

All reports September 2022

Chairs report to the Pastoral Parish Council 9th September 2022 Roger Hyde

We are moving slowly forward with the plan to refurbish the Upper and Lower Committee rooms.

Permission has been granted and we now await MP Builds (Kevin Boyle) start date.

They will clear the area, including the carpets prior to refurbishment
John Scott has been investigating the quality and colour of the new carpets.

A question? The two metal draw files in the Lower committee room belong to someone or group, do we know who please. These will need to be removed at some stage.

There has been no permissions forthcoming for any other project on our to do list.

Area of Activity – Parish Finances and Administration David Wilson

Parish Audit

The Parish Audit was carried out by the Diocese on 10/11 August 2022 and we are delighted to report, with special thanks to Cheryl, Trish and John (Scott) that we achieved what the Auditor described as “a fantastic Compliant score of 90%”. We were fully Compliant in the areas of Property Management, Health & Safety, Safeguarding and Data Protection and in the important and challenging areas of Accounting Records and Accounting Transactions (where the Audit was particularly searching). Also, we scored 95% for Cash Management and 96% for our management of Planned Giving and Gift Aid both areas where other Parishes often have problems. We did not see eye-to-eye with the Auditor in the area of Financial Organisation but had anticipated this and we have already taken steps to make our arrangements more in line with their expectations.

Parish Finances

The Parish Accounts continue to show a month-on-month operating deficit now running at £26K for the year through to the end of August but, with the Gift Aid Tax rebate and the exclusion of backdated expenses, the deficit is reduced to just over £3K.

But there has still been little improvement in Offertory income and whilst there are signs of an increased interest in hall rentals most of those are for “free-of-charge” Parish Group bookings and so we don’t foresee any improvement in the financial situation in the short term.

Gas and Electricity Charges

The increase in gas and electricity charges have now been announced and will put further pressure on the finances with the utility bill rising from £9K in a typical usage year to maybe as much as £23K a year. To see what we can do to manage this problem, we are meeting later this week to look at the figures and to take into account whatever help we might get from the recently announced Government relief packages.

Gift Aid Claim

The Gift Aid tax rebate claim for the 2021/2022 Tax Year has now been paid and has realised £23,187, a little bit down on normal but very good considering the on-going impact of the Pandemic on Mass attendance.

Christopher House

The terms and conditions for the Order’s continued use of Christopher House, which we had agreed with Fr Tom, have been approved and signed-off by the Property Dept at the Diocese.

Objectives set	Who

Area of Activity Health and Safety - September 2022 Helen Feehan & Michael Hughes	
Activity since last PPC meeting	
Issues with the fans. Confirmation from John that both fans are working fine and safe to use. The auditor has highlighted that a member of the Finance committee needs to be responsible for Health and safety so in future we will also supply them (when David has identified who it is to be) with the report given to the PPC.	
Suggestions for change/improvement/issues to be addressed	
Objectives set in motion since last report	Who
Objectives set	Who

Area of Activity GDPR – Trish Bonnett September 2022	
Activity since last PPC meeting	
<ul style="list-style-type: none"> All those who have signed a form about being livestreamed have now been logged onto a register. Thanks to Matthew for completing this. 	
Suggestions for change/improvement/issues to be addressed	
<ul style="list-style-type: none"> The audit has identified that there needs to be a member of the Finance Committee who is responsible overall for GDPR. Will away the appointment of such person who we will report to about GDPR activities. 	
Objectives completed from last report	Who
Objectives set	Who

Area of Activity Gender Diversity - no report

Area of Activity LiveSimply (including Justice & Peace)- Ann Milner	
Activity since last PPC	
<p>OWLS (One World/livesimply) Group: The One World/livesimply group continues to meet on a regular basis approximately every 2 months. Coffee Mornings have been restarted with proceeds going to a number of charities including Pax Christi, Herts Young Homeless, Hitchin Pantry, London Mining Network. The group continues to have social meals from time to time as well as an annual Summer Outing. This year the outing was to Turvey Abbey and Turvey Parish Church followed by lunch at the Emmaus Centre and then a visit to Carlton Park.</p> <p>Justice & Peace: Meeting of Westminster Diocesan J&P Contacts attended in July. Next meeting will be in November.</p>	
Suggestions for change/improvement/issues to be addressed	
Objectives set	Who
OWLS AGM to be held on Monday 14 th November, 15:00.	OWLS Team
Book OWLS Coffee Mornings for 2023	OWLS Team
Identify Charities to be recipients of Coffee Morning proceeds (at meeting scheduled	OWLS Team

for 5th December)

Area of Activity Maintenance Report_PPC_John_Scott_9Sept2022

Activity since last PPC meeting

I show where contractors have been employed , and highlight where in-house work has either involved significant work or saved us money or distress.

no contractors this time , no huge tasks
thanks as always to all volunteers ...

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

Green = task done by contractor

Yellow = significant task

- 2808_1/ flickering lamp in hall bar area (mike and john)
- 0208_1/ repair damage to hall internet cable conduit (js)
- 2907_1/ emergency repair scout hut window - after user group (js)
- 2807_2/ Damaged crashbar lock on hall backdoor (DW/PJ/JS)
- 2807_1/ Busted kneeler (David Whittaker)
- 2407_1/ SafetyCheck wobbly fan in hall (Mike/Philippe/John)
- 1707_1/ Suspicious Gurgle from PH Water Softener (MikeE)
- 1607_2/ drip/leak from hall radiator plumbing (js)
- 1607_1/ rescue overheating LED light controller in Hall (me+pj+js)
- 1507_1/ prevent ParishHouse loo seat taking the great trip south (js)
- 3006_1/ absent flush in PH bathroom (js+PhilippeJ)
- 3006_2/ reposition shower screen in PH (js+PJ)



Suggestions for change/improvement/issues to be addressed

Imminent/In-hand: failed lamps in link

From last report :

Unsatisfactory Progress on this task : Re-inspect sacristy corridor roof in rainstorm.

... No Advice received re water ingress in sacristy roof.

From PPC Minutes 9th May : " The skylight windows in the Church need to be cleaned "

... No volunteers to help with skylight cleaning .

Objectives set

Who

Area of Activity Outreach – Trish Bonnett September 2022

Activity

Outreach

- Joined the Our Lady's Special Support Group at Ashwood place On 17th July for a lovely service of readings and music. Tim played the guitar and Peter Rock also supported the

singing. Plans to increase outreach to this home.

- Attended a deanery meeting of the Central London parishes doing the scripture drama to encourage the deanery involvement on the committee for the Trafalgar Square Passion on Good Friday. Fr Chris Vipers has now been appointed to join the committee
- Parent and Toddler group to restart on Mondays sometime in September. Seaneen Robinson will be working with others to make this happen. A welcome return.

Liturgy

- Bereavement service with the Bereavement team on 13th July with about 30 people in attendance. It went well and all the flowers were displayed on the altar of remembrance afterwards.
- Supported a number of funerals recently and also have covered for reading and MCs at daily Mass during absences of the regular parishioners who do these things.
- Supported the healing service on 4th September.
- Planned the liturgy for the impending ordination of Br Adams

Suggestions for change/improvement/issues to be addressed

- Need to complete the full service sheet and organise the event for the ordination and send out save the date invitations.
- Rob will manage the event as I am away at the time of the ordination.

Objectives completed from last report

Who

Objectives set

Who

- Sort a Mass for Ashwood place
- Deliver Scripture drama at Ashwood place

TB

TB

Area of Activity Safeguarding – Trish Bonnett September 2022

Activity since last PPC meeting

- Br Adams now has his DBS check.
- Still chasing detail for others

Suggestions for change/improvement/issues to be addressed

- Need to look at those who need a recheck for Maria to send out paperwork.

Objectives completed from last report

Who

Objectives set

Who

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TB/MG