

# Church of The Most Holy Trinity

High Street, Otford TN14 5PH

## PASTORAL COMMITTEE

Minutes of Meeting held on Wednesday, 17th October 2018  
following 10 am Mass

**Present:** Fr David Gibbons, Mr Barry Authers (Chair), Mrs Frances Bacon, Mrs Rosemary Curtis, Mrs Anne Knight (Acting Secretary), Mrs Gwen Farrell, Sarah Harrison (Treasurer), Mr Frank Quinn

**Apologies:** Mr Antony Tyler

Fr David opened the meeting at with a prayer. Barry Authers agreed to chair the Committee.

**1. Minutes of previous meeting** held on 28th March were discussed and a few points raised regarding fire wardens being present at every Mass and whether fire procedures are being adhered to.

### 2. Matters Arising

The Quinquennial report was discussed and items were identified for immediate action:

1. Regular cleaning and clearing of gutter debris *Action*
2. Front porch - crack in mortar needs repair *Action*
- 3, Vinyl floor covering in kitchen needs attention *Action*
4. Flat roof repair ?
5. Japanese knotweed (34B this has now been cleared by the owner of the adjoining property

Frank mentioned the handrail (29B) on the front entrance needs to be addressed. The boundary fence (36B) and the conifer (35B) need attention. *Action*

Fr David said the Finance Committee will look at it and it would be good to use the same contractor for all the Churches.

Removal of tree (35B) near the brickwork at the front of the church. Barry suggested the gardener that Mary Scott uses but he showed no interest. Rosemary volunteered Graham to take down the tree at the front of the church and repair the notice board in the front outside porch. We still need a contractor to remove the tree roots. We shall try to do some of the work ourselves. *Action*

A request to use our car park on Saturday 3 November as Doctor's Surgery are doing a talk on Diabetes that day at the Methodist Church.

Frances said she thought donations for use of the car park should be kept for its upkeep. It was noticed that there were more cars than ever and Barry confirmed that OBM's total use was now 26 vehicles for which they pay £625 quarterly. There are physically only 32 parking spaces (before double parking). When we have a large funeral, we get in touch with OBM to make other arrangements during that time. Discussion ensued about letting others use the car park and it had been identified on the parish traffic plan as a good place for people to park! Barry has a good liaison with Lynne Davis of OBM, who is now the contact. Fr David confirmed that none of the money that comes in for parking should be ring-fenced; it is all part of the parish funds. It was suggested that the car park will need re-surfacing and that tarmac may be a good long-term solution.

Sarah confirmed that Montgomery's cut our grass. They find it difficult to mow around the trees and it was discussed as to whether they should be removed as some are diseased.

### 3. **Ecumenical Matters and Events**

Sarah distributed some Ecumenical notes in the absence of any minutes: A volunteer will be sought as Holy Trinity representative to lay the wreath at St Bartholomew's on Sunday 11th November. *Action*

Tree of Light: Friday 14 December at 7 pm

Christmas Card folding: 9.30 at Methodists hall on Friday 30th November

Christian Unity Service: Sunday 20th January 2019 at St Bartholomew's

World Day of Prayer: Friday 1st March 2019 at Holy Trinity *Action*

Palm Sunday procession: Fr David explained that we are not able to lead on a rota basis

Evangelical Free Church to be invited to next meeting - Methodists to contact.

Frank mentioned Aid to the Church in Need "Red Wednesday" (28th November) urging people to wear red to draw attention to the plight of the suffering church abroad. Fr David said to co-ordinate with the office in case there are any other collections.

Christmas and Easter Services at Holy Trinity to following previous year's format with evening Masses at 8pm. Antony to be approached for Order of Service. *Action*

### 4. **Finance Report**

Sarah circulated accounts showing a balance of £4,665.35. Anne distributed Lonnie Christopher's gift of £40 split between flowers and church. Rosemary said there was a donation of £110 for letting out the room for a baptism.

Fr David said we should think of some way of fund raising. He spoke of the UCM at St Bernadette's, who have an annual dinner. Gwen told of the success of the 200 Club. Fr David said, ideally, it should be at the church venue.

### 5. **Resignations**

Rosemary announced that she was stepping down from her duties, after 45 years service in her various churches, when the current rota ends. She agreed to continue doing the linen and the repository.

Anne also felt she had been in her role for long enough but agreed to continue as sacristan until another person was recruited, and as secretary until the AGM which date, Fr David will determine. *Action*

Fr David said he would have a meeting after Mass one Sunday at the end of November/December to appeal to the congregation. He expressed a wish for each church to have a local committee with one member represented on the Parish Committee. This would be set up once St Joseph's work is completed with a new altar and ambo. They will then do a mail drop to all the houses in Borough Green to notify people that St Joseph's is up and running again.

*Action: Fr David*

It was noted that Mgr Matthew will no longer be able to assist at Masses due to his new role taking over from Bishop Mason.

### 6. **Re-election of Committee**

No-one else stood down.

### 7. **Any other Business**

Frances and Barry spoke about the leaking sink in the kitchen and Barry said he would have a look at it before calling a plumber.

Fr David said they were trying to create a database of all those in the parish but that GDPR rules need to be applied.

Rosemary asked if there were any Mass sheets for All Saints Day and Fr David asked her to remind Ingrid to send extra copies of the daily Mass leaflets down that week. Rosemary confirmed that she had ordered two boxes of candles. Rosemary will prepare for All Saints Day and the altar of Remembrance for November. *Action*

Frank asked Sarah about signatories for the Bank Account and she said it was just her and Des, who has now left the parish. It was agreed that she would obtain the necessary forms so that Fr David and Fr Paul could be a counter-signatories. *Action*

*-Sarah*

8. Fr David concluded the meeting with a prayer.

9. Date of Next Meeting - an AGM - to be advised.

*Anne Knight (Acting Secretary)*

*Tel: 01959 524488*

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*NB*

*Action subsequent to meeting:*

(Antony to contact a roofing friend to address the roofing issues -5A- mortar, 9A – bitumen, 3A-gutter)

Rosemary approached Sally Protopapas, who has kindly agreed to be a sacristan.

Barry and Charles raised in excess of £1,500 for this year's Friends of Kent Churches bike ride.

John Everingham is available for Evening and Morning Masses at Christmas and will liaise with Antony.