

St Laurence's Parish Pastoral Council (PPC)
Meeting Minutes
20 May 2026, 7:35pm

Members of the PPC

Fr. Robin Mampallithadathil CRM
Fr. Alex Vadasseril CRM
Michanne Haynes (Chairman)
Giuseppe Cirillo (Vice Chairman)
Edward Acton
Stephen Chapman
Sarah Sykes
Kay Dodsworth
Rachel Chalkin
Jhon Nuqui (Secretary)

With Apologies

Rev. Dr. Geoff Cook
Stephen Warde
Eddie Watson
Helena Judd
Tsfagiorgis Fissehaye

I. Opening Prayer

1. Meeting opened with prayer led by Fr. Robin.

II. Priest's Update (Fr. Robin)

2. Youth Group
 - a) Positive growth; increased attendance including from outside our Parish
 - b) Members are very engaged and keen to contribute
 - c) Proposed involvement as parking stewards (9.3am and 11.15am Masses)
 - d) Potential to utilise skills, including IT
 - e) DBS requirements highlighted before assigning responsibilities
 - f) Actions Agreed:
 - i. Purchase and prepare steward vests (with Youth Group's emblem)
 - ii. Begin DBS checks for youth volunteers required
 - iii. Explore suitable roles for youth volunteers such as Children's Liturgy, Tech Support, not limited to parking only
3. Parish Office Support
 - a) Office coverage now extended across the week
 - b) Sister Kasia appointed on invoice basis (not an employee) via her religious order to St Laurence's.
 - c) Will support office and pastoral activities, including First Holy Communion, Youth and Vocations)
 - d) Actions Agreed:
 - i. Seek feedback on introducing Saturday office opening

- ii. Confirm structure and long-term involvement of Sister Kasia in Parish activities
 - e) First Holy Communion
 - i. Need for improved communication this year
 - ii. Priority to issue invitations to parents earlier
 - f) Actions Agreed
 - i. Finalise First Holy Communion arrangements and involvement of Sister Kaisa
 - ii. Send invitations to parents as soon as possible via St Laurence Catholic Primary School and Parish
- 4. Safeguarding
 - a) No major concerns reported
 - b) Ongoing Diocesan DBS backlog noted
 - c) Emphasis on DBS compliance for all working with children and vulnerable groups
 - d) Actions Agreed
 - i. Continue to follow-up with Diocese on pending DBS applications
 - ii. Ensure appropriate checks before assigning any youth or volunteers roles

III. St Laurence School Update (Rachel Chalkin)

Highlighted continued Parish-School engagement (Mass, RE activities) with reception class to attend Mass in the Parish after the half-term.

- 5. New Initiatives
 - a) Playgroup planned (launch September, school-based, faith-led)
 - b) Strong faith activities (Marian devotions, mini vinnies, charity work/initiative)
- 6. Trust Structural Updates
 - a) Trust merger development between John the Baptist and Walsingham. No immediate major local impact expected.
- 7. Key Concern for Pupils Placement at St Bedes
 - a) Difficulty for St Laurence's students gaining admission to St Bede's
- 8. Actions Agreed:
 - a) Finalise set up such as legal and operational for playgroup
 - b) Publish playgroup details through Parish communications
 - c) Continue to engagement regarding St Bede's admissions concerns

IV. Grounds and Buildings (Stephen Chapman)

- 9. Financial Overview
 - a) Estimated annual cost approximately £50k (including ~£30k energy)
 - b) Income has decreased (~10%)
 - c) Need for clearer reporting and tracking
 - d) Actions Agreed:
 - i. Provide regular finance updates in newsletter (income vs costs)

- ii. Work with treasurer to improve income tracking clarity
- 10. Financial Controls
 - a) Need for structured approval process for expenditures
 - b) Actions Agreed:
 - i. Implement request/approval process requiring quotes and defined costings
 - ii. Introduce tracking (order numbers/ cost allocation)
- 11. Works Completed
 - a) Boiler repair, presbytery flooring
 - b) Smart meter installation (Church)
 - c) Energy monitoring equipment
 - d) Repairs (toilet, doors, electrical cupboard)
 - e) Windows cleaning and general maintenance
- 12. Ongoing & Upcoming Works
 - a) Electrical inspection scheduled
 - b) Gas certification and smart meter upgrade
 - c) Fire risk assessment follow up
 - d) Actions Agreed:
 - i. Proceed with electrical inspection and required works
 - ii. Continue monitoring and optimisation of heating system
 - iii. Meet regarding fire risk assessment outcomes
- 13. Structural & Maintenance Issues
 - a) Solar panel ownership/documentation unresolved
 - b) Rotting structure at Church entrance (Narthex)
 - c) General maintenance backlog and decluttering needed
 - d) Actions Agreed:
 - i. Escalate solar panel ownership issue with Diocese
 - ii. Remove deteriorating external structure
 - iii. Organise maintenance/clearance

V. Parking Issues (Edward Capton)

- 14. Ongoing issues with current provider
- 15. Some concessions agreed (Saturdays closed, flexibility for events)
- 16. Contract remains active (~3 years remaining)
- 17. Actions Agreed:
 - a) Continue discussions with provider to improve arrangements
 - b) Monitor implementation of agreed concessions
 - c) Consider long-term alternatives for post-contract period

VI. Website Updating (Jhon Nuqui)

- 18. Need to refresh and better manage website
- 19. Website ownership, refresh/updates were discussed
- 20. Proposal to unify website and portal database
 - a) Need for centralised database and proper data governance

- b) Parish app proposed for pilot use with selected groups
- 21. Actions Agreed:
 - a) Arrange meeting with key stakeholders (Fr Robin and Tech Team)
 - b) Review and re-design website including hosting and any associated costs
 - c) Explore centralised database approach including associated costs
 - d) Consider appointment of data protection office role
 - e) Pilot parish app with selected groups before wider rollout (optional)

VII. Committee for Parish Day Celebration

- 22. Proposed date on 9 August
- 23. Limited preparation time available was discussed
- 24. Constraints on school venue availability was highlighted
- 25. Agreed Direction:
 - a) Keep event simple this year: Mass, bring-and-share picnic, basic activities
 - b) Actions Agreed:
 - i. Confirm school availability and limitations
 - ii. Decide final format and location
 - iii. Identify small organising team (liturgy, logistics, activities)

VIII. AOM – Newsletter (Sarah Sykes)

- 26. Genral
 - a) Opportunity to expand newsletter (extra page/sections)
 - b) Suggestion to include Sunday readings where possible
 - c) Actions Agreed:
 - i. Identify suitable source for readings (easy to preproduce)
- 27. Printing
 - a) Current print run ~300 copies; significant waste observed
 - b) Actions Agreed:
 - i. Reduce print run to 250 copies (trial period)
 - ii. Review after 1-2 months
- 28. Sick list
 - a) Needs clearer management and updating process
 - b) Actions Agreed:
 - i. Introduce clearer process for adding/removing names
 - ii. Parishioners to inform Parish when names should be removed
 - iii. Encourage communication via Parish Priest/Office
- 29. Cleaning
 - a) Current cleaning arrangements insufficient
 - b) Need for structured volunteer support
 - c) Actions Agreed:
 - i. Recruit volunteers
 - ii. Advertise in newsletter
 - iii. Establish regular cleaning day (proposed Thursday)
- 30. PPC Minutes and Communication

- a) PPC minutes not consistently published online.
- b) Actions Agreed
 - i. Resend recent minutes to website administrator
 - ii. Ensure regular upload of minutes going forward. Fr Robin to speak with website administrator.

IX. Next PPC Meeting

31. PPC to meet on the second Wednesday of every other month:

- a) 8 July 2026
- b) 9 September 2026
- c) 11 November 2026

(Subject to parish calendar adjustments)

X. Closing Prayer

32. Meeting closed in prayer led by Fr. Robin.