



Parish of The Sacred Heart, Flitwick

Minutes of a Meeting of the Parish Management Group
Thursday, 13 November 2014

Present

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

Apologies

Canon Denis	
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Not present

Martin Brennan	
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Agenda Item	Discussion/Decision	Action
1.	DPP opened the meeting with a refectation.	
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"> The fire blanket is now in place Times of Services for Center Parcs. NP contacted them and they are very happy to include this in their welcome packs 	<ul style="list-style-type: none"> SY to contact CTA&F and let them know what we have done
5.	Standing Items (i) Health and Safety <ul style="list-style-type: none"> Sue Willingham discussed with JFle and DPP the need for a risk assessment when YOUCAT (post confirmation group) were using the kitchen. SW has developed a risk assessment for this group and JFle thinks it should go in our Health and Safety manual. The PMG agreed on this and passed a vote of thanks to Sue Willingham for taking on tis task and developing the necessary processes 	

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	<p>(ii) Safeguarding</p> <ul style="list-style-type: none"> • The new form is now available and JFla has been trying to get these done but still has 5 more to do. It has been difficult to get people involved in this despite it being in the newsletter for a number of weeks. • JFla will try a different approach when these checks need to be reviewed in 2015. He will mail them to the individuals involved but this will mean a charge for postage but should reach everyone • JFla raised the issue about adults and children with additional needs and how we cater for them. He asked the question – do we have someone to keep an eye on this? JFla said our Health and Safety policy did make provision for a disability advocate and this had been Clare Bevan. <p>(iii) Pastoral Area Council</p> <ul style="list-style-type: none"> • Bishop Peter attended the meeting at Flitwick and received and accepted our document • Bishop Peter has been to all PAC meetings and now has all the documents <p>(iv) Finance The work is progressing against the list presented at the last meeting</p> <ul style="list-style-type: none"> • CD boiler has been replaced but there is some snagging to be sorted • Church heating still has to be done There has been a complete review of how we heat the building and HD is waiting on this to see if we can afford to do what is needed. The boilers now in use are not strong enough for the area needed to be heated • Weekly Mass will be held in the room at the back on the church in winter to save on heating. There is now a moveable altar which will be used but moved out at weekends 	<ul style="list-style-type: none"> • CM and DPP to contact CB • SY to put a note in bulletin that it can be available in large print if people let me know
6.	<p>Social Activities</p> <ul style="list-style-type: none"> • Parish Dinner – went very well and the PMG thanked MB for his organisation • Volunteers required to assist with the Christmas Raffle which will happen after the SVP Giving Tree 	
7.	<p>Social Media MD attended the conference on Christian Media in November. It was a good day and although she did not</p>	<ul style="list-style-type: none"> • MD advised to let HD know cost for

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	<p>get all she wanted out of it she would like to attend again</p> <ul style="list-style-type: none"> Continued engagement which was encouraging Last week when CD was first ill we had a total reach of 353 and this week 170. People engaged last week was 55 and this week 28. There was 71 likes CM formally thanked MD for all she has done on keeping our Facebook page up to date and interesting 	<p>reimbursement</p>
8.	<p>Report of Working Group</p> <ul style="list-style-type: none"> There was meant to be a presentation to the parish last weekend but it has been postponed until CD is well again Discussion on outreach and we have 'The Joy of the Gospel' for Advent and DPP is looking into 'Bible Timeline' for our Lenten programme 	
9.	<p>Next meeting Thursday 8 January 2015 – 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> <ul style="list-style-type: none"> Discussion on AGM and the report. Question asked was the report necessary; as we had no other parishioners attend the AGM except the members. It was agreed that the report was necessary Discussed if we could have the AGM at the Masses the week before when we normally give out the report 	<ul style="list-style-type: none"> SY to put on January agenda
10.	<p>AOB</p> <ul style="list-style-type: none"> Music at 6.00 pm Sunday Mass – SY DPP said that the CDs that go with <i>Celebration Hymnal for Everyone</i> not very good. CD not in favour of recorded music in a service. We do not have organists for 11.00 am Mass now. This to be reviewed with HD and CD CD Jubilee – 15 June at 7.00 pm – DPP This will be a full sung Latin Mass attended by Bishop Peter and there will be a function after at Flitwick Village Hall. We need to organise a group to cater for this function 	

