

Our Lady of the Annunciation, Addiscombe

Parish Pastoral Council (PPC)

Thursday 14th May 2026 at 8.00 pm

MINUTES

1. Opening Prayer: (Fr Keith)

2. Apologies: none

Present: Fr Keith, Fr Cajetan, Marie Tross, Mary Ann McGuigan, Peter McGuigan, Terry Braim, Jenny Mitchener, Jennifer Da Silva, Nike Arowobusoye, Anne-Catherine Fayaud

3. Reports and updates:

- **The Grotto** is progressing well, with structural issues resolved. Hopefully it will be completed by the end of May
- **The 6pm Mass** is now a 'quiet' celebration without music.
- **Sunday Mass times** will remain the same for the moment.
- **Website & GDPR:** PM has been given access to the website, and the immediate issue has been resolved. Future procedures will need to be reviewed.
- **Ceiling:** Tim is formulating a job specification so that quotes can be sought – assuming this method will be approved.
- **Information Sheet:** This seems to be well received judging by the number of copies that are being taken. This will be updated when contacts are changed.
- **Card Readers and Gift Aid:** Facilities have been installed. Pat Winston will talk briefly to parishioners about these and Gift Aid after Sunday Masses.

4. Plant & Site works:

- **Church ceiling** – a detailed specification needs to be produced and approval for the proposed method is still needed from the diocese (David Smith)
- **Concrete cracks** – David Smith assesses this as being non-structural, so a repair plan is now needed. (Fr Keith & Tim?)
- **Security & Fencing** – Diocese seeking grants which will enable replacement of fencing, and possibly also improvements for some of the hall facilities.
- **Tree** – Fr Keith is yet to finalise what will happen.

5. Parish Picnic & Review –

It was confirmed that this is now scheduled for 12th July

The Hall has been booked, Parish Groups have been contacted regarding annual reports and representation on the day, MT has arranged for a Marquee, the Bar should be open, and teas and coffees should be available. The displays will be in place so that parishioners at the 10.00 Mass who are not able to stay for the main event can view them perhaps over a coffee.

Fr Keith will give a brief Introduction & welcome and invite attendees to discuss issues with the representatives present, drawing attention to the updated PPC Terms of Reference, and generally promoting participation. PPC membership will be approved.

The Finance Report will be discussed and finalised at a Finance meeting scheduled for June 8th, and this report will be publicised in advance of the event and displayed on the day.

Unfortunately, the STB school choir will not be available on the day this year, so members were asked to suggest other forms of entertainment that might be put on and these will be explored.

6. Walsingham Trip:

Fr Keith will schedule a day trip on a Wednesday using a minibus, probably leaving at 7am and returning at about 8pm.

7. New parishioners event:

The event scheduled for 19th April did not materialise. The Parish Picnic will serve as a Summer event which will cater for this. Fr Keith and JDS will arrange for a targeted event in the Autumn.

8. Recruitment: Readers, EMEs, Welcomers, Counters.

Fr Keith reported that one new reader and one EME have been recruited from those commissioned at Coloma. Two possible EMEs have been identified for the 11.30 Mass and suitable training will be arranged.

9. Adoration Room:

The tabernacle has been purchased (funded by a donation), and secure installation in the back office and access arrangements will be finalised shortly. Fr Keith envisaged initially having exposition on one day a week, probably 10.30am – 8.00pm to see how it works and gauge demand.

10. Youth Involvement:

This is an ongoing discussion, and suggestions were sought: More Youth Club Masses with greater involvement; Adjustments to the Confirmation course; greater celebration and recognition of those that do participate; Promoting World Youth Day; Flame 2027 (Wembley); Big Church Festival, Wiston (W. Sussex); St John Bosco Summer Camp; Wintershall events;

11. AOB

PM will organise the photos and scans amassed during the Anniversary Year, and store them on the office network archive.

ACF requested an extra Mass for some significant feast days and confession /exposition vigils during Lent and Advent. Fr Keith will assess the practicalities of these suggestions.

ACF and NA suggested that we need to consider further practical and domestic support for Fr Cajetan particularly as he is living off-site.

12. Date of next meeting: 23rd July 2026

13. Closing Prayer: (Fr Keith)