



Parish of The Sacred Heart, Flitwick

Minutes of a Meeting of the Parish Management Group
Thursday, 8 January 2015

Present

Tim Basterfield (observer)	Martin Brennan
Helen Burgess	Siobhan Campbell (observer)
Eamonn Diver	Maggie Dullaghan
John Flanagan	John Fletcher
Canon Denis (for a short time)	Deacon Philip Pugh
Nicky Paterson	Suzanne Yates

Apologies

Chris McMellon	
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Agenda Item	Discussion/Decision	Action
1.	Fr. Denis opened the meeting with a prayer and then he welcomed TB and SC who are thinking about joining the PMG. He also thanked JFla who has worked as Safe guarding officer for the last seven years and is now standing down. It is vital we have a new person to take on this role as soon as possible. JFla has agreed to assist the new person in getting to know the job. DPP discussed the fact that CM was standing down as chair after the AGM	
2.	Apologies – as above	
3.	Minutes were passed and agreed that they would be published on website.	
4.	Matters Arising <ul style="list-style-type: none"> • CB had not been contacted re adults and children with additional needs as her Mother has been ill • SY still to put in information about large print in the newsletter 	
5.	Standing Items (i) Health and Safety <ul style="list-style-type: none"> • JFle said that the inspections were a bit behind – they should have been done in August but will be started soon. 	

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	<ul style="list-style-type: none"> • Sue Willingham has got the First Aid up to date and thrown out any old or out of date stuff • JFle is working on the adults and children with additional needs material and this will need to be reviewed and added to where necessary • Discussion on adding a hearing loop • New buildings will need to be integrated into our Health and Safety regime <p>(ii) Safeguarding</p> <ul style="list-style-type: none"> • All people who had to be rechecked have been done but JFla is still waiting on some paper work. • JFla as mentioned is standing down • The PMG expressed their support for the continued vigilance of the DBS status of all who work in the parish. It was agreed that this vigilance must be apparent in all levels of administration in the diocese. <p>(iii) Pastoral Area Council</p> <ul style="list-style-type: none"> • Nothing to report as no PAC meeting since last PMG meeting • DPP mentioned that for Flitwick, Shefford and Biggleswade there is a plan for when either place has no priest. <p>(iv) Finance</p> <ul style="list-style-type: none"> • Still waiting on a report from the technicians about the church heating. As the heaters in the church at present are not powerful enough these will need to be replaced with bigger ones that will not fit in the same space as the old ones so will have to go on the walls. • Have managed to get a grant for the moveable altar and a new font • A group needs to be set up to look at the kindergarten rooms. How do we use them and what renovations do we need to do? This is so we can organise a budget and start fund raising. The group will consist of someone from the PMG, catechists, another user, JFle (health and safety officer), DPP, Fr. D and HD. MB agreed to be the PMG rep. DPP mentioned that the kindergarten already had additional needs facilities • Some discussion on extra parking and changing access to area. Need to get some idea if we could get any more parking spaces in safely 	<ul style="list-style-type: none"> • Need to tell Wendy Harris that we need to survey the buildings. DPP to ask HD to do this

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6.	<p>Social Activities</p> <ul style="list-style-type: none"> • Discussed activities that go well in the parish – Men’s breakfast, BBQs, parish dinner and parish walk. What else can we do? • SVP soup for Sudan is on 10 March • Flitwick Singers continue to be a success • Going to try and have a quiz night again – third time lucky. • Also suggested a film night but this not seen as a good idea 	<ul style="list-style-type: none"> • MB to let SY know date of quiz night
7.	<p>Social Media</p> <ul style="list-style-type: none"> • MD presented the reports from over the Christmas period • 119 reached over this period • 20 people engaged – commenting and sending messages • 76 likes • MD suggested adding bits of the newsletter to our Facebook page 	<ul style="list-style-type: none"> • SY to send MD the newsletter each week
8.	<p>Report of Working Group</p> <ul style="list-style-type: none"> • The presentation of the feedback needs to be done soon after CD is back • CD, HD and DPP are meeting on 9 January to discuss formation, care for the community and the finances of the parish among other things 	
9.	<p>Next meeting</p> <p>Thursday 12 March 2015 – at 7.30pp – this will be AGM to be followed by ordinary meeting Please send apologies to SY if you are unable to attend</p> <p>Dates 2015 – All at 7.30pm unless otherwise indicated</p> <p>Thursday 14 May Thursday 9 July Thursday 10 September Thursday 12 November</p>	
10.	<p>AOB</p> <ul style="list-style-type: none"> • SC has tentatively agreed to be the chair of the PMG. We need to let her get into her new position before we make any new plans • With JFla stepping down from PMG we need to ask Pat Rees for someone from SVP to be on the group • The Maulden afternoon tea went very well with thirty+ people attending. This was organised by NP and Carmel Gallagher • CD Jubilee – 15 June at 7.00 pm – DPP there is a plan underway for this and CD is 	<ul style="list-style-type: none"> • DPP to ask PR

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	<p>discussing the type of function he wants</p> <ul style="list-style-type: none"> • AGM – there will be the presentation of the report to the parish the weekend before at all three Masses • Lead Catechist – there is a desperate need for a lead catechist. We also need someone for per and post communion groups now SC is joining PMG. This is a leading role so not as much doing but it is to make sure things are being done and being done properly. There is important administration to do. We need prayers and ideas on people who might do this, • Membership and attendance of PMG meetings – this needs to be addressed over the next few meetings so it is very important that everyone attends • Supply priests – Fr. Francis Thadathil who was with us over the Christmas period, we are very grateful for his service and ministry to us. Fr. Dan Horgan who will be with us again until Easter. • Joy of the Gospel – follow-up date is 20 January • There is an event in July called ‘Proclaiming 15’. DPP has suggested that someone from our parish should attend • In 2013, Pope Francis declared that a Year of Consecrated Life (YCL) – Wake up the Word, be celebrated throughout the world. YCL began on the First Sunday of Advent, 30 November 2014. It will close on the World Day of Consecrated Life, 2 February 2016. We need to have a bidding prayer for this. • ED to order Easter posters • MD mentioned that the YOUCAT group went very well thanks to Sue Whittingham’s planning and organisation 	<ul style="list-style-type: none"> • SY to organise bidding prayer
11.	The meeting closed with prayers led by MD	