

St Hugh of Lincoln, Letchworth Garden City

Parish Pastoral Council Meeting 12 November 2014, 8pm, Fortescue Hall

Present: Fr Jimmy, Phil Clark (Chair), Ann-Marie Palmer (Secretary), Sr Eileen, Ursula White, Angela Scouller, Alan Scouller, David Legg, Patsy Marshall, Cliff Marshall, Sr Joan, Frank Nuttall, Alex Rebello, Terry Benson, Ian Hunt

Apologies: Jackie Quinn, Mary Elvin, Hedy Fletcher, Peter & Angela Spreckley, Mary Ryan, Jacquie Maddison, Sue Card, Julie Cranston

Fr Jimmy opened the meeting with a prayer.

Approve minutes of the meeting held 9 July.

- Phil took the opportunity to thank Alan for Chairing the July meeting in his absence.
- The minutes of the meeting were approved.
- As an update Fr Jimmy advised that the Icon of Our Lady of Czestochowa was now in the Lady Chapel.

Premises Update

- Alan Scouller provided the meeting with an update following the most recent premises committee meeting held on 9 September. He advised that the committee was a sub-committee of the Finance Committee and that Ian Hunt, David Legg and Frank Nuttall sat on both, along with Fr Jimmy and that he and Cliff Marshall made up the Premises Committee. Alan advised that he had chaired the meeting and also in attendance were Chris Fanning, Diocesan Surveyor and the Architect, Colin Smart.
- Alan advised that the main purpose of the meeting was to discuss the feasibility of an annexe to the Church / additional meeting room, being the proposed project from the Growing in Faith monies to be received.
- The premises meeting had discussed why this extra space was needed and it was concluded that it would be used for various parish activities, catechist training and to take into account the growth of parish and our future needs. Neither the Parish House nor the Fortescue Hall would meet the need.
- Alan advised that 3 options had been presented for consideration but that an annexe to the rear of the Church with access via the current Sacristy would provide the necessary additional space.
- Alan also advised that a discussion had taken place with regard to the current arrangements for the 9.30am choir and whether a new area could be built at the rear of the church over the main door.
- Alan stressed that plans for both projects are at a very early discussion stage and we are looking at a number of years before we would be in a financial position to consider undertaking this work. It was estimated that both projects would cost in the region of £300K with a proportion of this to come from the Growing in Faith monies to be received by the parish but the remainder would have to be raised over time through increased collections and Gift Aid.
- Conclusion – we need the additional building; a consultation process will be undertaken, in particular with the Children’s liturgy Group to seek their thoughts on the size of the building. It was suggested that a temporary structure could be put in place to fill the short term need but AS has liaised with Mary Ryan and her view was for them to continue with their current arrangements. All groups that may use the new building will have an opportunity to input to the Premises committee re ideas / requirements for their consideration.
- On a different subject, Alan suggested to the meeting that minutes from all the Church committees should be uploaded to the Parish website and also posted on the Church notice boards (as is currently the case with the Parish Council minutes).

ACTION: It was agreed that minutes from all parish committees - Parish Council, Premises, Finance and Fundraising would be uploaded to the parish website and also hard copies placed on church notice-boards. Minutes should be submitted via the Parish office. The Chair of each committee to decide if any confidential items to be withheld.

All Parish committees to submit minutes via parish office

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<p>Finance Update</p> <ul style="list-style-type: none"> • Ian briefly went through the financials advising that plans are in hand to improve income and that things were starting to turn around, with £11.5K due from Gift Aid. There was £17K in the Bank at the end of August and with the expected Gift Aid this will increase to £28K. Growing in Faith will net approximately £140K which leaves an estimated shortfall of £160K for the proposed projects. • Full year figures will be available at the next Parish Council meeting. Overall slight positive improvement, including the 200 Club etc. • Sr Joan queried why there was no projections in the figures for the Christmas Fayre. Ian advised that this year's fayre would be used as the basis for future projections. 	
<p>Fundraising committee</p> <p>Ursula updated the meeting on the setting up of a new fundraising committee in the parish. She advised that this was to be an extension of the finance committee with the purpose to raise funds in a well organised and enjoyable way and to bring the parish together as a community.</p> <ul style="list-style-type: none"> • <u>Christmas Fayre</u> - Plans well underway for the Christmas Fayre with 18 stalls arranged with volunteers and helpers involved from across the parish. • <u>Easyfundraising</u> – as per the note in the newsletter this is a site that can be used to access numerous everyday websites, and where companies give a percentage of your spend to your chosen good cause. • 2015 Plan – once the Christmas Fayre is over a plan will be put in place for 2015. Ursula advised that as a committee they will look to work in unity with St Thomas More, John Henry Newman and other parish groups but that we need to add ourselves to the list of good causes. • Patsy asked Fr Jimmy if any unsold arrangements from the fayre could be sold outside mass the following day and this was agreed as needed. Ursula thanked Patsy and the other flower arrangers as the arrangements provided for the stall are self funded and this is very much appreciated. • Terry Benson asked if there was a Terms of Reference for the committee. Fr Jimmy felt this had been well explained by Ursula's introduction and a ToR was not needed. Alan Scouller further advised that as acting chair of the Parish Council at the July meeting and following the finance problem that had been identified that he, along with Fr Jimmy had given permission for the committee to be set up. Alan advised that he had been invited to the last meeting of the committee and he was very impressed with the work to date for the Christmas Fayre. Also with Peter Spreckley sitting on both this and the finance committee that there was a good link for communication. 	
<p>First Holy Communion</p> <p>Julie had to send apologies to the meeting but a brief update on the programme was given by Fr Jimmy and Phil.</p> <ul style="list-style-type: none"> • 39 children, 14 catechists. Going well, very enthusiastic with good support from catechists (with as usual some parents stepping up). • Service of Reconciliation to take place on 13 December; with 2 more sessions between now and Christmas. • 3 FHC masses to take place in May. • Good attendance and the 3rd year of the new course. • Parent's sessions have been constructive and well attended. Parents sitting around tables rather than in rows and therefore able to talk amongst themselves as well as listening to Fr Jimmy. The parish are fully involved with all children having a Prayer Sponsor, many of whom are from within the parish. 	

Fr Jimmy

- Fr Jimmy took the opportunity to thank Julie for all her hard work and the very efficient organisation of the FHC programme.
- Fr Jimmy also thanked Patsy for organising the Requiem for the Fallen / the Exhibition and the fundraising committee.
- Mass Count – Average attendance over 4 weeks in October, including the Polish mass was 770 (this includes children). 650 over the Saturday 7pm . 8am, 9.30 and 11.30 masses. Fr Jimmy explained the purpose of the count was for yearbook figures but these are 2 years behind by the time they are published. Numbers are sent to Rome to make up worldwide figures. Number of households may be a more accurate representation at approximately 400.
- The question of increasing weekly collections will be dealt with during Lent.

DBS checks

- Phil advised that with the help of Fr Jimmy / Patricia an up-to-date list has been pulled together. There are some groups in the parish where checks are not required, eg Flower arrangers / Parents & Toddlers. Phil now has a list of who has been checked / those still to be undertaken. If groups have anyone requiring checks please ensure names are notified to Phil. The process is now much quicker and progress is being made.

Fr Jimmy closed the meeting with a prayer.

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Certified a true record by the Chairman Date

Next meeting: Wednesday 25 February 2015, 8pm

MEETING DATES FOR 2015

Dates agreed subsequent to the meeting and for noting are:

25 February (Annual Parish Meeting)

8 July

11 November

All 8pm in Fortescue Hall