

**Minutes of a meeting of the Corpus Christi Parish Pastoral Council held at 321 Barkham Road at 10.30 a.m. on Wednesday 7<sup>th</sup> October 2009.**

<b>Present</b>	Father Jim	President
	Digby Carter	Chairman
	Jane Williams	Catechesis
	Lynne Hall	Welcoming
	John Osbaldeston	Pastoral Care
	Sue Baggott	Communications
	Peter Davies	Administration
	Madeleine Black	Liturgy
	Jeremy Best	Outreach
	Margaret Taylor	Pastoral Care
	Rita King	Administration
	Christina Bycroft	Welcoming
	Graham Powell	Safeguarding
	Peter Evans	Secretary

(Please note that specific actions have been shown in ***bold italics*** followed by the initials of the PPC member required to take the action)

**1. Opening the meeting**

Digby opened the meeting by inviting Father Jim to say a short prayer. Digby welcomed Rita King who will be taking over from Peter Davies with responsibility for Administration and Graham Powell who had been invited to update the committee on Safeguarding.

**2. Apologies**

Apologies for absence were received from Carrie Kerr, Liz Robinson and Kerry Scrutton.

**3. Minutes of the previous meeting**

These were accepted without comment.

**4. Communications including Parish Web Site.**

Sue announced that the Parish Web Site went “live” last week and so far had had more than 200 hits. Most of the work had been done by Gianna Crolla who is a professional web designer. The main purpose was to keep the parishioners up to date with events, and would make the Parish Magazine redundant. This would therefore no longer be issued.

Main Features include:-

Parish Logo

Home page contains adverts for forthcoming events.

Sections for each department to make their own contribution.

Concise articles can be submitted via the Web Master address.

It was suggested that Gianna be given a retainer to keep the site up to date. Graham said that we should be careful as to how this is done with tax implications etc. Sue thought that Gianna would be paid as a consultant. (***Action DC to talk to Finance Committee***)

Digby asked if the calendar section could be increased to 12 months to cover the booking of the Keenan Room and to avoid a clash of events. Major events at ST. Teresa’s school should also be incorporated. Sue thought this was possible but did not wish to over complicate this feature.

Digby requested that everyone visit the site and make suggestions. (***Action All.***)

Christina thought that we should be aware of parishioners with no access to the web, and possibly produce a paper copy of important information on a regular basis. Father Jim thought this could be done using the current Mass Sheet and the notice boards.

## 5. Safeguarding legislation and how it affects the Parish

Graham started by giving out a summary sheet of the key issues.

These are:-

### **The parish now requires:**

- Training of all volunteers with children and vulnerable adults.
- CRB checks for all volunteers with vulnerable adults and children.

### **Vetting and Barring Scheme:**

- This will not replace CRB checks but will operate alongside it.
- It will be introduced from July 2010
- It will become a legal requirement in October 2010 for all new parish volunteers working with vulnerable groups to be registered on a central data base and for the church to have checked the status before they start their role. For existing volunteers in existing roles the introduction is expected to be over a 5 year period (by 2015) with details yet to be announced. Cross checking with other central data bases should reduce the risk of undesirable people being registered.

### **To ensure compliance the parish will**

- Arrange training sessions. 4 have been organised for November.
- CRB checks for volunteers with vulnerable adults, including Lourdes/ Jumbulance helpers, Eucharistic Ministers, and people who visit the sick.
- Vetting and barring registration for children's activity group leaders, Eucharistic Ministers and people who visit the sick. Group leaders have been alerted.
- Graham asked for PPC endorsement for these actions which was agreed.

The Church has implemented a "Paramount" principle where the needs of the vulnerable person must come first and any extra work or inconvenience must be accepted. He made the point that abuse can never be completely eliminated but it is a legal requirement check people in the volunteer section to minimise the risk of it taking place.

Graham made the point that every section of the PPC would be affected in some way and thought that they will need registration.

## 6. 40<sup>th</sup> anniversary celebrations of Corpus Christi

At the parish meeting on 4<sup>th</sup> October a programme of events for 2010 was outlined. This included a visit by the Bishop, Lenten Talks, the Lourdes Pilgrimage and a number of social events. The suggestions of an architect, Stuart Mackay, for improvements to the interior and exterior of the church were also shown and generally liked. An Improvements Committee is now being set up to look at the various proposals and make recommendations during the coming year.

## 7. Urgent matters for departments

- **Catechesis.** Jane and Digby will meet Liz Rhodes on Thursday to discuss a possible handover of responsibilities for Catechesis. Outstanding actions were the Youth Forum and Youth United CP (Ratio of Adults to children) (*Action JR/DC*)
- Welcoming. Returning Catholics and the date of the BBQ in 2010 to be discussed with St. Teresa's PTA. (*Action. LH/CB*)
- Pastoral Care. Still pending with suggestion to change the Newsletter. (*Action. JO/MT*)

**8. Volunteer appeal**

The appeal had produced some success. Digby asked that Section Heads process these and if not suitable then pass them back to him and he will re-assign them to other people. He did not want people in limbo. *(Action All section heads)*

**9. Parish Assembly – 4<sup>th</sup> November**

Digby asked that all section heads prepare a short report for the meeting. *(Action. All department heads) .( PE/ DC to prepare an agenda)*

**10. Any other business**

- Lynne asked if everyone could attend the Welcoming Meeting for new parishioners meeting on 16<sup>th</sup> October. *(Action All)*
- Margaret said that a sample chair would shortly arrive for testing by people with back problems
- Sue had started a new contact page on Face Book which she thought would be a good way of maintaining contact.
- Digby thought that he had solved the problem with the gardens at the church.
- Digby closed the meeting by thanking Peter D for all his help in the past.

**10. Date of next meeting**

Wednesday 20<sup>th</sup> January 2010 at 8.00 p.m. in the Keenan Rooms.

Proposed future meeting dates.

24<sup>th</sup> March at 10.30 a.m. at 321 Barkham Road

12<sup>th</sup> May at 8.00 p.m. at KR

14<sup>th</sup> July at 10.30 a.m. at 321 Barkham Road

15<sup>th</sup> September at 8.00 p.m. at KR

10<sup>th</sup> November at 10.30 a.m. at 321 Barkham Road

PGTE

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