



St Anne's CMC/PPC Meeting Minutes

Meeting held: 29th Jan 2023 at 11:00am in The Nagle Rooms
 In attendance: CMC: SH, CO'N, MR, BT, JC, PB PPC: Fr G, YR, NB, TL, MS

Item	Agenda Topics	Discussion/Actions	Person responsible	Date to be completed by
1.	Welcome and opening Prayer	Meeting opened and attendees welcomed Opening prayer	MS (PPC Chair) JC (CMC Chair)	
2.	Apologies	Received from LC, KS, MM		
3.	Previous minutes	First joint meeting since end of 'familiarisation period' and official handover to CMC		
4.	CMC feedback on progress: <i>Summary of how CMC roles are progressing since the 'consolidation' period began? Have there have been any significant issues?</i>	<p><u>Bookings</u> – currently about £2,500 pm. There have been some new regular bookings but need to investigate possible future hirers especially during the 'out of term time' summer months eg listing as a venue for Fringe Festival Time consuming! Discussion: how are out of hours problems going to be addressed? – possible mobile system to be investigated</p> <p>Keys – any relevant keys need to sorted and handed over to CMC.</p> <p>Discussion as to where keys will be kept – decision to keep a set in presbytery as maybe not secure in Centre. SH has a back door key – can this be used by CMC to access other keys when necessary</p> <p><u>Finance</u> – need info re regular costs e.g. wage costs for cleaner, cleaning materials</p> <p>Projection of costs 23/24 – possible surplus of approx. £3,000 Hire charges – in light of the 300% increase in gas costs and 200% in electricity costs, Fr Gerry stated that hire charges <i>must be</i> increased as soon as possible in order to minimise the effect of the increases. The CMC agreed to accelerate their planned review.</p>	<p>CMC</p> <p>PB/CO'N</p> <p>MS</p> <p>SH/CMC</p> <p>MR/SH/MS/ CO'N MR CMC</p>	<p>Ongoing</p> <p>Next meeting</p> <p>Next meeting</p> <p>Ongoing</p> <p>Ongoing</p> <p>28 Feb</p>

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		<p><u>H&S</u> – A meeting has been arranged with PPC to discuss actions from the H&S inspection and handover information</p> <p><u>Maintenance</u> – Fr G thanked CO’N for gritting the carpark during a recent spell of bad weather Update provided by BT (separate document attached)</p> <p><u>Grants</u> – update provided by BT (separate document attached) re dehumidifier</p> <p>Diocesan reply to clarify the GA position for the Centre: <i>‘A separate claim could be made for the Parish Community Centre, but they have to bear in mind to follow the GA regulations for claiming – just as the parish does. GA Declarations have to be completed as usual too. It would be just as easy to add to the parish return (as it has to be submitted under the Diocesan Charity Number anyway). Any repayments made from HMRC will also have to be paid into the parish bank so if a copy of all the donations which the Community Centre receives (that meet the HMRC GA claim criteria) is kept they will have an ongoing figure of what is ‘theirs’ so to speak.... GASDS cannot be claimed by the Parish Community Centre, because the Parish already meet the amount for full repayment from HMRC.’</i></p> <p><u>Cleaning</u> – no issues. Iwona to pass receipts to CO’N who will pass to MS for payment.</p>	<p>JC/MS</p> <p>BT BT BT/MR</p> <p>CO’N/MS</p>	
5.	Communication protocol	Communication between the CMC and the PPC to be maintained through the PPC Outlook email.	All	Ongoing
6.	Proposals for re-launch Feedback to parish/PPC AGM	<p>Initial proposal document circulated by CMC was discussed and received favourably by all. CMC to arrange an open day/days to re-launch the centre, promote the facilities and thank grant providers.</p> <p>Discussion about importance of feedback to parish. Agreed that CMC would present a summary to parish at the PPC AGM on 12 March.</p>	<p>CMC</p> <p>CMC</p>	<p>22/23 April</p> <p>12 March</p>
7.	Proposed CMC Actions for 2023	Proposed actions document circulated by CMC was discussed and received favourably by all.	CMC	Ongoing
8.	Assessment of Happy Days Proposal	The proposal received from Happy Days was circulated by the CMC prior to the meeting, along with an initial assessment by the CMC. The proposal and assessment were discussed and it was agreed that further investigation of the proposal and a business plan is needed before further consideration can be given to it.	CMC	Next meeting

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9.	Date of next meeting	Dates of meetings and frequency of reports discussed and agreed: 12 March - PPC AGM after mass 28 March - PPC Meeting - CMC progress report 20 April - CMC meeting 22/23 April – CMC launch 27 April – CMC/PPC meeting		
10	Closing prayer	The meeting was closed with a prayer	JC (CMC Chair)	