### Meeting of: Monday 18th June 2018 @ 8.00pm : ended @ 9.35pm

Attendance: Fr Doug- Parish Priest; Ossie Folkes-Chair/ Catechesis; Angela Allen-Hartley Hall; Kath O'Sullivan-Justice, Peace and Development; Susan Hooper- Finance & Maintenance; Piero Finaldi –Ongoing Formation; Anne Mellis- Liturgy; Gwen Williams- Minutes Secretary.

**Apologies:** ; **Lesley Allen-** Pastoral Care; **Mary Baldwin-** Administration; **Rob Dunbar-** Family Life & Marriage **Opening Prayer:** Shared reading- "One Minute Wisdom" by all (as per Agenda page.) Prayers for individual Intentions \*Fr. Doug referred to the announcements made at last weekend's Masses of his forthcoming departure from Holy Cross Parish.

Agenda items	Discussion/ agreement	Action - who / when
		Action – who / when
3. Matters arising 4.Parish Census	Deferred to end of meeting  This will begin over the weekend of 30/6 and 1/7 and be rolled out during July. The aim is a) to update contact information for parishioners, b) to comply with the GDPR. Ossie circulated a suggested format for capturing the information. Some amendments were suggested. This will also go live on the Parish website. A number of points were raised in discussion:  • add a disclaimer;  • explain why the information is being collected and how it will be used;  • for photographs or live streaming of Masses or meetings etc. an announcement must be made and consent given at the beginning of each session;  • "members of the household" referred to on the form-those who are 18+ would they need to sign for themselves;  • digital signatures for those completing an e-registration.  • Congregation to be addressed at Masses.  Everyone will be given a paper copy to complete and return; parishioners will also be invited to do this electronically where possible via the registration page on the Parish website- cards with this access information will also be given out.  Stewards will be present at the end of all Masses with tablets &	PC members on a rota Ossie Ossie and Franck
	laptops to enable e-registrations and provide assistance; tables	

	session will be offered to Stewards. Completed paper returns will be uploaded and must be shredded afterwards.  We need to create an "Exit form", for parishioners moving out of the parish, so that a reference can be given for their next parish / school, if required.  Parishioners will be encouraged to advise of changes in the household: timely announcements to be made in the Parish newsletter  The Database will be reviewed and updated at least every six months.	
5.GDPR	Fr. Doug stated that for the purposes of the General Data Protection Regulation (GDPR) we fall under the Charity 'The Diocese of Southwark': Within the Parish he and Mary B have embarked on a "clean desk policy"; to clear out information and to keep any appropriate hard copies securely locked in the Parish safe; Any written records held by individual or groups must be handed in to the Parish office for safe disposal. E-data must be password protected and not stored on personal devices. Any information collected on paper must be processed via the Parish office. Computers are being updated and each Parish group will be given a dedicated email address.	Parish group Leaders
6. Parish Feast Day	This falls on September 15 <sup>th</sup> . This is also Fr. Doug's final weekend in the Parish. It was suggested that the Feast Day collective meal after the 6.30 Mass be deferred. It was agreed that Fr. Doug be invited to return for a farewell celebration on the evening of 6-10-18. His induction ceremony in his new Parish takes place on Friday 26-10-18. He is not presently in a position to announce his destination or the name of his successor here at Holy Cross. The date for the Induction of our new Parish Priest is yet to be decided. On his arrival the Parish Council will offer to remain in place for 12 months to allow a smooth transition, however this is at the discretion of the	

	incoming Priest.	
7. Church redecoration	Fr Doug reported that scheduled redecoration work has begun and is being undertaken in different phases.  Insulation of the north end porch & work to improve ventilation of the toilet area  Front of the church  The Sacristy remodelling and internal church decorations to take place in August  Triple and double glazing of windows to be completed  Lanterns in church to be sealed in.  In response to questions it was stated that this refurbishment project was itemised by Mark Sanderson and was being managed by Tony Early. It was agreed that in future he or Mark Sanderson, who have both been involved in the early planning stages be invited to update the PC periodically as a co-opted Parish Council member. No one else on the PC has Fr Doug's in depth knowledge of the works.	Ossie & Fr Doug to arrange
8. Stewardship	Ossie summarised progress to date in the Parish as outlined on the Agenda sheet; it was felt that the roll out of this in the Parish has be successful; reflection on Time and Prayer Journaling and suggested closer linking in with school to advance further development. Diocesan materials are available.  Advent Journaling will be led by the Diocesan Spiritually Commission.  Fr Doug, Lesley and Ossie have visited a project in the Brighton and Arundel Diocese and Margaret Rhor, the Advisor for Welcome will be invited to Holy Cross in February to make a presentation to the PC.  Hospitality in the Parish is an ongoing area for development.	Ossie, MC & GF
9. Updates and Reports	SVP/SLA: The SVP is asking the Parish that all SVP young	

		<del>                                     </del>
	people's groups sign and return a Service Level Agreement.  Gwen outlined some of the contents of the SLA. This has been previously discussed with school (Mini Vinnies) and at an SVP	
	meeting. Mini Vinnies were barred from purchasing support	
	materials for this year because the SLA had not been signed. The	
	consensus is, as it was then, that elements of this SLA are	
	unsatisfactory in the requirements it seeks to place on the	
	"Institutions" i.e. the Parish and the School. Holy Cross at this	
	stage will not be signing this SLA. Fr Dough suggested that this could be handled through the Diocesan Youth Service. The	
	document is attached for information.	
	Lesley submitted an e-report. <b>This is attached for information</b> .	
	One key point is that we need to recruit more Extraordinary	
	Ministers of the Eucharist to take Communion to the housebound.	
8 AOB	<ul> <li>Lewisham Deanery Mass is on Friday 6<sup>th</sup> July 7.30pm in</li> </ul>	
	Beckenham; this will focus on the forthcoming Eucharistic	
	Congress and Fr John Mulligan, the Diocesan Adoremus	All
	co-ordinator, will speak about the Congress.	
	<ul> <li>There is a day of recollection for Catechists at the Convent</li> </ul>	All group Leaders
	of St Andrews on July 7 <sup>th</sup> from 10am – 3pm.	
	<ul> <li>There is a morning for Extraordinary Ministers of the</li> </ul>	
	Eucharist on 6 <sup>th</sup> October from 9.30-12 at Good Shepherd in	
	Downham.	
	Following on from the Eucharist Congress there will be a	
	Spiritual Pilgrimage in the Lewisham Deanery. Each of the	
	10 parishes will contribute a spiritual event followed by a	
	social get together. The Spiritual Pilgrimage will start at the	
	Deanery Mass and run from September to next year's Deanery Mass in July 2019.	
	<ul> <li>Future planning will need to take place to prepare for the</li> </ul>	
	Advent 2019 Scripture Study in the Parish	
	The PC will have a farewell dinner with Fr. Doug on	Gwen to check availability
	Tuesday 17 <sup>th</sup> July at 7.30.	of local restaurant(s)
	This is Fr Doug' last PC meeting; thanks were expressed	

	for his leadership of the Parish Council and of the Parish as	
	a whole. Our prayers go with him.	
9. Date of next meeting	Monday 15 <sup>th</sup> October 2018 @ 8.00pm	
10. Closing Prayer:	Blessing by Fr Doug.	
	Meeting closed at 9.35	