



Myriam Rincon	Peter Leatherland
Helen Burgess	John McNeil
Siobhan Lees	Cassie Wood
Maureen Graham	Cath Greenwood

Jim Aylward	Sue Barley
Mick Fagan	Hugh Davies
Fr. Jerry Manomey	

PPC Minutes prepared by S. Lees 9th Nov 2022

Agenda Item	Discussion/Decision	Action
	<p><i>by a parishioner who no longer attends this church. We need to look at our IT/ technical requirements going forward and arrange for quotations from suitable companies.</i></p> <ul style="list-style-type: none"> • Suggestion was made to investigate the possibility of having just one Mass on Sundays during the winter months to reduce fuel costs. Fuel costs for October were £525 for just one month! • Currently we do not have the opportunity for parishioners to have tea and coffee after 9am Mass on Sundays. Proposal was raised to do this once a month. (Depending on whether we run with one or two Masses on Sundays during winter) • Church Security was discussed. There have been some occasions where the church has not been effectively secured. Note to be added in bulletin about security and to be extra vigilant when locking up. • Social Media. To date there has been no response to our call out for a parishioner to step forward to handle social media for the church. It was agreed that we need to get some direction from the diocese regarding social media strategy before we start posting, pinning, and tweeting! • Discussion over the existing Sacred Heart website took place and some members felt that the website needs an overhaul and to look more modern. 	<p>SL</p> <p>Fr. Jerry and MR</p> <p>MR</p> <p>SL to request that Suzanne adds this to the weekly bulletin</p> <p>SL to contact Diocese</p> <p>JMcN and SL to review and make proposals and budget request</p>
5	<p>Focus Areas</p> <p>These are</p> <ol style="list-style-type: none"> 1. Community <ul style="list-style-type: none"> • <i>Suggestion was made to look at different ways to connect people, one idea was to set up walking and talking groups. We need to gauge interest to see if people would be interested in this</i> 2. Formation 3. Resources <p>MR and Fr. Jerry will work on which of these need to be the focus for each meeting in the future.</p> <p>These should be the focus when they are necessary</p>	<p>MR</p>

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6	<p>Standing Items</p> <p>(i) PAC - JMcN</p> <p>This was the first meeting in person post covid and mainly reviewed matters that had been addressed in previous meetings. The main focus of this meeting was discussing the “working parties” regarding the areas:-</p> <ul style="list-style-type: none"> • Back to Mass, encouraging new and existing member back to mass • Synod listening programme, producing a welcome pack that is informative and engaging using laity involvement to help clarify and explain the sacraments and services within the church • Formation and spirituality, providing opportunities for learning and deepening the faith. Fr. Jerry is part of this group. • Becoming a greener Pastoral Area, calls to care for our common home within our area. In particular, looking to engage with the youth to do so. Chris McMellon raised the discussions he has had with Helen Burgess regarding engaging with schools and their representatives and this is one potential area to help encourage this. <p>The concept of collating and audit of resources in each parish has been requested to potentially allow these to be loaned with in the parishes in the Council to create a more uniform approach to addressing topics such as study/prayer within the church allowing better connection with new and current parishioners.</p> <p>The AGM is to be held at Sacred Heart on Wednesday the 9th of November beginning with Mass at 7.30pm.</p> <p>(ii) Health and Safety Report– HD</p> <p>No issues. The required checks have been carried out and required returns submitted to the Diocese. We are waiting to hear if our application to instal a defibrillator has been successful.</p> <p>(iii) Safeguarding – PB No report</p> <p>(iv) Children Liturgy Report – KG</p> <p>Children’s Liturgy now established at the 11am Mass every Sunday. The children are sent out at the beginning of Mass to celebrate the Liturgy of the Word in Canon Frank Room. We return during the Offertory and usually share our artwork with the congregation. At present the group is led by Kath Greenwood and we rely on additional help, usually a parent to be the second adult to fulfil Safeguarding regulations. We have a couple from the Youth Hub (post Confirmation group) volunteering to assist during the Liturgy. If they are</p>	

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	<p>signed up to the Duke of Edinburgh's Award scheme their attendance is recorded as Service to the Community. The number of children attending fluctuates week by week. The largest number attending has been 8 and the lowest number has been 2. It would be great if we could promote Children's Liturgy and generate a rota of helpers and leaders so that each Sunday, I know the group will be adequately covered.</p> <p>(v) Catechist Report. KG and CW</p> <p>The meetings take place on the 1st Saturday of the month in Canon Frank Room immediately after the 5pm Mass. The parents take turns to be the second adult to fulfil Safeguarding requirements.</p> <p>Our first meeting in September was attended by 7 youngsters, that's half the Confirmation Group.</p> <p>Our October meeting was a Movie night with 3 attendees.</p> <p>At our November meeting we are expecting 20 attendees. A Bonfire Night Party for Post Confirmation families and friends.</p> <p>Several members of the group have volunteered to help within the parish and have added their names to various rotas – Readers, Offertory, Coffee morning and Children's Liturgy.</p> <p>March 2023 we are planning on taking a group (10 tickets bought) to CYMFED Flame Congress at the OVO Arena, Wembley for the largest Catholic gathering of young people in England and Wales.</p> <p>It is hoped we can arrange some Fundraising activities to enhance the Canon Frank room and provide more activities and faith-based experiences for the youngsters.</p> <p>(vi) SVP – MG</p> <p>We have 8 full members, 3 inactive members and 1 Auxiliary member. John Flanagan retired on 1st August and Maureen Graham is now President. Also we were really pleased to welcome Brendon back after a two/three year break. We have been busy phoning, visiting, and transporting to church, shopping etc. We have recently started visiting Care Homes and befriending there after a break due to COVID restrictions. We continue to support our 3 communities in Rural India and two students also. We donated £75 to complete buying a cow in India. We recently held a Coffee morning in Flitwick Village Hall which made people aware of the SVP and contributed to our funds. We had a successful SVP appeal on 17/18 September and our parishioners were as always very supportive and generous and we say a huge thank you to them. On St Vincent de Paul's feast day we had a mass to celebrate and then our members met and had a lovely pub</p>	

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	<p>lunch. Six of our members attended a special SVP Festival Mass at St Martin de Porres church, Luton, which we were pleased we supported.</p> <p>(vii) Finance – PL Envelope and plate offertory has stayed at an average of £270 per week which is slightly better than previous months. There have been some pluses and minuses to our standing orders, but they are still around £850 a week. Second collections for Cafod and SVP were taken in this period and were both very good- SVP close to the highest we have had. I'm happy to report that our contingency fund has gone back up to £ 90 k from £85k last quarter. I have done a budget check and the last three months our income is down £62 against budget which is good. On the other hand, our expenditure exceeded budget by £1961. This was due to some maintenance work which was unplanned- replacement door closers to front doors of church, repairs to car park lighting and change to LED bulbs, emergency repairs to Canon Frank toilet. In addition, electricity costs were even higher than the increased cost we had predicted. For October, the total fuel bill from the Diocese was £525. The Diocese sent their auditors in to carry out an audit. There was only a small amount of extra information that we had to provide on the day and while we have not had official confirmation I have been told, informally by the audit manager, that we had a 'clean bill of health'. Thanks to Adrian, John and Peter who helped put the figures together.</p> <p>Security Note I usually drop the collection bags off at church on a Monday morning after I have banked the collection. I always check all doors and windows. In the last few weeks, I have found: the main church door unlocked after a baptism, the window to the disabled toilet open and the emergency side door unlocked. If it falls to you to be the last one to leave church and lock up, can you just do a quick check of windows and doors, please.</p> <p>(viii) Calendar of Events New calendar sent out</p> <p>(ix) Social Media Still needs to be progressed,</p> <p>(x) CTA&F – HB Separate minutes for CTA&F will be issued with these minutes</p> <p>(xi) Music – HD No update</p> <p>(xii) Pilgrimages – HD No updates</p> <p>(xiii) Social Activities No updates</p>	

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7	Next Meeting <ul style="list-style-type: none"> The next meeting will take place on Tuesday January 17th 2023 which will take the format of a planning meeting to set out our plans for the coming year 	
8	Meeting closed with a prayer led by Helen	