

# St. Thomas More Church, Hartley Wintney

## Minutes of Good Shepherds' meeting number 5 held on Wednesday 4<sup>th</sup> November 2009

### Present:

Bill Bishop (chairman), Dcn Dave Morgan, Fr Dominic Adeiza, Louise Poulter, Marian Sandle, Pat Paul, Paula Simcoe, John Marcotti (minutes),

### Apologies:

Alan Bannon, Anne Stanley, Carole Johnson, Janine Kilroy, June Walsh, Kath Budd, Margaret Jennings, Marie Linscott, Richard Bannon, Rosemarie Cooke, Viviane Faye

### 1. *Previous minutes*

Previous minutes were agreed.

### 2. *Chalice*

New chalices are in process of being made. We don't yet know the final cost, but we estimate that we will get a refund.

We will ask Richard Bannon to check whether the chalices are – or ought to be – listed in the insurance policy. **Action 5.01 Richard Bannon**

### 3. *Advent and Christmas services*

There will be a Reconciliation service at St Swithun's on 10th December at 7.30 p.m. to cover both our parishes. Five priests will take part.

The Christmas Mass at St Thomas More will be on Christmas Eve at 7 p.m.

Pat will speak to Trish at Hook about sourcing a Christmas tree. **Action 5.02 Pat Paul**

### 4. *Christmas social*

This will be take place at the cricket club on Saturday 5th December. We need an idea of how many people are coming, and of what food items they can bring. John will ask Viviane to co-ordinate it. **Action 5.03 John Marcotti**

### 5. *New newsletter editor and new parish secretary*

Nobody has yet come forward with an offer to edit the newsletter. We will run some more ads in the newsletter until the end of November. If nobody comes forward we will join in with St Swithun's newsletter as from the start of January.

If anybody has any items for the newsletter they should send them to Carole Williams at St Swithun's; if the items are also to appear on the St Thomas More website they should also be sent to John Marcotti.

Carole will also be asked to act as parish secretary for St Thomas More.

6. *Finance update*

Louise presented a financial statement.

Louise will make an announcement at Mass in due course. This will also be an opportunity to inform people about the Gift Aid scheme and about the diocesan campaign for Planned Aid Giving.

It was agreed that financial updates should be provided every six months, not every three months as had previously been intended.

7. *Any other business*

Heating in church: Part of the duty of the Opener should be to turn up the heating, and of that of the Closer to turn it down. Opening and Closing instructions will be updated to reflect this. **Action 5.04 unassigned**

Calvini Children's Society: Collections for the Calvini Children's Society will be on the first, second and third Sundays of Advent. We will put a collection box in the porch.

Secure filing: we don't have a secure filing system for sensitive or confidential documents, so we will use the facilities at Yateley.

8. *Dates of next meetings*

Next meeting will be on:  
Tuesday 19<sup>th</sup> January

At this meeting we will try to set up the schedule for the rest of the year.

9. *Open items*

<b>Action number</b>	<b>Description and update</b>	<b>Actionee</b>	<b>Status</b>
5.01	check whether the chalices are – or ought to be – listed in the insurance policy	Richard Bannon	Open
5.02	Speak to Trish at Hook about sourcing a Christmas tree	Pat Paul	Open
5.03	Ask Viviane to co-ordinate the Christmas social	John Marcotti	Open
5.04	Update Opening and Closing instructions to include turning the heating up or down	unassigned	Open
4.02	Insurance valuation for new chalices and ciborium	Richard Bannon	Open
4.04	Order a death register	John Marcotti	Open
4.06	Provide keys for the church to all openers and to St Swithun's	Richard Bannon	Open
4.07	Provide suggestions for wheelchair	Richard	Open

<b>Action number</b>	<b>Description and update</b>	<b>Actionee</b>	<b>Status</b>
	access	Bannon	
3.07	Obtain a book for names of deceased parishioners	unassigned	Open
3.09	Present a financial update to the parish after the financial year ends	Louise Poulter	Open
2.03	Provide a list of internet links for potential replacements for the homily section of the newsletter and website	Alan Bannon	Open
2.05	Quarterly financial update for the parish	Louise Poulter	Open
2.06	Produce an inventory of items owned by the parish	Richard Bannon	Open
1.01	Rota for altar servers	Ruth Hudson	Open
1.02	See if FHC children would like to serve on the altar	Marie Linscott, Rosemarie Cooke	Open
1.03	Appeal for more people to join the planned giving scheme.	Louise Poulter	Open
1.04	Produce a welcome pack for new parishioners	John Marcotti	Open
1.05	Investigate whether Fr Dominic could have a lapel microphone	Richard Bannon	Open

10. *Closed items*

<b>Action number</b>	<b>Description and update</b>	<b>Actionee</b>	<b>Status</b>
4.01	Follow up with the jeweller to get a new chalice	Dcn Dave	Closed
4.03	Provide a bag for temporary storage of new chalices	Louise Poulter	Closed
4.05	Get a sample welcome pack from St Swithun's	Dcn Dave	Closed
4.08	Shoulder-tap somebody for secretary and newsletter editor	Bill Bishop	Closed
4.09	Treasurer's report	Louise Poulter	Closed
4.10	Book the Cricket Club for a Christmas social	Pat Paul	Closed
4.11	Check when the church was opened	Carole Johnson	Closed
2.01	Dcn Dave to provide us with a list of social events currently planned for St Swithun's	Dcn Dave	Closed
2.02	Provide a list of internet links for potential replacements for the homily section of the newsletter and website	Fr Dominic	Closed
2.04	Obtain a quote for new chalices and	Dcn Dave	Closed

<b>Action number</b>	<b>Description and update</b>	<b>Actionee</b>	<b>Status</b>
	ciborium		