

PPC MEETING 11th October 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)
 School Rep Philomena Connelly

Elected Members:

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

Appointed Members:

Kathy Johnston Social/Anglican rep
 Ray Houghton Fabric Danbury

Observers

Ashley John Anglican

	Reports and discussions	Action
	<p>Opening Prayer: Fr James opened the meeting with a prayer.</p>	
1)	<p>Apologies: Apologies were received from, Jenny Sismey, Rosemary Tidmarsh.</p>	
2)	<p>Minutes of Meeting: 31st July 2018 The minutes of the meeting previously agreed electronically, were not available to be signed and will be brought to the next meeting for signature.</p>	
3)	<p>Matters arising The AGM will now be on 13th November in the school hall. There is no need for an election this year as 7 members joined last year. Next year Bernard will step down having served 4 years. It is hoped 3 more will step down and 4 will remain to rebalance the committee.</p> <p>Philomena will be the school rep from now.</p> <p>Alan said there is one sentence to be changed on the constitution with reference to the JCC rep. Peter and Alan have discussed this and are trying to link both JCC and PPC with reference to appointments.</p> <p>Fr James has written to the Diocesan Trustees and as yet has had no reply.</p> <p>All agreed happy with amendment. Maria to be asked to chase (Note I have contacted Maria and she has no knowledge of this. Fr James to be asked to pursue)</p>	
4)	<p>Treasurers report</p> <ul style="list-style-type: none"> • Current Bank Balance £22,206.84 O/D (as at 09/10/18) • Despite now receiving all our Gift Aid Refund, we are substantially behind my budget forecast. • Offertory levels are currently insufficient to support regular monthly expenditure & without a major boost to income I see no immediate solution to the current debt. • As reported previously, in order to address this shortfall in the Offertory we now have a weekly summary in the newsletter in order to enlighten 	

	<p>parishioners about the state of our finances. Since my appeal in the spring, 14 parishioners have amended their monthly standing orders. Maria has also reported a small number of enquiries about new SO or Gift Aid donations since the newsletter inserts.</p> <ul style="list-style-type: none"> • Going forward, we must attempt to maximise income from social events & consider other fundraising activity. • Providing a car for the supply priest during FJs sabbatical is likely to be more expensive than we first thought, because of insurance considerations. It is likely we will have to hire a car for him at a cost of approx. £400 per month. <p>At the meeting Jim reported there are two reasons the income is down. 1st the 5.30 Mass was dropped, 2nd we have no Chaplaincy revenue from the prison.</p> <p>Although S/O levels are creeping up the loose plate is dropping.</p> <p>It was discussed that S/O donators could have a card to drop into the plate as it looks as though they weren't giving.</p> <p>Mary said people had spoken to her thinking that parish monies are being wasted so will not contribute any more.</p> <p>Fund raising was suggested to get more money in. Perhaps a one off appeal, could be gift aided?</p> <p>Michael said publication of figures weekly was a good move.</p> <p>Fr Gervase (hopefully arriving on 18th October) will have to have a hire car with insurance included. It will cost about £2,400 for the six months.</p>	
<p>5)</p>	<p>Steward of the Gospel Pauline reported the next meeting is 3rd November. The Steward to the Gospel report is now on the website.</p>	
<p>6.1)</p>	<p>Report from Social Committee</p> <p><u>Bring & Share Lunch - 23rd September</u></p> <p>This was a social event not a fundraising one. Forty people attended bringing delicious dishes of food to share. All those present agreed it was a very enjoyable afternoon.</p> <p><u>Elvis Night 6th October - Father James' Going Away Party</u></p> <p>Lists have been at the back of both Churches for names to be added to give an idea of numbers attending.</p> <p><u>Bury St. Edmunds Trip - Christmas Market - 24th November</u></p> <p>Tickets are now on sale priced £15 each. 49 tickets are available - 18 were sold the first weekend. There is a poster in SWF Meeting Room inviting other faith denominations.</p> <p>Note from meeting need to sell 26 to break even sold about 34 so far.</p>	

	<p><u>Christmas Raffle - 1st Prize £100 + Luxury Hampers</u></p> <p>Printed tickets will be attached to the Newsletter the weekend of 10th/11th November. Boxes will be put at the back of both churches for donations.</p> <p><u>Race Night - 2nd February, St Joseph's School Hall</u></p> <p>'Paul's Race Night' is booked. There will be an entrance fee of £5 per person. This will include a glass of Pimms on arrival.</p> <p><u>St Patrick's Day Dance - Little Baddow Memorial Hall Saturday 16.03.19</u></p> <p>A Ceilidh Band 'Bushes & Briars' have been booked. Pat & Lorenzo Borelli will provide Irish Stew/Potatoes for the interval. A vegetarian option will be provided.</p> <p><u>1940's Night Saturday 11.05.19</u></p> <p>'Femmes' a 1940's Female Group have been booked. Father James has written to the Head teacher of the William de Ferrers School and he has agreed that we can use their school hall for £25.00!!</p> <p>Two new members have joined the Social Committee - Katie Farr and Susan Baynes.</p> <p>Kathy Johnston</p> <p>Kathy said she will be standing down from the committee after Christmas as we have 2 new members now. She has served for 7 years. Thank you very much Kathy for all the work you have put in on our behalf.</p>	
<p>6.2)</p>	<p>Report from Fabric Committees</p> <p><u>Holy Trinity</u></p> <p><u>Corroded radiator in Catholic / Methodist vestry</u> The contractor has completed the replacement of the corroded radiator in the Catholic / Methodist vestry and the radiator is now functioning. Cost £420.00 plus VAT.</p> <p><u>Overhead projector replacement and associated upgrade</u> The replacement of the existing overhead projector together with the associated wiring upgrade has been completed. The equipment is fully operational; several people have been trained in its usage and a set of laminated instructions are in the audio cabinet. First reports are that there has been a very significant improvement in quality. The overall cost was circa £10,000.00 funded in part by a very generous donation of £5,000.00 from the Methodist community with the balance paid by a loan which will be repaid over a period of approximately two years. (This is an identical arrangement to that used when the church ceiling was redecorated and carpet replaced a few years ago).</p>	

Heating system maintenance contract

A quote was obtained from Davis Heating of Chelmsford (a company recommended by St Johns in Danbury) for an annual service on the boiler. This consists of an annual service, a gas safety check and cleaning of the filters of the two fan convectors. This work has been instructed to proceed. Cost £170.00 plus VAT.

Door locks

John Geary to undertake further rectification work on the external door locks.

H & S plan

Frank Lo to review the existing document and update as necessary.

Altar

It has been noted that there is varying amounts of damage to the four legs of the altar. It was agreed that a quote be obtained for remedial work to the legs.

Keys

The key for the boiler room had recently gone missing. A new pad lock has been purchased and fitted. Key fobs with labels have now been fitted to all keys where their locks have been identified. Unidentified keys have been placed in a tin in the Catholic / Methodist vestry cupboard. Cost £19.99.

The current energy suppliers for gas and electricity will now be notified of John Geary's contact details for the purpose of obtaining meter readings.

Thermostats

Notices are to be fixed adjacent to the three thermostats in the main body of the church in an attempt to deter people from altering the settings.

Lamps

After the meeting all seven light fittings with dud lamps had new lamps fitted in readiness for the onset of winter. Many thanks to Bob Hemmings who assisted in the operation.

Meeting room doors

It was previously reported that the two meeting room doors are noisy when closing. John Geary to investigate adjusting the door closers and/or fitting door buffers to the frames.

English MartyrsLight Bulbs – replacement

The existing stock of light bulbs has been used to replace a number of those expired in the overhead and wall hung units. Many thanks to Alan who assisted in the operation.

An order has been placed for:

12 x E27-5730 LED warm white corn bulbs

12 x E14-5730 LED warm white corn bulbs

Cost £58.13 (MiniInTheBox.com order ref 29885390)

	<p>4no. spotlight units to the altar need to be replaced.</p> <p><u>Shield to votive candles</u> Soon after the church was decorated the wall behind the votive candles was splashed with wax. It is considered a fire retardant heat shield will protect the fabric and minimise the risk of fire. An order has been placed to provide a clear polycarbonate 3mm thick 1m x1m heat shield as a backdrop.</p> <p>Cost £53.38. (theplasticpeople.co.uk order ref 184077)</p> <p><u>Barrier Rope to base of stairs</u> A quote was obtained for a 1m length of rope as an informal barrier to dissuade unwanted access to the Choir mezzanine as identified in the 2017 safety audit. To comprise:</p> <ul style="list-style-type: none"> • Red, 1m long x 24mm thick rope • Two polished brass hooks fittings attached to the rope • 2 Eye Plates • 8 x matching screws to attach barrier rope to wall/bannister <p>Cost £tbc but circa £40 from ropeservices.co.uk</p> <p><u>Side gate</u> Further rectification work on the external gate lock and hinges.</p> <p><u>Sacristy toilet</u> Reports of intermittent minor leak from base of cistern. Likely to be perished seal where cistern meets WC base.</p> <p><u>External Decoration</u> Subject to confirmation from Treasurer regards funds quotes to be obtained for painting/staining to soffits and bargeboards. Condition of gutters to be checked.</p> <p><u>Main External Access Doors</u> It is noted that the vertical rubber/plastic seal strip between the pair of glass doors is either perished or broken. A replacement would reduce heat loss from the porch. Replacement to be sourced.</p>	
<p>6.3)</p>	<p>Liturgy report No meetings at the moment. Next meeting November.</p>	
<p>6.4)</p>	<p>Youth: Mary reported Over the summer we had two successful playdough and k'nex sessions for children and their parents, in partnership with Maldon parish. The first took place in Maldon and the second at English Martyrs. A number of children, parents and grandparents attended – a picture went into Contact magazine and we hope for more next time we do something like this. Perhaps a Christmas crafty session?</p>	

	<p>Youth Gather did not appeal to young people in the parish with only Patrick Baynes deciding to take up the opportunity. Hannah Kelly advises that BCYS events have never proved very popular in our parish, unfortunately. However, I was contacted by a parent with a slightly younger teenager keen to go – BCYS said she was too young but to apply next year. Patrick’s father said he is happy to pay for Youth Gather.</p> <p>The lunch event enabled connections to be made between parishioners keen to do something for young people in the parish – Susan Baynes and Katie Farr (?) so discussions about possible events are in the offing.</p> <p>It would be nice to get some young people to go to Flame (2 March) this year so will try to encourage people and advertise in the parish. Excellent speakers, musicians etc</p> <p>A free Catechist training and resources day is taking place on 10 Nov – have publicised to Confirmation team members from last year. Also a Stewards training day on youth work by Fr Dominic Howarth is coming up next year 9 March after the Flame event.</p>	
<p>6.5)</p>	<p>Justice and Peace. Pauline reported the Melbourne Sisters are coming to all Masses to talk on the work they do. We will have a cake bake the week after to raise funds for them.</p> <p>Our support to the Sierra Leone project has come to the end of its 5 years. The next project is to be in Rwanda. Michael and 9 others are to visit and a report will be made in the newsletter.</p>	
<p>6.6)</p>	<p>St Joseph’s school report. None this time. Philomena is to take over this role.</p>	
<p>7)</p>	<p>Ecumenical Reports Kath circulated the JCC minutes prior to the meeting.</p> <p>Peter sent Worship and Outreach and Christian Council minutes, which Kath circulated before the meeting. These are attached to the secretary minutes on file.</p> <p>Anglican report Kathy reported the Town Carol Service in Holy Trinity church is now on 7th December. There will be mince pies and mulled wine after the service. The next meeting is on 7th November which Kathy will attend.</p> <p>Methodist report Meeting next week Barbara attending</p>	<p>Kathy</p> <p>Barbara</p>
<p>8)</p>	<p>Other Business We will have a short meeting after the AGM (13.11.18) to set next year’s meetings. Please bring your diaries.</p> <p>The meeting on Thursday 13th December will be in English Martyrs at 8pm. Kath to book with Maria. All done.</p>	<p>Kath</p>

	<p>The question was raised are we planning a party for the children for Christmas. A grotto is being considered.</p> <p>The 100 club was drawn for September and October.</p>	
	<p>Fr James closed the meeting with a prayer.</p> <p>Best wishes were extended to Fr James for his Sabbatical.</p>	

These minutes are a true account of the proceedings of the Parish Pastoral Council Meeting held on Thursday 11th October 2018 in Holy Trinity meeting room.

Next meeting dates

Next Meeting Tuesday 13th November AGM in St Joseph’s School Hall 8pm. Entrance via the church.

Thursday 13th December in English Martyrs meeting room.

Signed Proposed Name

Dated.....

Signed.....Seconded Name

Dated.....