

# St Hugh of Lincoln, Letchworth Garden City

## Parish Pastoral Council Meeting

8 July 2015, 8pm, Fortescue Hall

**Present:** Fr Jimmy, Phil Clarke, Ann-Marie Palmer, Sue Card, Jacquie Maddison, Sr Joan, Jackie Quinn Alan Scouller, Angela Scouller. Ian Allott, Ursula White, Cliff Marshall, Patsy Marshall, Terry Benson, Alex Rebello, Ian Hunt

**Apologies:** Peter Spreckley, Angela Spreckley, David Legg, Morag Fryer, Julie Cranston

	<b>ACTION</b>
Phil welcomed everyone to the meeting and Fr Jimmy opened with a prayer.	
<b><u>Approve Minutes of APM held 25 February / Matters Arising</u></b> The minutes were approved. <i>Matters arising:</i> <ul style="list-style-type: none"><li>• Heating – On behalf of SASH Patsy advised the meeting that they had found the hall heating to be working well.</li><li>• Parish Priest's Report : Liturgical Ministries – to complete Fr Jimmy's update, Sr Joan advised that there were 21 people on the Welcome Ministry rota.</li></ul>	
<b><u>Finance Update</u></b> <ul style="list-style-type: none"><li>• Ian circulated figures for the last 2 years and 2015 to date (on target).</li><li>• Capital expenditure to be undertaken of £38K.</li><li>• Following Planned Giving Campaign approximately 60 Gift Aid forms received (some duplicates of those already in place).</li><li>• Figures show a year end surplus of £10K with expected funds in the bank to be approximately £50K.</li><li>• Offertory – looking to improve by £12K this year.</li><li>• The question was asked how Gift Aid has changed following the campaign but this is not yet known.</li><li>• Weekly collection does not appear to have increased substantially but quite a number have changed from Envelopes to Standing Orders. 157 now paying by Standing Order.</li><li>• It was noted as disappointing that the loose collection hasn't materially decreased.</li><li>• Overall position better than a year ago.</li><li>• Question was raised re income from the Polish community and the meeting were advised that 1/3 went to St Hugh's, 1/3 for the Polish community and 1/3 to the Polish Priest.</li><li>• It was confirmed that the Polish mass attendance was included in the annual mass count but it was felt that these numbers would distort the Diocesan assessment given that all contributions do not come to the parish.</li></ul>	
<b>Action:</b> <ul style="list-style-type: none"><li>• Parish need to be fully updated on results of Planned Giving Campaign from the pulpit / via the Newsletter. Ian advised that this had not been discussed.</li></ul>	
<b><u>Fundraising Update</u></b> Ursula updated the meeting on activities of the fundraising committee. <ul style="list-style-type: none"><li>• The Spring concert was a great success and enjoyed by all, with the sum of £530 being raised. It is planned that this will now be an annual event.</li><li>• Due to a number of other events going on in the Parish it was decided to postpone the Garden Party and this will now take place on 5<sup>th</sup> or 6<sup>th</sup> September.</li><li>• The date of the Christmas Fayre was to be 28 November but Ian advised that this is the same date as the John Henry Newman fayre. Ursula confirmed that the fundraising committee would look to amend this if possible.</li><li>• £312 has been raised by people shopping on-line via Easyfundraising at no additional cost to themselves.</li><li>• The meeting were advised that Julie Cranston had resigned from the Fundraising Committee and Ursula thanked her for all her hard work since the committee was set up.</li></ul>	

**Any Other Business**

**Premises committee**

- Alan advised that there were 3 new members on the Premises committee, Stephen Pond, Lloyd Robinson and Joe Fattouche.
- Plants have been placed at the front of the church (either side of the steps) for safety and this was thought to be a good resolution.
- Budget in place for car park resurfacing but no date agreed as yet.
- Improvements undertaken to brickwork / tiles.

**Payment of expenses**

- Jacquie asked if payment of expenses could be processed more quickly as last Christmas it took 6 weeks to get payment for flowers which is too slow. Easter was not a problem as Fr Jimmy provided cash.

Phil advised that Julie Cranston was unable to attend the meeting but had sent an email re the following:

- Is there an update on **Screen / projector for the hall** . Fr Jimmy advised that a firm visited in March but that quotes hadn't been followed up. Fr Jimmy to hand over to the premises committee to take forward.
- Could whoever is on the Welcome rota at 9.30am mass encourage children to help them when they arrive? Sr Joan requested that Julie contact her in the first instance.
- **Children's choir** to be started once a month and approval requested for approx. £50 spend for a folding bench that could be placed in front of the first pew at 9.30am Sunday mass. **This spend was approved by Fr Jimmy.**

**Sound System**

- The meeting were advised of lose wires hanging down in the south aisle from the sound system and that Jones Bros, the sound company need to be called back to sort this out. It was confirmed that this was something that should be taken up with the Premises committee.

**Next meeting:** Due to a clash with the First Holy Communion programme, it was agreed that the next meeting of the Parish Council will now be on **18 November, 8pm, Fortescue Hall.**

Fr Jimmy closed the meeting with a prayer.

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Certified a true record by the Chairman

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Date