

**Our Lady of the Annunciation, Addiscombe**  
**Parish Pastoral Council (PPC)**

Thursday 18th January 2024 at 8.00 pm in the Parish Resource Centre

**MINUTES**

1. Opening Prayer: (Fr Keith)
2. Apologies: Marie Tross, Jennifer Da Silva, Jenny Mitchener

Present: Fr Keith, Terry Braim, Mary Ann McGuigan, Peter McGuigan,  
Paul Donovan, Fr Tomasz

3. Reports and updates (*meeting updates in italics*):

**Safeguarding:** *Joanne Murphy* has met with a diocesan representative and has begun moving DBS processing forward. She is currently gathering contact details and is starting to process applications

The diocese still needs to clarify the skills/knowledge required to be the parish lead for this area. Direct approaches to parishioners who appear to be capable of fulfilling this role will then follow.

**Plant works:** Specification for repairing the hall roof is now fairly clear. However, since the process involves a new product, Tim Rosario is still waiting for the manufacturer to provide a list of approved installers so that quotes can be obtained. *This product will cost about 60% extra but should last more than twice as long.*

Installing the additional fire escape has become more urgent as it has been interpreted by the diocese as being part of our incident action plan even though it was a voluntary addition. *A letter from the Archbishop set a very abrupt deadline for this work.* Fr Keith has asked Gary Lally to press ahead. Likely cost will be in excess of £10k, with £5k coming from a donation.

With current and upcoming projects requiring sizeable financial outlay, it is intended that financing of these projects be partly from assets and partly from parish fund raising events. (Assets have improved slightly this year with increased interest rates)

**Hall Committee:** Fr Keith is having ongoing discussions with Michael Hennessy, Ben Cahill and Pat Winston relating to managing hall maintenance and odd jobs. *He is also considering possibly using this group to manage plant works.*

**Music Groups:** Liaising with these groups is progressing well and has also included a recent social event.

**Adult Catechesis:** The talks by Fr Tomasz have continued and seem to be generating quite positive feedback despite their challenging nature. Consideration is being given to making these talks accessible for those who can't attend in person. (Perhaps by uploading edited highlights, or uploading the slides - but probably not by live streaming).

*Fr Tomasz is planning to repeat these talks sometime in the future and making them available to a wider audience. Consideration is also being given to using p.3 of the newsletter to publish summaries of their content.*

Fr Tomasz has also established the 'Young Catholic Adult Fellowship' which is currently meeting fortnightly *and includes prayer, worship, shared experience and fellowship.*

**Card payments:** The diocese is keen to implement this in all parishes. More details about costs and administrative burden are still being gathered - particularly those relating to gift aid contributions.

*Feedback from parishes that have implemented this have commented that set-up can be onerous and problematic. Delaying implementation should mean that many of the teething problems should be 'ironed out'.*

**External Defibrillator:**

Fr Keith has yet to liaise with Tim Rosario to arrange the external installation of one of our defibrillators - probably in the sheltered area *outside* the entrance to the hall. (The total cost for the box, installation and the associated electrical work is likely to be in the region of £1,000).

**4. Group information updates**

Marie Tross has continued to approach group representatives to encourage them to update their information on the parish website. A summary file of the current situation was distributed, and PPC members are encouraged to assist Marie by using any established contacts they may have to encourage updates.

**5. Boosting church attendance and publicity**

It was noted that along with streamed services (funerals etc) there had been seasonal postings and some other details recently uploaded to Facebook, although this did not include a summary of the schedule of Christmas services.

Fr Keith reported that it had not been possible to arrange local deliveries of leaflets detailing the Christmas services. Forward planning will obviously be needed to ensure that this is done in good time for Lent, Holy Week and Easter.

Fr Keith has encouraged parishioners to 'nudge' and encourage friends and relatives who have not yet returned to regular attendance.

The parish database needs to be 'tidied up'. Fr Keith reported that there are currently about 13,000 parishioner records in the database, and many of these are no longer active. Fr Keith and Peter will liaise with the parish secretaries to see what might be done to ensure it is easier and more efficient to use and ensure we comply with GDPR and also that we maintain historical data.

Fr Tomasz suggested we might look at a software package called Churchsuite which integrates much of the data processes into one suite of programs.

**6. Parish Anniversaries**

\*8th Dec. this year marks 60 years since the first Mass was celebrated in our church.

\*2nd Oct. next year marks 50 years since the church was consecrated

\*11th Oct. next year marks 100 years since the first Mass was celebrated in the old church in the former button factory.

Fr Keith said he would like to emphasise the sacramental celebration of the feast of the Annunciation (8th April - date changed to avoid Holy Week), and also this year the Immaculate Conception as it is a significant date in our church's history.

For the anniversaries next year Marie Tross and Jan Scott-Goodfellow had put forward the idea of having a commemorative 2025 calendar complete with photographs of parish events etc.. It was suggested that approaches could be made to local businesses to sponsor pages (months), and that parishioners might sponsor particular dates which have some personal or family significance. Fr Keith will liaise with Marie & Jan. This will need to be announced and promoted very soon to organise everything, with the goal of having the calendar available for sale at the Autumn Fayre.

Fr Keith reported that there is a colour booklet about the parish which we might also use in some way as part of the celebrations.

#### **7. A.O.B.**

Fr Keith reported that the trees in the grounds need urgent attention. The cherry tree is leaning on Eddie's, the poplars need to be reduced in height, and other trees need trimming. A quote from a tree surgeon has already been obtained (about £3500), and if carried out soon it would be a good time for this type of work.

The topic of Ecumenism was raised, noting that we don't currently have a group dedicated to this. The parish group which had promoted the local 'churches together' events ceased functioning some years ago. The PPC itself does not have the resources to establish groups, but members should encourage any parishioners who express an interest in this, or indeed any area in which we are lacking.

**8. Date of next meeting:** 7th March 2024

**9. Closing Prayer:** Fr Keith