



Sacred Heart Church

Parish of The Sacred Heart, Flitwick

Minutes of Meeting of Parish Management Group
Thursday, 13th March 2014

Present

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

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"> JFle to still let groups know about accident book Need list of all groups and their contact person to ensure safe guarding and health and safety issues are in place 	
5.	<p>Standing Items</p> <p>(i) Health and Safety There was nothing to report except that the check list as mentioned at the last meeting will be in place by April</p> <p>(ii) Safeguarding JFla reported</p> <ul style="list-style-type: none"> JFla has meet with clergy and the groups and the rechecks will start after Lent The possibility that an event can be arranged without CD knowing could lead to safeguarding issues DPP is working on a simple leaflet with code of practice for when people are using the church for an event – this will be ready for next PMG meeting <ul style="list-style-type: none"> ❖ Leader's name and contact ❖ Date/s ❖ Health and safety and safeguarding issues <p>(iii) Pastoral Area Council</p>	<ul style="list-style-type: none"> JFle to organise a monthly check list DPP to develop

Agenda Item	Discussion/Decision	Action
	<p>DPP reported</p> <ul style="list-style-type: none"> • Nothing to report except that there is a sub-group working on a plan in relation to Bishop Peter's proposals • The group to get back to Bishop Peter by end of June • Next meeting 10th April so there will be more to report at the next PMG meeting <p>(iv) Finance DPP reported</p> <ul style="list-style-type: none"> • There was an £82.00 shortfall each week last year – please see annual report • Painting and re-carpeting of main sacristy is completed • There will be a re-fit of the priest's sacristy in May/June – needed for the better care of vestments and to de-clutter server's sacristy • The presbytery boiler and heating need to be updated as it is very inefficient – to be done in summer • Church heating also very inefficient and out dated – to be done in summer • Font and moveable altar needs to be done by 1st October • Minor works to be undertaken around house and church – repairs to house window frames etc • CD said that the doors of the church are not secure enough to leave a coffin in the church over night • There was a very lively debate on how best to use the TiF money and the kindergarten buildings • The possibilities offered by the kindergarten buildings becoming available for use in the parish were raised in discussion. They could enable a wider range of liturgical, social and educational activities to take place. Members felt that a clear strategy for the best use of the buildings needs to be drawn up. This process should begin with the consultation of all stakeholders in the parish. 	<ul style="list-style-type: none"> • All members of PMG to think of things that they would like to be done with TiF money and send to JFla before next meeting
6.	<p>Social Activities 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"> • Men's breakfast went well and we aim to do three a year one in Summer and in Autumn this year • Sedar meal on 8th April – room for 24 people • Need to contact Martin Stynes re Moonraker walk, Anne Gadsden re Flitwick Singers • There will be a Summer BBQ after confirmation on 	<ul style="list-style-type: none"> •

Agenda Item	Discussion/Decision	Action
	<p>17th July</p> <ul style="list-style-type: none"> • There was a couple of recommendations for a parish dinner – Wheatsheaf and the Bell in Westoning • We need more help for specific activities • The Kindergarten building needs to be improved before we can use it. 	
7.	<p>Using Social and New Media MD reported</p> <ul style="list-style-type: none"> • 95-216 people are seeing our posts • We have up to 59 likes • 25 people are engaging • The Lenten retreat has been put up and there will be a new piece each week • There is a course on The use of Social Media for Faith Development run by the Anglican Church at Church House 	<ul style="list-style-type: none"> • DPP to send MD the link and MD to find cost of attending
8.	<p>Report of Working Group</p> <ul style="list-style-type: none"> • This group has been working on the implications on what Bishop Peter has been telling everyone • There will be a presentation at all Masses the weekend of the 15th and 16th March • The annual report to be handed out after the Mass • There is a prayer card to also be given out • The format of the service will be explained at the beginning of each Mass – there will be no homily and at the end of Mass Cd will leave the altar and then the presentation will begin • We then listened to the presentation which was well received by all members 	
9.	<p>Next meeting Thursday 8th May 2014 – at 7.30 Please send apologies to SY if you are unable to attend</p>	
10.	<p>Dates 2014 Thursday 10th July Thursday 11th September Thursday 13th November</p>	
11.	<p>AOB</p> <ul style="list-style-type: none"> – Groups using the Church – Covered with Code of Practice – Christian Aid – Need collectors 	<ul style="list-style-type: none"> • SY to put note in newsletter and send AG piece to DPP
12.	The meeting close at 9.30 pm with prayers led by DPP	