

**SACRED HEART PARISH  
CONFIRMED MINUTES OF THE MEETING OF THE PARISH PASTORAL  
COUNCIL HELD ON 12 MAY 2016 in the Parish Lounge**

PRESENT.

**Members:** Kate Kirkland (Chair), Faye McGillian (Secretary), Polly Harrison, Anne Waldron, Rehana Edun Noys, Chris Woodward, David Toms-Sheridan

**Parish Team:** Canon Elias, Fr Thaddeus

Item No		<i><b>ACTION</b></i>
1.	<p><b>Welcome and apologies for absence</b></p> <p>Canon Elias and Fr Thaddeus were welcomed to the meeting. Apologies had been received from Canon John Clark, Raja Gomez, Matthew Hill, Cat Porter and Maggie Rarieya. It was agreed that Kate should speak to Cat Porter about her commitment to the PPC as she had not been able to attend any of the meetings held since she had been appointed.</p>	Kate
2..	<p><b>Minutes of the last meeting</b></p> <p>The minutes were agreed.</p>	
3.	<p><b>Matters arising from the last minutes not on the agenda</b></p> <p>Chris and Jenny have been monitoring the car park between 8:15-9am for the last two weeks and the number of cars parked illegally had reduced as a result. Arthur had issued notices warning people that their car would be photographed and reported to the parking enforcement company if they parked while not on church business.</p> <p>Canon John had requested that discussion of the PPC handbook be postponed until the next meeting when he would be present.</p>	
4.	<p><b>Matters which Canon John wishes to raise</b></p> <p>Canon John had asked for the PPC's views on holding a Corpus Christi procession. If a procession was to be held this year it was thought that attendance would be maximized if it was held immediately following a Mass rather than in mid-afternoon, due to the lack of time to promote it. However, if it was held after the 9.45 Mass, the Mass would need to be shortened so the car park could be cleared before the arrival of those attending the 11.15 Mass. In future years consideration should be given to holding a procession in a more public place to promote evangelisation. [Secretary's note: Canon John subsequently decided not to hold a procession until next year.]</p>	
5.	<p><b>Youth Minister update</b></p> <p>Kate thanked Polly for suggesting places where the post might be advertised. It had been advertised in Catholic Jobs and Catholic Youth Work, and a copy of the advertisement had been sent to St Mary's University Twickenham, Roehampton University, St Bennet's Hall, Oxford and to the Jesuits at Manchester University. The closing date was 23 May and to date five people had requested application packs.</p> <p>Anne expressed concern at the low number of enquiries and asked if this was usual. She also asked if there would be any young people on the panel. Chris explained that the selection process would include an exercise in which candidates would mix with young</p>	

	<p>people. Others asked who would be shortlisting and who would be on the recruitment panel. Kate reported that she had given Fr John a list of all the steps involved in the recruitment process but she did not know the answers to these questions. She would speak to Fr John on his return from retreat.</p> <p>Anne pointed out that at least one member of the recruitment panel would need to be responsible for selling the job to the candidates. If housing was a problem for candidates Polly suggested that a notice could be put in the newsletter asking if anyone had a spare room to rent to the successful candidate.</p> <p>[Secretary's note: 3 applications were received. One person lacked relevant experience and one candidate withdrew her application when she was offered and accepted another post. The remaining candidate will be interviewed on 4 June. If she is suitable she could start in 8 weeks, if not the post will have to be re-advertised.]</p>	KK
6.	<p><b>Feedback on volunteer appeal</b></p> <p>This had been particularly successful in recruiting readers for Masses, the SVP had had five applications who were currently going through the DBS vetting, and the flower arranging group had attracted a number of volunteers. Kate had been checking with group leaders that everyone who had expressed an interest had been contacted.</p> <p>The First Communion programme was still very short of catechists. Fr Tad agreed to ask Canon John to make a further appeal at the 9:45 and 5pm Masses.</p> <p>Kate reiterated the need for each parish group to be contacted on a yearly basis by a PPC member in order to find out if they wished to raise any matters of concern and to check if they need more volunteers.</p> <p>Comments had been made about typos in the latest Parish Directory. Polly volunteered to proof read it and ensure that it was available on the Parish website. Groups could then request an update whenever changes were needed, making it a living document rather than an annual version. Small numbers of copies could be run off at any time for those without web access.</p> <p>Kate noted that selling tickets for Parish events would be easier if the website could take online bookings. She agreed to investigate this. [Secretary's note: the matter is now being investigated by a sub-group of the Finance Committee.]</p> <p>Chris reported that Bill Sathananthan's marquee which had been used for the volunteer appeal had been damaged beyond repair due to windy conditions on the day and Bill would need to be compensated.</p>	<p>Fr Tad</p> <p>Polly</p> <p>Kate</p> <p>Chris</p>
7.	<p><b>Setting date for Parish day/ PPC annual meeting</b></p> <p>The day/meeting was felt to have two main purposes: holding the PPC to account and giving parishioners the opportunity to ask questions.</p> <p>Faye had contacted Wimbledon College and at present, all Saturdays in June and July were free. Those present agreed that 16 July would be most suitable date. The event would be organised by the Social Committee.</p> <p>The annual report would be written as in previous years with input from finance and youth as well as the PPC. It would need to be published the week before the event.</p>	Kate & Canon John

8.	<p><b>Appointment of vice chair of PPC</b></p> <p>Kate described the role of the vice chair and time commitment involved. Anne was proposed by Chris, seconded by Rehana and was unanimously elected as Vice Chair.</p>	
9.	<p><b>Matters dealt with by the executive group since the meeting</b></p> <p>No matters had been dealt with by the executive group since the last meeting.</p>	
10.	<p><b>Standing Items</b></p> <p><b>a) Finances and building works</b></p> <p>Chris reported that he had contacted the Heritage Lottery Fund and the Historic Churches Restoration Fund in relation to the repairs needed to the fabric of the church which had been estimated to cost in the region of £1m (inc VAT). It was only possible to apply to one of these funds at any one time and he was preparing an application for £500,000.</p> <p>In order to be successful, applications need to show how the church was continuing its heritage and enhancing the life of the local community. Chris asked all present to suggest ideas and it was agreed that Chris should place an article in Edgeways inviting suggestions. As the organ had already been restored with Lottery funding, using the Church for concerts would not carry much weight in the application for help with the the external works.</p> <p>Polly suggested that the church should be used for local school group visits, in the same way that children visit the Mosque in Morden and the Bhuddist Temple in Calonne Road.</p> <p>Canon Elias reported that in the Czech Republic all churches open until late at night on one specific day of the year and welcomed the local community to visit. Jenny had applied for the Church to be included in the national Open House event this year but the outcome of the application was not yet known.</p> <p><b>b) Items raised by parishioners</b></p> <p>None had been raised.</p> <p><b>c) Deanery Information</b></p> <p>None noted.</p> <p><b>d) Report from Think Tank</b></p> <p>The Think Tank has not met since the last PPC meeting.</p>	Chris
11.	<p><b>Items for future meetings:</b></p> <ul style="list-style-type: none"> <li>a) Papal Encyclical on Care for Creation</li> <li>b) Synod on family</li> <li>c) Combatting loneliness</li> </ul>	
12.	<p><b>Items for inclusion in Edgeways:</b></p> <p>Ideas on 'lasting heritage' for the funding application  Save the date 16 July  Thanks to all those who came forward on Volunteer Sunday.</p>	Faye

13.	<b>Date of Next Meeting:</b> Thursday 9 June 2016 8pm in the Parish Lounge Please note the change of date.	
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**NEW AGENDA ITEMS AND PAPERS FOR INCLUSION WITH THE NEXT AGENDA SHOULD BE RECEIVED BY FAYE NO LATER THAN WEDNESDAY 1 JUNE.**