



Holy Ghost Parish Particular Needs Group (PNG).

Minutes of Meeting held on 17th July 2007 at the Church of St Bede, Popley, Basingstoke.

1. Present: Mary Cullen (MC), Sue McKenna (SM), Brian Morris (BM), Geoffrey Fowler (GF).

2. Apologies: Rev. Monsignor Vincent Harvey (FV), Mike Took (MT)

Meeting opened at 8.20 pm.

3. Minutes of the last meeting: The minutes from the 1st May were reviewed; GF noted that the name in AOB was in fact The Association of Blind Catholics. The minutes were accepted with that following change.

4. Matters Arising

1. Loop system. Sue noted that the loop system is working very well but not working to the right of the altar, in both sets of chairs. FV has been informed and will pass on this information to builders. A portable loop system has been presented to the diocese by the CFH on 16th June 2007. BM suggested buying a system to be shared by larger pastoral area. But it was agreed to seek a quote, about £100 is anticipated, for St Bede committee rooms. Therefore a quote should be arranged and SM will contact Nicky Stephen from the Caring Fellowship for a supplier and a quote, and also Haggard Electronics. This mobile loop is needed as an anticipatory duty under the Disability Equality Duty. *To be followed up by SM.*

2. Signer for the Deaf. GF gave news about a part time paid post for a signer and someone who generally assists deaf people, organised for all Basingstoke churches. GF attended the pre interview meeting with the 2 candidates on 29th June 2007 at Holy Trinity Methodist Church. Holy Ghost and all churches will contribute to the funding of this post. The candidate who has accepted the post is a young lady from Basingstoke and her post begins on September 1st 2007. GF has been invited to the welcoming meeting in the morning. GF has regretted, FV has also been invited and has regretted. We expect that the parish will be informed about her role and how to contact her in the fullness of time. But is noted that this was a welcome initiative and we would look forward to being informed about how Holy Ghost parish can use her services.

3. Hassocks. M. C. noted that some rings for hanging up the hassocks have come away from the front row pews and therefore it is not possible to hang them up and they are on the floor. *BM to follow up.*

4. **Communion.** GF noted that the parishioners are sitting in the front rows in the 9am mass and receiving communion well. MC said similar support at 6.30 and BM noted the system was working at 11.00am. It was agreed that the system was sorting itself out. SM noted that at 9am mass the table holding the communion and the wine appears to be an obstruction for wheelchairs and disabled prams. It was suggested that this system is observed and a suggestion made to move it to another location within the church, or even rotating it around, after the offertory procession. **All to observe and comment please.**
5. **Parish Census.** See below
6. **Church of St. Bede wheelchair.** This has not been returned as yet. It was suggested that enquiries could be made to ask if the Barker family knew how long they would need it for. If it may be a long time MC suggested the church to ask for donation of wheelchair from parishioners. It was also considered buying a wheelchair for both churches. **SM to contact FV/Office re Barker family.**
7. **Accessibility and visibility.** Ongoing: no action due to roof repairs. Car park is full of scaffolding and a skip. Following the report in the last minutes that the ramp and pavement was not clearly marked outside of the entrance BM has reviewed this. He suggests that this should be highlighted in a contrasting colour and the ramp should also be marked with a box or highlighted to keep this clear for wheelchair access. **BM to action when possible.**
8. Mass took place on 16th June 2007, organised by CFH in memory of their chair Dr John Weaver. His family were present and received flowers. There were 45 attended the Mass. Fr. Peter Hollis took the service, Paula Medd coordinated a wonderful afternoon tea, Dinah, Mary and Mary Hartley helped in the kitchen. The hearing loop was presented to the diocese from the CFH. The new chair of the CFH was present. All members of the congregation were included in the Mass, and the church accommodated all needs. There were many favourable comments about the new church although due to road works in Popley Way some people had experienced a difficult journey. The excess food was dropped into May Place by SM. It was discussed that Barry Hudd had left his post as Diocesan Disability Adviser, which we regretted. **SM to email Bishops secretary to enquire if there is an intention to refill the post.**

5. Correspondence:

- GF as above re communal worker with the deaf.

6. Health and safety ; B. M. reported nothing new to report and report from last meeting is attached with these minutes. Choir seating adjusted to allow access to emergency exit although GF noted that choir seating needed to be at an angle in order to sing 'into' the church. SM noted broken flags at side of church walking towards St Bede school, **BM to investigate.**

7. Administration: leaflet and poster for St Bede Church

- **PNG information.** SM brought draft of this amended leaflet to the meeting. Leaflet for St Bede reviewed and agreed and is attached with minutes.

- Leaflet for Holy Ghost could not be finalised as the following is not clear: Wheelchair access to be reviewed. How will wheelchair users access the church when the ramp from the car park is removed? Can access be gained from the Burgess Road Hall? Further draft to be distributed after consultation on these points. **FV to comment please.**
- St Bede leaflet can be given to office for printing and distribution in church entrance. **SM to action.**

9. Any other business;

- SM noted that recently the **bidding prayers** had been printed in size 10 font and the readers had difficulty when the font was that small. It was suggested that the bidding prayers, despite the amount or length, should always be printed in size 14 font. **SM/FV to ask the office if this could become usual policy.**
- **Parish Website:** In the last meeting we asked if the PN group minutes should be on the parish website. FV has confirmed he can arrange this. However the minutes should only appear when approved. Therefore it is suggested that the draft minutes should be sent out to all committee members for comment and changing. **SM will make changes and then send to FV for including on webpage.**
- **Disability census:** Draft 3 approved by all as master copy, as attached. It was agreed that 200 to be printed initially, then more can be printed as needed. The coordinator for additional printing, collection of forms and collation of results is Geoff.
- Master of census to be given and sent electronically to office by SM
- To improve access SM suggested that cream paper should be used for printing. SM will provide.
- Notices about the census to appear in newsletter from beginning of September, to run for 3 weeks. GF to write the copy for newsletter notices. We would also ask Clergy to mention at end of Mass.
- Roster of teams to hand out and collect census forms at end of each Mass, weeks of 9th, 16th, 23rd September. GF can attend all 9am Masses, MC can attend all 1830 Masses. SM on holiday 9th and 16th September and will collate as needed 23rd September. BM will help as needed when his roster is known.
- Census forms and collection information to be left at Holy Ghost Church.
- Census forms and collection information to be left in hallway of St Bede for new parishioners following September
- All forms to be returned to office by 30th September.
- GF has agreed to collate and distribute the census findings.

Date of next meeting: Tuesday October 16th 2007, 8 p.m. BM's roster is unknown at this time and he will confirm closer to the time. SM to book a room with the office, GF to collect MC on that evening.

Items for the agenda for the next meeting to SM by Tuesday October 9th 2007.

Meeting closed at 2210
Sue McKenna