

Action Minutes PPC Meeting 04.07.2023

Present:

Fr Francis Antwi-Darkwah	Mark James	Martha Moroney-Lewis
Emma Ahern	Maureen Kelly, Secretary	Eamon Rafferty
Teresa Clarke	Christine Lambert, Chair	Jackie Tominey
Nick Dodd (Communication's Officer)	John Lambert	
	Elizabeth Lizzio, Vice-Chair	

Apologies:

Peter Godwin		

1	<p>Matters Arising from Minutes of 10 May and Extraordinary Meeting re Heating on 13 June except where covered later in the minutes:</p> <ol style="list-style-type: none">1. One parishioner had come forward interested in joining the small group who cover the Sacristan role for our Saturday 18:00 masses. No further parishioners had come forward for our Sunday 08:30 masses.2. Following the June Family Mass, 3 of our young parishioners have confirmed interest in joining the reading rota. Maurice Lyons will be contacting them for inclusion in the next rota period.3. The Confirmation Catechists still need additional adults to supervise the overnight Retreat 16/17th September. Chris Blandford will take forward if DBS certification is not already held.4. Stephen Mears who already leads with his wife our Baptism Preparation courses has indicated that he hopes to take on further catechist involvement in the Autumn.
2	<p>Food Pantry:</p> <p>An updated report by Jackie had been prior shared today with all members (attached).</p> <p>Jackie Tominey is looking to take this initiative forward to the next stage. Current donations of foods allow for weekly bags to be provided for 4 families in need and the Pantry table open to all who are in need to take from. Jackie will be speaking at our masses across the weekend of the 8/9th July to update parishioners on the work of the Pantry and to encourage continued giving. Currently most needed items are carb foods/proteins/tinned meats/fish/pasta/rice/cereals/longlife milk</p> <p>The Chair informed that South St Albans churches have offered to support foodbag for one family too.</p> <p>Agreed: Parishioners to be given option of making a monetary donation where this is easier for them than providing foodstuffs.</p>

	<p>Actions:</p> <ol style="list-style-type: none"> 1. Update by Jackie Tominey at our masses across 8/9th July weekend. There will be Parish newsletter, website and facebook entries too. 2. Following the suggestion of Fr. Francis, Jackie Tominey and Maureen Kelly to take forward SVP support in the work of the Pantry. Subsequent to the meeting, our SVP group confirmed support to referrals made to them if gaps between donated foods/monetary payments and meeting needs arose or if particular items needed to be provided to families/persons in need. All in strict confidence.
3	<p>Update on the Parish Heating Project:</p> <p>Eamon Update-</p> <ol style="list-style-type: none"> 1. The WSTM diocese partner, has advised that the diocesan surveyor Nigel Campbell should provide an additional quote for the works now that we had obtained 4 quotes. Indication has been given that the diocesan contractor could not be available until Mid September. Eamon Rafferty is in discussion for the quotation to be given earlier. When this quotation has been given a decision will be made, endorsed with Diocese approval, as to which contractor will carry out the works. 2. All necessary insulation work has now been completed 3. Approval has been given for cabling and one halogen heater to be installed in the choir gallery. 4. Due to the need of some additional work, the estimate of £20,000 mentioned at the June meeting is now likely to be £28,000. <p>Post meeting: The proposal has now been sent by Fr Francis to the Diocese (end July) and we await a decision.</p> <p>Clarification given on other points raised in discussion-</p> <ol style="list-style-type: none"> 1. New heating installation time is expected to be 5 days if the recommended larger company installs ort up to 10 days if the smaller WSTM contractor is used 2. The Diocesan WSTM provider will be given the same brief for quotation as our 4 other suppliers were given. 3. Our recommended provider for the project is approved by WSTM Diocese on qualification etc. 4. Two key issues are the cost and timing for the delivery of the works <p>Fund Raising Sub-Committee-</p> <p>The members of the Committee are: Fr Francis; PPC Chair; Nick Dodd; Sharon Cassidy; Eamon Rafferty and one other.</p> <p>Post Meeting: Ian Smith and Mark James are now signed up on the fund-raising committee too.</p> <p>Several other parishioners have also expressed their interest in participating and/or leading potential events. It would be good to have the involvement of a cross section of parishioners from across all our Masses. We plan to hold a ‘kick off ‘meeting in Aug/early Sept.</p>

	<p>Fr Francis updated that he and Andy Petch (Finance Committee) had met with the Diocesan financial advisor. They had been advised that dependent upon the amount of gift aid to be claimed, the Parish may need to apply for a loan to cover project costs as approval for release from Parish funds was not likely to be given.</p> <p>Nick Dodd is maintaining an ongoing fundraising calendar identifying the main Parish events. A number of events are already booked Nick shared this prior to the meeting this evening.</p> <p>Discussion followed on possible areas for further fundraising which included:</p> <ol style="list-style-type: none"> 1. The Children's' Liturgy group to bring in cakes for a Sunday' tea and coffees where donations go to the heating project. 2. A Confirmation group carwash-their recent Saturday carwash had been quite popular. 3. All funds raised at the Building Community group cake-bakes' in August and November 2023 to go to the heating project. Action: Nick will update the Fundraising Calendar. 4. Nick Dodd agreed to devise a progress barometer with graduated targets to encourage ongoing focus on funds' raising. Progress under the targets also to be mentioned in .our weekly Newsletter which has quite a wide circulation. 5. Following suggestion by Fr Francis, because of the size of the monies needed to be raised under this project, it was agreed that raising of funds for additional fund-raising activities be suspended as we need to give proper consideration to what we are asking of our parishioners. The August SVP weekend appeal and the Fair-Trade lunch on the 10/09 would be the last of our additional events until this year's quota had been secured. Agreed: No additional fund-raising initiative other than to the heating project until this year's quota for replenishing Parish reserve was secured.
4	<p>Upcoming Priority Group Calendar Events:</p> <p>Building Community- Summary had been shared prior to the meeting (see attached)</p> <p>Ecumenism- Summary had been shared prior to the meeting (see attached)</p> <p>Social Justice – Mark James updated the meeting that the Fair-Trade lunch would be held on the 10 September. Funds raised would be shared with £100 going to the Jesuit Refugees' Project and the remainder to supporting our local refugees.</p> <p>Spirituality- Summary had been shared prior to the meeting (see attached) Jackie added that a candlelit mass was planned in November with a prayercard. More information would be shared after the meeting of Spirituality group this Sunday.</p> <p>Youth - Summary had been shared prior to the meeting (see attached)</p>

5	Maintenance : <ol style="list-style-type: none"> 1. Following Parishioner's feedback, further investigation was being made towards improving reception of the church microphone system. 2. Two parishioners had volunteered to support the maintenance team: Bill Mackey and Dan O'Neill
6	Any Other Business: <ol style="list-style-type: none"> 1. The 3 year Term for Chair & Vice-Chair and Secretary expires in October 2023 Action : <i>Chair, Vice-Chair and Secretary to confirm their position to Chair and Fr. Francis by Mid- August</i> 2. A number of senior parishioners who share ministries on the altar have requested a support (hand rail) to be installed on the ascending altar steps. Action: <i>John Lambert is taking forward</i>
7	Date of Next Meeting Wednesday 6 September face to face at 20:00

2023 PPC Meeting Dates: Weds 6 Sept (F2F) 8 pm: Monday 6 November (Zoom)