

MINUTES OF ST BARTHOLOMEW'S PARISH PASTORAL COUNCIL

Wednesday 1 June 2022 at 8pm.

In person

Fr Deo (FRD); Bob Eaglestone (BE); Tony Price (TP); Gordon Clark (GCL);

Deacon Ged Perkins (DGP); Savio Fernandes (SF); Fr Augustine Ghado (AG); Irena Corbo (IC);

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1. Opening Prayer

FRD opened the meeting with a prayer.

2. Apologies for Absence

Diana Wemambu (DW) and Jade Li Tai Leong (JLTL).

3. Minutes of Previous Meeting

The full minutes of the previous meeting, held on Wednesday 6 April 2022, were read by all present and agreed. TP requested the approved minutes were put on the website, which was agreed. There were no matters arising from the minutes of the previous meeting. The Synod report was tabled.

4. Reports:

a) President's Report:

- FRD had a meeting at St James the Great Primary School and confirmed the children will return to mass at church. Weekly mass at the school will take place every Friday morning from the first week after half term. The same will happen for St Andrews Primary School. The priests will take part in certain school events such as the St Peter and St Paul mass, Year 6 Leavers mass and mass for the opening and closing of the school year. Everything was decided in one meeting, so it was very successful. DGP has commenced altar server training with pupils at St James the Great School also.
- Fr. Deo stated new members are required for the PPC. Mario Kumar is a possible candidate to become the Chair of Finance for the PPC Finance meetings. Quorum is 6 for meetings. FRD is keen for younger parishioners to join the PPC committee and stated that a couple may join once they finish University this year.
- FRD visited St John Fisher church, (Merton), St Boniface (Tooting), St Anselm's (Tooting Bec) to look at their cashless giving system and machines to see how they are operated. He was very pleased with the system and the chosen machines. GCL confirmed it is the 'SumUp' system. Wiring would need to be completed in the porch area of the church first. Two machines would be required; one at the front of the church and one mobile one for first communion, repository etc. One church had put a terminal in and after a baptism had only taken just over £80. St Edmonds in Beckenham have two terminals in the back and one in the repository. Most churches have two terminals at the main entrance and not the side exits, so consideration needs to be given to the queues this will create but people will be willing to wait to make their donations. Standing orders is another consideration. TP confirmed SumUp is a very good system and is not confined to church use. The terminal needs to be charged and a charging point would be set up in the porch. It needs to capture Gift Aid competently. Discussions would need to take place with St Boniface IT Department on training and there is no instruction manual or training provided with the system and the Diocese can't help either. St Anselm's are already using the system so they could be contacted for help. Communication with the parishioners and a publicity campaign would happen in September and at the AGM. TP questioned if the terminal will have a housing unit and would

there be a box for standing orders. DGP stated the terminals would be on stands or attached to the wall.

- FRD confirmed the Youth Club inauguration has taken place and he is hoping to get more people involved. John Utters will put a note on the website. The young people are enthusiastic about a new club.
- Fr Antony Cassidy, the parish priest at St Matthews will help with the Bible Study group on his return.
- The Advent talk will be completed nearer the time.
- 'The Word' for younger children will be welcomed back. TP will keep uploading 'The Word' worksheets on the website until the group is up and running for a few weeks.
- Social Events: Diana will have to be replaced as Social Events Co-ordinator due to personal circumstances; she can no longer attend meetings. FRD will discuss a replacement with the social committee. A separate Italian mass will take place on either 9th or 15th July and FRD will invite them to the mass and a meal to follow. An international mass will take place on 17th September at 6.15p.m. with different languages used for different parts of the mass and an international meal to follow. A Christmas raffle will take place on 18 December 2022. A Table Top and Bric a Brac sale will take place on 2nd November 2022 at 8pm.

b) Finance Report to include Cashless Giving: Discussed above.

c) Maintenance Report:

- GCL stated future works have not yet been undertaken.
- 16 Fire extinguishers need to be replaced in the church as they failed the inspection. The Inspection company criteria deems any extinguishers over 5 years old need to be replaced but the Fire Brigade advice is any over 10 years old. There was a query as to why the church needs so many fire extinguishers and the Fire Brigade do not have a comprehensive answer. The Fire Brigades instructions are to exit a burning building and not to go back. GCL is still trying to get an answer from the Fire Brigade.
- The list of jobs needs to be put in priority, which will happen once the new Finance Chair commences. Some items can be put on hold and some works are ongoing.

d) Social Report: Tabled.

5. Responding to The Synod

BE confirmed a brainstorming meeting had taken place five weeks ago and was well attended. The meeting highlighted 12 points listed below with updates in blue:

1.	Eucharistic ministers to get children involved at the 10 am Mass: asking different families to deliver the offertory procession. The families whose children are preparing for Holy Communion will also be asked. Coming along. It was noted that they are called Extraordinary Minister and not Eucharistic Ministers.
2.	The Children's Liturgy is restarting: for 3–7-year-olds at the 10 am Mass (awaiting DBS checks) (Linda and Vita) Restarting as detailed in Presidents Report.
3.	International Mass and multicultural evening to happen, in September or October (NB European Day of Languages 26 th September). Sonia. Will take place on 17th September 2022 at 6.15pm.
4.	Coffee mornings. Julia to be Coffee Morning Co-ordinator. The PPC runs one on the first Sunday of each month, but other groups could: scouts (Mark Leggat) ; Children's liturgy (Linda) ; Youth Club (Donatus) ; Life (Julie) . There was some discussion over whether the

	coffee mornings would involve Parishioners' paying for tea and coffee etc or choosing to donate. FRD preferred the former. Julie will be the Coffee Morning Co-ordinator and FRD stated he prefers not to charge for tea and coffee.
5.	Bible Study group to be started (Fr Deo) Completed.
6.	Advent talks to be organised (Fr Deo) Ongoing.
7.	A foodbank drive to be organised to coincide with the harvest festival (Linda Leggat) (Sonia has some useful contacts). It was noted the box at the back of the church is full already and Linda will deliver it to St Margaret's.
8.	Parish Census (Bob to initiate via PPC) Detailed discussions took place regarding where Parish Census information would be stored, what would it be used for, how would it be collected and why we want it and how would we use it. It was noted that it would bring the parish records up to date with parishioners' names and addresses and would capture other bits of information such as what languages are spoken. Knowing parishioners' talents would also be useful as well as having email addresses. During the pandemic many churches had their own email lists, so the church could keep parishioners updated regularly. Having children's ages and knowing what schools they attend are also useful. It was decided further detailed discussions need to happen and the census will be put on hold for the moment. Work could take place on designing a form and who would collate the information. On hold until Spring 2023. The committee were asked to return to the next meeting with what data needs collecting.
9.	Hall. The situation with the hall to be made clear from the pulpit, in the newsletter, current extensive hall use to be put on the website, and current guidelines to be made clear to everyone behind the scenes and to each group. Costs and who to contact for booking to be made clear. Bob to draft statement. BE completed a draft statement for FRD to review.
10.	Who's who doing what in the parish to be made clear. Information to be collated by Sonia (Parish Groups Communication Co-ordinator) working with Tony . A booklet to be prepared, photographs of people to be taken and displayed, information too on the newsletter and website. This will be produced by the Parish Secretary. BE will get in touch with Sonia.
11.	'The Word' for children to be recommissioned (Fr Deo) In Progress.
12.	PPC to be open to suggestions from the new Youth Club (Bob and Donatus) about ideas to involved young people. Ongoing.

Many items have been achieved on the Synod List. Father Deo confirmed the following pilgrimages:

24th July – 9th August 2023
2024 Tbc

Tanzania Safari
Holy Land

6. Coffee Mornings:

The Coffee mornings are going really well and Julie will host another one this Sunday.

7. Parish AGM Planning:

Parish Groups would be asked for reports in writing on when they take place, how they are run and what is involved etc. There would be a Q&A session at the end of the AGM, but questions would need to be submitted in writing before the meeting to allow preparation for answers. The previous year's finances would have to be circulated. All of the above could be detailed in a Parish report for the AGM. A suggestions box could be put at the back of the church ahead of the AGM asking what parishioners would like to see for future plans and what they want from the church.

8. PPC Constitution and Membership

Discussed under the President's Report. Having younger people and younger parents on the committee would be useful.

A suggestion was made for subtle changes to the constitution such as reducing the number to be quorate. TP will email suggestions to FRD.

9. Dates and frequency of next meetings

It was agreed that 6 meetings need to take place on an annual basis and dates will be circulated. Meetings will take place on the second Wednesday of every odd month going forward. Dates confirmed are:

Meeting	Date	Time
PPC	Wednesday 13 th July 2022	8.00pm
PPC	Wednesday 14 th September 2022	8.00pm
AGM	Wednesday 12 th October 2022	7.30pm
PPC	Wednesday 9 th November 2022	8.00pm
PPC	Wednesday 11 th January 2023	8.00pm

10. AOB

- It was agreed to have a 10-minute slot added to the meetings under the agenda item 'Parishioners Questions'. Parishioners will be advised to submit questions to the committee two weeks before each meeting for discussion and this will become a regular agenda item.
- Committee members will have their photographs taken at the next meeting so the frame can be updated in the church.

11. Closing Prayer

FRD closed the meeting at 9.15pm with a prayer.