

**St Teresa's Parish Pastoral Council**  
**Minutes of Meeting held on Tuesday 10th November 2016**

**Present:** Fr John Mulligan; Margaret Malone(chair); Jean Dolan; Mary Mandryk; Margaret O'Donovan; Mary Cadd; Liz Coutinho; Fred Mendonça; Lorraine Pinto; Adri Wells; Con Diver; Mary Lee; Bernadette Mulhern; Rob Mobilé; Paul Cater; Brendan Gilbert; Clemence Kudiabor; Theresa Goldband (minutes).

**Apologies:** Justin Dachtler;

<b>Welcome</b>	<p>Margaret Malone welcomed everyone and Jean opened the meeting with a prayer.</p> <p>The PPC welcomed Swami and Sandeep. Both are Jesuit trainees who will be participating in parish activities, Swami based at the Jesuit Community in Clapham and Sandeep at the Jesuit community in Wimbledon.</p>	
<b>Minutes of previous meeting 20.9.16 Amendments</b>	<p>St. Teresa's school – The following should be amended:</p> <p>"<i>There is a new team in the school with new staff who are all conscientious and committed.</i>" Should read "<i>There are six new teachers in the school who are conscientious and committed</i>".</p> <p>"...Sionaid Ajay leader of Year 6" should read "...assisted by Y6 teacher Sinead Adjei.</p>	<b>Jean</b>
<b>Actions from minutes</b>	<p>Any actions will be picked up in agenda items.</p>	
<b>Election of New Chair</b>	<p>Margaret Malone proposed Clemence Kudiabor as new chair, seconded by Mary Cadd and Theresa Goldband. Agreed by all PPC members.</p>	
<b>1. Amoris Laetitia</b>	<p>A reflection by Justin Dachtler on chapter 8 '<i>Accompanying, Discerning and Integrating Weakness</i>' - read by Theresa in Justin's absence.</p> <p>Justin's summary provided some thought provoking questions and some time was spent in discussion. Fr John encouraged members to read this chapter which had particular relevance to London living. Many thanks to Justin for preparing the paper.</p>	
<b>2. Parish Finance</b>	<p>Adri provided the meeting with an update of the parish finances. An estimated Net income of £27,817 was shown to the Year End. Gift Aid is now processed through the diocesan online system which gives the benefit of regular cash flow instead of the previous annual lump sum payment.</p> <p>The Standing Order form has been amended to include a note about completing a separate Gift Aid form for those who are eligible to sign up. The suggested box for a weekly donation has been amended to £10; the box for an alternative amount still appears. The amended form will be passed to Denys to be put online and Margaret O'Donovan will make copies for the Contact Corner.</p> <p>The larger figures under Church repairs for Nov/Dec is money estimated for the replacement of the 12 year old sound system. Fr John is currently negotiating a price and the cost is looking in the region of 9k. The new system should be installed and ready by Christmas.</p>	<b>Adri Margaret O'D.</b>

	<p>It was suggested a letter could be sent from the parish to those with standing orders as a thank you and reminder to gift aid where possible. Finance Committee to review.</p> <p>Con reported that the final invoice for the toilet block is to be submitted soon, bringing the cost to 66k.</p> <p>It was decided to hold the AGM prior to the next PPC meeting on Wednesday 25th January 2017 at 7pm.</p>	<p><b>Adri</b></p> <p><b>Con</b></p> <p><b>All</b></p>
<p><b>3. Parish Hall Extension - CHEC</b></p> <p><b>Toilet Block</b></p> <p><b>Report from CHEC</b></p> <p><b>Community Project</b></p>	<p>A progress report was given to the parish at all Masses last weekend by Paul. Architectural drawings of phase II and flyers were displayed. The toilet block has been finished and parishioners were invited to inspect the new facilities. They should be operational by the weekend of the 19th November. Wheelchair access needs to be re-addressed and will happen in due course. The toilets will be open for Sundays and services during the week, key arrangements yet to be arranged.</p> <p>Bids are being worked on and the first draft will be given to Melanie who will check it before being submitted as soon as possible. It is a slow process and it will be the New Year before we hear anything back. Breaking the project into three phases has made it more acceptable and workable for external organisations. Phase II is estimated at 350k with 110k already raised, leaving 240k to find. Bids for this phase will be more substantial.</p> <p>Three key areas are school, older people and young people. Ten young volunteers in addition to staff are in place.</p> <p>A new space has been provided in the middle of the school as a Chapel; this will allow for increased usage by opening it up twice a week for parents &amp; families and is due to open beginning of Advent. Faith clubs and projects like the ARK bus (Acts of Random Kindness - recent visit to the school) will continue. Young Carers club continues the partnership with Merton.</p> <p>Funding stops in April. Six bids have been submitted to various organisations, four were unsuccessful and two were successful (10K). There are sufficient funds to run until April 2017 and with the additional 10k this will take the project to July 2017 running a skeleton programme. From July there will be no funding. The school provides an income of 10K until April 2017 - it is unknown if it will continue in the new financial year. Justin, Rob &amp; Jo had hoped to expand &amp; share practices across the five deanery schools.</p> <p>Reduction in council budgets has resulted in a 39k loss from Merton, therefore funding from Merton has ceased.</p> <p>Connect + aimed at older people and run by the teen volunteers is a programme of events, around six per year and an IT course at a cost of 15k, so far 10k secured.</p> <p>The Youth Programme costs around 17k to run with about 3.5k raised from fees.</p>	

	<p>What needs to be done? Secure ongoing support from the school, increase fees to parents with a letter offering 3 levels of subs:</p> <ol style="list-style-type: none"> <li>1. Bronze £5 per month subs</li> <li>2. Silver £7.50 per month subs + 1 trip</li> <li>3. Gold £10 per month subs + 1 trip + £2.50 donation.</li> </ol> <p>Letter to parents will go out this week. Donations are eligible for gift aid.</p> <p>Various trusts have been applied to; the application for Porticus funding for July 2017 will be submitted in January.</p> <p>Youth members will be invited to fundraise £100 per year in their own way, cake sales, supermarket packing, table top sales etc. The Fireworks Night raised a few hundred pounds with discount from a local business selling fireworks and money raised on the night.</p> <p>It was suggested to have a collection at Mass for the Youth of the parish in the New Year. A presentation by youth members could be given to the congregation giving them a public face and publicising their events and activities and community involvement.</p>	<b>Agenda</b>
<b>4. Evangelisation</b>	<b>(Justin; Fred; Con; Charles)</b>	
FHC	FHC starting this Saturday with a welcome session for over 80 children.	
Confirmation	Confirmation will begin in the New Year. The team have been working on the programme in time for the January start.	
RCIA	RCIA continues with around the same number as started -17. The programme is going very well.	
<b>5. Communication</b>	<b>(Justin; Brendan; Jean; Margaret Malone; Denis; Paul ; Theresa)</b>	
<b>Contact Corner</b>	Theresa to put together the list of shifts on the Contact Corner and will send an email for missing slots. Pens and pads will be provided and spares kept under the counter.	<b>Theresa</b>
<b>Safeguarding</b>	Any new member of a parish group needs to have a DBS check carried out. Forms are available from outside Rob's office.	
<b>Newsletter</b>	Newsletter all good.	
<b>Narthex Monitor</b>	Maria is having issues logging in remotely to update the monitor information; she now only has access via the computer. Brendan will talk to David regarding arranging someone else as contingency as he is not always available.	<b>Brendan</b>
<b>6. Liturgy</b>	<b>(Fred; Charles; Margaret O'Donovan; Mary Cadd; Con; Denis)</b>	
<b>Readers</b>	New readers are all now on-board.	
<b>Servers</b>	New Servers will be invited to attend five training sessions with Pat Doherty over Advent and the New Year.	
<b>Anointing Mass</b>	The Anointing Mass will be arranged in the New Year.	<b>Agenda</b>

<b>Christmas</b>	<p>Christmas Lunch for seniors and housebound will take place on Thursday 15th December. This is the same day as the school Christmas Lunch so children may not be available to sing carols.</p> <p>Christmas Carols will be sung at St. Helier's hospital on Thursday 15th December in the evening. Fred asked Margaret Malone to invite the school prayer leaders to take part.</p> <p>Margaret O'Donovan will arrange the Advent wreath, Margaret Malone will ask Tom to prepare the Crib and Paul will prepare the Christmas Tree. These will be ready for 6.30pm Mass Saturday 17th December.</p> <p>New Year's day falls on a Sunday it was decided to have mulled wine &amp; mince pies with refreshments after the 11am Mass instead of a lunch.</p>	<p><b>Margaret M.</b></p> <p><b>Margaret O'D.</b> <b>Paul</b> <b>Margaret M.</b></p> <p><b>Social Group</b></p>
<b>7. Social</b>	<b>(Theresa; Margaret Malone; Mary Cadd; Jean)</b>	
<b>Parish Thank You</b>	Very positive feedback regarding the Thank You dinner. It was much appreciated, nicely set out with good food and good company.	
<b>International Evening</b>	<p>The International Evening takes place on Saturday 19th November. PPC members were asked to get there early to help setup and stay to help clear up. Food from various countries will be available to buy, the Mayor will be present, music and entertainment have been arranged. Paul asked for volunteers to help fold raffle tickets. It was decided to do this the same night the FHC books were being prepared so help was on hand. Thursday 17th December 7.30pm was agreed as a suitable date.</p>	<p><b>Paul</b> <b>Margaret M.</b> <b>&amp; FHC catechists</b></p>
<b>9. Maintenance</b>	<b>(Con; Brendan)</b>	
<b>Fire Safety</b>	<p>Precision have not got back to Brendan regarding an alternative date as they they were unable to attend on the arranged evening 29th September. Margaret Malone will obtain contact details for Fr. John of the Fire Trainer who carried out training in the school.</p>	<p><b>Margaret M.</b></p>
<b>10. Confidential Items</b>	One	
<b>11. A.O.B.</b>	None	
<b>Closing Prayer</b>	The meeting was closed with a prayer led by Mary Mandryk	
<b>Next Meetings</b>	<p>Next meetings:</p> <p>Wednesday 25<sup>nd</sup> January 2017 7.30pm (<b>Preceded by AGM 7pm</b>) Agenda: Mass collection for Youth Project Anointing Mass</p> <p>Wednesday 22<sup>nd</sup> February 2017 7.30pm</p>	