

# St Hugh of Lincoln, Letchworth Garden City

## Meeting of the Parish Pastoral Council held

18 November 2015, 8pm, Fortescue Hall

**Present:** Phil Clarke, Ann-Marie Palmer, Sue Card, Jacque Maddison, Jackie Quinn, Alan Scouller, Angela Scouller, Ian Allott, Ian Hunt, David Legg, Patsy Marshall, Cliff Marshall

**Apologies:** Fr Jimmy, Peter Spreckley, Angela Spreckley, Julie Cranston, Ursula White, Sr Joan, Terry Benson, Alex Rebello

	ACTION
<p>Phil welcomed everyone and opened the meeting with a prayer.</p> <p><b><u>Approve Minutes of PPC held 8 July / Matters Arising</u></b>            The minutes were approved.  <i>Matters arising:</i></p> <ul style="list-style-type: none"> <li>• Payment of Expenses – Ian advised that there should be no delay in payment of expenses.</li> </ul> <p><b><u>Premises Committee Update: – Alan Scouller</u></b>            Alan advised that primarily he would update the meeting on developments re the Growing In Faith project of a new parish meeting room, but firstly updated:  <i>Church Lighting</i> – has now been repaired.  <i>Fortescue Hall Heating</i> – should now be ok and is being tested by normal use.  <i>Premises committee</i> – as mentioned previously there are a number of new members on the Premises Committee and the meeting were advised that it had been duly strengthened with new skills.</p> <p>With regard to lighting Patsy advised the meeting that lights to the left and right of the Icon were facing in opposite directions. This needs to be formally referred to the Premises committee in order to bring the contractors back to rectify.</p> <p><b><u>Growing in Faith Project Update – New Parish Meeting room</u></b>            Alan advised that at a previous premises committee meeting it had been agreed that a full review needed to be undertaken with regard to the proposed build and this was duly undertaken.</p> <p>The following paper was presented to the meeting:</p> <ol style="list-style-type: none"> <li>1. <i>Having spoken to representatives of various Parish groups and some other Parishioners I have found substantial support for the Parish to have a properly equipped and furnished meeting / training room. Not all active groups would use it, for example in the case of First Communion preparation the Hall would need to be used due to the number of children and parents involved, so too for the Youth Club. Some Prayer and Discussion groups would prefer to continue to meet in their houses but a number of Prayer groups use the Sacristy or the Church and would welcome a meeting room facility.</i></li> <li>2. <i>The provision of an office within the Parish House was necessary and is useful for very small groups but it does not provide space to meet the needs of larger groups. Fortescue Hall is suitable for social and other events but would need to be converted at substantial cost to meet the needs of the Parish for meetings and would then become less suitable for its present purposes including commercial lettings.</i></li> <li>3. <i>A priority need is for a suitable room for the Children’s Liturgy Group at the 9.30 Mass on Sundays. The numbers vary, on a recent Sunday there were 25 children but numbers can be 30 or even 40. The Sacristy and adjacent room are not suitable for the long term and the group needs access to a room entered from the Church. The Confirmation preparation group would favour using a meeting room rather than the Hall if it were to be sufficiently large for breaking into small discussion groups. The room would also be available and useful for smaller groups like SVP, KSC, SASH and Prayer and discussion groups.</i></li> <li>4. <i>Father Jimmy would wish the room to be used for the training of Eucharistic Ministers, Readers, Catechists, and Welcoming Groups and for Baptism preparation.</i></li> <li>5. <i>The urgent need in Fr Jimmy’s view is for a room for adult education in support of Evangelisation promoted by the Bishops of England and Wales and seen as a priority by Pope Francis in his exhortation “Evangelii Gaudium”. The Pope emphasises the importance of the Parish as “the Church living in the midst of the homes of her sons and daughters”. He says, “The parish is the presence of the Church in a given territory, an environment for growth in the Christian life, for dialogue, proclamation, charitable outreach, worship and celebration. In all its activities the parish encourages and trains its members to be evangelisers” (paragraph 28).</i></li> </ol> <p style="text-align: right;">Alan Scouller, November 2015</p>	<p style="text-align: center;"><i>Premises Committee for next meeting</i></p>

- Alan confirmed that the note was unanimously adopted by the committee.
- Making progress but a long way to go.
- Will need to go out to tender with detailed plans.
- Plans will need to be put to the Parish Council.

**Finance Update: – Ian Hunt**

- Ian advised that although an increase had been seen following the Lenten Campaign, the result was not as much as originally hoped.
- Stipends have increased however, and salaries reduced with the Administrator now working less hours.
- Capital expenditure to be undertaken in respect of resurfacing the car park.
- For the new meeting room, initial estimates show that the vast majority of costs will be covered by Growing in Faith monies.
- Approximately £89,000 in the Bank; a great improvement on 18 months ago.

**Holy Year of Mercy**

- It was confirmed to the meeting that the Holy Year of Mercy will run from 8 December 2015 until 20 November 2016 (The Feast of Christ the King). It was also confirmed that mass would be held on the evening of the 8<sup>th</sup> to mark the opening.
- Ian Allott advised that he had attended a conference at Westminster the previous weekend on “Proclaim 15” – a Pilgrimage Companion for the Holy Year of Mercy. This is a project of the Bishops’ Conference of England and Wales to support, inspire and encourage parish evangelisation.
- As a parish we will look at 3 initiatives; some examples being ‘Prayer’, ‘Youth’, ‘Poor’ but it is up to us what we do. There are workshops on all themes and approx 1 hour summary videos are available on line for each category. More information can be found at <http://catholicnews.org.uk/proclaim>

**Action:** Initially with Fr Jimmy to form the Evangelising Team ready for the first meeting to be held in January.

*Fr Jimmy*

**Parish Council dates for 2016**

The following dates were agreed subject to confirmation of Fr Jimmy’s availability.

24 February (APM)

~~6 July~~ 13 July\*\*

16 November

\*\* *Amended following consultation with Fr Jimmy*

All meetings will be 8pm in Fortescue Hall.

**Fundraising update:**

Ursula was unable to attend the meeting so Phil gave the following update on her behalf:

Ann-Marie and Hedy had resigned from the committee and Ursula wished to thank them for all their hard work since the committee was set up. New members Anne Sparrowhawk and Valerie Gaduzo were welcomed to the committee.

Parish Christmas fayre to be held on 5 December at St Thomas More School.

**First Holy Communion**

Julie was unable to attend the meeting so Phil gave the following update on her behalf:

37 children enrolled in the programme with only just over half of these attending St Thomas More.

First Reconciliation to take place on 12<sup>th</sup> December.

Holy Communion Masses to take place on 1<sup>st</sup>, 18<sup>th</sup> and 15<sup>th</sup> May at 9.30am Sunday Mass.

**Confirmation**

Ian advised that the Confirmation programme was at the planning stage but confirmed the date for 2016 would be Sunday 5<sup>th</sup> June at 9.30am Mass.

There being no further business, Phil closed the meeting with a prayer.

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Certified a true record by the Chairman

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Date