**Our Lady of the Annunciation, Addiscombe**

**Minutes of PPC Meeting held on Thurs. 6th July 2023**

**Present**: Marie Tross Mary Ann McGuigan Peter McGuigan

 Jennifer Da Silva Terry Braim Nike Arowobusoye

 Fr Keith Paul Donovan Fr Jackson

**Apologies**: Chris Sciberras, Arthur Hughes, and Jenny Mitchener (away).

**Note**: Chris wrote to say that health problems will prevent him from continuing as a member of the PPC, and similarly Arthur will make a final decision about 'retiring' at the end of the Summer. PMcG has written to each to thank them for their hard work and support.

After an opening prayer, apologies were noted as above, and the minutes of the last meeting were agreed.

**4. Matters arising from the minutes:**

Fr Keith reported the following (*meeting updates in italics*):

**Safeguarding**: New DBS applicants are being successfully processed. Renewals should be able to follow shortly. *Former committee members have been emailed*, but a meeting has yet to be arranged. Diocesan office may need to visit to clarify the skills/knowledge required to be the parish lead for this area.

Action: Fr. K

**Plant works**: The preparation work done for the fire escape should allow the door to be installed 'in house'. Specification (and quotes) for the ramp, church ceiling repairs and lighting update are yet to be agreed.

*Initial estimate for church ceiling is in the region of £150,000 and likely to take about 10 weeks with services held in the hall. The timing for this work depends on the extent of involvement from the Diocese. (It is possible that insurance may fund some of the work under Health & Safety.)*

*Fr Keith said he had been told that there may be grants available for security improvements. PMcG will check.*

Action: PMcG

Boilers supplying the top of the presbytery and small hall have been checked and recommendations and quotes will follow.

Hall Kitchen refurbishment has been completed. It went over budget, so the parish will make a contribution, *probably in the region of £2,000*. There are some minor practical issues, some of which will be sorted 'in-house'.

Action: Fr. K

Fr Keith is in the process of gradually delegating the negotiation of specifications and quotes for works and maintenance, making use of the talents available in the parish.

**Server training**: This has been carried out and the new recruits are active. BUT, only a *small number* emerged from this recruitment drive.

**Reader training**: has been delivered, including a summary of the role of Lector, the importance of commitment, adherence to the rota, good diction, and the effective use of the microphone. Fr K acknowledged that there was a need for further practical training and ongoing feedback for readers.

Action: Fr. K

**Eucharistic Minister training** has also been delivered including an update on current procedures post-covid.

**Hall Committee**: Stephanie is dealing with the day to day issues relating to the hall and has contacted potential committee members. Fr Keith is still considering the need for and scope of a committee and will discuss this with Michael *Hennessey*, Ben *Cahill* and Pat *Winston*.

Action: Fr. K

**Format of Accounts for the AGM:** Jessica successfully re-arranged the presentation of the accounts as suggested by Terry. This seemed to be well received at the AGM.

**Increasing collection contributions**: Jenny Mitchener delivered a 'low key' appeal as promised. This has resulted in some new gift aid contributors and some increase in general collections.

**Notice boards:**

Peter and Mary Ann have tidied the main notice boards and added PPC, AGM and recycling documents. They will continue to update and rationalise as necessary. The office secretaries also regularly monitor the notices posted.

Action: ongoing

Parish groups were contacted about the AGM and about newsletter extra pages. The agenda for the AGM was produced and published

*The external notice boards and lighting are also being looked at - driven mostly by Pat Winston. The funeral directors D Lindsay are likely to sponsor the replacement of the main notice board.*

**5. Review of AGM:**

It was generally agreed that the first part of the meeting went smoothly and was generally productive, but that the second part was little more than a 'social'. It was recognised that there were only a couple of parishioners present who were not already involved with one or more of the groups, so there was little opportunity for discussion. It was noted that the 'group promotion' coffee morning organised by Nike had generated a reasonable amount of enquiries and feedback.

Suggestions for the second part in future included:

- reverting to previous format with a table/presentation for each group

- report on the past year from each group

- open evening presented by each group

- identifiable group involvement in the Eucharist

- regular updates from groups in the newsletter

**6. PPC information on the website:**

It was agreed that the minutes of PPC meetings would be posted on the parish website, together with a summary of current issues and challenges being discussed. A group photograph of the PPC members will be posted on the porch notice board.

Action: PMcG

**7. Fr. Jackson's departure and Fr Tomasz Margol's arrival:**

Fr Jackson will celebrate his last Mass at Our Lady's at 11.30 on 27th August, followed by a farewell gathering in the hall.

Action: Fr. K

Fr Tomasz arrives on 1st September. He will concelebrate the 11.30 Mass on Sunday 3rd September with Fr. Keith, and this will be followed by a welcome reception in the hall.

**8. PPC contribution towards the Autumn Fayre**

This year the Fayre will once again make contributions to local charities. It was suggested that the PPC might have some form of presentation area to outline our work in the parish.

Action: PMcG

**9. Developing Adult Catechesis**

We currently address this area through the RCIA programme, ad hoc presentations from parish groups (ascent, live simply etc.), and publicising external courses and events.

Fr Keith indicated that Fr Tomasz is preparing to eventually become a parish priest, and had expressed an interest in taking some responsibility for developing approaches to adult catechesis. He indicated he will discuss this further with Fr Tomasz and also stated that the Deanery have some developments 'in the pipeline'.

Action: Fr. K

Paul D will investigate courses etc that are available.

Action: Paul D

**10. AOB:**

The use of technology in liturgy was briefly discussed - possible use of screens, streaming in the future, need for a technology group etc.. Nike offered to gather information so that we can have an informed discussion.

Action: Nike A

Nike suggested that the PPC might consider organising a reflective day out.

**11.** The next meeting was scheduled for **8.00pm on Thursday 14th September 2023**.

**12.** Fr Keith closed the meeting with a prayer.