**ST BEDE’S CATHOLIC CHURCH – CROXLEY GREEN**

**MINUTES**

**Parish in Council Meeting**

**Wednesday 8th June 2016 – 7.30pm**

**PRESENT**

Fr John Wiley, June Jones (Chair), Louise McKenna (Agenda), Kevin Jennings, John Charnley, Graham Smith, Fabian Hiscock, Madeline Leech, Michelle Hussey, Maria Gethings, Daniel Finch, Roger Robinson, Paul Bartlett, Ursula Bartlett (Minutes).

**1 WELCOME**

**2 OPENING PRAYER**

Paul Bartlett welcomed everyone and opened the meeting with a prayer.

**3 APOLOGIES**

Apologies were received from David Marston.

**4 MINUTES OF THE PREVIOUS MEETING – Weds 9th March 2016**

June Jones read through the Minutes of the previous meeting. These were unanimously agreed as a true record.

**5 MATTERS ARISING**

***Growing in Faith***

Ursula Bartlett reported that we have applied to the Office of Fundraising & Stewardship for a ‘change of project’. Our written request was due to be considered at their meeting on 18th May, but we have not yet received a response. There was some discussion about various aspects of the Growing in Faith project, and Ursula advised us that she will follow this up.

***Installation of Glass Safety Film***

We discussed the matter of applying safety film to the internal windows at the rear of the church and the internal double doors, in order to fulfil Health & Safety requirements. It was agreed that we could possibly make this a DIY project.

***Removal of dead tree at rear of Hall***

We were advised that Greenman Garden Services have been consulted about this matter, but there was some confusion as to whether they had submitted an estimate. Louise McKenna will follow this up.

***Front Gate Post Signage***

We have previously discussed the replacement of the existing signs, and agreed that these need to be updated. We decided the St Bede’s logo should remain on one gate post, and that we could remove the name of Parish Priest from the sign on the other gate post; adding the contact telephone number, email and website addresses. This would avoid having to update the signage due to a change of priest at any time in the future.

On the subject of signage, it has been noticed that whilst other churches and places of interest in Croxley have street signage, St Bede’s does not. Ursula agreed to approach Hertfordshire County Council to enquire about this.

***Appointment of New Finance Committee Members***

We were advised that Daniel Finch and Phil Hendrick have been accepted on to the Finance Committee.

**6 FINANCE REPORT**

As the first meeting of the new Finance Committee was scheduled to follow on from this Parish in Council Meeting, there were no updates available. It was acknowledged that we need to put some financial planning in place.

June expressed thanks to Kevin Jennings and Graham Smith, who have now retired from the Finance Committee. She then welcomed Daniel and Phil, and wished them well in their new posts. We now have the minimum number of committee members, as required by Canon Law.

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**7 MAINTENANCE MATTERS**

***Electrical Work***

Ursula reported that the electrical work, for which we had received an estimate, has now been carried out by Andy Avis Electrical, and safety certificates issued. However, there are some recommendations regarding emergency lighting boxes, etc. that still require attention. The cost of this will be in the region of £1000. We agreed to pass this to the Finance Committee for consideration.

***Threshold Plate – Emergency Exit from Church***

The threshold plate in the doorway at the exit adjacent to the Altar requires attention, as this was recently preventing the door from opening. Although the door does now open freely, some repair is needed.

***Partition Doors in Hall***

Ursula advised us that we have received a servicing estimate from the company that installed these doors. The communication intimates that we are statutorily required to service the doors on a regular basis. The estimate is a minimum of £420.00 + VAT per annum, which would be a considerable drain on our financial resources. We agreed to pass this matter to the Finance Committee for consideration.

***Fence at Rear of Hall***

The fence at the rear of the Hall desperately needs replacing. However, any work carried out is dependent on the nature of the work needed to address the dead tree which is overhanging our neighbour’s land. It was unclear whether Greenman Garden Services had provided an estimate for this work, and Louise will follow this up.

**8 USE OF HALL**

***Hall Hire Agreement***

Louise has been working on this, and has now produced a draft. Fabian Hiscock agreed to check through the document, with a view to finalising this.

***Public Liability Insurance***

Ursula drew our attention to our Public Liability Insurance. It seems that the document on display in the Hall is not the correct one. We were recently unable to produce the required document in connection with our stall at the Croxley Revels, but were allowed to proceed on condition that we provided the document retrospectively. Ursula has approached the Diocese with a view to resolving this issue.

***Equipment in the Hall***

There was some discussion regarding the equipment that is stored in the Hall, and the implications regarding insurance, Health & Safety, etc. There has recently been an issue regarding the table tennis table, which was originally donated for use in the Youth Club that ran some years ago. This piece of equipment is damaged and, in the interests of Health & Safety, should be removed from the Hall.

**9 PARISH EVENTS**

***Croxley Revels***

Unfortunately, we did not have enough interest to run a stall or build a float for this year’s Croxley Revels. However, Chris Moan was willing to run a plants stall, and some kind volunteers have agreed to erect a gazebo for this purpose. We have therefore booked a smaller pitch this year, and the plant stall will go ahead.

We agreed we should attempt to reinstate the float and stall next year, and will appeal for helpers nearer the time.

***Parish Quiz Night***

Madeline Leech agreed to prepare the questions for a Quiz Night, and provisional date of Saturday 15th October 2016 was suggested.

**10 ANY OTHER BUSINESS**

***Women’s World Day of Prayer 2017***

Michelle Hussey advised us that next year’s Women’s World Day of Prayer is due to be hosted by St Bede’s on Friday 3rd March 2017. It was suggested that we might organise a Lenten Lunch that day, to precede the Service.

***Mobile Phone for Fr John***

The phone and internet services to the Presbytery are currently not working, due to a damaged telegraph pole adjacent to the entrance to the Church driveway. Efforts to resolve this issue are rather slow, so in the meantime, June and Louise will organise a pay-as-you-go mobile phone for Fr John’s use.

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***External Electrical Socket***

John Charnley reported that the external socket, located near the brown refuse bin, is not working. This is normally used for supplying power to the lawn mower, etc. We will ask the electrician to address this issue when the remainder of the safety work is carried out.

***CAFOD Fair Trade***

Fabian drew our attention to the matter of submitting St Bede’s Church for ‘Fair Trade Church’ status. He provided some details, and is willing to take the lead. We agreed to this idea.

***Noise in Church***

Kevin Jennings raised the matter of noise in the church, caused by people chatting, immediately before and after Masses. He reminded us that some parishioners wish to pray silently during these times. There was some discussion, and Ursula agreed to print a suitable item in the weekly Newsletter, politely requesting quiet.

***Hymn CDs***

Paul Bartlett mentioned the set of Hymn CDs we sometimes use during Mass. One of the CDs is damaged, and it does not seem possible to obtain a replacement. Fabian agreed to investigate the possibility of purchasing a new set.

***Parish Email Address***

The matter of collecting email addresses from the parishioners was raised, with a view to sending out group emails when information needs to be circulated. It would be helpful if we could do this. Ursula explained that this is one of the tasks she hopes to address, once she has the rest of the administration tasks under control. Her main priorities at present are bringing OPAS (online parish accounting system) and Safeguarding up to date. There is also still a considerable amount of sorting and filing to be addressed.

**11 DATE OF NEXT MEETING**

Wednesday 14th September 2016 – 7.30pm.

Fr John closed the meeting at 9.20pm with a prayer.

***Ursula Bartlett (July 2016)***