

St Aidan's Parish Pastoral Council

Minutes of meeting on 28 September 2023

Present: Simon Archer, Alexandra Collins, Craig Ditchfield, Lesley Leavey, Peter McFall, Gerry O'Donnell (Chair), Martin Puckett, Erica Thurbon, Richard Thurbon, Colin Wilding, Sarah Yusoof, Deacon Tony Flavin (visiting).

Apologies: Penne Hutton, Fr Peter Mansfield.

Absent: Elsie Ofili

Erica led the **opening prayer**. Gerry noted that Colin had agreed to take the minutes for the meeting.

1 Minutes of last meeting

The minutes of the last formal PPC meeting (22 May 2023) were approved. There were no matters arising.

2 PPC and terms of office

PPC members serve a four-year term, after which they they may stand for re-election for one more term; if they stand for re-election they stand alongside any new applicants and are treated in the same way in the election process. The PPC normally consists of 12 people including the parish priest, but following the latest election process there are currently 13 members and this will remain the case until the next PPC member leaves. The Chair and Vice-Chair normally serve for two years, with a possible second term; however, during the disruption caused by Covid there had been no elections and Gerry's term of office as Chair had been extended to May 2023. He was now standing down and would not be eligible for the position of Chair for one year.

It was noted that the table of terms of office that had been included with the agenda was incorrect, in that the four-year terms of office of Elsie, Erica and Colin will end in March 2024, not May 2027; at that point they would be able to stand for re-election for another term if they wished. It was also noted that the reference to 'renewal' in the table was misleading and that a better expression would be 'may stand again'. A corrected and updated table is included as an appendix to these minutes.

2.a Chair and Vice-Chair

The PPC Chair and Vice-Chair are elected by the PPC. Any member of the PPC is eligible, except the parish priest and ex officio members. Gerry invited members to put themselves forward: Erica volunteered to take on the role and was the only person to do so, so she was elected unanimously. There were no nominations for Vice-Chair so the post remains vacant for the time being.

2.b Secretary

The Secretary may be chosen from the members of the PPC or co-opted from the parish community. If co-opted the Secretary becomes a member of the PPC.

Colin volunteered to take on the role of Secretary and this was accepted.

The minutes of PPC meetings are made available to the parish via the website. If confidential matters are discussed in the meeting then these are not minuted. It is not necessary for parish pastoral councils to have 'Section 2' minutes written for such matters but not distributed.

3 PPC priorities

In 2019 the Parish Pastoral Development Group had identified five priority areas for the PPC. Two more had been added subsequently and a further two as an outcome of the Synodal Process discussions. So there are now nine priorities:

- Welcome
- Youth
- Elderly
- Young families
- Vulnerable
- Online
- Fundraising
- Laity and faith
- Outward looking

The aim is to have one PPC member leading on each topic. Their role is to form a group with other PPC members to initiate action, referring back to the PPC for assistance where there are roadblocks or a need for resources. The following leaders and group members were agreed:

Welcome:	Colin will continue to lead; Alexandra will join him.
Youth:	Penne will continue to lead; Sarah will join her.
Elderly:	Craig will lead; he will liaise with Brenda Eydman who had led previously.
Young families:	Erica will lead.
Vulnerable:	Lesley will lead; she will liaise with Bernadette Hallett who had led previously.
Online:	Gerry will lead.
Fundraising:	Simon will lead; Richard will join him.
Laity and faith:	Richard will lead.
Outward looking:	Lesley will look at the existing documentation for this priority and consider leading.

Some points were raised in discussion regarding the priority areas:

Young families

Peter McFall had led on this topic previously. He had worked with the altar servers and the First Holy Communion group and had spoken to representatives of other Christian churches in Coulsdon to learn from their experience in this area. Colin suggested that the Children's Word catechists should be included too, and wondered who was responsible for training and co-ordinating these catechists now that Stephen Trafford was no longer working in the parish. A question was raised as to whether catechists had been DBS checked [*later: it was established that they had all been checked before starting work*].

Online

This topic covers the parish website, its Facebook, Instagram and Just Giving pages, the YouTube channel and Mailchimp account. Some co-ordination is needed between these activities but they can each be looked after by different people with specialist knowledge. There are no plans to set up a parish WhatsApp group: it had been decided that this would not be happening as it would be a duplication of effort as anything posted on WhatsApp would also be disseminated by email.

Fundraising

This group will forge links with the Finance Committee and the Social Club. Regular giving is at quite a low level and fundraising is generally linked to special projects. It was suggested that there should be fundraising for general income as well.

The role of the Finance Committee and its connection with the PPC were discussed. The Finance Committee meets three times a year; it sets an annual budget, monitors its implementation and approves unusual expenditure. The Treasurer reports regularly to the PPC and proposals for major expenditure come to the PPC for discussion. There are PPC members on the Finance Committee, the Premises Team and the Social Club Committee. It was felt that it would be good for the PPC to have regular reports from these bodies.

4 Review of keeping the parish connected

This refers primarily to the online activities listed above; there are other activities, such as the list that was maintained during Covid to ensure that the housebound and people living on their own had regular contact with other members of the parish.

There was some discussion of the process by which information about recent events is fed into the bidding prayers. The usual way is for people to tell Fr Peter. Currently Fr Peter has delegated the writing of the prayers to others; Gerry volunteered to act as a conduit of information to the people writing the prayers. **[Action: Gerry]**

5 Any other business

Altar servers' albs: It was noted that the robes needed replacing as they were in poor condition and possibly not fire-safe.

It was suggested that the parish buy some **mobile display boards** for use in the church and the hall. [**Action: Lesley** will write to the Premises Team].

6 Date of next meeting

Monday 6 November 2023

At this meeting the PPC will discuss progress on the following topics:

- Young families [**Action: Erica**]
- Youth [**Action: Penne**]
- The Synodal Process [**Action: Richard**]

Alexandra will prepare the opening prayer. [**Action: Alexandra**].

At the end of the meeting Gerry thanked Peter McFall (who is moving away from the parish) for his contribution to the PPC over the years and presented him with a gift on behalf of the PPC.

Appendix: PPC members with terms of office

Name	Joined	Term ends	Notes
Gerry O'Donnell	March 2016	May 2027	2nd term
Penne Hutton	September 2019	May 2027	2nd term
Elsie Ofili	March 2020	March 2024	1st term
Erica Thurbon	March 2020	March 2024	1st term. Chair
Colin Wilding	March 2020	March 2024	1st term. Secretary
Simon Archer	May 2023	May 2027	1st term
Alexandra Collins	May 2023	May 2027	1st term
Craig Ditchfield	May 2023	May 2027	1st term
Lesley Leavey	May 2023	May 2027	1st term
Richard Thurbon	May 2023	May 2027	1st term
Sarah Yusoof	May 2023	May 2027	1st term
Martin Puckett	September 2023		Ex officio (Parish Treasurer)

The term of office for an elected PPC member is four years. At the end of their first term they may stand for re-election for a further term.

The term of office of the Chair and Vice-Chair is two years. If their membership of the PPC is due to expire before that time it does not affect their term of office as Chair/Vice-Chair. At the end of his/her term of office the Chair may stand for re-election for a further two-year term, after which they are not eligible to stand for the post until a year has elapsed.

The Secretary's term of office is four years, irrespective of their term of membership.