**Our Lady of the Annunciation, Addiscombe**

**Minutes of PPC Meeting held on Thurs. 20th April 2023**

**(with Addendum)**

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

 Jenny Mitchener Jennifer Da Silva Terry Braim

 Fr Keith Paul Donovan Jessica Mills

**Apologies**: Arthur Hughes, Nike Arowobusoye and Chris Sciberras

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

**Matters arising from the minutes:**

Fr Keith had reported the following:

Action: Fr K

**Safeguarding**: Committee meeting has yet to be arranged. Four or five potential members have materialised. DBS renewals still to be processed.

**Plant works**: Final specifications are still needed for work on the fire escape and ramp, church ceiling repairs and lighting update

Action: Fr K

Church heating update will be deferred until next year

Presbytery boiler may be replaced separately as a domestic unit

Hall Kitchen refurbishment is partly done. Hopefully finished next week.

**Server training**: should start this month. Individual invitation letters will be sent to the current First Holy Communion candidates. (Future cohorts may be made to feel more involved earlier by wearing sashes/badges).

Action: Fr K

**Reader training**: will be arranged later in the year. Paul Donovan offered to assist in arranging this, and Fr Keith will also talk to Paula Dickers.

Action: Fr K & PD

**Increasing collection contributions**: A 'low key' appeal has been arranged for Masses this weekend. This will include a gift aid reminder and a suggestion that parishioners might review the amount of their offerings.

Action: JM

**Hall Committee**: Approaches will be made to Michael, Ben and Pat to try to identify possible suitable members.

Action: Fr K

**Cleaners' wages**: Generally compliant with living wage. New appointment needed. Consideration will be given to possibly changing to fortnightly contract.

Action: PMcG

**Notice boards**: A moveable whiteboard is now available for short term notices.

Main notice boards are being rationalised.

It was noted that Gill Slater had publicised the 'Christian Climate Action' event in the newsletter and the church porch as previously discussed.

**Parish Accounts:**

Jessica gave an initial overview of the parish accounts for the year to 31st December 2022 which had been previously circulated. The accounts are recorded and submitted to the diocese using their software, and the diocese ensure they are audited.

Our discussions were focussed on any trends in the year on year accounts and ensuring the accounts are presented clearly at the AGM.

Terry suggested that we should separate the items which the parish has 'control over' from those for which we are just acting as 'clearing'. Jessica agreed that this could be achieved and circulated to the PPC and then published in time for the AGM. As far as possible, questions from parishioners about the accounts should be submitted via the office in advance of the meeting.

We again discussed whether there was any merit in setting an annual budget, but the general opinion was that, because of the nature of our financial challenges, we should continue as at present.

**Format of the AGM:**

It was agreed that the AGM should start with the more formal items and then break to an informal section of the meeting - a format which has been reasonably successful in previous years.

The formal part would include a summary of the past year (Fr K), presentation of the accounts (Jessica) and then an overview of our plans (Fr K).

For the informal part we will hopefully have representatives of many of the groups active in the parish to discuss their activities and hopefully inspire new volunteers.

Invitations for the group representatives need to be arranged with the office, and an agenda needs to be drawn up and published together with notices and reminders in the newsletter, on notice boards and online.

Action: PMcG

**Newsletter page 3, 4 etc:**

The note from Andy Bebington regarding using extra page(s) on the online version of the newsletter was discussed. It was agreed that this would be an efficient way of publicising events etc. and giving more detail when needed. Any such extra pages could also be displayed on the notice boards. The various groups in the parish could have this pointed out to them when the invitations to the AGM are sent out.

Action: PMcG

**Parish Recycling:**

The note from Chris Sciberras regarding recycling was noted, and this information will be displayed above the recycling bins.

Action: PMcG

The next meeting was scheduled for **8.00pm on Thursday 6th July 2023**.

Fr Keith closed the meeting with a prayer.

**ADDENDUM:**

Paul D has asked for the following to also be recorded:

When Fr Keith said that reader training would be arranged 'later in the year' I expressed concern about that especially as it was too vague and had been repeatedly put off since November 2022 when it was first raised and agreed. I wondered if it was due to Fr Keith having too much to do and if that was the case the I offered to liaise with whoever would lead the training. Fr Keith advised that he had spoken to a woman to facilitate training and also to Paula Dickens and he would pass my name to them if they required any assistance.

Related in a way to the above I noted that virtually all actions stemming from PPC discussions over the last 6 months were to be undertaken by Fr Keith and wondered if some issues could be delegated to members of PPC.

Finally, whilst 'bricks and mortar' issues rightly needed airing and discussion I expressed the hope that as a Parish Pastoral Council that we would in future address more pastoral issues and that our priest would have more time for areas for which specifically ordained.