home
- Milford Lodge Care Home Mass in February but March cancelled as it is closed again to visitors because of outbreak of covid
- Synodal sharings have been collated and shared with parish and the Diocesan sharings have also been published and shared. Pastoral team have met three times to look at what the parish want. We need to look more at Discernment.
- Did a Synodal sharing with every class in Offley school and Rob did a sharing at Our Lady's school.
- Support for mother with three young boys is still ongoing. Parishioners (including Trish and Fr Euloge) going in most days each week for a couple of hours when possible. She is very grateful for the help.
- Gradually reaching out to more parishioners with communion but unfortunately two colds in 5 weeks has stopped me seeing as many as I wanted
- Supported a parishioner and her husband during a hospital spell.
- Bereavement group have met and have a plan for reaching out more to parishioners.
- Lent reflections have started again.
- Facebook livestream app removed from portal so working on solution to continue to be able to livestream Masses. They are still being recorded and audio being uploaded to soundcloud.

Liturgy

- Supported a number of funerals in past two months
- Peace service delivered for Ukraine with 30 in attendance
- Healing and Wholeness service planned and delivered by healing ministry team
- Prepared Lent series of Eucharistic services
- Organised stations of the Cross on Fridays

Suggestions for change/improvement/issues to be addressed

Objectives completed from last report

Who

Look at ways to ensure Synodal process is an ongoing process in the parish.

Pastoral team

Objectives set

Who

Area of Activity Safeguarding – Trish Bonnett March 2022

Activity since last PPC meeting

- Maria still chasing information to be able to submit to Diocese but two people including Br Adams have been submitted. Diocese is clearly very busy with DBS checks at present.

Suggestions for change/improvement/issues to be addressed

- Need to encourage all those who are having a DBS check to do the new Educare modules

Objectives completed from last report

Who

Objectives set

Who

- Promote Educare training to all group leaders and catechists in the parish. Strongly encourage them to register and do modules.

TB/MG