



Sacred Heart Church  
Parish of The Sacred Heart, Flitwick  
Minutes of a Meeting of the Parish Pastoral Council  
Thursday, 14 March 2019

### PRESENT

Fr. John Danford	Helen Burgess
Diana Page	Deacon Philip Pugh
Maggie Dullaghan	John Fletcher
Roger Wilshaw	Siobhan Campbell
Peter Leatherland (PAC)	

### APOLOGIES

Paula Bates	Eamonn Diver
Suzanne Yates	

Agenda Item	Discussion/Decision	Action
1	Opening prayer by Fr. John	
2	Apologies – as above	
3	Minutes were passed as a true record and with one revision <b>agreed</b> that they would be published on website.	<ul style="list-style-type: none"> <li>• <b>SY to add to website</b></li> </ul>
4	<p><b>Matters Arising</b></p> <p>Request to include the time of the meeting on future agenda's when being sent out SC was thanked for her time as chair and it was confirmed RW will be chair from the AGM</p>	<ul style="list-style-type: none"> <li>• <b>SY</b></li> </ul>
5	<p><b>Focus Areas</b></p> <p>A working group for Messy church to be created and SM took action to set up initial meeting</p> <p>A working group is required to see how small community meetings could be established possibly initially with a house Mass</p>	
6	<p><b>Standing Items</b></p> <p>(i) <b>Health and Safety – JFle</b></p> <p>PAT testing completed successfully during the week of the meeting</p> <p>Food safety – The Food standards agency has issued guidance on community events, confirming registration and certification is not required. It was agreed, however, that good practice around allergy information should be</p>	

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	<p>implemented. Some new chopping boards to be sourced with the correct colours to support good practice on food hygiene and preparation.</p> <p>There is no requirement for testing of the wheelchair which is used occasionally</p> <p>(ii) <b>Safeguarding – PB</b> The new procedures will result in more paperwork for new and renewal applications. No safeguarding issues to report within the Parish. There are 10 outstanding applications at various stages. All are in hand (I had been a little behind in my reminders) and I expect to have the majority processed by the end of March.</p> <p>(iii) <b>Children Liturgy Report – PB</b> Even with First Holy communion classes starting numbers are still low in comparison to some years. We manage with 3 leaders and using parents as chaperones. I am to query with the Diocese if this ad hoc chaperone situation is acceptable</p> <p>(i) <b>Catechist Report – DP</b> All is going well in catechesis. 14 children completed the reconciliation programme and Diane commented on how lovely the morning of the reconciliation was. There are 8 children on the First Holy Communion programme. The group which supports children between FHC and Confirmation has been re-named to the Pre-Confirmation group</p> <p>(ii) <b>Finance</b> JF updated that a more appropriate sum to include from regular standing orders on the weekly newsletter is £720 which is very positive. Of the active standing orders, the vast majority qualify for Gift Aid which is another helpful income source. An appeal will be made on 17<sup>th</sup> March by JF encouraging planned giving. We receive on average £350 weekly from the offertory basket collection.</p> <p>SM confirmed she will request a full report for the AGM.</p> <p>(i) <b>Calendar of Events and Social Activities – SY</b> Circulated</p> <p>(ii) <b>Social Media – MD</b> This is going along well. Good levels of contact with St Patrick’s Day and Ash Wednesday showing the highest levels of interaction. Maggie requested that the approved minutes be sent to her following each</p>	<p><b>JF to confirm this with SY</b></p>

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	<p>meeting</p> <p>(iii) <b>CTA&amp;F – HB</b> Debbie Lewis is now attending meetings with HB. Walk of Witness is being led by Sacred Heart this year and planning is underway. The 1<sup>st</sup> of the programme of Lenten sessions was held on 10 March at the Sacred Heart and was well attended. Support for the other churches events was requested.</p> <p>(iv) <b>Just One House – DPP</b> Date agreed to present the money to Just One House in the summer. All agreed this has been really well run by Jim and a good model going forward for such activities.</p> <p>(v) <b>PAC – PL</b> Ann Gadsden has retired from the PAC. Ann has served on the PAC for 7 years and the meeting wished to note thanks to Ann for her contribution to the PAC over this time. It was also noted that PL has completed 3 years as chair of the PAC. The next meeting is planned for 9<sup>th</sup> April; ideally the role of chair would rotate between the parishes in the Pastoral Area. The future role of the PAC is under review.</p>	
7	<b>Next Meeting – 9 May 2019 @ 7.30 pm</b>	
8	<b>AOB</b> •	
9	<b>Meeting closed with a prayer and blessing by Fr. John</b>	