**Our Lady of the Annunciation, Addiscombe**

**Parish Pastoral Council (PPC)**

Thursday 17th July 2025 at 8.00 pm in the PRC

**MINUTES**

**1. Opening Prayer**

**2. Apologies:** Fr Tomasz, Jenny Mitchener, Marie Tross

**Present:** Fr Keith, Terry Braim, Peter McGuigan, Mary Ann McGuigan,

Jennifer Da Silva, Nike Arowobusoye

**3. Reports and updates:**

**Safeguarding**: Fr Keith, Carmel and Joanna are now liaising regarding safeguarding matters and will hopefully recruit another volunteer in the near future to ensure full support in this area.

**Plant works:**

Hall Roof:*The Plans have* ***finally*** *been approved by the Diocese, so work should get underway in the near future.*

Church ceiling: Architects have been contacted to get an assessment of the practicality of our plans and to perform a scan. There has been some recent further movement in the tiles which is being addressed. It may be possible to use battens to provide a more cost effective solution. *A section has been repaired using battens and appears to have been successful.* Prices for cherry pickers are still being investigated to eliminate hire costs.

Porch Upgrade: Fr Keith is still considering possible designs and gathering information on costs (Estimate at least £30k)

Bookcases: Repairs to the existing missal/hymnal bookcases are still being considered, but they may need to be replaced/redesigned.

The toilet at the side of the church still has a recurring blockage issue in spite of repairs. It is still unclear what is causing it, but it should not impact the siting of the proposed grotto.

Fencing: Fr Keith has a quote for replacing the fencing along the back (~£10k) and side (~£5k). Once further quotes have been submitted this work will be undertaken.

Improvements for sound feed when streaming are still being investigated.

Notice Board at the front is *scheduled for replacement on 19th July.*

**Keys and Security:** Stephanie will continue the process of contacting users regarding security and keys. Fr Keith also intends increasing the number of cctv cameras to improve coverage.

**Monsignor Joe O’Connor’s Golden Jubilee:** As planned, a concelebrated Mass was followed by a reception in the hall. Fr Joe and his family and friends seemed to thoroughly enjoy the event. A big thank you to all who contributed to the success of this event and to the collection for Fr Joe.

**Cataloguing of artefacts:** This vast job is continuing. Paul Moynihan has provided a lot of information which has been noted. Cherie, James & team are continuing the process of cleaning and tidying what has been uncovered.

**4.** Some parishioners have enquired about **Communion under both kinds:** There are sound liturgical reasons supporting the possible re-instatement of this, but there are also health considerations opposing it. In addition, there are operational considerations, such as the much-reduced number of EMEs available, which makes it impractical at the moment. It was noted that in St Columba’s this was re-introduced, but uptake was very low and they have now stopped again. Fr Keith will endeavour to increase the number of EMEs over the next few months, and, if successful, this issue will then be given further consideration.

**5. Review of the ‘Family Picnic & Parish Review’**

The financial statement was published in good time. Reports were received from some groups, and these and other documents were displayed. Representatives were in attendance from a few groups, with some information tables and displays.

Attendance at the family picnic was quite low, but the hall became quite full when the school choir performed. Presentations from other choirs were generally well received.

Overall, attendance exceeded what we usually achieve at an AGM. Groups that had information tables reported useful conversations and a number of successful recruits. (Ascent + **7**, Music + 1, UCM +2, Diversity +3 and a possible collaboration).

Unfortunately, the information on the website included a reference to AGM, so a few people were expecting a meeting – which was not what was intended.

Points for next year’s event included: ensuring a microphone is on stage from the start, a short welcome statement from Fr Keith once it is underway, invite the school choir again, follow-up on groups that were not represented.

**6. New Parishioners events**: It was suggested that we might hold an occasional event for new parishioners to ensure they are aware of all that goes on in their new parish. It was suggested we might do this a couple of times a year, but away from the review as this presents similar information. This could include tea/coffee, nibbles etc. and provide a summary and contact details of our many groups. Jennifer Da Silva expressed an interest in helping Fr Keith with this.

During this discussion it was noted that at the moment we don’t have a children’s liturgy leader, and that we don’t have welcomers in the porch on Sundays other than at the 10.00am Mass.

**7. Anniversary Year Projects updates:**

- Embroidered Altar Frontal – being assembled with final design adjustments.

- Mosaic – currently being assembled. With the use of a professional artist, the cost appears to be about £10k. Fundraising is currently well short of this, and Fr Keith has had to front-fund this. It was also noted the QR code for the fundraising CD no longer operates.

- Grotto (including the tree) – Foundations have been dug, although they may be made deeper. Sufficient funds appear to be available. It is still not yet clear whether the tree trunk will be suitable for the statue.

- Christmas Card – Marie has quotes for these from the printer used for the calendar. Assuming A6 size with quality card and envelopes: 500 cost £175 + VAT (= 42p ea)

- More photos, memories etc – In discussion it was suggested that any further photos could be stored in an archive folder on the parish network. It was also suggested that we might record audio (or video?) memories as well – maybe at coffee mornings or similar.

**8. Anniversary Year Events updates:**

**Oct 2nd: Archbishop visit and Anniversary Mass** (**50 yrs** since consecration).

Fr Keith has produced a draft ‘Dedication of a Church’ order of service and sent it to the Archbishop for approval. Arrangements are being made for rehearsing a joint choir which will include members of our church groups and the primary school.

(It was noted that Jonathan has been involved in the First Holy Communion programme and has promoted altar serving very well, with 6/7 new recruits.)

**Oct 11th: Family Disco / family event** (**100 years** since 1st Parish Mass).

No further details at the moment. Joanna Murphy has agreed in principle that the youth club will run this event.

**November 8th: Dinner & Dance**

As previously recorded, all necessary bookings are in place. Fr Joe and some senior members of the parish will be invited as guests of honour and this will be funded from the general ticket income.

**December: Anniversary Year conclusion:** Fr Keith has agreed with Fr Gerard that he will provide a ‘Gentle Retreat’ on **Saturday 6th December** following on from the 10.00 Mass into the early afternoon. This will focus on the **people** of the parish and the **ground swell** that created and grew into the parish we currently enjoy.

**9. Progress on ‘Called to Bear Fruit’**

Some of our parish groups have started discussions around this programme, using it as a ‘tool for us’ to review their activities. Francis Bunch has started chatting to some of these to try to draw their ideas together.

**10. a) Gift Aid:**

Notices have been included in recent newsletters to remind parishioners of the benefits of joining the gift aid scheme.

As previously noted, Jenny Mitchener intends to retire very soon.

Tessa Green has agreed to take over the administration of gift aid and has agreed schedules of work with Rachel. Once established she will also look at the process of implementing card payments, although standing orders will still be preferred.

Jenny and Tessa will need to agree the shadowing and handover process.

**b) Finance administration:**

Anne Barcellos retired from this area some years ago. The duties of Parish Treasurer – ensuring the account statements are accurate and presentable - are currently undertaken by Jessica Mills.

Much of the financial day to day administration and data entry work has been taken on by Rachel. Fr Keith would like to recruit a volunteer in the near future to carry out these administration duties and review the organisation of this area.

**11. Fr Tomasz** is due to leave us at the end of August. He has firmly expressed that he does not want a leaving party or any fuss. Fr Keith has managed to get him to agree to some financial contribution for personal furniture in his new accommodation. It was agreed that a letter should be sent on behalf of the PPC thanking Fr Tomasz for all his hard work during his time here.

Announcements regarding a new curate will be made shortly.

**12.** The possibility of a **Walsingham day trip** was discussed. Fr Keith expressed support for this, and would be willing to drive a minibus if required. This would probably need to be a 7.00 am start with a 7.00 pm return. Support for this will be gauged at the end of the Summer break.

**13. Cleaners:** Fr Keith outlined the current arrangement regarding cleaners and expressed a desire to merge these into one part time post. This will be implemented as soon as practical.

**14. AOB:** No further issues were raised.

**15. Date of next meeting:** 4th September 2025

**16. Closing Prayer: (Fr Keith)**