

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

Thursday 6th November 2025 at 8.00 pm in the PRC

MINUTES

1. Opening Prayer (Fr Keith)

2. Apologies: Terry Braim, Jennifer Da Silva

Present: Fr Keith, Peter McGuigan, Mary Ann McGuigan,
Jenny Mitchener, Marie Tross

Absent: Nike Arowobusoye

3. Reports and updates:

Plant works:

Hall Roof: Most of this work has been successfully completed. The work is ongoing and the final parts should be completed in the near future (Total cost about £75k. The possibility of a grant to help with this is still being investigated).

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

Bookcases: Paddy has done a good job of making the bookcases in the church porch presentable again.

Improvements for sound feed when streaming are still being investigated.

Notice Board: electrical supply and lighting have been updated.

Anniversary Year Project Updates:

Christmas Card: Launched at the Autumn Fayre. About 200 already sold. Costs have been fully covered. Now being sold in the repository.

Embroidery: Completed and displayed on the front of the altar and the lectern in time for the Archbishop's visit and kept in place until this year's confirmations.

Anniversary Year Events updates:

Oct 2nd: Archbishop visit and Anniversary Mass & Reception:

This was fairly well attended and was an uplifting evening which included blessing the mosaic, the partially completed grotto and its statue. The Archbishop commented favourably about these projects and also said he particularly enjoyed the contributions from the school and other choirs. As part of the celebrations for the occasion, commemorative cakes were cut by two of our most senior parishioners.

Walsingham Trip: Support will be gauged in the new year.

4. Other Plant works:

Church ceiling: Further investigation is still required, with the weight of the tiles being the biggest issue.

Porch Upgrade: As the front doors will need to be replaced in the very near future, Fr Keith would like to look in more detail at upgrading and rearranging the whole porch area at the same time. He will get a firmer idea of the cost for this.

5. Safeguarding support: Joanna had been concerned that mixed in with her other commitments, the administration for safeguarding might prove to be too time consuming for her. Fr Keith met with Joanna to assess the situation. More of the administration for safeguarding has finally been computerised, and that, coupled with support from Fr Keith and additional assistance from Claire George, should ensure that this important area is well covered.

6. Anniversary Year Project Updates:

Mosaic- The recent Dreamettes tribute evening held by the Social Club raised £3,000 to help towards the total cost of about £10,000 for this project. Fr Keith will discuss with the project organisers at the school to see what fundraisers they have planned.

Grotto- Building work is progressing steadily and a suitable Statue has been acquired (and blessed by the Archbishop). Numerous fundraising events, together with a donation covering the cost of the statue, mean that this project is well funded.

Tree trunk- Fr Keith has had an initial discussion with a sculptor to see if it is feasible to create a sculpture from the tree trunk. Further detailed discussions are needed regarding design and cost.

Tote Bag- This has been produced and was launched at Autumn Fayre. Sales have progressed steadily. There are about 100 still for sale.

7. Anniversary Year Events updates:

November 8th: Dinner & Dance: Once advertised, this event quickly 'Sold out' with 83 people due to come (including invited VIPs). Arrangements for final preparations are in place. Finances for this project seem healthy. Further income will be generated on the night with a mobile phone raffle and a traditional raffle.

December 6th: Anniversary Year conclusion:

Fr Keith will agree the exact theme and timetable for Fr Gerard's 'Gentle Retreat' and this will then need to be promoted both in the newsletter and verbally in the remaining weeks leading up to this event.

Fr Keith had expressed a wish that it would have a theme related to community and building the family of God.

8. Recruitment progress:

EMEs: Two new recruits have been identified, but more are needed. Fr Keith will explore the possibility of recruiting some of the senior girls at Coloma.

Welcomers: A few parishioners have been performing this role. More are needed and this will probably be best achieved through a verbal appeal for this and other tasks required to be performed during services (collectors etc..)

Children's Liturgy: Restarting this is progressing steadily. Initially this will be once a month, but hopefully will eventually return to twice a month.

Money Counters: Two have been recruited, but one of the existing counters is unwell. Further recruits should be sought.

- 9. New parishioner events** – Fr Keith will schedule an event in early spring. He confirmed that he should be able to identify new arrivals from the database.
- 10. a) Gift Aid handover** – Jenny Mitchener confirmed that the handover was smoothly completed at the end of September. Fr Keith expressed grateful thanks to Jenny for all the hard work she has done in this area over so many years.
- b) Financial Administration** – It was noted that Rachel had produced a list of tasks she regularly performs in this area. Fr Keith will consult the Diocese for advice.
- 11. Fr Cajetan Dara:** Fr Cajetan is an experienced priest who has previously been a parish priest for about 12 years. There are many mundane day to day tasks with which he will need to become familiar, but he is 'settling in' quite quickly. He has visited the Cathedral and is managing to find his way around. It is likely that the Diocese will prepare him to become a parish priest quite quickly.
- 12. Newsletter issues:**
- i) Some parishioners had mentioned they were confused about the details of the recent confirmation Mass. They had misinterpreted the newsletter entry and thought it was at 10.00 instead of 11.30. Fr Keith will look into this.
 - ii) There are a number of occasions during the year when the newsletter is not able to be published. Most of these are unavoidable. However, there are a few circumstances where the newsletter could be produced with a small amount of volunteer help (for example – duplicating etc.). Fr Keith will explore this.
- 13. AOB**
- i) Fr Keith will contact our website provider to ensure our website team have sufficient access to ensure full GDPR compliance and website security.
 - ii) Marie suggested the possibility of producing another remembrance scroll in the near future. She will assess the popularity of this proposal and the likely costs etc.
 - iii) Fr Keith reported that he had interviewed a couple of candidates for the cleaning job previously discussed. He is hopeful that an appointment will be made quite soon.
 - iv) Jenny Mitchener raised the issue of virus transmission particularly during the Winter months. She particularly mentioned issues related to Communion distribution, and the enclosed space when weekday Masses are held in the side chapel. Fr Keith will remind parishioners of precautions to take to reduce transmission and being mindful of our more vulnerable parishioners.
- 14. Date of next meeting:** 15th January 2026
- 15. Closing Prayer: (Fr Keith)**