

Our Lady of the Annunciation, Addiscombe

Parish Pastoral Council (PPC)

Thursday 10th September 2026 at 8.00 pm

MINUTES

1. Opening Prayer: (PM)

2. Apologies: MT, NA, Fr C

Present: Fr K, TB, MAM, JM, PM, A-CF, JDS

3. Reports and updates:

- **Christmas Card** with current stock levels in the repository, it has been decided not to have a bespoke parish card for this year.
- **Tote bags:** The remaining bags will be made available at a discount at the Autumn Fayre, particularly on stalls where items may need to be carried away.
- **Dinner/Dance** last November raised £1,706, and the **Commemorative Calendar** raised £5,384. MT asked that we consider what significant memorial this money might finance.

4. PPC Chairman: A review of PPC chair and membership was overdue. With no other nominations, it was agreed that PM would continue as chair for another year. All members agreed to try to identify and approach other parishioners who might make a positive contribution to the PPC.

5. Plant & Site works:

- Church ceiling, Concrete repairs and Security & Fencing – Each of these projects required input from the diocese as previously indicated. Fr K resolved to contact the diocese and press hard for progress on each. A Health and Safety visit is imminent, and Fr K will also try to broaden the scope of this visit. In anticipation of diocesan approval, Tim has started preparation work on the battens for the church ceiling. He also reported electrical work carried out in the presbytery, church roof repairs, and ongoing work for the grotto lighting supply, hall lighting and hand dryer, and cctv camera issues.
- Tree – With the original contractor temporarily out of commission, Fr K has approached an alternative contractor to remove the remainder of the tree. Suggestions for what might be done in that area are still being considered.

6. Recruitment: Readers, EMEs, Welcomers, Counters, Altar Servers:

Fr K again stated that there were a few more possibles. The server training session had four attendees. It was suggested that school Masses might be a good opportunity to encourage more servers by direct involvement of pupils.

7. Support for Clergy – Fr C has been receiving support with some evening meals. Fr K has met with Fr C to ensure he is conversant with all that the diocese requires of him and address any concerns he might have. Fr C is currently on an induction course. NA requested that further work be done around the front of the accommodation to make it more presentable.

8. Adoration Room & Additional Services –

Further preparation of the room has been carried out to create an appropriate environment. The room has fairly good availability. Initial enquiries suggest the

project should be approved, and formal application will be made soon. Access procedure and timing will need to be decided, and then adjusted according to demand. This will probably be set up for mid-week days initially.

The possibility of an Advent adoration and penitential service with family arrangements was agreed in principle. The possibility of a creche arrangement will be explored. ACF will approach relevant parishioners for support and liaise with the youth club to see how they might be involved with the preparations, advertising, and on the day.

9. Parish Committees: Following the initial discussion at the last meeting, it was agreed that we would proceed with approaching suitable parishioners with a view to forming a formal team to deal with plant and site works. This would supplement and help to coordinate the sterling work already being done by individuals.

10. Online representation and Safeguarding: Fr K resolved to liaise further with Joanna to check that all those involved with online representation of the parish have been properly 'vetted'.

JM asked that Fr K should assess the language and balance in the adult catechesis section of the website and make adjustments as he deems appropriate. Fr K agreed.

11. Youth Involvement:

Fr K has not yet met with the youth club committee, but will arrange this soon. He hopes to explore the possibility of adjusting the Summer camp arrangements.

ACF resolved to contact the youth club (AYC) about getting involved with the Advent service outlined above. A poster competition was suggested.

NA will liaise with Fr K and AYC regarding a 'big celebration' on Youth Sunday – the feast of Christ the King (29th November).

ACF reported that a group from Upper Norwood were planning a trip to Taize, and some of our youth might be interested. ACF will follow up on details and publicise. Information about Catholic Youth gathering Flame '27 at Wembley should now be available, so we should publicise this.**

We will continue to look for further ideas.

12. AOB

Issues raised were incorporated into the items above.

PM requested that important issues should be reported in time to be included in the main agenda (as requested) and allocated appropriate time. AOB should only be for minor items and issues that have only arisen very recently.

17. Date of next meeting: 3rd December

18. Closing Prayer: (Fr K)

****After the meeting, when checking details about Flame '27 it was found that it is already a sold out event!**