



Parish of The Sacred Heart, Flitwick

Draft Minutes of Meeting of Parish Management Group
Thursday 1st December 2011

Present

Canon Denis	Anne Gadsden (Chair) - AG
Clare Bevan	Martin Brennan
Hugh Davies	Eamonn Diver
John Fletcher	John Flanagan
Michael Lawton	Nicky Paterson
Ros Penn	Deacon Philip
Helen Wilson	Suzanne Yates

Apologies

Helen Burgess	Margaret Gummery
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Agenda Item	Discussion/Decision	Action
1.	The meeting opened with prayers led by Fr. Denis	
2.	See above	
3.	Minutes were quickly read	
4.	<p>Matters Arising</p> <ul style="list-style-type: none"> a) Sacramental programme is going well b) JF and ML have met to sort out the new shed. The garden shed only needs to be re-roofed not replaced. c) Preparation of the inventory of portable Electrical appliances for testing has been completed by JF. There were a few items mentioned by the group at the meeting that still need to be added. d) David Linda is happy to help out with maintenance but he does not want to lead it. e) Macmillan Coffee Morning raised over £100.00 but we need a new coordinator for 2012 f) There will be no diaries for 2012 as the company who produce them was not able to get enough sponsors g) Chair alignment was done but will need to be done regularly h) Resourcing will be discussed at the January meeting 	ML getting quotes for new roof
5.	<p>Health and Safety - JF This is on going.</p>	

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6.	<p>Parish Plan - RP Ros presented the plan to the group – her notes are an attachment included with these minutes</p> <ul style="list-style-type: none"> • We need to have a plan for the future of the parish • Finance, annual budgets and forecasts need to be part of the plan, particularly now we have the TiF money. It is important if we are trying to develop the parish, car park, kindergarten • Discussion on the process of developing a parish plan and how it helps us to look to the future • Need to reflect on what we want our plan to do for us • JF talked about the time issue on following a plan and developing a budget when we have bi-monthly meetings. Need extra sessions to cover this. Agreed to have a Saturday meeting to look at our Vision for the future of the parish, including; - <ul style="list-style-type: none"> (i) Our spiritual objectives (ii) How to modify our planning • It was suggested that there could be Working parties to deal with each section of the plan – these to be lead by a member of the PMG with other parishioners. These would be task orientated • Discussion on volunteering. DPP will give people ideas on how to do this. DPP talked about a booklet on <i>Developing a Thriving Community</i> • Bishop Peter will be here on 4th March 2012 and will meet PMG at 12.15 pm. He will also be here on 18th July 2012 for Confirmation (Fr. Denis left at 8.15 pm for another meeting) 	<p>AG to organise a time for this meeting</p> <p>DPP will have a booklet for January meeting when volunteering is on the agenda</p>
7.	<p>Justice and Peace Bishop Peter has asked that every parish in every pastoral area have a forum for Justice and Peace – see papers presented by DPP</p> <ul style="list-style-type: none"> • A group of parishioners would meet for about 2 hours to look at what we might focus on for the year • The plan would then come to the PMG • Continue to promote social teaching of the Church. Justice and Peace is for everyone but we need to look at what we do for the poor and in need. • The Justice and Peace plan would generally start at Advent so that it matches the Church year • MB asked about activities that we could have to let parishioners know about the Church's Social Teaching – perhaps a speaker evening with wine and cheese – could be ecumenical • ML suggested that we focus on our strong SVP group to develop our poor and in need focus. 	<p>DPP to organise the group and focus on <i>The Common Good</i></p> <p>JAF to look at what we could do at a parish/local/global level</p>

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8.	<p>Communications Update - HW We will need a session on this in 2012</p> <ul style="list-style-type: none"> • Noticeboards have been reorganised and are now less cluttered • HW has worked with Tony Davis, the web-master, and updated the website. They have kept most of the tabs and added a few. They would like to include a list of Holy Days and a section on the Latin Mass Fr. Denis does each month • Changed the section on PMG. The Annual Report is there and they have added the portfolios • The Activities sections needed the biggest reorganisation. Grouped all the activities and added a few sentences from each group • Poster re Sacramental Group has been done by Catherine Davies and this will go on the web • Need to set up web addresses for all members of PMG • Discussion on putting minutes of PMG on website • Develop a rolling calendar for the minutes • Anything to go on the website to go to HW first • JF asked about having a tab on the website for people new to the parish • Suggested we reinstate the <i>Welcome Pack</i> 	<p>HW to ask Tony if this is possible This to be done after they have been passed SY to do this</p> <p>Agreed to do this</p> <p>DPP to work with HW on this</p>
9.	<p>Social Activities – Martin Brennan MB presented a list of activities for 2012</p> <ul style="list-style-type: none"> • Need to check that events fit into the Parish Plan • Need to have a group to work social activities around parish dates • Decided that ‘Car Boot Sale’ not to go ahead as car park too small • Decided a ‘Spring Fair’ an option as no ‘Christmas Bazaar’ • On the Confirmation day we will have a BBQ with Bishop Peter • As 2012 is 30th anniversary of the parish we will have a Parish Dinner in October • Need to look at activities in April – will try the Quiz Night again but will pre sale of tables and more advertising 	<p>DPP to do this MB will organise this</p>
10.	<p>A.O.B.</p> <ol style="list-style-type: none"> a) Volunteering – this was discussed earlier in the meeting b) MICAH – there were two groups this time as it was done with Shefford – things that came up <ul style="list-style-type: none"> – Outreaching to parishioners 	

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	<ul style="list-style-type: none"> – Welcoming – MICAH for a fixed period, so can be repeated, and can be used in different ways so it could be developed in the parish – Bishop Peters says that we are delivering his vision c) Crying Room – some parishioners want use the function room as a crying room as it was in the past. It is used at 9.00 am Mass for the Children’s Liturgy so it is not available and we wish to encourage parents to take children to the main body of the church d) 2012 second collection and gift aid – there will be a second collection schedule <ul style="list-style-type: none"> – Should we continue with ‘gift aid’ as it takes a great deal of work to collect and is not worth it if only a few parishioners do it for second collections e) Discussion on ‘Retired and Sick Clergy Collection’ – some parishioners asked why this still going ahead with TiF. It will continue, as 60% of parishioners do not contribute to TiF f) NP has resigned as Faith Development Officer and DPP has taken this on. NP will continue on PMG g) Parish retreat – Eamonn asked do we advertise in other churches, DPP said we have 18 people so far and if there is not enough we will do this in January. h) On 16th December Br. Anselm from Douai Abbey is giving a baking demonstration at 12.15 pm i) ML has resigned from PMG but is willing to assist where necessary – AG offered him a huge vote of thanks for all he has done on behalf of PMG j) Financial statement – HD presented a short statement on parish’s financial situation. There is £7420.00 on account in the diocese at the moment, we have £9422.00 due from Gift Aid. There is £149,365.00 pledged from TiF and our share presuming all is honoured is £73,992.00 	<p>HD will set this up</p> <p>JF will organise to put gift aid envelopes and pencils on seats</p>
11.	<p>Next meeting 16th January 2012 at 7.30 pm AGM to be held on 8th March 2012</p>	
12.	The meeting closed with prayers led by DPP	