

Parish of St. Helen's, Ongar and St. Margaret's, Doddinghurst

Pastoral Parish Council Meeting Minutes

The Presbytery, Thursday 19th November 2019 at 7pm

Present: Fr. Emile (FEN), Brian Sainsbury (BS) Chairperson, Chloe Rowles (CR) Vice Chair, Bernadine Wrobel(BW) note-taker, Anne Robertson(AR), Alison Sainsbury (AS), Stanley Wrobel (SW), Sue Fahey (SF), Peggy Maxwell (PM), Jane Gay (JG), Audrey McGill (AM), Susan Muckleston (SM), Bill Muckleston (BM), Margaret Payne (MP), Bill Tillot (BT), Jenny Smith (JS), Carol Terry (CT), Mary Adams (MA), Kathy Hamilton (KH),

Apologies: Alan Chapman, Steward of the Gospel.

Minute-taker: B. Wrobel.

Distribution: Parish office Administrator, Bessem Njopa-Kaba (B N-K)

Minutes of Meeting

1	Brian welcomed everyone to the meeting and Father Emile led the Opening prayer
2	Apologies as above
3	<p><u>Review of previous Minutes and matters arising.</u> Minutes of PPC meeting of 19th September were agreed. <u>Matters arising and updates:</u> -</p> <ul style="list-style-type: none">a) Provision of keys for designated key holders: - Keys now distributed to designated key-holders for St. Helen's.b) Children at Mass: – provision of equipment to entertain very young children. AS is going to order the equipment herself to avoid further delay and will claim back the cost. Action ASc) Gift for altar servers: - BW has clarified with the parish administrator that it can be funded from petty cash. After discussion, it was agreed that Father Emile will give each of the regular, child altar-servers a Christmas card enclosing a £10 note. Action BW will clarify the names of the children and liaise with FEN and B N-K.d) Health & Safety: - Parish has not yet received a visit from H&S firm appointed by the diocese. Electrical survey is now due. Chris Beath has contacted Canon Young and will be arranging two quotes from local electricians to carry out the required checks. Action CB/BS(Subsequent to the meeting B N-K has arranged for Norwood Ltd a diocesan

	<p>nominated company to carry out the ECIR at Ongar on 26th November and Doddinghurst on 6th December.)</p> <p>e) Hygiene issues in Presbytery: - Cleaning of carpets in downstairs rooms in the presbytery were carried out, but this does not appear to have been done very well. The infestation is still present upstairs, and FEN's nephew has taken photos of the insect. It was agreed that with this information, it should be possible to call in a pest control firm. B N-K to inform BS as to who performed the 'clean'. Joseph to share image electronically with BS to determine nature of infestation.</p>
4	<p>Chairman's Report – (as attached) BS presented his report to the meeting. He referred to Pope Francis's recent address on the theme of 'The Lay Faithful, identity and mission in the world' and how this is reflected in the draft Partnership plan. The report also referred to the successful celebration of Father Emile's 35 years in the priesthood and Bishop Alan's recent visit. BS thanked everyone for the continued good will and support present in our unique country parish.</p>
5	<p>Finance: The Parish Finance meeting will take place on 26th November.</p>
6	<p>Safeguarding: AM, MP and AM updated the meeting on the progress of ensuring all those who need a DBS are compliant. 25 DBS are completed and there are 5 pending, due to delays with processing by the diocese. Possibly 20 more to be processed. MP has led some training with the Children's Liturgy Team. AM is compiling a list of those who currently require a DBS check as the present one includes people who no longer live in the parish or have passed away. MP feels that there needs to be more education and raising of awareness to ensure we are doing all we can to keep vulnerable people safe.</p>
7	<p>Maintenance: - BT raised concerns about the level of lighting in St. Helen's church which makes it difficult for people to read their Mass Book or Hymnal. The light-fittings were changed a few years ago and prior to that, the lighting was brighter. After discussion, it was agreed that the electricians who come to do the H&S checks</p>

	<p>should also be asked to advise on best way to improve the lighting in the church. Action CB/BS (see ECIR above)</p>
8	<p>Prayer Group: - AR told the meeting about the Prayer Group she is leading. The group meets fortnightly. There is a simple format of prayer and reflection. Prayers are offered for the intentions and requests received from parishioners as well as for the wider community. (There is a box in each church where requests can be placed). There are 8 in the group at present. It is also possible to be part of the group via email. This may suit those who wish to be involved, but have difficulty attending meetings due to work or mobility issues. BS explained that this initiative fits in well with Partnership aims and it is a welcome addition to the spiritual life of the parish.</p>
9	<p>Christmas: - JS and SM gave the meeting an update on preparations for the Christmas Bazaar. More donations of bottles, cakes and gifts are needed. A winner of the children's competition has been selected and the picture will be used on our Advent leaflet.</p> <p>After discussion, it was agreed that Christingle could be incorporated as part of the 10.00am Mass on 8th December. It was acknowledged that a separate celebration is unlikely to be well-attended due to the many family/school commitments at this time of year.</p> <p>Concern was raised that the times of Christmas services had not been sent to The Link or Ongar News in time for publication and, it appears that instructions were not given to the administrator to do so. The Link needs to be informed by 6th of November and Ongar News by 10th November. All agreed that this should not happen again administrator needs to enact an auto remind facility/Calendar on computer with adequate notice to meet the deadlines for Link and News in relation to Christmas, Easter etc JS will liaise with B N-K to produce an Advent leaflet.</p> <p>AS raised the importance of the Christmas Crib being in place from 29th November and requested that the statues be brought out of storage. Action AS/FEN</p>
10	<p>Anniversaries :- BW informed the group that B N-K has contacted the Bishop's secretary to check his availability to attend the celebrations planned for end of 150th anniversary year at St.</p>

	Helen's on 25 th April 2020 and the 50 th anniversary of the building of St. Margaret's on 18 th October 2020. BW will liaise with her regarding this. Action BW/BN-K
11	<p>AOB :</p> <p>SM suggested returning to 9.00am and 10.30 mass time. There was general discussion regarding this and the history behind the Mass times. BS explained that there may be changes pending because of the Partnership Plan, shortly to be published. BW suggested a short survey may be appropriate to gauge the congregation's preferences.</p> <p>Bishop Thomas is visiting the parish on 7th December and will be attending the 5.30pm Mass at St. Helen's. The representatives from the choir agreed to support the service. Tea and light refreshments could be served afterwards if the Bishop is able to stay. Action BS will clarify this with Bishop Thomas</p> <p>AS expressed her concerns, that newsletters were not going on the website in recent weeks. JS commented that information inserts were not uploaded to the website either. Others were concerned that the lack of admin support on 3 days a week made communication difficult and might contribute to delays. Action FEN/BS/CR/BW will form sub- group to examine this issue.</p>
12	<p>Date of next meeting – 5th December 2019 (extraordinary meeting re. Partnership Plan)</p> <p>25th February 2020 – Next scheduled meeting.</p>
13	Closing Prayer; Father Emile led the group in a closing prayer and BS brought meeting to an end.