

## PPC meeting- 11th June 2025

### Attendees

MO'D - Chair

Deacon Brian

KS

PF

BW - Minute Taker

### Apologies

SB

PM

Fr Colin

Opening prayer - Deacon Brian

### Meeting Minutes.

#### 1. The Presbytery

- Taken over by the Finance Committee
- The proposal is that a short written brief will be created by them to be read out at all masses weekend of 28th and 29th June.
- People will be available after the services for questions and will also be available after all masses the weekend of 5th and 6th July
- The brief should include the parish email address for questions as well
- An announcement will also be added to the parish what's app group where questions can also be asked
- The brief should also be added to the newsletter - ACTION Krissie to create the insert for this. On the back of the insert up and coming events will be included
- Krissie is managing the initial cleaning of the presbytery

#### 2. Fire Evacuation

- Review is completed and is with Stan

#### 3. PPC Retreat

- 26th July @ St Catherine's
- Event has been paid for
- Teas and coffees included, bring our own lunch
- ACTION Marlena to extend invite for remaining places to the Finance committee

#### 4. First Aiders

- Millie's Dreams charity from Henley have offered to help with the purchase and installation of a defibrillator
- They will cover £450 of the cost and train people in the checking and maintenance

- Finance committee will fund raise additional cost -50 people £20 at up and coming masses. Any extra funding raised will go to Millie's Dreams
5. Jubilee Year
- Brian will lead a pilgrimage walk to St Anne's and the Holy door ( approx 4 miles on local footpaths )
  - Proposed date either 4th or 5th October
6. Parish Weekend 27th/28th Sept
- Quiz and Chilli -Saturday evening 6.30 start
  - Talks -Friday evening and Saturday morning with teas, coffees & biscuits
  - Produce sale throughout the weekend. ACTION Marlena to create a poster
  - Special invite for parents at St Martins school. Format to be decided at next PPC
7. Safeguarding
- Special thanks to Mary for all the work that she has done as the Safeguarding officer
  - Special mention for Krissie for working with the Dioscean safeguarding team to clarify our questions
  - Brian has 2-3 people interested in the role, possibly sharing the responsibility and providing back up for each other. Waiting confirmation for the people he has approached
  - Krissie will manage any current DBS checks that are needed . Currently only 1, but new safeguarding officers and potential new Eucharistic ministers will require DBS
  - Krissie and Marlena will manage the new forms required for volunteers until safeguarding officers are onboarded
  - ACTION Krissie to check on training requirements for new safeguarding officers
  - Safeguarding children in the sacristy. We need to demonstrate that measures are in place for this. Recommendation is to have a mirror in the sacristy so that there is some visibility from the church ACTION Krissie to investigate and ask Keith to put a mirror up. Ultimately we may need a DBS checked person in the sacristy.
8. TLG update
- TLG team will make the chilli for the Quiz for free
  - Profits from the sale will go to CIRDIC
9. AOB
- Brian raised the need for additional altar cloths so that they can be washed regularly.. ACTION Krissie to investigate if we can get duplicates made to measure
  - Paul raised that St Anne's School is celebrating 125 yrs of teaching 27th & 28th June with some reunion events .ACTION Paul to announce in the what's app group and Krissie to add to newsletter
  - Katherine is leaving as the Head of St Martins at the end of term. We would like to acknowledge her contribution to the school and the parish with card/flowers/cake. Logistics to be discussed at next PPC

- The notice board outside the church needs to be refurbished. ACTION Brian will ask if we have any people at church who could help with this
- Marlena will not be able to attend the next joint Finance & PPC meeting July 10th. Bev will chair the PPC meeting part, Paul will take the minutes.

#### Summary of actions

- Krissie to create the insert for the presbytery brief for the newsletter. On the back of the insert up and coming events will be included
- Marlena to extend invite for remaining PPC retreat places to the Finance committee
- Marlena to create a poster for the produce sale during the parish weekend
- Krissie to check on training requirements for new safeguarding officers
- Krissie to investigate a mirror for the sacristy and ask Keith to put it up.
- Krissie to investigate if we can get duplicates of the altar cloth made to measure
- St Anne's school celebrations-Paul to announce in the what's app group and Krissie to add to newsletter
- Notice board refurb.Brian will ask if we have any people at church who could help with this

Closing prayer- Deacon Brian

Date of next meeting

July 10th, 7pm -Joint finance and PPC meeting

August 13th, 7pm.