

All reports May 2022

Area of Activity – Chairs report for PPC meeting – Roger Hyde

Movement at last on the Feasibility Study for the new Community Centre.

We have received a favourable quotation from CHQ Architects in Baldock to complete the study up to getting planning approval and a possible cost estimate of the build price. This of course will change as time passes but it will give us a good idea of what we will be committed to.

The Cost to us from the Lottery money will be £4,440.00 and our personal architect will be Laura Watson who worked with us in the first stages.

The documents have been signed and posted to CHQ in Baldock.

To get the whole Parish up and running again here is a need to complete certain work to bring our Parish site up to both Covid and health and safety approved levels.

By achieving this work will help us to supply good quality, safe venues for hire and for our own prosperity and a secure future.

A plan to proceed with the work is required. Each project will need two things a cost and a priority and then to ask the Finance Team to schedule this information in the form of a Post Covid budget list. We can then proceed all together as Parish.

The first thing that need to be achieved is to request a clearing out date by the Pantry members of the Lower Committee Room, so work can commence on both meeting rooms. UCR, LCR. Then work can begin.

The PPC community can assist by placing the following work in an order of priority.

The whole list then follows:

1. Refurbish the Upper Committee room, fitting with windows that open and new Extraction Fan and carpet. **£ 2500.00** decorating etc.
2. Lower Committee Room, Refurbish, resolving the open window problem replacing the extraction fan decorating etc. **£3,000.00**
3. Church Hall: To provide the Bridge Club with a choice of spaces within the hall space, rather than use any other meeting rooms a folding partition to be fitted. This is important if we want the Bridge Club to stay with us. **£18,000.00**
4. Church Hall: Remove the three Stained Glass windows and replace them with leaded light windows as all the existing ones are, to refurbish the stained Glass windows, mount them individually in frames to match the mullions they used to fit in and back light with modern Cooledge Tiles giving a daylight look to hem when insitu. Quotation received around **£12,000.00**.
5. Car Park: Fix pot Holes to a reasonable standard. **£750.00**
6. Church proper: New carpet or replacement floor and altar. **£8,000.00**
7. Staff parking at the rear of Christopher House: Clear area, remove a tree, re-pave and mark out for multiple cars. **£6,000,00**.
8. Garden Area: Outside Pastoral office. Rework with trees and Benches making a memorial

garden for Mrs Hill. Possibly a grotto for Our Lady. £6,000.00

Objectives set	Who

Area of Activity – Parish Finances and Administration David Wilson

Parish Finances

Following on from the deficit of £10,522 in 2021, the Parish Accounts for the first 3 months of 2022 show a further operating deficit of £4,015. Some of that is due to one-off 2022 charges and to the carryover of repair and maintenance expenses from 2021 but, unfortunately, the position is forecast to get worse with the anticipated increase in gas and electricity charges.

However, there are signs of an improvement in Offertory or Hall Rental income, and we plan to reintroduce taking a Collection at Mass which will no doubt improve things. We will, though, need to continue to keep a tight rein on expenditure.

Gift Aid Claim

Work has started on the Gift Aid claim for the 2021/2022 Tax Year.

Parish Audit

We remain on the schedule for Parish Audits in 2022 but have received no indication as yet as to when that will happen.

Objectives set	Who

Area of Activity GDPR – no report

Area of Activity Gender Diversity - no report

Area of Activity Health and Safety - May 2022

Activity since last PPC meeting

- Many people have worked hard to complete all the Health and Safety items required for the inspection on 12th May. See detail in report below.
- Particular thanks to John Scott and Mike Eltringham for all the work they have been doing.
- New PIP (Premises Information Pack) has been completed.

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.	Richard Bradford has completed this.
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	Cheryl Saunders has completed this
Need FOAM CO ₂ sign over 2 of the fire extinguishers which currently say hydrospray. Kitchen and Hall.	John Scott has completed this
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.	Liz Wills has ensured this was completed.
Additional allergen sign required in bar area at point of serving. Chris to send an example.	Trish has completed this.
Need to place a COSHH sign on the tin housing the dishwasher liquid and rinse aid by the side of the dishwasher.	John Scott has completed this
Need to have a sign on the 'stage' in hall reminding all about the age limit for use of stage.	Trish has completed this.
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.	Helen and Trish did this. All items removed Check again on day of inspection.
Grab handle in scout hall by door is loose. Need to tighten.	John Scott has completed this
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.	John Scott has completed this
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 & Trish continuing this.
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	John Scott and Mike Eltringham have completed this

exercise.	
There should be fire blankets in both kitchens by stoves in Christopher House.	John Scott has completed this
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.	Fr Andrew can hear alarm
Because of the charging of the mobility scooter in the hallway suggestion is that we have a CO ₂ extinguisher in the hall.	John Scott has completed this
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.	John Scott has completed this
Need to have a disabled alarm system in the Doris Harris toilet.	This toilet no longer used by parishioners generally
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.	John Scott has completed this
Accident forms should have action required element at the bottom to note any action needed to prevent similar accident happening again.	Trish has completed 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 & Trish continuing this.
Annual Gas inspection report missing. The last one in the file seems to be 2017. Cheryl is checking this out	Cheryl Saunders has completed this.
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.	Training of all staff has been completed.
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 had a report from Mike Eltringham on this. All C2s have been sorted. There will be a plan for C3s to be completed over a period of time as finance allows.
Recycling area was viewed as being very good but	John Scott has completed this

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.

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.

no contractors this time
thanks as always to all volunteers ...

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

Green = task done by contractor
Yellow = significant task

- 0505_1/ H&S alarm change in Christopher Ho (Mike+John)
- 0305_1/ minor repair to hut water supply boxing-in (js)
- 2803_3/ sound console - replace fried power switch (MikeE)
- 2803_2/ unblock favorite urinal *again* (js)
- 2803_1/ 2 lamp diffusers in CH top flat extractor (JVC+js)
- 2403_1/ BrAdams dodgy door latch (js)
- 2303_1/ long list H&S fixes - details available (js)**



Suggestions for change/improvement/issues to be addressed

Imminent/In-hand

outstanding H&S socket change in Parish House (Mike and John)

Not clear where these tasks are :
balance hall de-strat fan (Justin?)

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 May 2022

Activity

Outreach

- Was a speaker at the CTH Theological Society on the theme of Journeys and Pilgrimages

- 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. .
- Lent reflections continued throughout Lent. Also hosted and led ecumenical Lent group in our hall.
- Sorted a solution using the camera on a phone to ensure Masses could be be livestreamed.
- Continued practical support for family in the church.
- Hosted Orpheus choir at our church and saw many people attend and socialise in the hall.
- Took part in the Passion in Trafalgar Square. Two performances delivered to 20K people. Will be in the Life of Christ on June 21-25.
- In the process of applying to have a family from Ukraine to stay with us. Link with Zeo church is facilitating this. We are aware of one other parishioner who is hosting a person from Ukraine.
- Sharing session with CTH churches on 11th March planned. This will also act as the first of a regular 'surgery' for parishioners to continue the sharing process in our parish.
- Able to take communion to parishioners in Milford Lodge and Fr Andrew was able to visit his sister again.

Liturgy

- Chris Laubin and Bridie Duffy delivered a Readers course to a mixed age group and we have now 11 new readers including family groups.
- Delivered Lent series of Eucharistic services
- Stations of the Cross on Fridays
- Holy Week services planned and delivered. Passover Meal was a huge success with good attendance from families from the FHC programme. Susanna Hawksley came to lead the evening. Recruited all the volunteers required across all the services. Attendance was very good.
- Developed Stations of the Cross for Good Friday with focus of Ukraine.
- Children's liturgy delivered with Teresa Hyde on Palm Sunday. Decision to be made about continuing this even once a month along side the monthly Children's Mass which was reintroduced with a very lively Mass led by Fr Euloge.
- Children's colouring box reintroduced. Rob now managing this and the delivery to Janina who is still cleaning the wallets and sharpening pencils.
- Thanksgiving celebration for Fr Euloge being planned to be delivered on 10th May at 7.30pm

Suggestions for change/improvement/issues to be addressed

Objectives completed from last report

Who

	Pastoral team
Objectives set	Who

Area of Activity Safeguarding – Trish Bonnett May 2022	
Activity since last PPC meeting	
<ul style="list-style-type: none"> • Maria has submitted 4 DBS sets of paperwork but we are still awaiting for DBS to be completed. • It was not necessary to have DBS checks for Reader's Training as not judged to be a regulated activity. 	
Suggestions for change/improvement/issues to be addressed	
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Promote Educare training to all group leaders and catechists in the parish. Strongly encourage them to register and do modules. 	TB/MG