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

**MINUTES**

**Parish in Council Meeting**

**Wednesday 14th September 2016 – 8.00pm**

**PRESENT**

Fr John Wiley, June Jones (Chair), Louise McKenna (Agenda), John Charnley, Maria Gethings,

Ursula Bartlett (Minutes).

**1 WELCOME**

June Jones welcomed everyone to the meeting.

**2 OPENING PRAYER**

Fr John opened the meeting with a prayer.

**3 APOLOGIES**

Apologies were received from Fabian Hiscock, Graham Smith, Madeline Leech, Paul Bartlett.

**4 MINUTES OF THE PREVIOUS MEETING – Weds 8th June 2016**

These were unanimously accepted as a true record.

**5 MATTERS ARISING**

***Growing in Faith Change of Project***

Ursula Bartlett reported that we have applied to the Office of Fundraising & Stewardship for a ‘change of project’. She has submitted the required evidence regarding notification in the Weekly Newsletter and letters to all GIF contributors. Our request will now be discussed at a meeting, scheduled for 6th October.

***Installation of Glass Safety Film***

Paul Bartlett and Phil Hendrick previously offered to look into the possibilities of a DIY project. Ursula will follow this up.

***Electrical Work***

Ursula advised us that the outstanding electrical work in the Church and Hall has now been completed by Andy Avis Electrical, and the relevant certificates have been received.

***Repair to Threshold Plate at the Emergency Exit in Church***

This is still outstanding. Ursula will follow this up.

***Hall Partition Door Maintenance***

Ursula advised us that a one-off service will be arranged with Accordial, following notification from Chris Fanning (Senior Parish Building Surveyor) that servicing is not statutory. Ursula will arrange for someone to be present when the service is carried out to see exactly what is done.

***Finance***

It was brought to our attention that the parish finances have not been discussed for some while. Ursula explained that we are in the process of installing our new Finance Committee Members, and that this issue will be resolved shortly. It is also our intention to appeal for two additional Finance Committee Members who have a financial background.

2

**6 MAINTENANCE MATTERS**

***Gate Post Signage***

Ursula advised us that this matter is in hand. We are currently waiting for Fast Signs in Watford to email an image of the proposed signs.

**7 GROUNDS MAINTENANCE**

***Gardening***

The matter of tidying up the shrubs and removing ivy from the walls of the Church and Presbytery was raised. It was decided that a small group of would meet after the next week’s Thursday Club to ascertain what needs to be done. We agreed to organise a Gardening Day on Saturday 8th October 2016. We will also obtain some estimates for pruning back some of the larger shrubs, which have now become very overgrown.

***Pollarding of Trees at Rear of Hall***

Ursula is in dialogue with Three Rivers District Council regarding the pruning of the trees along the section of boundary relating to 3 Malvern Way. These are subject to a Tree Preservation Order, and will need to be tidied up before we can erect a boundary fence. It may be possible to obtain permission.

**8 REVIEW OF SPECIAL MINISTRIES, ETC.**

There was some discussion regarding the possibility of recruiting more Altar Servers. We were reminded that some parishes have the Guild of St Stephen, which encourages younger parishioners to become involved this important ministry. Ursula will contact some of the other local Parish Administrators to find out how they are approaching this matter in their parishes.

**9 USE OF HALL**

***Hall Hire Agreement***

Louise McKenna has been working on this document for some time, with input from David Marston and Fabian Hiscock, and has now finalised this. Copies of the full version, with shortened versions in respect of both long term and single use hirers were passed to Fr John for his approval. Grateful thanks were expressed to Louise for all her work on these documents.

**10 PARISH EVENTS**

***Macmillan World’s Biggest Coffee Morning – Friday 30th September 2016***

Louise is arranging this event, which will take place in the Hall – 11.00am to 1.30pm. Ursula has publicised this event to the other Croxley churches, via email.

***Quiz Night – Saturday 29th October 2016***

Madeline Leech has kindly agreed to prepare the questions for the Quiz. This is a change from the proposed date of Saturday 15th October. The proceeds will be put towards the purchase of a new external waterproof display cabinet for notices.

***First Holy Communion***

Liz Hughes is in the process of preparing for the 2017 First Holy Communions. There is to be an inauguration meeting for the parents of proposed candidates on Friday 11th November 2016 at 7.00pm.

**11 ANY OTHER BUSINESS**

***Church Cleaning***

Louise drew our attention to the need for more Church Cleaners. More younger parishioners are needed to join the rota. We discussed the possibility of making a general appeal for volunteers to help with the various tasks in the parish, including the church cleaning.

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***Flower Arranging Rota***

We also need more flower arrangers. This could be addressed in the proposed general appeal for volunteers.

***Cleaning of Carpet in Church***

It was noted that the carpet along the aisle and in the Sanctuary area is in need of a deep clean. Louise offered to make some enquires.

***Exterior Weatherproof Display Cabinet***

We have for some time been discussing the possibility of acquiring a weatherproof display board for notices. Louise offered to find out what is available, and it has been proposed that we use the proceeds from the Quiz Night to cover the cost.

**12 DATE OF NEXT MEETING**

Wednesday 18th January 2017 at 8.00pm

**13 CLOSING PRAYER**

Fr John closed the meeting with a prayer at 9.15pm.

***Ursula Bartlett (September 2016)***