

Minutes of Parish Pastoral Council meeting 11/11/2021

Present: Father Claro Conde, Audrey Curnock, Mary Hughes, Kathleen Thomas, Andrew Chell, Emmanuel Boakye, Lorraine Brabin, James Crilly, Clare Cottingham

Meeting opened with a prayer led by Father Claro

Church Repairs/Maintenance

Portsmouth Diocese has not received a report from the Structural engineers who inspected the building on 13th October, so the matter needs to be progressed by Church maintenance/ Repairs committee when it is formed.

Andrew Chell stated that the Quinquennial inspection, which is overdue, has been delayed.

It had been anticipated that the repair work would have started by now. Because of the delays there is a concern that there may be other building issues which need to be addressed alongside the repairs already identified. Audrey Curnock has the folder containing the most recent Quinquennial report. Andrew is to contact Hilary Foley (Director of Estates for Portsmouth Diocese) to discuss the matter.

Action: Andrew Chell

Quinquennial – A Chartered Surveyors report (Performed every 5 years) on the buildings (Church, Hall and Presbytery) that the Parish is responsible for.

Advent Fundraising for CAFOD

We have a new email address for centralization of communications
James has obtained a Temporary License so we can sell Mulled wine

For Dec 4th Event – Cake Sale

James Crilly has circulated the Details of events on 4th Dec and 17th December to the PPC, James to produce Flyers to advertise events

Action: James Crilly

Event dates & details need to be announced at Mass on Sunday **Action: Father Claro/J.P.Crilly**

We need a 'sign up' sheet to be available after Mass on Sundays for parishioners/volunteers to make tea & coffee and Cakes and serve.

Action: James Crilly

For Dec17th event – Christmas Quiz

Volunteers needed to make/buy Mince Pies

Volunteers need to make and sell Mulled wine.

Volunteers needed to set up hall.

Sound System Speakers

New Speakers and additional microphones are ready to be installed. It is hoped to be done by 1st Sunday in Advent, which is 28th November.

Installation to be carried out by Raymond Fecher.

A qualified sound engineer will check installation when it has been completed.

Please note that we need to have a speaker fitted in the quiet room at the back of the church, so that parents who are present can continue to hear the Mass. **Action: Tony Fecher**

Church Hall

The Finance Committee need to decide whether to increase the Hall Rental from Jan 2022, current organizations who rent have been warned that the rent may rise in the New Year. Suggested that research be carried out on what similar premises in the surrounding area are charging based on how long the rental period is. Eg: our current rent is based on 3hrs= £12.50, similar churches base rent on 3 hrs to allow for set up and clearing away time. **Action: Andrew Chell**

Mission boxes- Red Box Scheme

As we have no volunteer offering to take over the organization of this scheme, The PPC are proposing that we should ask donors to use Direct Debit as a means of forwarding their individual donations to The Mill Hill Fathers. Jenny Tierney has Direct Debit forms which can be used. Put a note in this week's newsletter asking for agreement for the new method of donating and requesting that anyone not in agreement contacts Mary Hughes who can explain reasoning behind the proposal **Action: Mary Hughes**

Shared Lunch – Feast of Christ the King - Sunday 21st Nov @ 12.30pm

Kathleen has volunteered to prepare the Hall and tea & coffee refreshments for the lunch.

Preparation for Advent services. – 1st Sunday of Advent 28th November

The Music group and Liturgy Group have confirmed that there will be no Ecumenical service on the First Sunday of Advent.

Preparation of Advent Ring and candles for 1st Sunday of Advent **Action: Mary Hughes**

AOB

We need a new Health & Safety officer asap. Ask for volunteer at Mass – **Action – Father Claro**

PPC – Father Claro, Andrew Chell, Tony Fecher, Audrey Curnock, Kathleen Thomas, Emmanuel Boakye, J P Crilly, Lorraine Brabin, Mary Hughes, Clare Cottingham. Technical Advisor – Neill Taylor

Administrative Team – Father Claro, Andrew Chell, Lorraine Brabin, J P Crilly, Mary Hughes, Kathleen Thomas, Tony Fecher

Finance Committee – Father Claro, Andrew Chell, Tony Fecher, Mary Elizabeth Shewry

Buildings and Maintenance Committee-

Meetings

	Date	Chair	Mins
Admin Team	07/12/2021		
PPC	<u>13/01/2022</u>	<u>Lorraine</u>	<u>Audrey</u>
PPC	<u>17/02/2022</u>	<u>Mary</u>	<u>Kathleen</u>
PPC	<u>24/03/2022</u>	<u>Kathleen</u>	<u>Lorraine</u>

Meeting finished with a Prayer led by Audrey.

Mins Mary Hughes