

Meeting of the Parish Pastoral Council
Our Lady of Lourdes (Aylesbury)

Meeting on Tuesday 20th January 2026 7.00pm

<u>Attending:</u>	<u>Apologies</u>
Fr. Jais (FJ)	Clive Gallagher (CG)
Carole Paternoster (CP) 1	Michael Lowry (ML)
Fran Woodbridge (FW) 2	Gerrardine Goulding (GG)
Mary Harding (MH)	
Nancy Kasenza (NK)	
Sr. Bernadette (SrB)	
Peter Donnelly (PD)	
Sean Brannon (SB)	
Elaine Sidhu (by invitation)	

1.	The meeting opened at 7.05pm with the parish prayer. FW is resigning from the PPC and was thanked for her contribution over the years.	ACTION
2.	Apologies received – see above.	
3.	<u>Matters arising from the previous PPC minutes</u> Item 10 a) CP wrote to Ruban expressing the thanks of the parish for all Ruban’s efforts in making the Autumn Fayre a success.	
4.	<u>Combined Aylesbury Parish</u> a) It is going well. Arrival of the assistant priest has been delayed. The diocese is awarded 5 sponsorship numbers per year from the government, all numbers were used in 2025. FJ is currently being supported by Fr John Bierne, Fr John White and Fr Derek. b) The established pattern of meeting parishioners at Saint Joseph’s is no longer available. Once FJ has set up suitable times to see parishioners in the office, these will be publicised. He will be available at St Joseph’s on Mondays and Fridays after Mass. c) Celebrations of the Masses and Sacraments are going well. There is a system in place for Baptisms. d) An additional administrator will be employed to support Elaine in the office. e) New parish contact details - phone and email (aylesburycatholic@northamptondiocese.org) – are given in the newsletter. 3 inboxes are being managed but the plan is to eventually phase out the two old email addresses.	FJ
5.	<u>Reports</u> a) <u>Finance</u> – CG emailed a report – <i>Income for the third quarter is pretty much in line with budget for main headings: Standing orders £13,348 v £12k Plate £25,758 v £28.5k Digital £6,359 v £4.5k Collections are £45,465 v £45k budget. We are behind on hall rental income about £2k v £9k budgeted and also some of our donations, but the main collection is holding up well. We will need to market use of the hall. Costs are running over budget, mainly due to £146k charged during the year for the hall.</i> The diocese is planning to align all 3 parish finance committees at the end of the financial year. Please note this does not mean merging parish accounts. b) <u>Safeguarding</u> – None. c) <u>Website, Comms & Landscaping</u> - • <u>Website/Comms</u> : SB proposed purchasing alternative communications to replace most of what Caspar does (except finance) to unite the websites. The software allows	

setting up groups with calendars, giving people permissions to run specific areas. SB believes it's time to unite the websites to support parish unification rather than maintaining different communication methods. The framework and plan already exist from previous work on a diocesan-wide website plan with Fr John Beirne which didn't come to fruition.

- SB will work with Elaine to migrate calendar data and consolidate email addresses.

i. Hall WiFi –

SB prepared a equipment list for proper WiFi network in the hall with guest access allowing up to 100 simultaneous WiFi connections for corporate events, voting systems etc. The equipment list has been sent to finance committee - Sean asking how to proceed with approval. Sean emphasized proper system solves IT issues for hall marketability and sellability. TV in meeting room may not be smart TV (needs cable connection rather than wireless). Hall already has data ports throughout for AV and networking infrastructure. The plan includes wiring already in place for multi-room AV and data system throughout hall. This would enable casting to TVs from phones/devices without plugging in and is completely separate from BT booster solution. FJ wants temporary BT WiFi extension (free from BT) for immediate needs, especially for controlling hall heating system.

ii. BT extension –

The BT extension comes with 2 free boosters with their connection. Elaine will contact BT about the extension. Once a permanent system is approved and installed, the temporary BT booster can be removed.

- Information across the 3 parishes must be sent to Elaine/SB in order to keep the website up to date.
- All information/advertising for the noticeboards must be sent to Elaine.

Landscaping: SB trimmed all bushes and planted 3 new large bushes from another property. FJ and SB will arrange a site meeting to plan further. As previously, the budget will come from parish funds and donations.

d) Children's Liturgy – 4 new volunteers came forward after an appeal. Approximately 20 children attend.

e) Youth Ministry - This is going well. All Saints party was successful despite oven not working - Umberto and Brighita provided wood-fired pizza oven which worked better than planned. Tesco donated pizzas via a parishioner request to the manager - should send thank you letter. The event helped children understand All Saints versus commercial Halloween.

Jesus Youth will move their meeting from 3rd to 4th Saturdays to avoid conflict with Confirmation classes.

f) Eucharistic Ministry & Readers

- i. Training for Eucharistic Ministers will take place on March 2nd, 9th and 16th. As more ministers are required FJ will invite people to attend the training sessions.
- ii. More readers are needed and CP agreed to make a pulpit request for volunteers. Readers' commissioning will take place shortly, date to be confirmed.
- iii. It was agreed that personal invitations to take up a ministry has a better response than a note in the newsletter.

g) SVP – FW gave an update

- i. The recent Christmas appeal for donations towards buying TESCO vouchers, in collaboration with St Joseph's conference, was a great success. Distribution of the vouchers was gratefully received.
- ii. Meeting in the small room in the hall is proving difficult due to the lack of space. Hopefully this will be alleviated when the storage container is in place.

SB

Elaine

FJ/SB

FJ
CP

6.	<p><u>Sacramental Programmes</u></p> <p>a) <u>First Holy Communion</u> – the long running resource program “I Belong” has been replaced by customised materials ensuring the children get a basic understanding of the Sacrament. There are 21 children at OLOL and 55 at St Joseph’s and St Clare’s. The date for First Holy Communion Masses is 16th May with First Confession (combined for all parishes) being scheduled for 9th May.</p> <p>b) <u>Confirmation</u> – is now combined across all 3 parishes with approximately 42 candidates.</p>	
7.	<p><u>Update on OLOL hall</u></p> <p>a) Elaine gave a report on hall rental, which is significantly underperforming. Diocesan legal advice has been sought as one client has refused to pay due to various issues, one being safeguarding concerns as parishioners entered to use the kitchen. A physical stand up sign is needed stating “Private Function/Event”.</p> <p>b) SB will optimise hall rental information for search engines and apply to the website asap. Improved photographs of the hall are needed. SB will include information about regular bookings on the hall rental webpage.</p> <p>c) Regular hall users are preferred to one-off party rentals for consistent income and cleanliness. FJ gave an account of one recent party where the toilets were blocked and rubbish left around the property.</p> <p>d) A Community ward prayer and day retreat (28th November) was given free use of the hall – both made donations exceeding normal rental fees.</p> <p>e) The Blood Donation Service used the hall regularly in the past – there is potential to reach out again.</p> <p>f) Saturdays are very busy with First Communion and Confirmation classes, as well a Jesus Youth. There is little daytime availability and evening rental of the hall has to begin after 6pm Mass.</p>	SB
8.	<p><u>Arrangements for Lent and Easter</u></p> <ul style="list-style-type: none"> • <u>Stations of the Cross</u> - Stations of the Cross will follow same format as before at 5:00 PM or 5:30 PM (CP to confirm time preference with FJ). The same groups as previous year will lead Stations: SVP, readers, Confirmation children etc. CP will draw up schedule and double-check with all groups. • <u>Lent Penitential Service</u> - Lenten penitential service planned for Holy Week - FJ will confirm date. • <u>Holy week and Easter Masses</u> – to be confirmed. 	CP/FJ CP FJ
9.	<p><u>Social events</u></p> <ul style="list-style-type: none"> • Social committee – SB will make a pulpit announcement after 10.30 Mass asking for volunteers to join the social committee and thus relieve Ruban from taking on the bulk of the responsibility. Separate committees are needed for OLOL and St Joseph’s and St Clare’s. • Review of Christmas party – the PA system was generally regarded to be very loud. Consideration of damping for future events was proposed. • OLOL feast day 11th February – takes place mid-week, FJ will decide how the celebrations will proceed. • Mother’s Day 15th March – usually organised by Children’s Liturgy group. CP will confirm with NK. 	SB CP/NK
10.	<p><u>AOB</u></p> <p>a) NK requested a “quiet” adoration ie: without saying the rosary. Currently Thursday evening Holy Hour has 30 minutes of silence before the rosary starts at 7.30pm. On a Saturday there is 15 minutes of silence before rosary begins. FJ will reinstate the Friday silent adoration when the new priest arrives.</p> <p>b) Telecom company (Nemato) placed phone mast 5 feet into church property about 2 years ago without permission and initially promised to remove it within specified timeframe but never followed through. Elaine sent 2 more emails recently to company with no response. FJ mentioned the case was in newspaper. SB proposed invoicing company for past 2 years of unauthorized use. Elaine will locate company correspondence and issue an invoice.</p> <p>c) Minutes of the PPC meetings will be uploaded to the website by SB.</p>	Elaine SB

	<p>d) Ushers were in place for a short period – there was a request to reinstate this ministry.</p> <p>e) SrB requested booklets for Eucharistic Ministers visiting the sick.</p>	
11.	<p><u>Date of next meeting</u></p> <p>FJ asked for the date of the next meeting to be changed from 21st April to 12th May because he will be on leave after Easter until early May.</p> <p>Tuesday 12th May 2026 at 7pm in the hall. The meeting ended with prayer at 8.55pm.</p>	