**Minutes of PAC Annual General Meeting Held on Tuesday 19th January 2016**

**Present:** Fr. J Barnes, W. Ablard, (Chairman) D. Richardson, (Treasurer) T. Whitley, (Secretary) T. Doran, D. Birchall, M. Macdonald, B. Macdonald, F. Badcock, E. Utting, K. Pinto, B. Pinto, R. Bischoff, T. Brazier, K. Waring, J. Yelverton, S. McCallum, B. Lamberton, A. Lamberton, M. Bucknall, M. Ashley, A. Poole, Sr. M. Langmead, C. Nelson, C. Richardson, P. McIntee, H. Dossor, D. Thomas, K. Williams

**Opening Prayer and Welcome**

Wilf welcomed everyone to the meeting and thanked them for attending. Fr. John opened the meeting with a prayer.

**Apologies for Absence**

J, Birchall, M. Thomas, A. Meyn

**Chairman's Report**

2016 has seen a lot of changes on how we run and manage our Parish. We elected to move to our new format of “*A PARISH IN COUNCIL*” where anyone who attends the meetings gets a say and vote and my job is just to ensure we get home before midnight. We then moved to holding our meetings bi-monthly and at the last meeting elected to move to quarterly.After many years, probably decades of asking we got a sign to the Church put on the lamppost outside Underwoods. It lasted a month before it disappeared when they replaced the lampposts and forgot to tell the contractors to put the sign on the new post. Alan was quick to spot the disappearing trick and got it reinstated.The Forty Hour Devotion in October went very well and we impressed Fr John with the numbers of parishioners who were present during the whole 40 hours.The Alive In Faith challenge was a bit stressful for us as we were one of the first Guinea pig parishes for the process. We can give ourselves a pat on the back for this event in that we sent lots of feedback to the Bishop to make the process easier for the next batch of parishes. We also exceeded the £85,000 Alive In Faith challenge set for us.

**1. Election of a new Chairman**

Wilf has been Chairman for two years and asked the attendees if anyone else wished to be Chairperson for the next two years. Rachel Bischoff said she would like to be considered for the post and Kathleen Williams proposed her and Paul McIntee seconded her so Rachel was voted in as the new Chair.

**2. Appointment of a Secretary**

Teresa Whitley will remain as the PAC secretary for the next year.

**3. Minutes of previous AGM held 20th January 2015**

Mike Bucknall proposed and Fiona Badcock seconded their approval.

**4. Matters Arising**

Progress on St Cecilia's was raised, David said he would cover this in his Treasurer's report also the progress if any with the plaque for Josie Posford being transferred from St Cecilia's to St Felix. Wilf said that this needs to be followed up as to date the plaque has not been transferred.

Wilf went through the list of current Parish groups and checked the main contact name for each group, A list of these is attached with these minutes. A question was raised as to what the Congregation group is. Wilf said he would ask Dennis McGeachie, the main contact to provide an update for the next meeting.

It was noted that parishioners were having problems accessing the website. Access is ok if you know and enter the whole website address but the website does not appear on Google Search. Phil Dance suggested that Wilf speak to Ian Garstang whose profession is getting websites to appear on the first page of Google.

**5. Treasurer's Report** David Richardson outlined the Financial Report for 2015. For further information please speak to David.

St Cecilia's This has now been sold, with the process of sale now going thorough. A local electronics company has bought it for a price of £301,025.

**6. Gift Aid Annual Report**

Alan Lamberton went through the collection figures for the past 40 weeks (since the beginning of the last tax year) and how much is being raised by Gift Aid. Over the past 40 weeks the collection has been approximately £677 per week , gift aid added brings this to £800 per week. Alan said that £800 is not enough to keep the parish going in the long term even with the sale proceeds from St Cecilia's. Haley Dossor said that we need to explain to parishioners the importance and privacy and confidentiality of Gift Aid and also the need to increase our weekly contribution. Paul McIntee asked why the amount is going down, is it that people are giving less or that there are not so many families contributing? Alan showed attendees two charts, weekly income over the last few years and where and how this income has come from. The charts showed that amount in envelope donations has gone down from about £6 to £5 per family. Brian Macdonald has noticed as a weekly counter that the number of envelopes he counts has gone down and said that the parish is losing people. He said that 5 years ago he counted on average 120 to 130 envelopes per week and now counting just below 100. Only 60 of the weekly offering envelopes are gift aided. Paul McIntee said this was a finance issue but we need to look at why the number of people in the parish is going down. Fr. John said we need to make this an agenda item for the next meeting.

**7. Annual Reports from Parish Groups**

**CWL** - Teresa Doran - We have 31 members and are the largest section in East Anglia at the moment. During Lent we held our usual Hunger Lunches in aid of CAFOD. We have had a variety of speakers, hosted a branch spiritual day, enjoyed an outing to Otley Hall, held a Murder/Mystery Evening in November, celebrated the start of Advent with a concert by the Community Orchestra and Felixstowe Children's Choir, with the proceeds going to the CWL

Relief and Refuge Fund and local charities. In December we had a great evening learning how to ring hand bells and some of our ladies even managed to play tunes we could recognise. In January Fr. John joined us for a meal at the White Horse. Members regularly attend both branch and national meetings. Our hunger lunches will start on 12th February and we have a full and varied programme planned for the coming year. New ladies are always welcome and we are very friendly.

**Team Felix** - presented by Doug Birchall in Jenny's absence - 2015 was a busy year and we provided refreshments at the Diocesan Stations Mass, First Holy Communion, Confirmation, Mass for the sick on two occasions, after the Christingle Service, two Deanery lunches, a hunger lunch during Christian Unity Week and tea and coffee after the Unity Service. We held various fundraising events for the parish and the lunch clubs are going from strength to strength and we served 600 meals during the year. We raised £1456 for parish funds and in addition 320 was donated to AGE UK Suffolk, £320 to Guide Dogs for the Blind and £420 to the Macmillan Coffee Morning. This makes a grand total of £2516 raised in the parish and we would like to take this opportunity to thank Fr. John and the parish for their continued support.

**Association of Family of Jesus and Mary** - Elizabeth Utting - our meetings have been the usual mix of spiritual and social events. In February we celebrated the feast of St Claudine by arranging a lunch at the Orwell Hotel and we held a well attended Easter party in April. Fr. Michael Hazell led a very successful Day of Recollection in March as a preparation for Easter and in November, with Sr. Bridget's help, we made a good preparation for Advent. For our Marian devotion, luckily, the weather allowed us to start with a procession outside, and in October we celebrated the month of the Rosary. Our annual visit to Walsingham went well and we ended as usual with a visit to the Church of the Annunciation for Rosary and a splendid tea. We had talks about the Hope Trust and Walton Parish Nurses and for the second year took part in the Christmas Tree Festival at the Salvation Army. We had two fundraising events, the Strawberry Tea and Christmas Coffee Morning - at both of which we had great help from the parish. The money raised has been sent to the Sisters' missions in Lebanon, Syria and Pakistan and some will be going to South Sudan.

**Convent of Jesus & Mary** - Sr. Mavis - The Sisters welcome several groups who meet in the Convent every week. The Orwell Connection Choir continues to practice in the hall every Tuesday evening. The Craft group meets every Wednesday afternoon and numbers have grown during the past year. The Together Club meets every other Thursday afternoon. Religious education classes take place every Saturday morning. The hall is now being used by the Nursery class every morning. Another new venture during the past year has been the introduction of ballet classes for groups of all ages which take place on a Thursday from 4pm - 9pm. As from February an art group will meet on Monday afternoons and St Joseph's will open as a retreat house.

**CAFOD** - Kate Pinto - CAFOD Family Fast Day this year is on 27th February, where once again the government will match donations given. The Parish contributed £700 to Family Fast Day in October and during Lent gave £2843.50. In October a Climate Change petition was sent to the Prime Minister. Kate spoke at a CAFOD church workshop in Woodbridge which the Bishop attended.

**Parish Safeguarding** - Phil and Anne Dance - thankfully there had been little to do over the year other than to register new volunteers at the Diocese and to gain DBS (Disclosure and Barring Service) clearance for them.  It was important to maintain vigilance in safeguarding matters and all people wishing to work with young people or vulnerable adults had to apply for clearance under the Diocesan vetting scheme.  The system is about to become fully computerised which will mean that applications can be made on line, rather than by the complex forms, and all that have entered their details via the new system will be able to use their DBS certificates in more than one volunteering role as opposed to having to apply separately for each organisation.  As a part of the move to full computerisation the parish will review all groups and their volunteers, update their details as required and move them onto the new system. In addition to the mechanics of registering volunteers the Diocese has produced some training materials to help those involved with children and vulnerable adults to spot the signs of abuse and exploitation and how to deal with the issues.  These materials would be useful to all and might underscore our approach to care for the young and vulnerable within the parish.  At a recent Diocesan meeting it was advised that victims of abuse and trafficking would frequently approach their local churches for help since often these were the only places where they would feel safe.  The materials will be reviewed with Father John and the PAC Chair and an appropriate roll out planned for the parish

**8. Parish Priest's Annual Report**

Fr. John looked back and spoke about the year, the Deanery Mass which was held in St Felix last Lent, Morning Prayer (Lauds) introduced before morning Mass, the Parish First Holy Communion for 8 young people and Confirmation where 8 young people were confirmed by the Bishop in June; the work in the Memorial Garden and all the planning for the forthcoming work in the Sanctuary; the 40 Hour Devotion, the Teddy Bear's Picnic; Alive In Faith; Monthly lunches by Team Felix, Senior Parishioner's Christmas lunch and the house groups. Looking forward to this year, the works on the Sanctuary will begin in the next few weeks with completion hopefully before Easter; the Memorial Garden now needs to be turfed; hopefully 2 adults will be baptised and 2 adults received into the Church at the Easter Vigil and a Parish Pilgrimage to Walsingham is hoped for. Fr John would like to instate an SVP group in the parish, which is a group to help people in need within the parish. A couple of interested people have come forward but more are required. This year as a Parish we should look at Confessions and how it is practiced in the Parish and also what the money raised from St Cecilia's should be used for and the fact that more money is going out than coming in to the parish..

Fr John said that he is very thankful to a great many people in the parish for their help over the year and it is very hard to single people out, however, he wished to particularly thank Wilf and the Sisters at the Convent for their constant support, Team Felix for their willingness and hospitality, John Yelverton for all his help on a daily basis within the Church and to David Richardson as Treasurer aided by Alan Lamberton.

Barbara Lamberton said that the Posada was also a nice thing to have done in the last year and everyone agreed that we should do it again this Advent.

**9. Lent -** a) What would people like?

House groups to look at Lent or a Cafe Course? A Cafe course is a five week course where a film is shown at the start of the evening followed by discussion. It was agreed that a course would be a nice idea and one about the Saints where a different saint is discussed each evening and how relevant they are to us today. House groups would then resume in the Autumn.

CWL Lent Lunches

Stations of the Cross on Sunday afternoons at St Felix and at the Convent on Fridays.

b) Should we have a Year of Mercy Pilgrimage, everyone agreed that a Pilgrimage to Walsingham in June or July would be an excellent way of marking the year.

**10. AOB**

Wilf said the website is up and running in a basic form and asked if people would look through itand comment back to him. Alan asked if there is a link from the diocesan website to ours. Wilf didn't think there was so will sort this out and also to link it to the VisitFelixstowe website for visitors to the town.

Ann Dance asked if someone from SVP could come and talk at the end of Masses one weekend about their work. Fr. John thought this would be a good idea.

Doug Birchall asked about the Church organ. Alan said that parts have been sent away to Italy for repair.

**11. Date of Next Meeting**

Tuesday 12th April at 7.30 pm

Wilf thanked everyone for coming and Fr. John ended the meeting with a prayer.