

OUR LADY OF ANNUNCIATION - ADDISCOMBE
Parish Pastoral Council (PPC)
Thursday 12th of March 2026 at 8.00 PM in the PRC
Minutes



1	Opening Prayer:	Fr Keith			
2	Visitor/Observer	Anne-Catherine Fayaud was welcomed to the meeting			
	Apologies:	Nike Arowobusoye, Terry Braim, Fr Cajetan			
	Present:	Fr Keith, Jennifer Da Silva, Jenny Mitchener, Marie Tross, Mary Ann McGuigan, Peter McGuigan			

		TOPICS	NEXT STEPS	STATUS	BY WHEN	BY WHOM	
3	Plant and site works	Church Ceiling (top priority)	Condition of the remaining tiles is not bad. Preferred solution is to reinforce the remaining tiles with battens rather than replacing the whole of the whole ceiling. Similar tiles and battens can be used where tiles have come down. Work duration: a few weeks for each section. Overall cost about £50K (plus ~£20k scaffolding). Most flexible method would be to use Tim (fully insured), Michael and perhaps other	The diocese needs to be updated and David Smith will probably need to visit to assess and hopefully approve the chosen solution. Assuming it is approved, three competitive quotes will then be needed and the choice approved.	TO DO	next meeting - 14th of may	Fr K Tim/Michael
		Church heating	Fr Keith has repeated that the current system will probably need replacement in the near future (possibly next year).panel cost: 10K/ duration of works: a week/ prospective builder: Tim	Fr Keith will continue to consider alternatives for a new system. (cost, Eco friendly, solar, gas, other?)	TO DO		
		Church lighting	The components used in the current system are no longer the most efficient. The control panel recently failed and needed repair. Overall the system would benefit from being upgraded.	Fr Keith will monitor the situation and consider possible replacement/upgrade in the near future.	TO DO		Fr K
		Building structure	Cracked and failing concrete on far side of the building, especially around the windows. The diocese promised inspection and recommendations.	To chase diocese to send specialists to check whether anything is structural and to obtain full diagnosis.	TO DO	w/c 16/03	Fr K
		Boundary fencing	Some of the boundary fencing has already been replaced or repaired. Previous discussions had approved total replacement costing about £15K. Fr Keith now feels that work done so far has left the fence in a reasonable state requiring no immediate work.	Fr Keith will "walk the boundary" to ensure there are no parts of the fence where there might be any danger of injury to children /families using the grounds.	N/A	next meeting - 14th of may	Fr K
		Church porch	Redesigning this area when replacing the doors, which may need to be done very soon. Cost of redesign about £40K.	Fr Keith is still considering whether to proceed with this project and when.	N/A		Fr K
		Sound system	General adjustment needed to improve clarity as well as replacing and improving the sound feed when streaming.		N/A		Fr K
		Tower	The tower has a damp problem, with moisture and occasional dripping. After initial investigations, the cause has not yet been determined. Some thorough diagnosis is needed.	To be investigated	TO DO	short-/mid-term.	Fr K

4	Project Updates	Mosaic	Fundraising for this project has raised about 50% of the total outlay. The parish has financed the remainder. It was agreed that the final product is impressive.				
		Grotto	Works advancement has suffered from adverse weather conditions. Phil Foulger has continued working on some components at home. Most of the materials needed have been acquired.	Phil Foulger and his team are continuing fabrication work. Design and installation of sensor and timed lighting is being planned and costed. Fundraising and donations should fully cover the costs.	ON GOING		Grotto Group + Tim
		Tree Sculpture	The proposed sculptor has not responded to recent communications.	Fr Keith may find an alternative sculptor, or more likely just arrange for the tree trunk to be removed. Quote and timeframe are needed.	TO DO	next meeting - 14th of may	Fr K
		Tote Bags	It was estimated that about half of these have been sold.	Ongoing promotion required			MT
		Remembrance Scroll	New remembrance scroll being planned for Advent 2026. Cost quoted at £385+VAT Request for the names to be read out during bidding prayer.	Marie Tross will investigate the likely level of support for this project to gauge its financial viability.	N/A		MT
5	New parishioners events and information	Spring event update					
		Information Sheet	The parish has had many new arrivals in recent months and needs to ensure they are made welcome and that they are provided with essential information and details of contacts. A new parishioner information sheet has been produced and been made available in print and online. New parishioner events are needed to welcome them, perhaps in small more intimate meetings.	To dedicate a Sunday 11.30 Mass to new parishioners with an event afterwards. Ideally this Mass and event would take place on Sunday the 19th of April 2026. Need to start advertising asap to give plenty of notice. *Nike suggested (in advance) specifically looking out for new faces and encouraging them to attend coffee mornings and giving them information then as well.	TO DO	Now	Fr K N.A.
		Parish Family picnic and review planning	This year it is planned to take place on Sunday 5th July (??). ***This has since been changed to 12th July***	Hall to be booked. Accounts need to be ready for May PPC. Marquee to be arranged Choirs to be invited, - other performers? Groups to be invited and reports requested Bar to be arranged	N/A		Fr K MT PM/MA PM
6	Walsingham Trip	Trip Update	Day trip would start from 7am, with 10 am mass upon arriving and living the shrine at about 4/5pm to be back at around 8pm. People would travel by minibus on a first come first served basis. the UCM may join as well.	To gauge support, organise a date, book the minibus, work out total costs per person, etc.	TO DO		Fr K
7	Recruitment	Reading	New readers may be recruited from those at Coloma.	Possibles will need training with the microphones etc.	TO DO	next meeting - 14th of may	Fr K
		Eucharistic ministers	New EMEs have been commissioned at Coloma. Some may be recruited for parish Masses as well. it was agreed in principle that Communion under both kinds may be reintroduced on a trial basis to gauge support.	To fully re-instate Communion under both kinds, we would need to double the current numbers of Eucharistic ministers on Sundays. A few new recruits are waiting to be trained.	TO DO	next meeting - 14th of may	Fr K
		Welcomers	We need more people to welcome the parishioners in the church porch, especially for the 11.30 mass	We need to ask and encourage suitable parishioners. Maybe also have an appeal from Fr K?	TO DO	next meeting - 14th of may	All
		Vigil mass	the 6pm mass is overall quite poorly attended and it would be appropriate for it to become a quiet 'low' Mass.	Decision to stop the music and move the vigil mass to be a said Mass.	DONE	on 15/03/2026	Fr K
		Money counters	There was a new addition to the team recently who was fully trained.	one or two more money counters are needed.	TO DO		Fr K & All

8	Finances and Card Reader	Parish Finance report	With the changeover of volunteers, Fr Keith will need to clarify who will produce this year's report	To enquire whether Noel Vas should take up this responsibility and produce the report in time for the next PPC meeting.	TO DO	next meeting - 14th of may	Fr K
		Diocese Finance Team	The Diocese Financial team want to visit to make a campaign.		N/A		Fr K
		Card reader/payment terminals	The larger version of floor standing card reader costs about 650£. For security reasons, the stand alone card readers should be bolted whether they are floor-standing or put on a table at the back of the church. We may also consider smaller units during collection. Just a couple of machines should suffice. Gift aid? All quotes are there and this project has been agreed in principle.	to take down the COVID collection boxes in order to put card readers instead. to weigh up all the options in terms of security, practicality and cost so that adequate models can be selected and ordered.	TO DO	next meeting - 14th of may	Fr K Tessa Green
9	Website	Website & GDPR	In order to be GDPR compliant, some documents need to be deleted asap and this has not been done yet.	To enquire whether Sarah needs a hand with deleting these files.	TO DO	next meeting - 14th of may	Fr K
10	Mass times	Reduction, times,youth Mass	The Archbishop wants all parishes to reduce the number of weekend Masses over the Summer period. This has been discussed at deanery level for a number of months. Parishioners were asked for their views, with the vast majority wanting no change. Our current Sunday Masses have good numbers attending - and increasing. The view was expressed that a reduction like this would be yet another factor to discourage Mass attendance.	The deanery clergy want to leave things as they are at least for this year. If any changes are eventually made, Fr K expressed a preference for them to be year-round. If enforced though throughout summer, the deanery would try and organise itself to cover missing masses so that people do not suffer from this reorganisation. A response from the Archbishop is awaited.			
11	AOB	PPC Terms of Reference	It was suggested that we revisit the terms of reference of the PPC so that they reflect our approach and each member shares a clear and same vision.	PM will produce a draft of an updated version of the previous Terms of Reference.	TO DO	next meeting - 14th of may	Peter to redraft the ToR
		Youth	Conversation about how to attract the youth and maintain their involvement in liturgy. Raised the possibility of using a youth team at the deanery scale. Ann-Catherine suggested we look at some of the good practice undertaken in France. The possibility of a youth Mass was discussed. The involvement of the Community of St Martin in the mid-/long-term was mentioned. They might also respond well to the involvement of a bishop such as Gerard Bradley.	meditation to be continued	N/A		
		Adoration room	The idea of creating an Adoration room in a small onsite facility next to the church was brought up. Cost: about 3/4K to be confirmed. Funding? This would take place two to three days a week from 8am to 9pm. Agreement in principle was obtained.	To enquire about the technical feasibility of the project (security, flapped tabernacle, etc.) Appointment with Fr Victor Vella at the Holy Innocents in Orpington to be made in order to clarify the above and gather all info necessary to reach a final decision.	TO DO	next meeting - 14th of may	Anne-Catherine