

St Hugh of Lincoln, Letchworth Garden City

ANNUAL PARISH MEETING 26 February 2014, 8pm, Fortescue Hall

Present: Fr Jimmy, Phil Clarke (Chair), Ann-Marie Palmer (Secretary), Vicky Mariadas, Sue Card, Jacquie Maddison, Sr Eileen, Sr Joan, Ian Allott, David Legg, Ian Hunt, Patricia Saunders, Patsy Marshall, Cliff Marshall + a number of parishioners

Apologies: Catherine Jewsbury, Jackie Quinn, Frank Nuttall, Julie Cranston

	ACTION
<p>Fr Jimmy opened the meeting with a prayer.</p> <p><u>Minutes of PPC meeting held 18 September</u></p> <p>Approved.</p> <p><u>Matters arising</u></p> <ul style="list-style-type: none"> • CRB Checks – Phil advised that the process had not been fully understood but that forms were now being progressed. Phil confirmed that the Parents & Toddler group are not subject to checks as a parent / guardian stays with the children. • Checks benefit everyone. <p>Action: Group leaders are asked to contact Phil directly if they are aware of outstanding checks.</p>	<p>Phil Clarke / Group leaders</p>
<p><u>Parish Priests Report</u></p> <p>Fr Jimmy looked back over highlights of the past year, including:</p> <ul style="list-style-type: none"> • The Mass celebrated by Archbishop Nichols in November and thanked everyone involved, Readers, Altar Servers, Musicians, Eucharistic Ministers and the parish coming together to arrange the reception. • On the feast of Corpus Christi Communion of both kinds were introduced. Thank you for the work undertaken in the background with training new and existing ministers. • Increase in numbers in the parish – the 2014 Year Book is out of date. Fr Jimmy advised that when he arrived in the parish numbers attending Sunday mass were 545 increasing to 623 in 2012 and 844 in 2013. Included in the numbers are attendees at the Polish Mass and those receiving communion at home or in hospital. Very encouraging to see so many people at Mass. • Catechists – Fr Jimmy reiterated the key role of catechists with currently over 40 in the parish. Baptism; Children’s Liturgy (one Sunday there were 56 children in the Sacristy); First Holy Communion (new programme started last year which follows structure of the Mass, is child friendly and clearer for catechists); Confirmation and RCIA (1 new member brought into the Church last year and 2 at Easter this year). Marriage preparation is currently undertaken outside the parish). • Social / Pastoral Action: SVP, SASH, KSC, KISS, Kanyike and the Letchworth Foodbank are all thriving within the Parish. 	

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<ul style="list-style-type: none"> • Parish Administrator – Patricia has been in place since March 2013 and Fr Jimmy gave a brief outline of the first year. <ul style="list-style-type: none"> ~ In place a couple of months when the house had to be vacated for the renovations. Volunteers helped to clear the house / move the office. The Nexus Building and storage unit were both free of charge. ~ Trained in the OPAS Accounts system. ~ New website up and running. One of the first parishes to use the new Diocesan micro-site. ~ Oversaw the Parish Census with 392 households registered. ~ Links with media eg Archbishop’s visit. ~ 20 hours a week with the parish office open 10am – 12 noon Monday to - Thursday. Fr Jimmy handed over to Patricia : <ul style="list-style-type: none"> ~ Thank you to Angela Horne for maintaining the original website for many years. ~ Thank you to Cliff Marshall who was fundamental in the parish house renovation in co-ordination with Chris Fanning. ~ Wireless internet / mobile phone meant the parish could continue ‘business as usual’ during the renovation and based out of the Nexus building. ~ Thank you to Ann-Marie for recording the census cards. ~ Thank you to Sr Eileen for ongoing help with the parish records. ~ Working more closely with the Finance Committee. ~ Public relations, ie for the Archbishop’s visit was done in own time. ~ Role is extremely busy. 	
<p><u>Chairman’s report</u></p> <ul style="list-style-type: none"> • Parish Pastoral Council Constitution: As had been mentioned at the last meeting the Parish Constitution had been looked at by Alan Scouller in conjunction with Fr Jimmy. Also the format of the Parish Council meetings in order to concentrate on important matters. Phil went through the proposed constitution reaffirming that it is a consultative body but also the voice of the parish. The Parish Priest can nominate up to 6 ex-officio members but the only formal officers are President (Parish Priest), Chair and Secretary. 3 meetings per year but ad hoc meetings to be called in case of need. • Phil asked the meeting to vote in respect of adopting the revised Constitution. This was unanimously approved subject to the following amendments: <ul style="list-style-type: none"> ~ All references to Chairman to be amended to “<i>Chair</i>”. ~ Parish Council Meetings: A notice calling the meeting shall be announced and posted on the Church Notice Board, <u>website and newsletter</u> at least two clear weeks in advance, giving date, time, place and agenda 	
<p><u>Finance Report</u></p> <ul style="list-style-type: none"> • Please see breakdown attached. • Ian advised that the offertory was down. Diocese take 28% of income which equates to approx £26,000. House renovation / sound system major spend in 2013. • The meeting were asked who approves capital expenditure and were advised that spend had to be approved by the Premises / Finance Committees, the Parish Council and if over £10,000 by the Diocese. The meeting was advised that the finance committee was not an open meeting but that figures are shared at the Parish Council meeting and parishioners are encouraged to attend. 	

<p><u>Any Other Business</u></p> <ul style="list-style-type: none">• Car Parking: A discussion was undertaken re how to stop shoppers / commuters using the church car parks with thoughts re permits etc. All suggested options would be difficult to police so it was decided to leave as is for the moment with Fr Jimmy locking the car park in the evening and appealing to people's better nature with new signage.• A programme of improvements is to be undertaken. <p>Action:</p> <ul style="list-style-type: none">~ Premises Committee to consider new signage / programme of improvements (resurfacing / white lines) <ul style="list-style-type: none">• Parish Hall: A discussion was undertaken re storage in the hall, industrial bins for rubbish and health and safety issues with regard to the cooker. It was felt that the cupboard at the front of the hall should be kept empty. The door is broken on the cooker and it was felt it would not pass a health and safety inspection and the possibility of a new cooker was mentioned but this would need to be put to the Premises & Finance Committees for approval.• Picture – Mother of Czestochowa. A representative of the Polish community asked if a picture could be hung on the wall in Church during the Polish Mass. Fr Jimmy requested that this be discussed with him separately outside of the meeting. <p>Fr Jimmy closed the meeting with a prayer.</p>	<p>Premises Committee</p>
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Certified a true record by the Chairman

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Date

Next meeting: Wednesday 9th July, 8pm in Fortescue Hall
Following meeting 12th November