



## ST. EDMUND CAMPION CHURCH MAIDENHEAD

**MINUTES of meeting of Parish Pastoral Council  
on 20th March 2019 at 7.30pm in the Parish Centre**

### People

Present:

Mary Fraser (Chair)	Noris Dukes	Basil Solomon
Fr Liam Cummins	Jayne Mullen	Laura Bigoni
Jennifer Camp-Overy	Lilian Okere	Hilda Holder (Minutes)

1. Opening Prayer  
Fr Liam opened the meeting with prayer at 7.30pm.
2. Apologies for Absence  
Andrew Stearn.
3. Declaration of Any Other Business  
The following items of other business were declared:
  - Church Sanctuary/Mary's window
  - Hospice training
  - Theme for Parish Day of Recollection (discussed at Item 13)
4. Minutes of Last Meeting  
The minutes of the meeting held on 20th November 2018 were accepted as a true record and were signed.
5. Matters Arising  
None.

### Parish resources

6. Gallup Results  
Norris reported that she had obtained quotes and designs for renovating Mary's window. Costs ranged from £5,800 to £7,300 to include VAT and fitting depending on the design chosen. Fr Liam noted that the proposal from the Bishop to provide panelling around the sanctuary might have some impact on the window area. Permission would be needed from Portsmouth because of the costs involved and further consultation might be considered. The matter should be placed on the next agenda.
7. Finance and Property  
Andrew had sent Mary a report following the Finance Committee meeting on 18th March. He was aiming to produce a two-page report for inclusion with the weekly newsletter by the end of April. The first page would be a summary of income and expenditure for the first 6 months of the financial year and the second page would be a narrative providing insights into the figures produced. He added there had been significant progress in reclaiming tax relating to Gift Aid and by the May meeting they hoped to be up to date. Hilda noted that on PAMIS registration forms a few people had commented that they did not understand what was meant by planned giving. She was asked to suggest some words for clarification so that forms can be completed with ease.

8. Charity fundraising / nominations for 2019

These had now been agreed as WORK and Thames Hospice.

9. Proposed craft evenings in the Parish Centre

Fr Liam confirmed that Kelly Phelan had started children's classes on Saturday mornings and hoped to start adult classes soon.

10. Liturgy Committee

Jayne said the idea of asking children to remain seated during most of the Children's Christmas Mass had worked well and she hoped to encourage more children to come dressed as angels and shepherds next Christmas. Preparations for the Easter Liturgy had started, the biggest issue being finding people for the roles.

11. Mass Rep Reports

- 6.15 Mass No report.
- 9.30 Mass Shirley had raised the following points:
  - Whether any support was available to families with disabilities.
  - That there was happy accommodation for children at Mass. Mary would clarify what issues arose from the above two items.
  - Everyone was welcoming
  - Parents should be encouraged to tell their children to face the altar and pay attention when the bell rings.
  - It should be made clearer what the age range was for children attending liturgy; namely 3-10. Fr Liam would clarify this at Mass.
  - Could there be only one Mass for First Holy Communions. Jenny explained the problems with this and Fr Liam said the matter had been resolved and they would be taking place on the 1<sup>st</sup> and 3<sup>rd</sup> weekends in May.
  - Could a copy of the minutes be sent to the Mass reps. The Parish Secretary would be asked to do that. It was noted they went on the website and on the noticeboard in church. Hilda noted that she couldn't see that minutes were archived on the website which would be a good idea.
- 11.15 Mass No report. Mary noted that parishioners had spoken to her about the poor lighting between the school and the church and around the church and the dangerous footpaths when it was frosty. Lilian said she would find out the costs of a salt bin. Fr Liam suggested that the costs of lighting could be shared with the school and nursery and he would ask Henry Holley to look into this. This should be on the next agenda. Jenny paid tribute to Eric Brutnall's efforts to display the children's work on the noticeboard in the corridor.

12. Area for Ashes

Fr Liam noted that Henry Holley had advised that the area just behind Mary's windows had been used as a burial plot for ashes. Henry was looking into obtaining a plaque.

## Progress

### 13. Action Points from Last Meeting

Action points from the last meeting were checked.

	<b>Ref</b>	<b>Action required</b>	<b>To be done by</b>	<b>Status</b>
1	1/5/2018 13.a	Arrange art exhibition	Fr Liam	Complete
2	1/5/2018 13.c	PPC constitution	Fr Liam	Ongoing
3	17/10/2017 8.5	Talk to Mike Quinn about having registration form on website	Fr Liam	See below
4	17/10/2017 8.5	Find out how to tie website form to PAMIS – waiting on above	Gillian	See below
5	17/9/2018 13.3	Talk to Mike about website	Basil	See below
6	30/7/2018 Item 5	Arrange for photo to be taken of Safeguarding Rep.	Fr Liam	Ongoing
7	20/11/18 Item 8	Note in bulletin asking for suggestions for charities to support in 2019	Gillian	Complete
8	20/11/18 Item12	Book Ascot Priory	Laura	See below
9	20/11/18 Item 13.8	Send Mike Quinn's email to Basil	Gillian	Complete
10	20/11/18 Item 13.8	Monitor attendance of altar servers	Basil	See below
11	20/11/18 Item 14.a	Send Barrie Phillip's email and Gillian's job description to Mary	Gillian	Complete
12	20/11/18 Item14.a	Form recruitment sub committee	Fr Liam	Postponed

Comments were made as follows:

- 3-5. Basil had spoken to Mike and noted that Mike had been managing the website using some private space and it wasn't clear who owned the domain name. Hilda would contact Portsmouth to try and find out. Basil felt the Church should develop another website to relieve Mike of the burden of having to manage the site every time an entry was needed. He would put together a proposal to go on the next agenda.
- 8. Laura confirmed the Day of Recollection was booked for Ascot Priory on 15th June between 10 and 4 and would be run by Fr Paul. Fr Liam confirmed the Parish would cover the costs quoted. Laura would discuss the theme for the day with Fr Paul and put the event in the newsletter.
- 10. Basil was advised that the altar servers had to sign a register when they attended. He said he would start comparing this register with the rota to see if there was a problem with this and the extent of the problem if any.

## Closing items

### 14. Any Other Business

14.1 Fr Liam noted that the Thames Hospice would be opening in Bray in 2020 and he would like to explore whether volunteers could be trained from the Parish to help there. He would be in touch with the Hospice.

14.2 Norris reported that 60 people were coming to the Fiesta but she needed more volunteers to help on the day.

### 15. Date of Next Meeting

Wednesday 15th May 2019 at 7.30pm. Laura and Jayne gave their apologies in advance.

The next Finance meeting would be on 14th May 2019 at 8pm.

### 16. Closing Prayer

Fr Liam closed the meeting with prayer at 8.45pm.

Signed:

Date:

**POINTS FOR ACTION**  
**from meeting of Parish Pastoral Council**  
**on 20th March 2019**

	<b>Ref</b>	<b>Action required</b>	<b>To be done by</b>
1	1/5/2018 Item 13.c	PPC constitution	Fr Liam
2	30/7/2018 Item 5	Arrange for photo to be taken of Safeguarding Rep, Tricia Opalko.	Fr Liam
3	20/11/2018 Item 14.a	Form recruitment subcommittee	Fr Liam
4	20/03/2019 Item 6	Put discussion of Mary's window on agenda for next meeting	Gillian
5	20/03/2019 Item 7	Suggest words to clarify planned giving for PAMIS forms	Hilda
6	20/03/2019 Item 11	Clarify what provision is made for children at Mass and what support there is for families with disabilities	Mary
7	20/03/2019 Item 11	Clarify age range for children's liturgy	Fr Liam
8	20/03/2019 Item 11	Send copy of PPC minutes to Mass reps	Gillian
9	20/03/2019 Item 11	Find out cost of salt bin	Lillian
10	20/03/2019 Item 11	Ask Henry Holley to look into lighting around church	Fr Liam
11	20/03/2019 Item 11	Put discussion of lighting on agenda for next meeting	Gillian
12	20/03/2019 Item 13, 3-5	Contact Diocese to find out who owns website domain name	Hilda
13	20/03/2019 Item 13, 3-5	Prepare website proposal	Basil
14	20/03/2019 Item 13, 3-5	Put discussion of Basil's website proposal on agenda for next meeting	Gillian
15	20/03/2019 Item 13, 8	Discuss the theme for the Day of Recollection with Fr Paul and put the event in the newsletter	Laura
16	20/03/2019 Item 13, 10	Compare attendance register of altar servers with rota	Basil