

Our Lady of the Annunciation, Addiscombe

Parish Pastoral Council (PPC)

Thursday 11th January 2026 at 8.00 pm in the PRC

MINUTES

1. Opening Prayer (Fr Keith)

2. **Apologies:** Jenny Mitchener, Mary Ann McGuigan, Jennifer Da Silva

Present: Fr Keith, Peter McGuigan, Marie Tross, Terry Braim, Nike Arowobusoye

3. **Plant & Site works: With a so many plant & site projects being considered, Fr Keith wanted to review where we are and then prioritise them. To assist in these discussions, John Hayward and Tim Rosario kindly joined us.**

- Church ceiling: The architect suggested method is likely to cost nearly £300k. (Scaffolding alone would be a major expense)
(Surveys -including asbestos- have been carried out as part of this investigation, and hopefully this data will prove useful for other future works).
The possibility of using stretched fabric on the ceiling is still being investigated as this could be much easier to implement and be much cheaper (about £120k). Battening has been carried out on one section, and this appears to have worked well and would be even cheaper still. Further investigation is needed to see if one of these cheaper options is permissible. Terry once again suggested contact be made with St Columba's as they have recently replaced a similar ceiling.

Final decisions regarding the ceiling will be needed before we can determine the schedule for the other projects:

- Church porch: Redesign of this area when replacing the doors – about £40k
- Window surrounds and general deterioration of the structure – ongoing
- Church heating: now quite old and inefficient. Needing repair/replacement fairly soon. Solar panels may be an option to consider.
- Replacing boundary fencing – about £15k
- Church Lighting: Fr Keith is enquiring about upgrades to more modern LEDs.
- Sound system: Fr Keith is enquiring about upgrades to improve clarity.
- Sound feed when streaming: Improvements are still being investigated.
- Other jobs needing attention include: adjusting railings for bin access, repairs to security gate(s), lighting for the grotto, maintenance of the main roof.

It was noted that the Hall Roof was completed for the quoted £75k budget. John & Tim were thanked for their input and assistance in these considerations.

4. Anniversary Year: Updates on Events & Projects and overall review:

November 8th Dinner & Dance: There have been very many favourable comments regarding this event. It was a complete sell-out. The food and the music were very good. The ticket and phone raffles seemed well supported. (Marie has already planned next year's version!)

December 6th: Anniversary Year conclusion:

Fr Gerard's 'Gentle Retreat' was well received. About 40 parishioners were guided through meditative themes and thought-provoking scenarios. A fitting end to our Anniversary Year and the Church Jubilee Year.

Mosaic- There have been many favourable comments about this. Fr Keith reported that between the choir CD sales, school fund raising, and social club event, about half of the £10k cost has been raised.

Christmas Card- 280 of the 300 have been sold, generating a healthy profit. The remainder will be stored and sold in the repository next year. It is intended that this will be repeated next year with a new design.

Grotto- Building still progressing steadily. Lighting and Statue have been set up for recent events provoking many favourable comments. The final stages of construction are obviously affected by the current poor weather. Provision of permanent lighting is currently being planned.

Tree- The possibility of carving the remains of the trunk into a statue is still being considered. Fr Keith will pursue a verdict from the potential sculptor and make a final decision.

Embroidery- Many favourable comments have been made about the design and the quality of the finish.

Tote Bag- Many have been sold, and the remainder are still available for purchase via Marie, the office and the repository.

Calendar & Remembrance Scroll- The calendar received many favourable comments as did the associated remembrance scroll. The final names have now been remembered. Marie is gauging support for another scroll possibly for 2027.

Assessment of the Year as a whole

Most of the comments received about the various projects and events have been favourable. Several of these are being planned to be repeated and developed (some of these are mentioned above). It is hoped that the picnic and review will be an annual event to replace the AGM. There are several other events organised by parish groups which are quite varied in nature and very successful. It was noted that we should monitor the scope and range of events each year to ensure that we are as diverse, inclusive and welcoming as possible.

5. New parishioners events

Fr Keith suggested he will organise such an event in the early spring. The parish review will provide similar information etc. in the early Summer.

Nike suggested that additionally we might put together a sheet containing essential information, contacts etc. which could be made readily available.

6. Walsingham Trip

Fr Keith said that he would gauge support for a possible midweek day trip in May or June, perhaps by minibus.

7. Recruitment progress:

EMEs There **may** be two possible recruits for the next enrolment ceremony.

Coloma school are training some of their senior girls and Fr Keith will investigate possibly involving some of them. Overall, more need to be recruited.

Welcomers As previously recorded, some Masses are reasonably well covered, but additional support is needed and other Masses are poorly catered for.

Children's Liturgy This is steadily being re-established and will hopefully gradually expand.

Money Counters As previously recorded, two recruits have been identified, but more are still needed.

Readers Fr Keith indicated there may be three possible readers from Coloma school. Overall, more are needed.

Music There is currently an appeal being run via page three of the online newsletter to try to increase involvement in the various music groups.

Overall, we all need constantly to be aware of any potential volunteers who might become more involved in any aspect of the life of the parish and encourage them.

8. Finances and Card Reader

Fr Keith reported that Jessica may need to step down quite soon. He also mentioned two possible new volunteers who may be able to help in this area.

Fr Keith will liaise with Tessa Green to assess which hardware and software will be used to implement card reader facilities in the near future.

9. Website & GDPR

Some progress in removing old data has been reported, but it is very gradual and there is much still to be done.

10. Inclusion & Diversity (partly discussed in item 4)

Nike mentioned that this year's International Women's Day of Prayer has been planned by the women of Nigeria and takes place on 6th March.

11. AOB

Nike plans to produce a banner for the porch to advertise her coffee mornings so parishioners know when they are on.

Nike will liaise with Fr Keith to 'big up' an appropriate Mass to involve the youth of the parish.

Fr Keith reported that he has acquired a car for Fr Cajetan, but it may be some time before he can use it as, although he can drive, he needs to take a test.

Fr Cajetan is generally settling in well, but there are obviously a few different procedures to familiarise himself with, and some IT skills to brush up on.

12. Date of next meeting 5th March

13. Closing Prayer: (Fr Keith)