



Sacred Heart Church

Parish of The Sacred Heart, Flitwick

Minutes of Meeting of Parish Management Group
Thursday, 10th May 2012

Present

Canon Denis	Clare Bevan
Helen Burgess	Eamonn Diver
Anne Gadsden, Chair	John Flanagan
John Fletcher	Chris McMellon
Ros Pen	Deacon Philip
Helen Wilson	Suzanne Yates

Apologies

Martin Brennan	Hugh Davies
Margaret Gummery	Nicky Paterson

Agenda Item	Discussion/Decision	Action
1.	Canon Denis opened the meeting with a prayer. Canon Denis then introduced Chris McMellon to the group and explained that he had invited him to join the PMG with a view to taking over as Chair in due course	
2.	Apologies – see above	
3.	Minutes were passed and agreed that they would be published on website.	<ul style="list-style-type: none"> • SY to send to TD minutes
4.	<p>Matters Arising</p> <p>a) Volunteering - List from DPP still to go out</p> <p>b) Need information on Bazaar</p> <p>c) Census to be done at Pentecost</p> <p>d) Set of master keys needs to be finalised</p> <p>e) Micah conversation group had a very good meeting. Thanks to CB, NP, Catherine Davies and Siobhan Campbell who attended a day meeting on looking at getting people back to church</p> <p>f) The two prayer groups have been sent a brief re the Circle of Prayer. They are to have alternate months and they need to come up with a prayer theme for the month. This will be published in the newsletter</p>	<ul style="list-style-type: none"> • DPP to send SY the information to be forwarded • MB to email PMG with update by 27th May • SY to organise this • JFle to do this

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	g) The question of having another children's liturgy at the 11.00 am Mass is on going. Although there has been offers of helpers we need someone to lead this. Paula has been informed.	
5.	<p>Safeguarding and SVP</p> <p>a) Safeguarding</p> <ul style="list-style-type: none"> • CRB updates are complete except for one • It has been difficult to catch everyone • 1 in 4 people who attend Sunday Mass have a CRB check to work in the parish <p>b) SVP</p> <ul style="list-style-type: none"> • There will be Mass for the Sick on 22nd June at 2.00 pm. Everyone is welcome • There will an appeal in mid June for the Prebend Centre. SVP will be asking for shower gel 	
6.	<p>Health and Safety – JFle (see hand out sheet)</p> <p>a) General Risk Assessment</p> <ul style="list-style-type: none"> • We need to decide on what we need to do, what we do with the information and who needs to do it. For example the high lights in the church. HD organises professional electricians to do this so we do not need include this. <p>b) Fire Risk Assessment</p> <ul style="list-style-type: none"> • JFle presented a draft plan. It needs to have the plan of the church added • Need to have dry powder extinguishers near the candles • Candles should be extinguished after each Mass <ul style="list-style-type: none"> • The Fire Evacuation Procedure was approved by the group • There will be a copy of these procedures in the newsletter on the first weekend in July annually, backed up by reference to it from Canon Denis/Deacon Philip at Masses that weekend • The Fire Evacuation Procedures need to be displayed in the church. One at each door, one in the hall and one in the sacristy • Eucharistic Ministers to act as stewards in case of fire <ul style="list-style-type: none"> • Discussion on the need to keep accident forms 	<ul style="list-style-type: none"> • DPP has organised this • JFle to do this • JFle to send a note to ask Eucharistic Ministers to do this on Wednesdays • SY to put this in • RP to laminate these • JFle to ask Catherine Davies to remind ministers at their annual retreat • JFle to print some

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		to go in First Aid cupboard
7.	<p>Updates from the Chair</p> <p>a) AG has sent all members of PMG update of the Parish Plan</p> <ul style="list-style-type: none"> • Now that it is done it needs to be used • Dee Brady to be added to NYMO list as she is leading the Confirmation preparation • CAFOD and CAFOD Youth contact to be DPP • Discussion on the need for another person from the parish to be on the Bedford Ecumenical Group as ML no longer able to do this. Decided that the person needs to be from CTA&F not Sacred Heart alone • Need other people from Sacred Heart for CTA&F. CB, HB and JFla agreed to be included on mailing list 	<ul style="list-style-type: none"> • First review November 2012 • SY to contact CTA&F to get a representative • JFla to ask Chris Till if he is interested
8.	<p>Communications – Helen Wilson</p> <p>See hand-out</p> <ul style="list-style-type: none"> • Decided to advertise the fact that PMG minutes on the website • Need to advertise PMG meetings in newsletters the week before • It was decided to ask TD to set up email address for SVP, DPP, Planned Giving, Chair and Secretary to be ...@sacredheartflitwick.co.uk • It was decided to look at Facebook and see how it could be utilised to reach resting Catholics and young peoples of the parish • A pilgrimage information page to be included on website as another tab • Work on a new parish information pack is under way and newcomers and returners is ongoing but should be complete during summer <p>The PMG thanked HW for the work she has done in this area. It is very good and is highly regarded.</p>	<ul style="list-style-type: none"> • SY to inform parishioners that PMG minutes on website • HW to ask TD to do this • RP to put information re Iona on web
9.	<p>Parking Review Group</p> <p>a. This group has not had an opportunity to do anything in this area. It was decided to progress this by electing a person to lead it. CM agreed to take on this role and work with HD and ED.</p> <p>b. It was suggested that Myriam Rincon be contacted as she has expertise in this area.</p>	<ul style="list-style-type: none"> • CM to lead this group
10.	<p>Social Update</p> <ul style="list-style-type: none"> • MB is trying to organise a themed dinner for Queen's Jubilee on 2nd June • It was decided to try a new group to cater and 	<ul style="list-style-type: none"> • CD, DPP are

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	Clara Reeve to be approached <ul style="list-style-type: none"> • We are still looking for someone who will organise social activities for the youth of the parish 	meeting with CR to discuss this
11.	AOB <ol style="list-style-type: none"> a. Flowers – CB need a rota for this as the flowers need to be available for special occasions such as First Holy Communion. It was agreed that this would go in the census. CB agreed to coordinate b. Diary – SY we need someone to coordinate this if we want to have a catholic diary in 2013 – no takers. 	<ul style="list-style-type: none"> • SY to include in census
12.	Next meeting Thursday 19 th July at 7.30 pm Thursday 13 th September at 7.30 pm Thursday 8 th November at 7.30 pm	
13.	The meeting closed at 9.35 pm DPP lead us in prayer	