



Parish of The Sacred Heart, Flitwick

Minutes of a Meeting of the Parish Management Group
Thursday, 11 September 2014

Present

Canon Denis	Helen Burgess
Eamonn Diver	Maggie Dullaghan
Christopher McMellon	Deacon Philip Pugh
Nicky Paterson	

Apologies

John Flanagan	John Fletcher
Suzanne Yates	

Not present

Martin Brennan	
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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.	Matters Arising <ul style="list-style-type: none"> • No new matters arising ➤ Just one item outstanding • Need to ensure kettles and urn are emptied after each use 	<ul style="list-style-type: none"> • SY to make sign
5.	Standing Items <p>(i) Health and Safety</p> <ul style="list-style-type: none"> • JFle has set up a monthly check list. DPP observed that the Fire Blanket and the Extinguisher are up to date but should be made more accessible <p>(ii) Safeguarding JFla provided a written report as follows:</p> <ul style="list-style-type: none"> • The Parish Safeguarding List is for once complete as there are no outstanding DBS applications 	<ul style="list-style-type: none"> • JFle to review

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	<ul style="list-style-type: none"> • A new form of DBS application has been issued and must be used from the first day of October 2014 • As there are not many of the new forms about, JFA may have to delay fixing a date for rechecks until the forms are more plentiful <p>(iii) Pastoral Area Council</p> <ul style="list-style-type: none"> • DPP provided an outline of the Grand Plan, planning document passed to CM for review and identification of further circulation • Bishop Peter will attend a meeting at Flitwick to provide his feedback and comment on the document provided to him • Draft feedback document from Sacred Heart Flitwick presented at the PAC by Anne Gadsden provided to the PMG meeting attendees <p>(iv) Finance DPP provided a document identifying an overview of the Financial Priorities under three headings;</p> <ul style="list-style-type: none"> • Work and Projects to be financed from Reserves and Current Income • Work and Projects to be financed from Together in Faith Income • Work and Projects to be financed from Self Financing, Fundraising or Gifts/Donations 	
6.	<p>Social Activities</p> <ul style="list-style-type: none"> • BBQ confirmed on 14 September • Parish Dinner – Dog and Badger, Wednesday 8 October • Volunteers required to run the Christmas Raffle 	
7.	<p>Social Media MD reported</p> <ul style="list-style-type: none"> • Continued engagement which was encouraging • 71 likes • M will be attending the Christian Media Conference in November 2014 – PMG confirmed that the costs of this should be covered by the Parish 	<ul style="list-style-type: none"> • MD to advise Hugh Davies of costs
8.	<p>Report of Working Group</p> <ul style="list-style-type: none"> • DPP gave detailed feedback on the groups sessions, these were looked at in relation to the Parish Plan. This was completed by DPP and JFla • Proposed feedback document to be given to the parish was provided to the PMG • The proposal was accepted by the PMG • Working groups will need to be established under each of the three elements 	

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	<ul style="list-style-type: none"> NP commented that in her opinion an 'outreach' element seemed missing, this was discussed at length and consideration would be given to its inclusion 	<ul style="list-style-type: none"> DPP to review
9.	<p>Next meeting Thursday 13th November – at 7.30pm Please send apologies to SY if you are unable to attend</p>	
	<p>Dates 2015 – All at 7.30pm unless otherwise indicated Thursday 8 January Thursday 12 March AGM at 7.30pm > PMG at 8.00pm Thursday 14 May Thursday 9 July Thursday 10 September Thursday 12 November</p>	
10.	<p>AOB</p> <ul style="list-style-type: none"> Our Youth Focus – DPP gave an overview including Sacramental Programme MD advised of a youth event at Wembley for Year 10 to Young Adults next year 7 March MD has enrolled for Certificate in Catholic Religious Studies (CCRS) For evenings of reflection on the Joy of the Gospel – an exploration of Pope Francis most recent letter to the Church HB to embark on MA Theology Education NP asked if Center Parcs had any notices advising of the local Catholic Church in Flitwick 	<ul style="list-style-type: none"> NP to review and handle as appropriate
11.	The meeting closed with prayers led by DPP	