

# Our Lady of the Annunciation, Addiscombe

## Parish Pastoral Council (PPC)

Thursday 7th March 2024 at 8.00 pm in the Parish Resource Centre

### MINUTES

#### 1. Opening Prayer

#### 2. Apologies: Marie Tross, Terry Braim, Fr Keith

Present: Jenny Mitchener, Jennifer Da Silva, Mary Ann McGuigan, Peter McGuigan,

#### 3. Reports and updates:

**Safeguarding:** Processing of safeguarding paperwork is progressing steadily driven by Joanna Murphy. Although she is happy to continue with this, she is reluctant to take on the responsibility of the post of Parish Safeguarding Representative\*.

**Plant works:** Doubts have been raised about the strength of the wooden framework in the **hall roof**, particularly with regard to the heavier product being considered for the repairs. Tim Rosario is now testing this. Once the results are clear, a decision will be made between the proposed new product, like for like, or possibly tiling.

Fr Keith will arrange for an assessment of the window issue in the crying chapel.

The extra **fire escape** and the external ramp are now in place and Fr Keith has informed the diocese. Consideration will now be given to laying a connecting pathway to allow smooth exit from the grounds

Peter McGuigan has informed Tim Rosario about our proposal to move one of the **defibrillators** to an external cabinet. He will investigate the practicalities of the required electrical connection and recommend a solution.

Tim Rosario has also reported that electrical tripping problems in the hall kitchen and in the presbytery are being investigated. The hand dryer in the 'Gents' has been replaced. Some fluorescent tubes in the small hall have also been replaced, but he notes that these lighting units really need to be replaced with LED ones.

The proposed work on the **trees and bamboo** around the grounds has now been completed and the trimmings etc. have been removed.

Discussions to progress the possible formation of a **Hall Committee** and a **Maintenance Group** have yet to take place.\*

**Parish Office IT Equipment:** After due consideration of the issues raised, one new computer will be added, with the current office computer being moved to the presbytery. Further 'tweaking' may be necessary for the existing machines to ensure optimum performance, (Boot sequence, RAM upgrades etc..) and the Parish Database needs some 'tidying up'.

**Parish Group Contacts:** Fr Keith has not yet been able to confirm whether the diocese will be willing to provide role/group specific email addresses such as

ucm.addiscombe@rcaos.org.uk or similar. Other missing or out of date information about groups continues to be pursued.

#### **4. Safeguarding: \***

The issue of our lack of a Parish Safeguarding Representative (PSR) was discussed again. It was pointed out that the Southwark website has no detailed information on the subject. Westminster have detailed information about the role, recruitment procedure and required courses. It is not clear whether Southwark expect something similar or just someone to pass on all queries. This will need to be clarified.

#### **5. Maintenance Group: \***

i. Men in sheds etc.. It was noted that a local CofE parish has recently started a 'Men in Sheds' group. To try to support maintenance of our site, and help develop basic practical skills, perhaps we might establish an informal version of this. Assessment of available facilities will need to be carried out.

ii. Update on discussions with Michael Hennessey, Ben Cahill and Pat Winston: As Fr Keith was not present, no update was possible. Hall bookings are currently well managed via the office. Some form of group would be useful to ensure opening and closing of the hall for events is properly managed.

#### **6. Parish Anniversaries:**

i. Sacramental Celebrations - April 8th and December 8th

It was reported that Fr Keith had indicated that this year he intended to publicise special celebrations for these two feasts with a gathering in the hall afterwards. It was suggested that for the centenary celebrations next year we might consider inviting a visit from the bishop.

ii. Commemorative Calendar: Mary Ann McGuigan reported that this project (organised by Marie Tross, Jan Scott-Goodfellow and herself) was progressing better than all expectations. A number of businesses have already made pledges of sponsorship for one or more month(s). Individual memorial dates are being made available at £20 per date, and there have been over 140 pledges so far with about 75% of these already paid for. A payment deadline will soon be set.

Estimates for design and printing costs have already been gathered, and the income so far more than covers the predicted costs. This means that actual calendar sales will contribute directly to income.

Historical details about the parish, suitable photographs etc.. will be actively sought in the coming weeks.

iii. Commemorative Altar frontal? Other ideas?

It was reported that Jenny Lucas is looking into the possibility of producing a commemorative altar frontal. It was agreed that further ideas should be actively sought. The possibility of creating a Grotto has been suggested for consideration

Consideration will need to be given to how income from commemorative project(s) might be used.

## **7. Boosting church attendance and publicity**

It was reported that Fr Keith intended to produce Holy Week and Easter leaflets, and hopefully negotiate distribution perhaps with uniformed groups. This will need to be addressed quite soon as we are already in the season of Lent.

Jenny Mitchener showed an example of the Christmas publicity produced by St Matthew's Church (SE27) as a possible model to follow.

## **8. Welcomers**

It was reported that Fr Keith had suggested the use of Welcomers to make announcements before the start of Sunday Masses - welcoming visitors, asking for phones to be silenced, pointing out books and toilets etc... It was suggested that this might be appropriate for Masses with Baptisms or Weddings, but may not be suitable otherwise. A prepared script might be necessary, and it may be appropriate to employ the readers.

It was suggested that general welcomers in the porch, as we have had occasionally in the past, should be encouraged, perhaps with an appeal 'from the pulpit' and encouraging individuals.

## **9. Hymn Books and Missals**

It was reported that Fr Keith was looking into having bookshelves in the galleries so that Mass books and hymn books could be returned there too.

Jenny Mitchener reminded us that a new lectionary is due out very soon, and pointed out that we would need to consider the cost of replacing our books.

## **10. A.O.B. Nothing further**

## **11. Date of next meeting** was set as 25th April

## **12. Closing Prayer**

**\*\*Note:** In the time between this meeting taking place and these minutes being produced, it has been announced that a 'Men of St Joseph' group is being launched by Fr Tomasz in the coming weeks.