

Meeting of: Monday 19th March 2018@ 8.00pm in Hartley Hall ending at 9.35pm		
Attendance: Fr Doug - Parish Priest; Ossie Folkes -Chair/ Catechesis; Lesley Allen - Pastoral Care; Mary Baldwin - Administration; Kath O’Sullivan - Justice, Peace and Development; Piero Finaldi –Ongoing Formation; Sue Hooper – Finance & Maintenance; Anne Mellis - Liturgy; Joe Baptiste - Welcome; Gwen Williams - Minutes Secretary.		
1 .Apologies: - Angela Allen -Hartley Hall; Mary Collins - School;		
2. Introductions: A warm welcome was extended to Giovanna Finaldi representing School; congratulations were also offered on her appointment to the position of Head of School for the academic year from September 2018.		
Opening Prayer- “Wealth as a loan” on Agenda sheet – read by all		
Agenda items	Discussion/ agreement	Action – who / when
3. Minutes and matters arising	Amend to show that apologies were received from Sue Hooper for the meeting of 10-01-18. Pgs 2/3- further discussion and decision about the frequency of PC meetings to be addressed later on the Agenda.	Immediate
4. Parish updates	<p>Fr Doug drew attention to our Stewardship Mission during Lent; The Altar frontals prepared by Elena Travers reflected and help to share the weekly Mass readings and sermons with the congregations; the prayer pledges on the Sanctuary Cross help to focus our reflections.</p> <p>Finances: the accounts will be finalised after an upcoming meeting of the Finance Committee meeting.</p> <p>Church refurbishments: Roof leak is to be investigated. The door between the Sanctuary and the Sacristy is to be insulated. Exposed pipes in the porch area to be encased so they no longer freeze up in cold weather. New double glazed windows to be installed in the Sacristy to improve insulation; some seating to be introduced; the sink, cupboards and flooring to be replaced. In the body of the church some woodwork is in need of repair. Tony Early has undertaken the review and Mark Sanderson has produced a detailed itemised costing – estimated at K40.The Finance Committee will scrutinise this further.</p> <p>After some discussion it was agreed that it was better to contract for all the work to be done in the same time frame. Question raised as to whether there is a need to undertake any fundraising in the parish for these works. There is K100 in reserve. Once tender has been put out to contractors and estimates considered a bid will be</p>	Fr. Doug and Finance Committee

	<p>made to the Diocese.</p> <p>The empty arches on either side of the Tabernacle will be updated; suggestion of a painting; other proposals can be offered.</p> <p>Advisory Group: Fr Doug advised that he meets regularly with the leaders of Mission (Kath), Pastoral (Lesley) and Cathecets (Ossie) to discuss, plan and prioritise Parish events during the year. He also meets with other group leaders in rotation.</p>	Pierro & Fr. Doug
<p>5. Group leaders' updates</p>	<p>School: Giovanna gave an update on the “Soft Federation” between our school – Holy Cross – and St. Augustine’s. There were three applicants for the two posts. Following the formal observations and interview process, Giovanna has been appointed as Head of School here and Denise Duffus to St. Augustine’s. Each will be responsible for the day to day running of the schools and are receiving CDP to further prepare them for the role. Mary Collins will be Executive Headteacher and in overall charge of both schools. This arrangement will run for the academic year from September 2018.</p> <p>An advertisement was placed in TES for two new class teaches for Holy Cross; The response had been good and interviews will take place on Thursday 22nd.</p> <p>The Diocese conducted a Review in the school this morning. Patrick Harrison has given very positive feedback; There was a KS2 presentation of “The Way of the Cross.” The school was part of the nationwide bomb threat email that morning: all Safeguarding and H&S procedures were put into place to deal with this threat.</p> <p>A very successful Mini Vinnies Commissioning Mass was held earlier this Month; the Report the children presented during the Mass is now on the Parish website.</p> <p>The Passion Play will take place in church on Wednesday 28th at 7.30pm – all are Welcome; the Easter Bonnet parade will take place on that morning; the Lenten Breakfasts continue to go well – led by year 6; the new cook has been very Supportive; all proceeds will be donated to the children’s nominated charity – Great Ormond Street Hospital.</p> <p>Administration: The website update continues; some groups still need to submit or amend their contributions and send to Franck. Ossie and Franck to work</p>	All group leaders

<p>5. Group leaders' updates</p>	<p>on developing a Census format for future use.</p> <p>Ongoing Formation: Piero has been running The Why Course on Thursdays during Lent: there was discussion on how to target such opportunities to a wider range of parishioners; suggestions include speaking to the congregation at Masses in the future, reaching out to parents via school; proposal that this is an ongoing Project; opportunities offered not only during Advent and Lent but at other times in the year.</p> <p>Liturgy: Anne advised that St. Saviour's is hosting a Liturgical Music event at Hartley Hall next month: Fr Doug will look into opening up the event to the whole Deanery: Focus is currently on preparations for the Tridium; the aim is to involve as many people as possible in the music Ministry.</p> <p>This year a larger Cross will be used so that parishioners are enabled to venerate the Wood of the Cross. School will loan.</p> <p>Mission: Both CAFOD and SVP have each led a session of the Friday evening Stations of the Cross; SVP continues to support people with food, food vouchers, clothes and help with warm bedding, household goods and furniture; there is a need to recruit new members – notices have been put into the Newsletter; there is a fundraising coffee morning following the 10.am Mass on Sunday 22nd April. SVP members will address the congregation at each of the Masses that Weekend. SVP cannot collect and store items parishioners wish to donate – there is nowhere to store them; appeals for items are made in direct response to specific requests.</p> <p>Responsibility for the Missio red boxes has been assumed by Brian Threvathas</p> <p>Welcome: New young people have come on board and are being trained. 10am Mass is well covered however more are needed at 11.30. Suggestion that recruiting continues and a formation programme be provided for new newcomers. Welcoming newcomers – how do we know who they are? Trained or more experienced newcomers could make the enquiry and ask for contact details so that a welcome pack could then be emailed. Concerns voiced that the children's corner sometimes becomes very crowded and buggy parking is an</p>	<p>.</p> <p>Fr Doug, Piero, Ossie</p> <p>Giovanna will liaise with John W to facilitate this.</p> <p>Joe & Ossie</p>
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	<p>issue in the two porches and sometimes at front on the right side causing</p> <p>congestion. Suggestions that some could be stored in the porch of the Presbitary and that parents be encouraged, where possible, to fold up buggies. As part of the communication strategy the Parish has a new App; this is designed to enhance contacts with specific groups and group leaders – it is not yet active. Once on stream it will allow for information to be more readily recorded.</p> <p>Pastoral: the TTT (The Third Thursday) group is now active and has held two Sessions from 5.30-8.30pm - offering a wide range of activities for Participants Some funding was received from the Bishops' Conference to be used for training. Other grants are being applied for. Piero suggested a contact who can assist with further funding applications: Lesley to liaise. TTT sessions are open to all aged 18+ and the programme is given to those signing in. A number of speakers are in the pipeline for future sessions; there are 16 volunteers. Mental Health and Physical First Aid training has taken place; some will attend the parish Food Hygiene Training on Saturday 24th in Hartley Hall. There have been some new entrants to the Diamond Club; the Holiday at Home scheme this year will visit five other communities this year, including St. Andrews and the Irish Centre. There is a Dementia Awareness Day in the parish in May – this is open to all. The Twiddlemuffs project continues – the Mini Vinnies have joined in as part of their knitting project. Parish visits to care homes are planned; there is a Parish prayer walk on April 3rd, a quiz night in June, an Anointing of the Sick Mass in July. More Special ministers are needed to support the home visiting programme. The coordinator for the St. Joseph's Team has stepped down. The TTT group may be able to take on some of the tasks.</p> <p>Catechesis: RCIA is ongoing, childrens' liturgy continues to thrive and shows a good example of succession planning and ongoing leadership as new people come on board to lead the sessions.</p>	<p>Lesley & Fr Doug</p>
<p>6. Timing of PC</p>	<p>After discussion it was agreed that two further PC meetings will take place this</p>	

Meetings	year. Decision about a planning day deferred. Dates of future meetings are Mondays 18th June and 15th October 2018 following the Liverpool Eucharist Congress. All meetings begin at 8.00 pm in Hartley Hall	
7. AOB	<p>Ossie tabled a number of communications from a parishioner as follows: web links for information about Rosary on the cost and March for Life with a suggestion that the parish participates; as no other information was provided it was agreed that these links be published in the Newsletter for parishioners to follow up. In response to the request for a coffee morning in support of the March for Life event it was agreed that the parishioner make the request directly to the Chair of the Hartley Hall Management Committee which is the normal protocol.</p> <p>Other parishioners have raised concerns about reserving seating for those with mobility needs and parents returning from infant liturgy with small children. Discussion was curtailed due to lack of time. The matter of seating for mobility needs will have to be addressed as a priority.</p>	<p>Mary</p> <p>Ossie to respond to the parishioner.</p>
8. Closing Prayer	All read our Stewardship Prayer and Fr Doug gave the blessing. The meeting ended at 9.31pm.	