

Our Lady of the Annunciation, Addiscombe

Parish Pastoral Council (PPC)

Thursday 4th September 2025 at 8.00 pm in the PRC

MINUTES

1. Opening Prayer (Fr Keith)

2. Apologies: Marie Tross

Present: Fr Keith, Terry Braim, Peter McGuigan, Mary Ann McGuigan, Jennifer Da Silva, Nike Arowobusoye, Jenny Mitchener

3. Reports and updates:

Plant works:

Hall Roof: Work should get underway in the very near future.

Church ceiling: Still information gathering. John Hayward (Structural Engineer) is now assisting with formulating plans. Michael Hennessy is organising the survey requested by the Architects. Hopefully battening will prove sufficient. A site-wide asbestos survey will need to be arranged.

Church Lighting: Fr Keith is enquiring about upgrades to more modern LEDs.

Porch Upgrade: Fr Keith is still considering possible designs and gathering information on costs (Estimate now about £40k)

Bookcases: Paddy has started work on repairs to the bookcases. He is sanding them and hopes they are in a good enough condition to be painted.

Fencing: Replacement of the boundary fences has been estimated at about £15k in total. Fr Keith has suggested that this be postponed for the time being.

Improvements for sound feed when streaming are still being investigated.

Notice Board at the front has been replaced. Electrical supply and lighting will be sorted out shortly.

Keys and Security: Stephanie is continuing to contact users regarding security and keys. The proposed extra cctv cameras will be arranged soon.

Fr Tomasz: As agreed at our last meeting, a letter was written thanking him for all his hard work and wishing him well for the future. He expressed his gratitude and said he found it encouraging and supportive. Fr Keith made a point of being present at each of his final services.

Fire Hazard: Over the Summer, holiday club items were stored in the small hall kitchen beside the cooker. These have been removed and a cupboard has been identified for use next year.

4. Safeguarding committee and support. It had been reported that Joanna is in need of more support in this area, particularly as she has growing commitments elsewhere. Fr Keith reported that he had reassured Joanna of his continuing support but recognised that further volunteers are urgently needed to ensure the administration will continue to be kept up to date.

5. Anniversary Year Project Updates:

Embroidery: This is now at the final assembly stage. Fr Keith will liaise with Jenny to decide exactly how it will be used once the finished dimensions are clear.

Mosaic: This has been completed and installed. It was agreed that it looks quite impressive. Despite this being a project from the primary school, Fr Keith has had to step in to front-fund this project. The social club has generously decided to use the upcoming 'Dreamettes' Motown tribute night to raise funds to help pay for this project. Some money has been raised by the sale of a CD of songs by the school choirs. Apparently, some fund-raising events are planned by the school in the near future.

Grotto: The foundations are now in place, and building of the grotto is progressing thanks to Phil Foulger and his team. A suitable statue is being researched. Fr Keith would like a simple, unadorned weatherproof statue. With a number of fundraisers and donors getting involved, the finances for this project appear to be in place.

Tree: Bearing in mind the history of the tree, Fr Keith is exploring the possibility of using the trunk to create a commemorative sculpture. This will depend on the suitability of the wood, finding an able sculptor and producing a practical design.

Christmas Card: A bespoke parish Christmas card has been designed and printed. This will be launched at the Autumn Fayre, selling at 50p each

Tote Bag: A bespoke parish tote bag has been designed. This will also be launched at the Autumn Fayre, probably priced at £5.00 each.

Archive: Many historical photographs and documents have already been gathered. A request for further contributions will be arranged and these will be added to our digital archive.

6. Anniversary Year Events updates:

Oct 2nd: Archbishop visit and Anniversary Mass & Reception

The Order of service for the Mass has been approved by the Archbishop. Fr Keith is coordinating a joint choir and practice sessions. Invitations will be sent to former clergy and other appropriate individuals. After the service there will be a reception in the hall with celebration cake(s), snacks etc., with teas & coffees and the bar. Suitable soft drinks and snacks should be available for the school choir. Fr Keith will discuss details of cake(s) and snacks etc. with Marie and Pat.

Oct 11th: Family Disco / event Unfortunately this will not be able to proceed.

November 8th: Dinner & Dance: This will be a ticketed formal evening event with a two-course meal, live band and bar. Final details and VIP invites will be agreed at a meeting next week, and advertising will follow very soon.

December 6th: Anniversary Year conclusion:

Fr Gerard has agreed that he will provide a 'Gentle Retreat' focussing on a theme such as 'God's Holy People'. It will start in the church with 10.00 Mass, and continue afterwards until about 2pm, with break(s) as required in the small hall.

7. Recruitment progress:

EMEs: Fr Keith has recruited two new Extraordinary Ministers of the Eucharist, and is actively looking for more to bring numbers back to a sensible level. He will arrange the training course(s) as soon as practical.

Welcomers There are some informal welcomers at some of the Sunday Masses, but not at others. We need a more formal arrangement covering all of the Masses. Fr Keith will speak to those involved and try to engage others.

Children's Liturgy Clare Longhurst has expressed an interest in coordinating this and, with other helpers, may start provision once a month and build up from there.

Money Counters The number of counters has reduced, and some of those remaining will probably need to retire soon. New recruits are needed. Fr Keith has a few possible recruits in mind and would welcome further suggestions.

8. New parishioner events: We frequently have new arrivals to the parish. Fr Keith agreed that he needs to be kept informed of these so that he can contact them. These arrivals also need information about all that goes on in the parish. It was agreed that perhaps two or three 'welcome' events through the year to present this information would be sufficient. One of these could be the parish review, so one or two more should be arranged in the form of receptions specifically for the new arrivals. Jennifer offered to assist Fr Keith in arranging these.

9. a) Gift Aid handover Jenny reported that she has placed the order for next year's gift aid envelopes etc. to ensure they arrive when needed. When Tessa takes over, she will likely work in the PRC on Tuesdays. Jenny will support her during the handover. Fr Keith will ensure they have contact details to achieve this.

b) Financial Administration Over the past few years there have been many changes in this area including the software used and the people dealing with different aspects of our financial management. After lengthy discussion it was concluded that Fr Keith should seek advice from the diocese and then produce a clear list of tasks undertaken by those involved in different aspects of our financial administration.

10. Walsingham Trip: The possibility of a day trip to Walsingham was discussed in more detail. It was suggested that this might be considered for early in the Spring. At the beginning of the new year support for this should be gauged and if there is sufficient interest Fr Keith would arrange a suitable date and a minibus. He suggested it would require leaving at about 7am with return at about 7pm.

11. Our New Assistant Priest will be Fr Cajetan Dara from Nigeria. He has yet to secure a visa so his date of arrival is uncertain. Meanwhile most services will be conducted by Fr Keith with occasional supply cover. Some updating will be carried out in the flat before Fr Cajetan takes up residence.

12. AOB It was suggested that, with the sad news of the death of Arthur Hughes, the PPC might express their gratitude to him for all his hard work in the parish. It was decided that this should be recorded in the parish newsletter.

13. Date of next meeting was set as 6th November

14. Closing Prayer: (Fr Keith)