

**St Aidan's Parish Pastoral Council**  
**Minutes of Meeting held 21<sup>st</sup> September 2016 in the Presbytery.**

**1. Present:** John Hannacher (JH, Chair), Fr Ken (KP), Sue Finch (SF), Berni Hassim (BH), Deirdre Lay (DL), Louise Moss (LM), Anne Parsons (AP), Vince Smith (VS).

**Apologies:** Dcn John (JC), Shirley Abarca (SA), Brian Gallagher (BG), Clare Reed (CR), Virginia Wedgwood (VW).

**2. Prayer and welcome:** JH welcomed all and the meeting commenced with a prayer from Fr. Ken.

JH read out a letter from JC, announcing he will be stepping down from parish ministry next summer. His last weekend as a deacon at St. Aidan's will be 24<sup>th</sup>/25<sup>th</sup> June 2017.

**3. Minutes:** Minutes of the last meeting 22<sup>nd</sup> June 2016 were approved.

**4. Ministry reports and discussion as necessary:**

**4.1 Finance.** Report from SF:

**a. State of our parish finances.**

The current balance on our account with the diocese on 30<sup>th</sup> June 2016 is **£36,544**. (This is an increase of £13,678 from 31<sup>st</sup> March 2016.) The Gift Aid from the one off donations as a result of last September's appeal amounted to **£8,417**. This is reflected in this figure.

The 2<sup>nd</sup> quarter set of figures from the diocese are due in October/November.

**b. Planned Parish Expenditure**

The planned work to the church, hall and presbytery is continuing and we have the money in our account to meet these expenses.

**c. Additional Income**

- i - The St Aidan's Parish celebration held on 11<sup>th</sup> September raised £1,200 (see DL report). This was not designed primarily as a fundraiser so this figure is excellent. This will offset the payments to the CCCC which we are committed to over the next 3 years.
- ii – The Entertainer are renting 15 car parking spaces during the working week, at £300pcm.
- iii – Following installation of solar panels late last year, the first rebate of £200 has been received from SunUser.

**d. Additional employee expenses.**

At the annual appraisal of the parish secretary, it was agreed that it would be beneficial to the parish for LM to increase her hours to 12hrs per week to enable the office to be open for 2hrs on a Wednesday, as well as Monday's and Fridays.

**4.2 Liturgy.** Report sent by JC.

A meeting has been arranged for Wed 28<sup>th</sup> September at 7.30pm in the presbytery.

The agenda items will include:

changes in the Mass times, and consequences of moving to 11am

First Holy Communion and Confirmation plans for 2017

Church acoustics progress report.

It was noted that the Mass time change seemed to have been accepted in the Parish.

#### **4.3 Formation.** Report sent in by BG.

##### **a. Confirmation.**

Confirmation 2017 will be run in parallel with all the parishes of the Pastoral Area. There are around 40 expressions of interest, over half from St Aidan's. There are at present two centres: St Aidan's and St Joseph's. Our sessions are being held on Saturdays and St Joseph's are being held on Fridays. There is a parents meeting on 10<sup>th</sup> October, and the first session is 15<sup>th</sup> October. There will be a Retreat at St Joseph's on Sunday 16<sup>th</sup> October. Text books have been purchased: the programme is "Transformed in Christ", and is available on the internet for those who wish to look it up.

This is an exciting development in the Pastoral Area and of course meets Bishop Peter's wish for co-ordinated cooperation between the Parishes.

##### **b. Baptism.**

The next Baptism Preparation Course is on 2<sup>nd</sup>, 9<sup>th</sup> & 16<sup>th</sup> Oct. 4 families have already signed up. This will be the last course until 2017

##### **c. Bible Study.**

Dcn John is looking into "The Big Picture" an introduction to bible study from CAFE. It is in 12 parts using book & DVD.

#### **4.4. Social and Cultural.** Report from DL.

##### **a. Monthly Lunches**

Next lunch is this coming Sunday 25<sup>th</sup> September 12.30pm. Cost £4 for a 2 course meal and a glass of wine.

##### **b. Coffee After Sunday Morning Mass**

There is now a lock on the cupboard in the hall kitchen containing our supplies of coffee, tea, sugar, squash and biscuits. This step has been taken as our supplies have been going down rapidly and coffee machines have been used during the week and not been cleaned after use. There will be a key kept in the key safe in the office and this will be available to those who need it, especially those on the coffee/lunch rota.

##### **c. Celebration of The Feast of St Aidan**

This was held on 11<sup>th</sup> September and was a great success enjoyed by 108 Adults and 44 children. We raised £1200.00 which was paid into the Parish account. All made possible due to the hard work, time given, generous donations made and the support of our parishioners. Lunch was a choice of hot and cold buffet, there was a bar selling wine and beer, soft drinks were not charged for. There were children's craft activities and children's races. To top it all we had 'Glorious weather, which was 'God's blessing on all of us'.

All at the meeting agreed that the event had been a tremendous celebration, and passed on their thanks to Deirdre and the team.

##### **d. Grand Draw.**

When the decision was made not to have a May Fayre in 2016, there had been agreement to hold a Grand Draw in November instead. However, there were concerns that the parish celebration, the Diocesan cathedral development campaign, and a Grand Draw would be 'too much at once'.

In light of the fact that £1200 was raised at the parish celebration, it was decided not to hold a Grand Draw this year.

#### **e. May Fayre 2017.**

Unless a larger, younger, team of volunteers can be assembled, then it may not be possible to go ahead with May Fayre next year. The event relies heavily on marquees and gazebo's for its success, and the erection and dismantling of these is a very physical job.

An appeal will go out in the newsletter after Christmas. Action DL/LM.

#### **4.5. Maintenance.** Report sent by VW.

##### **a. Fire Extinguishers.**

Annual external inspection was carried out successfully. Recommended that fire extinguisher be located in Parish Office. This has been supplied and mounted to the wall.

##### **b. Fire Risk Assessment outstanding works**

The remaining 2 jobs from last year's Assessment have been completed - [1] door between sacristy corridor and house. [2] installation of fireboard inside narthex meter cupboard.

##### **c. Hall Ladies Toilet manhole (inspection chamber)**

Quote received and accepted for repairs to manhole cover. Awaiting start date for the job.

##### **d. Legionella Report:**

LM has arranged for the works identified in the report to be undertaken by WET during the week beginning 3<sup>rd</sup> October. The water will need to be off for a period of time possibly overnight, in which case the water would be temporarily re-connected at a small additional charge to the confirmed cost of £2,053 plus VAT. LM will liaise with Fr Ken nearer the time. More will be known after Friday 23<sup>rd</sup> September, when an engineer is due to visit to assess the execution of the works.

[Post meeting note: engineer confirmed the water will not be off overnight. Work to take place 6<sup>th</sup> & 7<sup>th</sup> October]

##### **e. Gardening**

Our grounds continue to be well looked after by Fuchsia Landscapes.

##### **f. Condensation in church** (Report sent in by JC)

This has been a problem in the church since we returned, as the refurbishment improved the insulation in the roof. Warm air is now trapped at ceiling level, and is condensing on the cold concrete/steel pillars.

JC reported that he had been opening the church windows during the Summer every Sat & Sun at 8am and closing up some time after the final service of the day. This stopped for the weekend at the beginning of Sept, and by the next week there was again substantial condensation on the windows on the Sunday morning.

JC has suggested that we need an 'ops manual' for the church and building, and this should include a section on condensation. Steps need to be taken to ensure the building is heated twice a day for at least one hour each time and that 'opening up' for a time may be required if the windows steam up as they did on Easter Sunday.

Action: Maintenance team.

##### **g. Church Electrics**

JC has had a discussion with Maz and agreed what needs to be done. He will remind him that we would like this work done soon.

#### **4.7 Ecumenical.** Report sent by CR.

**Pavilion in the Park.** This was well supported by families and helped by volunteers. Excellent outreach to the community.

**Harvest service** at the Epilepsy centre at 2pm on Wed 12<sup>th</sup> October. All welcome.

**Restore Hope.** There is a breakfast meeting on Wed 12<sup>th</sup> October from 8-10am with guest speaker, Director of Charis Tiwala, a Christian charity offering support and assistance to anyone who is affected by human trafficking or sexual exploitation. Let CR know if you would like to attend.

**Ecumenical Prayer Meeting.** To be held on Wed 12<sup>th</sup> October at St. George's church between 8-9.30pm. All welcome.

**Remembrance Day.** Sun 13<sup>th</sup> November. Short service at Methodist church at 10am, then leaving to arrive on village green at 10.45am for Remembrance at 11am.

**Carols on the Green.** On Sat 10<sup>th</sup> December at 11am.

**Lent Course.** To be held at the Methodist church from 7.30-9pm on Wed evenings: 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup> March and 5<sup>th</sup> April. The program is The King's Speech.

**Week of Christian Unity** – CR reported that St. Aidan's will be holding a 24hour community prayer vigil from 5pm on Fri 20<sup>th</sup> January to 5pm Sat 21<sup>st</sup> January 2017.

More information is required about this. Action CR.

Little Chalfont Community Association are keen to help people in the community who may be lonely or unable to get out and need assistance. Helen Tyers is coordinating and her contact is 01494 762395. Church pastoral care teams are already looking after many of these people.

#### **St Aidan's booklet.**

As discussed previously it would be helpful to have an up to date leaflet on the parish of St Aidan's, to give out at Ecumenical events. BH is in the process of designing this. It was agreed to include Pastoral Area Mass times as well as our own, and to try and make the leaflet 'handbag sized'.

#### **4.8 Youth.** Report from BH.

##### **a. COMPASS**

Compass launched on 8<sup>th</sup> September. There were 16 in the younger group and 13 in the second group. More attended on 15<sup>th</sup> September with 26 in the first group and 11 in the second. There were no attenders above Yr8, but it is hoped that as this cohort progress they will stay with Compass and the age range will rise in time.

Nymo are organizing another teaching session in October or November for the leaders. More adult leaders are required, and a note should go in the newsletter. Action LM.

#### **4.9 Pastoral Area Council.** Report sent by JC.

##### **a. Mass times**

There was a meeting on Tues 13<sup>th</sup> September to address the points that came out of the meeting with Bishop Peter on 6<sup>th</sup> July. It was agreed that on the weekend of 17/18<sup>th</sup> Sept there should be read out in all the churches of the PA a letter from Bishop Peter plus a statement from our parish priests about changes in Mass times that will come into effect on the First Sunday of Advent (27<sup>th</sup> November). Both have been put on the parish website and copies were available after Mass.

## **5. AOB**

### **a. Justice and Peace group**

Fr Ken would like the parish to have a group which focused on looking outwards, and mentioned MoPSA, SVP and Mary's Meals as examples. This group would then be able to feed back into the parish at the weekends.

Fr Ken would also like to start a prayer and bible study group.

Clipboards for interest to go in the narthex. Action LM.

### **b. Website.**

The website is in need of a revamp, to make it more inviting to look at and use, and easier for LM to update weekly. It was agreed it was time to start again rather than try and update the existing one. It was also agreed that we need a supplier that will be able to provide ongoing technical support.

Action JH/DL/LM to identify a successful church website and speak to them about usability.

### **c. Security**

In order to improve security, the front and kitchen doors to the presbytery need replacing.

### **d. CCCC**

VW reported in advance of the meeting that the CCCC has families from Chesham and Gerrards Cross, and suggested we should make those parishes aware of the service being provided by the CCCC by another community.

### **e. Acoustics**

VW is looking into the acoustic problem, with input from Gerard Anderson.

The report from Hann Tucker does not go far enough, and we need to come up with something which will enable us to move forward.

Fixing the issue is likely to require significant expenditure, and once a solution has been identified there would need to be a cost/benefit analysis to establish whether we proceed.

### **f. Toddler Group**

Due to the resignation of the previous leader, the toddler group is without a DBS cleared volunteer and has had to close. Need to advertise in the newsletter. Action LM.

## **6. Future Meetings**

The date of the next meeting will be Monday 7<sup>th</sup> November, at 7.30pm

## **7. Close**

Fr Ken closed the meeting with a prayer.

Louise Moss  
3<sup>rd</sup> October 2016