



Sacred Heart Church

Parish of The Sacred Heart, Flitwick

Minutes of Meeting of Parish Management Group
Thursday, 12th September 2013

Present

Canon Denis	Martin Brennan
Helen Burgess	Eamonn Diver
John Flanagan	John Fletcher
Christopher McMellon (chair)	Deacon Philip Pugh
Suzanne Yates	

Apologies

Bernadette Basterfield	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>Matters Arising</p> <ul style="list-style-type: none"> • DP to write letter to all kitchen users about food and other items left in kitchen • Paula Bates is struggling to get enough people to act as chaperones for 11.00 am children's liturgy. If PB wants it to go into the newsletter JFla will put together an advert for this. 	<ul style="list-style-type: none"> • DP to contact Paula Bates
5.	<p>Standing Items</p> <p>(i) Health and Safety</p> <ul style="list-style-type: none"> • JFle did a H&S walk through on 6th September and the main issues were <p>Lights</p> <ul style="list-style-type: none"> - In narthex, only 2 of the 6 are working. They seem not to last long so JFle will talk to Russell McChristie and Hugh Davies about how we can fix this. - Long fluorescent tubes are often on when not necessary and would be very difficult and costly to replace - All groups need to be reminded not only to lock up but to make sure all lights are out 	<ul style="list-style-type: none"> • JFle to replace lights • Note to go on lights that they should only be used at night • CD note via SY to Key holders to remind groups of this

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	<p>Storage</p> <ul style="list-style-type: none"> - JFle said there is a great deal of stuff in one of the sheds that does not seem to be used any more - There are books that have been used by First Communion and these also need to be sorted - The Altar Servers sacristy is very untidy and there are a number of old videos that need to be got rid of <p>Other Issues</p> <ul style="list-style-type: none"> - Kindergarten mothers staying too long after dropping children - Sometimes when being dropped off and collected young children are allowed to run free and we know it is the car drivers responsibility to be aware of them but parents need to be reminded it is a CAR PARK - Votive candles – the PMG committee agreed, on H&S grounds, that the large votive candles need to be stopped being used and only small be available. <p>(ii) Safeguarding JFla reported</p> <ul style="list-style-type: none"> • There are some issues with the new system, mainly that you only get a single certificate and this needs to be sent to Kay Marie Taylor-Duke, Diocese Safe Guarding Officer, who then checks it and lets JFla know that it is OK and then it is returned to the owner. This is where it can fall down. • JFla will start our next lot of rechecks in the New Year. Kay Marie Taylor-Duke has passed all our latest rechecks except and this is only due to lack of communication <p>(iii) Pastoral Area Council DP reported</p> <ul style="list-style-type: none"> • Anne Gadsden, Fr. Denis and DP are our member on the PAC. Last meeting was 9th September • AG has brought our webpage on the PAC up to date • DP presented a single page report from the PAC that was asked to be presented to all PMG in the area • This review will go on our website and there will be something in the newsletter • There will be a catechetics day on 28th September 	<ul style="list-style-type: none"> • JFle will contact HD re what is needed to be kept • JFla and HB will go through books and see if any good • DP will organise to get this tidied <ul style="list-style-type: none"> • SY to contact Wendy Hughes at the Kindergarten about these concern <ul style="list-style-type: none"> • CM to advise HD of this decision <ul style="list-style-type: none"> • All PMG members to look at this page • DP to arrange this

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	<p>with five people attending from Sacred Heart.</p> <p>(iv) Finance CM reported</p> <ul style="list-style-type: none"> • There will be a meeting later this month with Fr. Denis, DP, CM and Hugh Davies 	
5.	<p>Social Activities</p> <ul style="list-style-type: none"> • BB was to arrange an event but due to her work commitments she has not been able to give the time needed. CM spoke to BB and told her that the PMG needed a detailed plan of the event but this has not been received as yet. By the November meeting we need to know if this will go ahead in 2014 if not it needs to be cancelled • Other Social Activities <ul style="list-style-type: none"> - Seder Meal (Passover) 2014 – DP - Wine Tasting – SY to contact Cambridge Cellars - Soiree – Fr. Denis - Topic evenings • MB will make some proposals for 2014 	<ul style="list-style-type: none"> • CM to let BB know that we need the plan by November meeting
6.	<p>Data Handling SY discussed this with Brin Dunsire at the Diocese and these were his ideas</p> <ul style="list-style-type: none"> • A Church Census must be held as securely as possible. If it is on a home computer, then the data should be encrypted if possible, or at least strongly password-protected. • It would be better for a home copy to be kept on a memory stick and only used when you need to work on it. • The same goes for Gift Aid and Planned Giving registers and CRB / DBS details. • It is absolutely essential to have a robust back-up system. • Census data may only be retained if it is kept up to date, so every few years, at least, the lists should be reviewed, and if possible, parishioners should be invited to check and update data held about them. • Paper and CD copies at the Church should be securely stored, in lockable cabinets if not in a safe, and never left lying around in public-access areas. • There was some discussion on date from short-term groups and what to do with their data. It was agreed that it needed to be destroyed 	

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7.	<p>Using Social and New Media</p> <ul style="list-style-type: none"> • There was a meeting at Sacred Heart on 11th September for a preliminary launch of the parish's Facebook page • Maggie Dullaghan is very good in this area and with Tony Davis have done a great job in getting it up and running it is going live in early October and all groups who may be able to use it will be invited to the launch • A Facebook card will be give to all parishioners • It is to be noted that this is a faith site and not a gimmick • There is a management team to ensure that all posts are vetted and all emails answered. This team is MD, TD, and DP • It will be reviewed in twelve months • Concern that all parishioners are aware of some of the ways of making their general computer use as safe as possible • It was decided that if groups need to use emails to communicate with each other these should set up through the website so if any group needs email they should contact TD 	
8.	<p>Next meeting Thursday 14th November – at 7.30 pm Please send apologies to SY if you are unable to attend</p>	<ul style="list-style-type: none"> • SY to add TiF to the next agenda
9.	<p>Confirm dates 2014 Thursday 9th January Thursday 13th March +AGM Thursday 8th May Thursday 10th July Thursday 11th September Thursday 13th November</p> <ul style="list-style-type: none"> • These dates are also found on the website on the left hand side menu and are in a Google calendars 	
10.	<p>AOB</p> <ul style="list-style-type: none"> • Life in the Spirit Seminars – NP <ul style="list-style-type: none"> – This is a seven-week course to be run at the church every Wednesday starting on 2nd October – They are stand alone but there is some progression – Excellent speaker are going be coming 	

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	<ul style="list-style-type: none"> • Foodbank - DP <ul style="list-style-type: none"> – This has been extremely successful at Sacred Heart with a collection being done every fortnight – It will be suspended for a few weeks while there is a special collection of pulses for the Prebend Centre in Bedford. This is in conjunction with CAFOD's fast day • Programme for the Year of Faith – DP <ul style="list-style-type: none"> – There is a booklet to be distributed at all Masses for our last activities for the Year of Faith – DP gave all group members a copy of the booklet • Finance for Activities - HB <ul style="list-style-type: none"> – Helen raised the issue of being able to get finance to organise days with speakers for groups such as the catechists – It was decided to look at what money we had from Together in Faith at the next meeting and see if some of this could be used for development purposes 	<ul style="list-style-type: none"> • CM to handle and advise
11.	The meeting close at 9.10 pm with prayers led by DP	