



**ST. EDMUND CAMPION CHURCH  
MAIDENHEAD**

**MINUTES of the meeting of the Parish Pastoral Council  
held on 15<sup>th</sup> May 2019 at 7.30pm in the Parish Centre**

**The Meeting started with an Opening Prayer by Fr. Liam and ended with a Closing Prayer by Noris Dukes.**

**Present:**

Mary Fraser (Chair)  
Fr. Liam Cummins

Noris Dukes  
Lilian Okere

Basil Solomon  
Hilda Holder (Minutes)

- 1 **Apologies for Absence** **Action**  
Jennifer Camp-Overy, Jayne Mullen and Laura Bigoni.
- 2 **Minutes of Last Meeting**  
The minutes of the meeting held on 20<sup>th</sup> March 2019 were accepted as a true record and were signed.
- 3 **Matters Arising not on agenda/ Points of action**
  - 3.1 PPC Constitution – Hilda had made some amendments which were discussed and she would put the final draft forward for approval at the next meeting. Hilda  
Gillian
  - 3.2 Fr. Liam had arranged for Mrs. Opalko's photo to be taken for the safeguarding notice.
  - 3.3 Hilda had redrafted the Parish Register form to be more in-line with the PAMIS system and added words about Planned Giving and Gift Aid. The new form was approved for use with several amendments. Fr. Liam asked if the added words could also be put in the newsletter every two months. Hilda  
Gillian
  - 3.4 Mary reported that she had liaised with Shirley about the support available for families with disabilities and Fr. Liam had rearranged the seating for ease of access.
  - 3.5 Fr. Liam clarified that the age range for children to go to children's liturgy was between 5 and the date they left primary school. Children aged 3 to 5 could attend with one parent. Under 3's were not allowed.
  - 3.6 Thanks were given to Lilian who had arranged the supply of the salt bin free of charge but noted that it would cost £150 to refill.
  - 3.7 Monitoring attendance of altar servers – no report. This to be taken off next agenda.
- 4 **Church Sanctuary**  
Norris had cleaned the statue of our Lady but noted it needed re-gilding and the fabric behind it could be improved. Fr. Liam had liaised with Agnieska who was having a 're-think' about the design of the Sanctuary and Mary's windows. Fr. Liam also noted that he had received a complaint about the costs involved in replacing Mary's window. There had Norris

been a suggestion that the window could just be repainted but it was agreed not to repaint it yet but that Agnieska would prepare some alternative suggestions for display and vote in September.

## **5 Finance, Property and lighting**

5.1 Andrew had sent a draft 6 monthly report showing income was up by 8% on last year but finances were still running at a deficit although there will still healthy bank balances.

5.2 Fr. Liam said Henry was overseeing the replacement of four outside lights moving away from spotlights which were too bright.

## **6 Liturgy Committee**

Fr. Liam said he had attended the meeting of the liturgy committee and wished to report his thanks for all their efforts over Easter. Mary said there had been a lot of positive feedback about the Easter services.

## **7 Mass Rep Reports**

- 6.15 Mass: No report.
- 9.30 Mass: No report
- 11.15 Mass: No report.

## **8 Great Mass Evangelisation strategy**

Fr. Liam asked for this to be taken off future agendas.

Gillian

## **9 Website Proposal**

Fr. Liam reported that two parishioners who were IT experts had volunteered to help develop a new website, Kelley Phelan and her husband Dara. The new website could be developed independently of the existing one and go live at the same time as the old website is taken down. Hilda reported the domain name was held by the company that supplied the office Wi-Fi network. She had spoken to the Diocese and been advised that a new '.org' domain name could be secured and that the Diocese had Communications and IT directors who could be approached for advice. Lilian was asked to form a working group with Hilda, Basil and Kelley with a view to trying to get a new website ready for the Autumn. It was felt that social media should be considered very carefully as to the need for it and who would monitor it.

Lilian

## **10 Recruitment of a Parish Secretary**

Mary had prepared a job description which she would circulate to Fr. Liam, Norris and Hilda for their input before the end of May before liaising with the Diocese about advertising the role. It was agreed that with new added responsibilities for the ministries the hours should be increased from 16 to 20 hours to be worked at reasonable times as negotiated with the right candidate. It was agreed that the aim should be for the new recruit to start during the first week in September which would allow a few weeks hand over.

Mary

## **11 Any other business**

11.1 Fr. Liam noted that the church cleaners – who had already reduced the cleaning charges of the church by £300pm – were offering their cleaning services to a few parishioners who might be struggling, as a gift to empower and help them. Fr. Liam invited confidential suggestions as to who might benefit from this.

11.2 Fr. Liam advised that he had arranged for the parish centre wall adjoining the church to be repainted. He had also received a quote for replacing the blinds in his office which was necessary for reasons of confidentiality and making parishioners feel comfortable, and putting in

new blinds over the windows between the parish centre and church and in the back window of his house. Following discussion he would go ahead with the quote for his office alone at this stage.

Fr. Liam

11.3 Fr. Liam noted that the chairs in the parish centre needed cleaning but it was not something that the church cleaners wanted to do. Hilda commented that she had looked into this at another venue and it could be done using fabric detergent and sponges. It was agreed that this was something that a work party of parishioners could be invited to do in August.

TBA

11.4 Fr. Liam said there was a 3 week course in Rome costing £800 which was to provide formation for catechists. Eric had volunteered to attend and cascade the information learned back to parishioners. This was agreed.

11.5 It was agreed to arrange a parish vision meeting in July or September. Anna Pardoe was to be asked if she would be willing to arrange this.

Fr. Liam

## **12 Close and date of next meeting**

The meeting closed at 8.59pm. The next meeting would be held on Wednesday 17<sup>th</sup> July 2019 at 7.30pm.

Signed:

Dated

### **Postscript:**

Andrew's report for item 5 was delayed in its receipt and is included below:

'Our current Finance focus is:

i. increasing the amount of planned giving (through standing orders and direct debits) and

ii. reducing the backlog of claiming tax back from HMRC on gift aided planned giving.

On the first point, evidence is finally coming through that last November's planned giving drive is resulting in an uplift in receipts (total planned giving receipts in Feb 2019 are £4308 compared with £3900 last November before drive). This is obviously a small uplift so we will need some more monthly data to see the true increase in planned giving over time.

On the second point, we are hoping to be up-to-date on our tax claims from gift aided planned giving by the next Finance meeting (which will take place in the next couple of weeks). As these claims need to be made 1 quarter in arrears, "up-to-date" is defined as all tax claims up to 31 March 2019.'