



Sacred Heart Church

Parish of The Sacred Heart, Flitwick

Minutes of Meeting of Parish Management Group  
Thursday, 9<sup>th</sup> January 2014

Present

Canon Denis	Helen Burgess
Eamonn Diver	Maggie Dullaghan
John Flanagan	John Fletcher
Christopher McMellon	Deacon Philip Pugh
Suzanne Yates	

Apologies

Nicky Paterson	
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Agenda Item	Discussion/Decision	Action
1.	Fr. Denis opened the meeting with a prayer.	
2.	Apologies – as above	
3.	Minutes were passed and agreed that they would be published on website.	
4.	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>It was agreed to purchase a new key safe for the church as the present one is too small</li> <li>First Communion books have been sorted and moved</li> <li>There is to be a bidding prayer for vocation on the first Sunday of each month</li> <li>There is still the issue with people not using all the car spaces particularly the ones near the fences. Note to go in newsletter to this effect</li> </ul>	<ul style="list-style-type: none"> <li><b>SY to do this</b></li> <li><b>SY to do this</b></li> </ul>
5.	<p><b>Standing Items</b></p> <p>(i) <b>Health and Safety</b></p> <p>JFle has received the diocesan Health and Safety Policy</p> <ul style="list-style-type: none"> <li>We are in line with most of it</li> <li>Need a Parish Safety Officer, which needs to be elected each year</li> <li>There are some things we need to include in our safety manual</li> <li>Need to do a monthly walk through, which can usually be done on Sundays</li> <li>Discussion on accident book and the fact that it is not being used correctly</li> </ul>	<ul style="list-style-type: none"> <li><b>JFle to organise a monthly check list</b></li> <li><b>JFle to let groups and welcomers know that there is</b></li> </ul>

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	<p>(ii) <b>Safeguarding</b> JFla reported</p> <ul style="list-style-type: none"> <li>• There is still a hold on rechecking. JFla is going to a training course on 25<sup>th</sup> January and will see Kaye Marie Taylor-Duke to find out more</li> <li>• There are some cases where groups have people who have not been checked. ANY adult who regularly helps must be checked</li> <li>• We do not have a list of all activities in the parish with their contact person. We also need a mechanism where groups let DPP know if there are any changes to leadership. We also need to know if any changes re safeguarding and key code.</li> <li>• Discussed the need for a 'Roles and Responsibility' document for leaders.</li> </ul> <p>(iii) <b>Pastoral Area Council</b> DPP reported</p> <ul style="list-style-type: none"> <li>• Number of priests in the parish in ten years will be about 39 and we have over 70 at the moment.</li> <li>• There was a lot of discussion on this at the last meeting. We need a subgroup to work on this issue. Bishop Peter has asked each PAC to report back to him in the autumn 2014. Pac needs to link in with the individual parishes and we need a group to do this</li> <li>• The idea is that we link Shefford with either Biggleswade or Flitwick. Either way one Mass would have to go.</li> <li>• Need to look at times and facilities. There will be a meeting with the three priest and two deacons involved</li> <li>• This needs to be looked at in line with our Parish Plan</li> <li>• Need to be talking to the parish about what is going to happen. The group will meet over the next six months and DPP will ask Anne Gadsden if she will be part of the group. The group to be DPP, HB, CM, JFla, ED and Fr. Denis</li> <li>• It was suggested as no parishioners attend the AGM we have a ten minute report after all Masses the weekend after the AGM</li> </ul> <p>(iv) <b>Finance</b> DPP reported</p>	<p><b>an accident book in the kitchen which needs to be filled in</b></p> <ul style="list-style-type: none"> <li>• <b>DPP to organise this list</b></li> <li>• <b>DPP to develop this</b></li> <li>• <b>DPP to work out date for first meeting</b></li> </ul>

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	<ul style="list-style-type: none"> <li>• TiF money is coming in varying amounts and times</li> <li>• Hugh Davies (HD) has had someone come and look at the PA system and this has been budgeted to be done in the spring. It will cost about £6,000.00. It will be secure, lockable, and have provision for CDs</li> <li>• HD and Fr. Denis were approached by Wendy from the kindergarten about her selling the business. It was decided as we did not know who would be taking over the business it was too big a risk for the parish to take. The kindergarten is likely to close in July 2015 and the numbers will start running down. We have elected to keep the buildings, which is something we do not have to do but they will make a good resource for our groups. They are not expensive to run – about £1,000.00 pa. It will need to be renovated inside and the land will need to be looked after.</li> <li>• The finance group is still trying to find the best way to report standing orders in newsletter</li> <li>• Have had the heating checked. The boiler in the church is good but the heaters are not, the boiler in the house needs to be replaced also. TiF money should do this</li> <li>• Gift Aid and small donation scheme. JFle reported that each Mass centre (parish) are able to claim up to £5,000.00 pa for loose money in the plate. This means we should get £1,250.00 back.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>DP to contact CM about the review</b></li> <li>• <b>DP to ask prayer groups to pray for vocations</b></li> <li>• <b>JFla and DP to organise an Holy Hour for vocations</b></li> <li>• <b>CD to ensure that there is a bidding prayer for vocations each week</b></li> </ul>
6.	<p><b>Social Activities</b></p> <p>MB said that our social activities work if they involve food and drink. Tea and coffee after Masses works well</p> <ul style="list-style-type: none"> <li>➤ Men's Breakfast to be held on 25<sup>th</sup> January and if successful more will be held</li> <li>➤ Suggested we have a parish dinner in 2014</li> <li>➤ Sedar meal in March</li> <li>➤ Summer BBQ to be held in conjunction with Confirmation on 17<sup>th</sup> July</li> <li>➤ Wine tasting if we get enough takers</li> <li>➤ Parish walk and pub visit work well</li> <li>➤ Moonraker walk</li> <li>➤ Flitwick Singers to give a concert</li> <li>• We need a coordinator for each activity</li> <li>• Need to revisit what charities we do and what fund raising if any</li> <li>• Second collections are once a month and these need to be explained more fully</li> <li>• The Kindergarten building may be good for social events in the future</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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7.	<p><b>Using Social and New Media</b> MD reported</p> <ul style="list-style-type: none"> <li>• Facebook page is going well</li> <li>• Good things are up</li> <li>• Need to start being more strategic with faith development as this was one of our aims in having the page.</li> <li>• People are not dialoguing yet</li> <li>• MD to add something on about lent</li> </ul>	<ul style="list-style-type: none"> <li>• <b>DPP and MD are working on this</b></li> </ul>
8.	<p><b>Next meeting</b> Thursday 13<sup>th</sup> March 2014 – at 7.30 pm followed by AGM at 8.00 pm Please send apologies to SY if you are unable to attend</p>	
9.	<p><b>Dates 2014</b> Thursday 8<sup>th</sup> May Thursday 10<sup>th</sup> July Thursday 11<sup>th</sup> September Thursday 13<sup>th</sup> November</p>	
10.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>– <b>Christmas Poster - ED</b></li> <li>– Shefford did not get their posters so if they do not want them for 2014 we will not need to purchase any for this Christmas</li> <li>– <b>2014 Calendar – DP</b></li> <li>– DP presented an update of the calendar</li> <li>– Confirmation meeting on Saturday 1<sup>st</sup> February</li> <li>– <b>Group Accommodation - HB</b></li> <li>– See kindergarten discussion</li> <li>– <b>Property Officer – JFle</b></li> <li>– JFle will continue as Health and Safety officer but we need someone to take on the Property offices role</li> <li>– CM thanked JFle on behalf of the group for all the worked he had done as property officer.</li> <li>– <b>Charismatic Prayer Group – MD</b></li> <li>– The group has started a programme called Strength to Strength and had over 40 at first meeting</li> </ul>	<ul style="list-style-type: none"> <li>• <b>SY to put note in newsletter</b></li> <li>• <b>JFle is to send a copy of the role description to CM, DPP and SY</b></li> </ul>
11.	The meeting close at 9.30 pm with prayers led by DPP	