

Action Minutes of PPC Meeting 10.05.2023

Present:

Fr Francis Antwi-Darkwah	Mark James	Martha Moroney-Lewis
Emma Ahern	Maureen Kelly, Secretary	Eamon Rafferty
Teresa Clarke	Christine Lambert, Chair	
	John Lambert	
Peter Godwin	Elizabeth Lizzio, Vice-Chair	

Apologies:

Nick Dodd (Communication s Officer)	Jackie Tominey	

1.	<p>Benediction The Meeting started with Benediction together in the Church.</p> <p>The PPC Chair thanked Fr Francis for leading this both participative and reflective session and Maureen for the music which enhanced the session.</p> <p>Matters Arising from Minutes of 8 March 2023</p> <ol style="list-style-type: none">Liturgical Group Update- Fr Francis gave an update including the below key points:<ol style="list-style-type: none">The first meeting of the group had been held on 15.03.23This had been a productive meeting at which all attending made contributionPeter Godwin was pleased to accept the challenge of the convenor role for the groupThe next meeting of the Group would be on the 14.06.23Welcome Guide status- An update on the readiness of the revised Parish Welcome Guide was included in the Building Community update shared prior to the meeting. It was agreed that the revised guide be issued on Pentecost weekend (27/28 May) both printed paper and digital copies would be made available to parishioners. The guide would be issued with an accompanying message encouraging us all Parishioners to reflect on whether now was the time to join a group or ministry which are key to our Parish Community life. ACTION It was agreed that in particular additional people were needed for:<ol style="list-style-type: none">Leading in making and serving the Monday Soups' lunchSacristans at 18:00 and 08:30 masses
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	<p>3. Church Porch Information – making this clearer and more accessible.</p> <p>3 elements were identified, boards and content, Food Pantry and a potential repository where articles could be purchased to raise funds.</p> <p>The Chair and Nick Dodd had shared suggestions and design layouts for revised format prior to the meeting. The proposals had included ideas from Sinead. The Chair led a discussion which included the below key points:</p> <ol style="list-style-type: none"> 1) Need for revision of a number of the information displays to boards are clearer and up to date 2) Suggested options for re-positioning of the Food Pantry, assuming a long term initiative, were included in proposals so that the porch has more space, One option is to change the use of some of the cupboards and shelves on RHS to incorporate the FP. Sinead has a carpenter who could 3) A limited number of regular items for use during our Saturday and Sunday masses ie: missalette, hymnbooks, any additional music sheet (grouped by our Welcomers) and newsletter to remain available from the central shelf whilst other items eg. additional leaflets, giving envelopes could be located in an identified place elsewhere in the porch 4) It was thought that the hymnbooks' should remain on shelving to the left side of the porch so readily accessible for parishioners as they entered the church (following the direction of entry) 5) Looking to the future, a repository for a fuller selection of holy cards and items for purchase to be considered but this is unlikely to fit into the porch. <p>ACTION</p> <p>Fr Francis to ask Claudine to keep the boards under review for old information, once changed.</p> <p>Proceed with re-organising Boards and discuss Food Pantry location further with Jackie T.</p>
2.	<p>Bi-Monthly Meetings</p> <p>There was no full discussion on the review of PPC meetings' frequency today. It was agreed that an additional meeting should be held on Tuesday 13/06 at 19.00 for further update and discussion on heating matters only.</p>
3.	<p>PPC 2023 Events Calendar Progress</p> <p>Building Community- See update prior shared(attached)</p> <p>Ecumenism- See update prior shared(attached)</p> <p>Social Justice- See update prior shared(attached)</p>

	<p>A date for the rescheduled Fair- Trade lunch was considered at the meeting. It was thought that a joint Fair-Trade lunch/Parish event on Sunday 10th September would fit well.</p> <p>ACTION</p> <p>It was agreed that details of the format, volunteers to support the delivery and publicising were the next steps.</p> <p>Proceeds from this to be decided and possibly shared between the nominated Social Justice body/Refugees/Parish funds.</p> <p>Spirituality- See update prior shared(attached)</p> <p>Youth- See update prior shared(attached)</p>
4.	<p>Maintenance-Heating Replacement Update</p> <p>Eamon Rafferty had prior shared new heating options (with costings and photos) and led discussion at the meeting which included the below points:</p> <p>Heating systems-</p> <ol style="list-style-type: none"> 1) We have been working with the advice of the Westminster Diocesan officer in working towards recommendation for heating replacement 2) Current cost of underfloor heating has more than tripled and is no longer cost effective. 3) December 2022 and January 2023 billing for our church heating was nearly £4000 each month. 4) On the information now gathered the most cost effective heating system recommended is Halogen. This will provide immediate heat in the church and is readily adapts to our heating needs averaging 15 hours a week. 5) Industrial heaters will be noisy so can only be on in a limited way during our masses but can be used before. They are thermostatically controlled to activate/set temperature levels/turn off 6) During the winter months on mixed use of halogen and industrial heating the expected cost will be in the region of £400 per week 7) Quotes indicate that the cost of additional equipment needing to be installed will be between £14000-16000 for additional equipment needed. 8) Two companies have provided quotes for similar installations. Fitting will be in the region of £10,000. 9) A ceramic heater is recommended for the Lady Chapel 10) The cost of the halogen system should pay itself off within 3 years. 11) The suggestion was for the heaters purchased by the Parish in current use should be used for our upper gallery area. This raised two concerns: <ol style="list-style-type: none"> a) safety risk to young children of heaters at ground level notwithstanding the protective front to the heaters (a number of whom were regularly in this area) b) noise of these heaters distracting from delivery of music and lead singing <p>ACTION: Costing of halogen heating in the upper gallery to be</p>

	<p>requested also.</p> <p>Funding- The Parish Finance Committee had reported that the Parish currently has some reserves so could contribute to the costs. It was estimated that circa £30,000 would be required to address the heating issues and circa £10,000 to address asbestos and insulation. The Finance Committee would look to the Parish to restore balance of any reserve funds used, as far as possible.</p> <p>The Chair outlined an approach of achieving restoring balance of reserve funds in a mix of exploring grants (eg:National Lottery/Diocese), encouragement of donations for this specific purpose and a number of Parish social events.</p> <p>In discussion the below points arose:</p> <ol style="list-style-type: none"> 1. Grants- would likely have conditions that would need to be met eg. national lottery grants must be shown to be for community purpose 2. Donations for specific purpose- it would be important to have a number of different ways of making donations which were readily accessible 3. Parish social events-we need the input of parishioners who are skilled in effective raising of funds to be part of a Social Committee to bring together co-ordinated strands of activities. 4. Eamon is looking for heating to be in place by autumn 2023. <p>ACTION An outline Fund Raising plan required and a sub-Committee identified. All PPC to consider who would be helpful to have on this sub-Committee. Finance Committee meets on 17 May and should have some inputs also on next steps.</p> <p>To move ahead with addressing insulation and asbestos including applying for lottery grant on community need basis, as agreed by recent Finance Committee.</p> <p>Thanks to Eamon Rafferty on all his work to resolve the heating issues over this Winter.</p>
5.	<p>Any Other Business None</p>
6.	<p>Date of Next Meeting Extra Meeting re Heating on Tuesday 13 June via Zoom at 7.30 pm</p>

2023 PPC Meeting Dates: Tuesday 13 June (Zoom) 7.30pm Tuesday 4 July (Zoom) 7.30pm ; Weds 6 Sept (F2F) 8 pm: Monday 6 November (Zoom) 7.30pm