



Sacred Heart Church
Parish of The Sacred Heart, Flitwick
Minutes of a Meeting of the Parish Pastoral Council
Thursday, 15 November 2018

PRESENT

Siobhan Campbell	Maggie Dullaghan
John Fletcher	Deacon Philip Pugh
Roger Wilshaw	Suzanne Yates
Peter Leatherland (PAC)	

APOLOGIES

Paula Bates	Helen Burgess
Fr. John Danford	Eamonn Diver
Diana Page	

Agenda Item	Discussion/Decision	Action
1	Opening prayer by DPP	
2	Apologies – as above Nicky Paterson has offered her resignation due to pressure of work	
3	Minutes were passed as a true record and agreed that they would be published on website.	• SY to add to website
4	Matters Arising Send minutes when agenda is sent out New organ has been purchased	SY to do this
5	<p>Focus Areas</p> <ul style="list-style-type: none"> ❖ Formation <ul style="list-style-type: none"> • There will be three Advent conversations looking at global healing • Follow-up on Meeting of Families in Ireland Need to schedule an event and DPP thinking of having a regular event for families – ‘A Messy Church’ one Sunday a month in 2019 – will give it a trial for six months. Need a small group to organise this • Looking for a follow-up for the young people of the parish • Discussed number count for October (192 – average) • Look at ways to increase these numbers <p>Three Major Areas for 2019</p> <ol style="list-style-type: none"> 1. PAC ideas – particularly communications 2. Family activities 	• SY to send PAC information to PPC

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	<p>3. Divine Renovations</p> <p>Build a team for each of these three activities</p>	<ul style="list-style-type: none"> • RW to look to inviting new people to the groups
6	<p>Standing Items</p> <p>(i) Health and Safety – JFle</p> <p>General Risk Assessments</p> <p>The annual review of our risk assessment document was carried out in October. Fortunately the nature and use of the Church buildings does not change significantly from year to year and only minor changes are needed to keep the document up to date. There are however a couple of issues which I feel would need some general discussion.</p> <p>The safe use of portable electrical equipment</p> <p>The identified areas of concern are the introduction of new items and items brought into church by volunteers for use in the Church buildings.</p> <p>Preparation of food in the kitchen.</p> <p>The following quote from the control measures reads “Ensure anyone providing high-risk food, (<i>teas, coffee and biscuits should be OK but sandwiches, salads and cooked foods etc. are high risk</i>) have received basic food hygiene training.” The risk of people who may have food allergies may also need discussion.</p> <p>Fire Risk Assessment</p> <p>This document has also been reviewed in conjunction with the General Risk assessments and minor changes have been made in relation to the use of candles, and the safe use of incense burners.</p> <p>(ii) Safeguarding – PB</p> <p>The review process continues slowly but surely. New processes have now come into effect which requires even more paperwork to be review by the applicant. In the last few days I have received updated guidelines for parental consent and a few other change of forms. PB will update all relevant organisations as soon as possible once I have read the forms.</p> <ul style="list-style-type: none"> • 11 x outstanding applications with the Diocese • 3 x applications where queries have been raised by the Diocese since submission • 1 x query if applicant still volunteering 	<ul style="list-style-type: none"> • Let JFle know if any new appliances brought into the church and if any are removed • Need to get appliance register up to date and appliances need testing as it is over two-years since the last one • To develop a policy for when people use their own appliances • Looking at a food training course – DPP • SY to send JFle asbestos report • PB to clarify automatic annual renewal of DBS

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	<ul style="list-style-type: none"> <li data-bbox="347 232 1110 306">• 5 x DBS renewals I am about to start the renewal process on in the next week <li data-bbox="268 338 1054 412">(i) Children Liturgy Report – PB Still small number of children but it does continue <li data-bbox="268 443 1134 584">(ii) Catechist Report – DP Reconciliation programme begins on 25 November First Holy Communion will start after Easter and will be celebrated at Mass on 29 June 2019 <li data-bbox="268 616 1134 719">(iii) Finance – DPP No report – standing orders now in the newsletter each week <li data-bbox="268 750 1046 824">(iv) Calendar of Events and Social Activities – SY Circulated <li data-bbox="268 855 1086 958">(v) Social Media – MD This is going along well with Remembrance Service getting a good number of hits <li data-bbox="268 990 1098 1167">(vi) CTA&F – HB CTA&F meeting on same day as PPC meeting. All activities seem to be well attended and will continue. We are running Walk of Witness in 2019. Debbie Lewis is keen to attend with HB <li data-bbox="268 1198 1118 1794">(vii) Just One House – DPP Thanks to the great support and generosity of the Parish, we are on course to reach our target of raising £3600 in June 2019. By that date all the money that has been pledged for monthly donations will have been collected. This is in addition to the funds raised by the sponsored walk in August, which got us off to such a wonderful start, and the Brunch in September. We are very grateful to everyone who has helped and contributed in various ways. Mary and JA would like to go ahead with our planned eve of St Patrick’s celebration on Saturday 16 March 2019, with any additional funds raised donated to Refugees Welcome Milton Keynes to help with their ongoing expenses in continuing to support the Refugee families. <li data-bbox="268 1825 1134 2051">(viii) PAC – PL The PAC day with Mary event was held on Saturday 6 October and was well with 45 parishioners from across the pastoral area attending. The morning session was a very different way of thinking about and saying the rosary. Each attendee 	

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	<p>was asked to prepare and then recite a small prayer or thought as we created a group rosary on the altar steps.</p> <p>For the afternoon session, we split into three groups giving everyone, with the help of a facilitator, the opportunity to express their own experiences of saying the rosary. Each group feedback showed a wide range of ways in which people participated, or not, in this form of prayer.</p> <p>The event concluded with benediction. Feedback from the day indicates it was well received by those who attended and has been helpful in providing additional and innovative ways of praying the rosary</p> <p>The next consideration will be to take a new look at the structure and purpose for the PAC including how, despite the reluctance of people to volunteer and get involved, we can all parishes to encourage more involvement from the laity.</p> <p>The next meeting is at the beginning of January 2019.</p>	
7	<p>Next Meeting –10 January</p> <p>Meetings for 2019 will be on second Thursday of every second month</p>	
8	<p>AOB</p> <ul style="list-style-type: none"> • Hornes End Road The Anglian Water is working in Hornes End Road and has asked can they use our parking. This has been agreed but must vacate for Mass on Sunday and funerals etc. They intend to do a few houses at a tie from 8 January to early February 	
9	<p>Meeting closed with a prayer by DPP</p>	