

PPC MEETING 7th MARCH 2018
PARISH OF ENGLISH MARTYRS, DANBURY WITH
HOLY TRINITY CHURCH, SOUTH WOODHAM FERRERS

Ex officio:

President: Fr James McShane
 Treasurer: Jim Tidmarsh
 Diocesan Rep: Pauline Spratt
 (Steward of the Gospel)
 Deanery Rep: N/A - no Deanery Council
 School Rep: On sabbatical

Elected Members:

Alan Pursell (Chair)
 Peter Blackman (Vice chair)
 Kath Gable (Secretary)
 Bernard Dayer
 Michael Weston
 Rosemary Tidmarsh (Social)
 Philomena Connolly
 Mary Huntington

Appointed Members:

Kathy Johnston Social/Anglican rep

Observers

Jenny Sismey Methodist rep
 Ashley John Anglican rep

Draft copy for review and agreement.

	Reports and discussions	Action
	Opening Prayer: Fr James opened the meeting with a prayer.	
1)	Apologies: Apologies were received from, Kath Gable, Bernard Dayer & Ashley John.	
2)	Minutes of Meeting:25th January 2018 The minutes of the meeting previously agreed electronically were signed. It was noted that they had not yet been published on the website and needed to be.	Alan
3)	Matters arising All actions and matters arising were covered within the relevant topics on the agenda.	
4)	Treasurers report Overdraft now at £21,409.29 but some cash from recent Masses has not yet been counted and payed in. This process has been disrupted by the recent inclement weather. The debt from Elm Park has not yet been paid. Fr James to chase one more time. If no result then Jim will write this off. Overall, finances still on target to be approximately breakeven for the current financial year. Discussion took place on how it was that Fr Niall announced we had cleared our overdraft last year but we have a large overdraft today. This creates a false impression of excessive spending. Jim explained that the primary reason for this is that our overdraft level is seasonal. While at this time of year it is high – well over £20,000, by the end of May when certain annual income is received the overdraft drops dramatically to well under £10,000 and then gradually increases throughout the rest of the financial year. Fr Niall had slightly misunderstood the situation at the time the overdraft was low last year and painted a rosier picture than he perhaps should have done. The overdraft was first created by excessive expenditure in 2011/12 which ended with an overdraft of approximately £23,000 and subsequent years' financials have always been close to breakeven leaving the Parish with this same level of residual debt. (Note. Surplus in 2016/2017 was just £400). Alan commented that the level of giving from loose plate and standing orders has not increased significantly over the last 12 years. At the same time, despite careful management of expenditure, costs have continued to rise. In real terms, allowing for	Fr James Jim

	<p>inflation, we are trying to survive on almost 20% less income each year than we had in 2006.</p> <p>Jim is working to ensure we maximize gift aid income by checking that all regular givers who pay tax have completed gift aid forms and by checking minimum and maximum 'clip levels' for gift aid recovery on loose plate collections.</p> <p>Jim will be making an appeal at all Masses weekend of 17/18 March to encourage additional giving.</p> <p>A new computer is to be purchased for the Parish Office at an expected cost of £500.</p> <p>Jim has returned necessary forms to Diocesan Finance Office to become a second signatory on Parish bank account but has heard nothing back from them yet</p>	<p>Jim</p> <p>Jim</p>
5)	<p>Steward of the Gospel</p> <p>Pauline sent a report to Steve Webb at the Diocese based on our public meetings on the renewal and restructuring proposals.</p> <p>She also attended a Diocesan meeting on 24th Feb on this subject and has met up with the reps from Burnham and from Maldon.</p> <p>The Bishop requested that the Stewards stand for another two years.</p> <p>He also stressed that he was listening to responses but may not be able to accommodate all requests and will take responsibility for difficult decisions that may need to be made.</p> <p>Pauline's report is posted on the website for comment – so far one comment received. Pauline will collate any further responses from the report and, if needed, will submit a revised report by end of March. Feedback is due back to the parishes by end of April. After this meetings will begin to take place within and between parishes.</p>	
6.1)	<p>Report from Social Committee</p> <p>The Elvis night was a big success. It was entirely sold out and a total of just over £1200 was raised for parish funds.</p> <p>The Italian evening is booked for 10th March in Little Baddow Memorial Hall. Tickets are £25 each and 72 (out of 80) have so far been sold.</p> <p>The Rock and Roll dance is booked for 9th June with Quiff and the Shades in SWF village hall.</p> <p>There is an international food share planned for October</p>	
6.2)	<p>Report from Fabric Committee</p> <p>A decision has been taken and passed by the Finance Committee to redecorate the interior of English Martyrs Church after Easter at a cost of £7500.</p> <p>Work will also be needed in future on the exterior – guttering and painting the apex and on replacing 'blown' double glazing units in the church windows.</p> <p>The presbytery heating remains an issue. While hot water is working the heat exchanger for the heating system is not. Kent heating scheduled to come and fix on 8th March. (Note post meeting that Kent Heating failed to turn up and revised arrangements will need to be made)</p> <p>The new British Gas maintenance contract cannot start until the heating is working.</p> <p>Graham is provisionally covering fabric at EM but we need a replacement for him. Alan is attempting to find a long term replacement for Graham in this role.</p> <p>.</p>	<p>Alan</p>
6.3)	<p>Liturgy report</p>	

	A meeting of the Liturgy committee took place recently. The notes will be circulated to the PPC in due course.	Fr James
6.4)	<p>Youth: Mary suggested we should set up a Live Simply initiative with the school. As part of this she introduced the idea of a medal from the Parish for those that do well – possibly presented at Mass. This was discussed and agreed. Mary will now contact the school to see if this can be set up. Mary is also looking at the possibility of setting up better links between the school and BCYS.</p>	Mary Mary
6.5)	<p>Justice and Peace. Pauline reported that £300 was raised by the Jumble Sale on 3rd March – most of which will go to the school we support in Sierra Leone. We are working on obtaining the Live Simply award for our Parish. We are looking to support CAFOD's walk around the world in June in support of migrants. Discussion took place about who J&P would support when their commitment to the school in Sierra Leone runs out. Michael suggested an initiative he knew about in Ruanda and volunteered to speak to a J&P meeting about this.</p>	Michael & Pauline
6.6)	<p>St Joseph's school report. Rosemary presented the report from the school. Detailed report attached to the minutes. Highlights include:</p> <ul style="list-style-type: none"> - 1st Feb formal federation of school with St Francis RC primary under Mrs Ginzler-Maher. - 6th Feb – 64 strong school choir performed at the O2 arena. - 9th Feb: Successful and enjoyable anti-bullying workshop and theatre performance took place teaching children about e-safety. - Range of events also planned for March. . 	Rosemary
7)	<p>Ecumenical Reports</p> <p>7.1 JCC No meeting since last PPC. Next meeting on Monday 12th March.</p> <p>7.2 SWF Christian Council (including Worship & Outreach) Full minutes of meeting from 24th January held with these minutes. Peter reported that the Mental Health meeting held on 5th February was well attended. Forthcoming events include:</p> <ul style="list-style-type: none"> - Walk of witness led by Sylvia Lanz will take place on Good Friday starting in Warwick Parade at 10:30am. - Easter Sunday dawn service will be led by Rev Carol. This starts at the car park at the end of Marsh Farm Road by the River and beside the Sailing Club at 07:30am. - The Lent course is ongoing. <p>7.3 Anglican Report Written report from Ashley: Our Annual Parochial Church Meeting will be held on Sunday 8th April. Notably Bob & Janet Hemmings our Churchwarden and Assistant Churchwarden will be standing down from PCC and all roles on that date and moving to Southend. Also our PCC Secretary Gil Wragg will also be standing down on that day and Sarah Presley</p>	

	<p>will be taking over.</p> <p>7.4 Methodist Report</p> <p>The prayer group continues to meet after the Ecumenical Thursday morning service. Rev. Barry has started house groups which meet twice monthly: one in the afternoon and one in the evening.</p>	
<p>8)</p>	<p>Other Business</p> <p>8.1 Constitution. The revised Constitution has been circulated reflecting the amendments made at the November 2014 AGM. Any changes needed will need to get AGM approval in November 2018. Alan to arrange for this to be posted to our website.</p> <p>8.2 New website The proposed review meeting took place after the last PPC meeting as planned and a few changes were requested before going live. Unfortunately a number of factors beyond our control have meant that these changes have been delayed. Peter will continue to keep in touch with the team and will ensure these are done as soon as possible.</p> <p>8.3 St Joseph’s Care Home Chapel Fr James reported that St Joseph’s Care Home are looking to extend their kitchen area and to use the space that used to be the Chapel for this purpose. There are two items of religious significance left in the Chapel. These are a tabernacle and a large marble altar. While the altar is beautiful and could look good in English Martyr’s Church, it was decided that it would be too costly for us to do this particularly when we have a very practical stone altar already in place there. Fr James will inform the Diocese of our decision so they can find another home for these.</p> <p>8.4 GDPR The new General Data Protection Register legislation comes into force in May 2018. While this predominantly impacts schools and the Diocese itself, there are some parts of this we need to be aware of as follows;</p> <ul style="list-style-type: none"> - it applies to all personal data held by the Parish – whether on computer or on paper - we have a legal obligation to keep such data secure and to be able to prove we are keeping it secure if asked. - The Act also includes mandatory breach reporting. - Personal data held for one purpose cannot be used for another without the specific permission of the person concerned. - Any formal request for access to personal information made by an individual must be referred to the diocese as the legal entity within the Church responsible for data and any request for such information from the diocese must be handled in a timely manner. <p>There is a useful two page summary available through the Anglican Church at www.parishresources.org.uk/gdpr/</p>	<p>Alan</p> <p>Peter</p> <p>Fr James</p>
	<p>Fr James closed the meeting with a prayer.</p>	

These minutes are a true account of the proceedings of the Parish Pastoral Council Meeting held on Wednesday 7th March 2018 in Holy Trinity Church South Woodham Ferrers.

Signed Proposed Name

Dated.....

Signed.....Seconded Name

Dated.....