**Minutes of PAC Meeting Held on Tuesday 8th May 2018**

**Present:** Fr. J Barnes, P.Dance, (Chairman) D. Richardson, (Treasurer) , T. Doran, A.Ashby, E. Utting, K. Pinto, B. Pinto, K. Waring, B. Lamberton, A. Lamberton, M. Bucknall, M. Ashley, H. Dossor, A. Dance, P. Hills, Sr. M. Langmead, Sr. Margaret Mary, M. Hennessey, B. McDonald, M. Schoning-Yates and J. Lapenna.

**Opening Prayer and Welcome**

Phil welcomed everyone to the meeting and thanked them for attending. Fr. John opened the meeting with a prayer. Phil and Anne Dance agreed to fulfil the roles of Chair and Secretary until January 2019.

**General Update**

**Minutes of the 2017 Annual General Meeting** The minutes were approved. Approval proposed by Dave Richardson and seconded by Alan Lamberton.

**Matters arising from the minutes**

The Church welcome pack has been revised and is available at the back of the Church. The plan to support refugees from Syria has gained significant traction with two collections of food and gifts having been completed and the proceeds from a giving tree in Advent.

The request to focus on families had been met with a BBQ which was well attended and the establishment of a Youth Group run by Fr. John and Paula Ryan. Links to St. Albans School have been improved and we now have a parishioner who is a governor at the school. A diary of key events is being compiled and will be available for 2018/19.

**Treasurer's Report**

David Richardson read out budget figures for 2018 and outlined the actual figures for 2017. Overall increased donations and reduced expenditure had enabled us to achieve a fund surplus at the end of 2017. The side access road has been restored at a cost of £4000. The heating bills will be reduced as we join the Diocese energy scheme. Projects for next year will include disabled access improvements, a review of the lighting and installation of new stained glass windows. The window installation cost will be met by a legacy. The parish finance team were audited last month and passed with no issues.

**Parish Priest's Review of the Year**

Eleven of our young people received the sacrament of Confirmation in May but unfortunately three of these have now lapsed or moved away. Five children received their First Holy Communion in June and we have a further ten undergoing instruction for 2018. The Saturday morning classes have been restructured and we now have around twenty children attending each time with a healthy attendance at childrens’ liturgy on a Sunday. The Lenten Deanery Mass was poorly attended but the weekly Stations of the Cross service at St. Felix attracted around twenty people. The penitential services were well attended and the Rosary on the Coast attracted around fifty people gathering at the ferry in Felixstowe. We have a young fathers group six of whom meet on a regular basis at Fr. John’s house for food and discussion. The grandparents group has proved to be less popular and will stop. The parish BBQ and Race Night were well attended and the Crib Festival was a great success. The Posada take up could have been better supported and we will look to encourage more participants in 2018. Team Felix continues to produce a good programme of activities raising over £1600 for the parish in addition to charitable donations. Our Helping Hands programme is well established with over 25 volunteers and a large group of parishioners being helped.

The meeting agreed that we need to encourage all in the parish to become more involved with a focus on our young people especially those between the age of 9-12.

**Reports from Parish Groups**

CAFOD donations continue at around £100 per week with the Lenten fast contributing £600. The memorial Mass had 30 people in attendance and it is hoped that a planned Share the Journey Walk might involve some of our young people in 2018. The walk is an initiative launched by Pope Francis where it is hoped that 24,900 miles might be walked, the distance around the equator, as world leaders meet to discuss the refugee crisis.

The Association of Jesus and Mary continue to hold meetings and these have now moved to the evening through the summer months. The meetings are a mixture of social and spiritual activities with a key example being the retreat held by Fr. Bagstaff which attracted 40 people. The Association continues to be involved in the Salvation Army Christmas tree event and a fund-raising coffee morning is planned for the 10th June.

The CWL have raised £600 for CAFOD and £155 for the National Presidents Charity for Syrian Refugees. A series of meetings with guest speakers including Violet Jones, Pat Ezra and Rosemary Elliston proved popular. The meeting format has become less formal with events being held in members’ houses and local restaurants. During the winter months the meetings were moved to the afternoon to enable members to travel in the daylight.

Helping Hands is growing in both the number of people volunteering and those being helped. Some of the people using the service had offered to pay for the help that they received. The policy of the Helping Hands team is that all help is free and if anyone wished to make a donation CAFOD or Aid to the Church in Need would be worthy recipients. The team remain open to new ideas on how to be of service to the parish.

Team Felix continue to offer a great service to the parish with monthly lunches and catering for events in the parish year. The team also held a Beetle Drive and a Christmas Social in addition to the Grand Draw and managed to raise £1644 for parish funds. A Bacon Butty Bruch in aid of Marie Curie raised £100.

Thanks were offered to Philip Hills who ran the race night in January 2018 which raised a record amount of almost £1000 for parish funds.

**Church Building Improvements**

 The new stained glass windows to be designed and made by Tom Denny have been approved by the Liturgical Committee. They will be installed in October and the Bishop will be coming to bless them on November 18th. A booklet will be produced to tell the story of the windows, the message that they are intended to convey and an acknowledgement to the benefactors(s). The booklet will draw attention to the windows and help visitors to appreciate them. Some concerns were raised as to whether the sunlight or internal lighting might be sufficient to illuminate the windows. The location had been chosen by Tom Denny and it was agreed that we would wait until they were in place before considering enhancements to the installation.

The lighting in the Church is less than perfect. The re-ordering of the sanctuary and the changes in use for the side chapels and aisles require lights to be in different places and of better quality. The finance committee will organise a survey of the lighting and will propose a new plan which will improve the lighting, enhance the appreciation of the church architecture and contents and improve the assistance given to readers. The new lighting technologies should also help with reducing energy costs.

**Support for Refugees and Victims of War**

 Barbara Lamberton has been in touch with the team at Suffolk Refugee Services (SRS) to see what more we might do to help Rebecca Crerar and her team. SRS provide help with support and advice on asylum claims, learning English and distribute food and other assistance to those in financial need. There is a real need for rented housing and the sponsorship and support for young people separated from their families. Barbara has placed an appeal to property owners in the newsletter. Addressing housing and fostering might be a challenge too big for members of the parish but Barbara felt that we could make donations of food on a regular basis in addition to the one-off appeals that we have had.

In addition to reaching out to refugees who have arrived in the UK the meeting felt that it was important assist those who remained in Syria and other conflict zones. Aid to the Church in Need is a charity which helps parishes in the UK sponsor projects in war torn zones via the churches already established there.

It was agreed that we would look to support both SRS and Aid to the Church in Need and that some of our fundraising events would target funds to these charities. In addition we would place a basket at the back of the church to collect suitable food items and would arrange for a Giving Tree to be placed in the church during Advent to collect items for SRS. It was felt that the Youth Group be involved in helping top organise the efforts within the parish.

**Parish Events**

The list of events held through 2017/18 was circulated to the meeting and two groups were formed to consider which should be held again and any new ones that might be added. The meeting agreed that the barbeque, teddy bears picnic, race night and quiz night should be repeated and a parish outing, carol concert, international evening, house groups and a Mary’s

Meals appeal should be added to the list.

Candidates for the parish outing included: a visit to Beccles to include a visit to the Parish Church and Beccles Minster which had been designed by Banham, the architect of St Felix Church; or a visit to Kings Lynn to see the Holy House an early pilgrimage site in honour of Our Lady. Fr John felt that a date in August would be best and asked all to let him know which visit they would prefer or indeed another candidate if they wished.

A full list of all events including the parish outing will be compiled, together with owners for each activity, and published on the notice board in the church and on the website.

**Any Other Business**

None.

**Meeting Summary**

Phil thanked everyone for coming along and encouraged those present to encourage others within the parish to get more involved in both the social and spiritual activities that were on offer.

**Date of Next Meeting**

Tuesday 2nd October 7.30 PM

Fr. John ended the meeting with a prayer.

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Reports provided by paper copy at the meeting are available as an attachment to the Email distributing the minutes, on the Parish Website or can be obtained from Phil Dance. phil.j2.dance@btinternet.com