**SACRED HEART PARISH PASTORAL COUNCIL MEETING**

**8.00 – 9.30pm Thursday 2nd February 2023 in the Parish Lounge**

**MINUTES**

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| 1. **Welcome**   Chris Woodward, in the Chair, opened the meeting in prayer at 8.05.  Apologies for absence were received from  Sr Dorothy Perrott  Julian Burling  Ruth Naylor  Eleanor Bowman  Present were:  Jude Mariadoss, Christopher Woodward, Maria Christopher, Teresa Engley, David Hurst, Primavera Moretti (taking notes), Canon John Clark, Anette Campbell-Black, Rachel Purvis, Fr Joseph Donkor. Also in attendance was Paul Davis. |  |
| 1. **Minutes of 5 January meeting**   The minutes were accepted as a true record of the meeting.  The box for back copies of the Tablet has not yet been placed at the back of the church.  Ruth commented in advance of the meeting that she has added the Christmas Lunch to the July meeting agenda.  Paul has given Ruth editing permission for the PPC section of the website and she has updated as much as possible. She has invited comments from parishioners in the newsletter and online via a Google form (but wondering whether this should be a form on the website going forward. She needs to speak to Paul about how this could be done). Ruth would welcome any thoughts on the current changes and further edits needed. She also asked Paul to change the details of the PPC mailbox so they go to Ruth directly so she can monitor this. As far as he is aware it's not being routed to any personal mailbox. She has contacted Alison Lobo about the group PPC photo and is making arrangements for Alison’s sister to take a photo in March. In the meantime, Ruth requests that everyone sends her a photo and short biography (3 sentences) for the website.  Anne Waldron received the PPC’s thank you message and has sent an email response to us all.  Ruth sent a thank you to Katy re the Songbirds concert.  Chris reported that £748 was raised for the Crib collection which has been received, along with a clothing collection, by Seema Khan at Care for Calais.  Bridget Handley is waiting to hear about installation, training and maintenance of the defibrillator.  Primi reported that circulation in the church during family mass has been improving, thanks to the good offices of Sr Dorothy, but she felt this was a lot of pressure on one person. It had been agreed at the previous meeting that Eleanor and Sr Dorothy would write an announcement for the priests to use at mass, but had elected not to do this. Neither were present at this meeting so, in their absence, it was suggested that a request be put in the newsletter and that the idea of doing an announcement from the altar should be revisited. It was agreed that we don’t want to go back to having stewards as this is a lot of work to organise. Teresa said that circulation is an issue at later masses as well as the family mass. | RUTH  ALL  Sr DOROTHY and ELEANOR |
| 1. **Learn more and support the work of our Parish Groups - Website use and maintenance**   Paul Davis attended the meeting and took the opportunity to explain his experience and background in IT and websites. The last version of the website had to be updated by the people who designed it, which made updates difficult to achieve, which is why it was updated to this version on a different platform. Individuals can be given access to update different parts. The challenge is fitting in information from 72 different parish groups – the menu is split into sections to make it easier to find them.  Ruth is going to keep the PPC pages update from now on and asks that everyone sends in a portrait photograph and a brief biography for the individual pages. See the example of Chris’s page (go to PPC, list of members, click on ‘Chris Woodward) although it was agreed that the biographies should be a little shorter. Mass times is the most visited page. Fr Joe said it would help to clarify that there’s a Saturday vigil mass at 6.30pm (it’s currently listed under weekday mass) as they get a lot of phone enquiries about this. It’s easy to link different parts of the website. There are so many groups, it’s not always easy to know where to put them and make them obvious to find. Paul can give permission to people to update THEIR pages but they’re not given access to anything else, so it’s very flexible. When a group puts an event into their calendar, it pops up on the whole-parish calendar. There’s very little on there at the moment as few groups actually do this. Ideally we’d want more interaction from the groups e.g. adding events and updating their page content. There are reminders sent to them from time to time and they’re invited to let Paul know if they don’t want to do the updates and he can do it for them. There have been some training days offered. It’s tricky for people who aren’t doing it often to remember how to do it between times. Paul’s happy to do small updates if people aren’t confident. Behind the website is an administrative platform / back end. Groups could create private pages that you would have to log in to read. The main database is 5,600 members. It was 9,000 and has been cleaned quite recently. Administrators can pick people up from the database and make them members of particular areas and adjust their permissions (the level of changes they can make) so they could be given permission to update that section. Paul showed us how to create a document. The platform allows us to email the whole of the parish or selected groups (the newsletter is sent out this way). It has more functionality than we actually use - it’s really a platform intended to help churches with wider parish admin. e.g. it can be used by groups to set up a rota which sends an email reminder. It’s got great potential most of which isn’t really being used. |  |
| 1. **Updates from Canon John**   There were no specific updates from Canon John. |  |
| 1. **Lent**   Ash Wednesday is 22nd February. Canon John explained that there would be a Week of Guided Prayer which will be announced in a week’s time in the newsletter. Individuals will be allocated a spiritual director and have material to guide them on the prayer for that day. They will meet face-to-face with their director for a short session every day. This has been done here once before. It is just for the parish as it will be oversubscribed. At the moment there are 8 directors signed up, but Sr Ann trying to get more. They are fully trained spiritual directors from outside the parish e.g. from Farm Street. There will be a closing date for signing up due to limited availability. |  |
| 1. **PPC Communications follow up**   Canon John suggested the Commissioning Mass could be done at Pentecost. After a discussion, it was agreed that it would be 28th May at the 5pm mass with a reception afterwards. Anette agreed to organise refreshments. The commissioning would be for all the PPC, not just the new members. | ANETTE |
| 1. **Parish charitable initiatives**   Hillside Ward Safer Neighbourhood Panel (SNP) – includes Edge Hill residents   * SHP were invited to attend by Susie Hicks, LibDem councillor for Hillside ward * **Thu 19 Jan** David represented SHP at Wimbledon police station * **Sept – Dec 2022** community police crime report - but no clear-up rate * DH to ask four parish schools in Hillside Ward (not SH primary) for safety concerns + report back * Clr Dan Holden sent info to EHARA on Edge Hill being a ‘School Street’, as Cambridge Rd for Hollymount School; a residents’ petition would need to be submitted to LBM; no action yet * future police priorities:   + burglaries, including from garden sheds   + after school violence and robberies of mobile phones   + anti-social behaviour, including violence, and cyclists to obey traffic laws * **Tue 7 Feb** Sarah Kramer invited SHP to present our community work to EHARA in the upper hall! * **6.30pm Thu 27 April** SHP are invited to the next SNP meeting at the same venue * **Sept 2023** enquiry re SHP hosting the first Hillside Ward Safer Neighbourhood Panel AGM FOC?   Merton Citizens   * November 2022 newsletter available for achievements on four key issues being addressed * **Thu 2 Feb** lobbied by Merton Citizens, Merton Council now accredited as a **Living Wage** employer: min £11.95/hr vs £9.95 - £10.42 from April; plan to ensure contractors match this * **Sat 28 Jan** launched **‘Be Well Hubs’** at Wimbledon library, Eleanor, James Potter, 23 in total   1. Merton initiative with ten members including Wimbledon College + seven libraries   2. Citizens UK are taking this nationally starting with Liverpool * **3.00pm Tue 26 Jan** meeting with chief executive, Hannah Doody * **11.00am Tue 14 Feb** meeting with deputy Labour leader and member for Improving Civic Pride, Ellie Springer, to discuss inter alia **‘Borough of Sanctuary’** and **‘Lift the Ban’** coalition * Mercedes and Andrew Brown interested in helping David; nothing from Damian Findlayson   Night Shelter  Is happening at the moment. David needs more men to volunteer to sleep overnight.  Homes for Ukraine.  Alain visited the family. Olga is looking for employment but hasn’t succeeded. She is skilled in inventory management. It was agreed to put something in newsletter to help them secure work. Benefits are not enough to maintain them. 2 other families are hosting Ukrainians in the parish.  Church Renovations  With reference to the church renovations, Chris reported that, despite his regular correspondence, there has been no update from the Diocese on the transfer of ownership of the parish. | DAVID  CHRIS |
| 1. **AOB**   Churches Together  Cathy Dickinson is our representative on Churches Together which includes 7 churches. There was an ecumenical service at St Savour’s, Grand Drive on Sun 22 Jan for about 30/35 people led by Jill Grinsted, Salvation Army, was beautiful and attended by Canon John, Cathy and about 10 SHP  parishioners. Cathy will shadow the moderator, Peter, from autumn 2023 before taking over in May 2024. Fri 3 Mar World Day of Prayer service at 10.30am at Martin Way Methodist Church.  Thelma was thanked for early issue to the secretary of details of SHP Easter services! The Procession of Christian Witness on Good Friday 7th April will be led by the new Salvation Army leaders Andrew and Nicola Hammond ([nicola.j.hammond@salvationarmy.org.uk](about:blank)) Chris will organise to send a card to welcome them to the area..  Merton multi faith forum  The forum has quarterly meeting in Merton Council Buildings. The next one will be Wednesday 15th February at 6.30pm. Rachel and Maria will go.  Budget  The Finance Committee have set a budget for the year with a £46k deficit. Chris reassured the PPC that it is not unusual to start with a deficit budget and he felt confident that it could be brought into balance with a planned giving appeal.  It was reported that Traidcraft has gone into administration.  Manna Society  Bridget is collecting once a month. There is a box at the back of church for food (but no longer clothing). | All  CHRIS  RACHEL, MARIA  CHRIS |
| 1. **Date of next meeting**   Thursday 2nd March at 8pm.  Giovanni Pezzuto to present the school of community / communion and liberation. |  |
| The meeting closed in prayer at 9.15pm |  |