

# ST BEDE'S CATHOLIC CHURCH – CROXLEY GREEN

## NOTES

### Parish in Council Meeting Monday 30<sup>th</sup> July 2018 7.30pm

#### PRESENT

Fr John Wiley, Fabian Hiscock (Chair), Paul Bartlett, John Charnley, June Jones, David Marston, David Reilly, Damian Saul, Ursula Bartlett (Minutes).

#### 1 OPENING PRAYER

Fr John opened the meeting with a prayer.

#### 2 APOLOGIES

Louise McKenna, Michelle Hussey.

#### 3 NOTES FROM THE PREVIOUS MEETING – Mon 30<sup>th</sup> April 2018

Copies were made available for those present to read through. These were agreed as true record.

#### 4 MATTERS ARISING (not listed on Agenda for this meeting)

##### *Parish Nurse Project*

David Reilly updated on the Parish Nurse Project; a Croxley Churches Together initiative. We were informed that 'Churches in Croxley Green' has now been set up as a charitable organisation, and the project can now be taken forward. David is a Trustee and also the Treasurer. He briefly explained that funding and the support of local companies will now be sought, and the post of Parish Nurse will eventually be advertised. Thanks were expressed to David and also to Deirdre Gilmore who represent St Bede's Parish in this project.

#### 5 FINANCIAL REPORT

David Reilly (Chair of the Finance Committee) gave his report.

##### Budget for 2018

David advised us that he had drawn up a budget for 2018 that was a little more precise than the one referred to at the previous meeting. The methodology is as set out below.

##### Assessable income:

Offerories - 2% more than 2017 (although it is hoped that the Stewardship Campaign will result in a greater increase).

Gift Aid tax refunds - added when figure known.

Other donations - 1% more than 2017.

##### Non-assessable income:

Most categories - 1% more than 2017

Catechetics - 60% less than 2017 (as the agreed charge had fallen).

Specific donations and legacies - added when figure known.

##### Expenditure:

Most categories - 3% more than 2017.

Purchase of fixed assets - added when figure known (as there was a substantial amount for the central heating).

Diocesan Assessment – actual.

##### Results to 30<sup>th</sup> June 2018

David advised that the outcome for the six months to 30<sup>th</sup> June 2018 on OPAS (Online Parish Accounting System) was:

Income: £59,654 (Budget: £59,215. However, the envelope offerings for May are almost 50% less than previous months and June is similar, although at least a week's worth is not posted).

Expenditure: £62,343 (Budget: £60,293. There is a combination of over and under spending).

Deficit: - £2,689 (Budget: - £1,079).

Bank balance: £30,285 (Budget: £31,995. The budgeted figure is arithmetically correct, but the actual bank balance appears to be £100 less than it should be).

##### Loan from the Diocese

David informed us that the agreed loan of £15,000 had been received from the Diocese in June 2018. This is repayable over up to seven years (we requested it over five years and can repay it early if we wish). The current interest rate is 1.9%. The monthly repayment is £179.

### Offertories

David advised us that in the six months to 30<sup>th</sup> June 2018:

- envelope offerings were £2,101 less than budgeted, although the May and June figures appeared £1,666 lower than expected;
- standing orders were £2,143 more than budgeted: and
- loose plate was £155 less than budgeted.

Hopefully, once the envelopes are reviewed, the trend will be positive, as some loose plate and envelope offerings are now through standing orders.

### Gift Aid

David said that the Gift Aid tax refund claim for the maximum amount allowed of £1,250 in respect of loose cash received in 2015/16 had been received in June 2018.

David is hoping to hear shortly from Lisa Shirt - our Gift Aid co-ordinator - about future claims.

### Third party receipts and payments

David advised that he had heard nothing further as yet from the Diocese about the analysis of third party receipts and payments referred to at the previous meeting.

### Flat roof repair

David advised that a revised estimate of £5,890 had been received from House Martin's (it was previously £6,000) to repair the flat roof over the Hall kitchen. This is, according to Chris Fanning (Senior Diocesan Surveyor), for the same work quoted for by his preferred builder at £4,696. This is not a complete replacement.

This matter was discussed further later on in the meeting (see Item 7 - Property & Grounds Maintenance below).

### Fascias, soffits & gutters

Chris Fanning's preferred quote (as it is, includes powder coated aluminium guttering rather than PVC) is £3,000. The House Martin's quote (with PVC guttering) was £4,275.

This matter was discussed further later in the meeting (see Item 7 - Property & Grounds Maintenance below).

## **6 GDPR (General Data Protection Regulation)**

Ursula advised us that she has received numerous communications from the Diocese regarding the implementation of this new regulation. She is in the process of completing a rather large questionnaire regarding the information held by the parish, which will be submitted to the Diocese shortly. There are several procedures required to ensure the safety of the data we hold in the parish, including the installation of sufficient lockable cabinets/areas to ensure all personal data is secure. This task is ongoing.

## **7 PROPERTY & GROUNDS MAINTENANCE (brief update)**

### ***Central Heating in Church & Sacristy***

The installation of the new heating system is now complete.

### ***Repairs to flat roof / fascia boards / soffits / guttering***

These issues were addressed during the Finance Report. Some discussion took place, and it was generally agreed that we should instruct Chris Fanning (Senior Diocesan Surveyor) to accept the estimate from his preferred contractor. We also agreed that replacement of the fascia boards, soffits and guttering should also be a priority.

### ***Replacement of toilet in Presbytery lobby***

The toilet in the Presbytery lobby recently broke down completely, and a new one has now been installed. It was hoped that we could refurbish the entire cloakroom area, but this has been put on hold until we have funds to cover the cost. Whilst attending to this task, the plumber also replaced the water taps in the Sacristy and Hall kitchen, as both had been leaking for some time.

### ***Replacement of fencing to rear of Hall***

We have for some time been considering the possibility of erecting a fence along the boundary to the rear of the Hall. It was agreed that we could not budget for this until we have some idea of how much it will cost. There was some discussion about the type of fence we should have, and it was felt that maybe we should consider a more modern robust style. June agreed to make some enquiries.

### ***Lamp Post in driveway***

Ursula advised us that an electrician has recently replaced the components in the lamp as they had rusted, and it should now work. However, there was some doubt as to whether the lamp was actually lighting up at night. It seems that the lamp works on a time clock, rather than via a sensor. Fabian agreed to assist Ursula in checking through the instruction booklet with a view to setting the timer correctly.

## 8 FR JOHN'S REPORT

Fr John expressed his feeling that a number of parishioners may have changed from planned giving envelopes to bank standing orders. He advised us that Mass attendances seem to have decreased slightly; adding that he felt this could be due to a trending lack commitment to attend Mass every single week. In spite of this, he has noticed new parishioners joining us at Mass.

Fr John then informed us that Liz Hughes, who has co-ordinated the First Holy Communion classes for several years, has decided to step down. He was however pleased to announce that Damian Saul has offered to take on this task, assisted by Karen Kane. We were also advised that two members of the Counters Rota wish to stand down.

Fr John felt that the First Holy Communion and Confirmation Masses were very successful. He then raised the matter of recognising the dedication of those who have given long service to the parish. Some discussion followed.

## 9 SAFEGUARDING

Ursula had nothing to report. As far as she is aware, all those who need to be DBS checked now have their certificates.

## 10 YOUNGER MEMBERS OF THE PARISH

### *Recruitment of Altar Servers*

For some time there has been concern that we have so few Altar Servers. Damian informed us that the First Holy Communion candidates are encouraged to consider volunteering for this Ministry, and there has been some enthusiasm. It was agreed that we need to encourage this enthusiasm, and identify someone who is willing to train Altar Servers. Following some discussion, Ursula agreed to approach Robert Phipps, who has a wealth of experience of working with young people.

### *Children's Participation in the Mass*

We agreed that it would be desirable for the children of the parish to participate more during Masses. There was some discussion about ways in which this could be achieved. Damian shared his idea that when the Children's Liturgy group return to the church at the Offertory, one of the children might briefly speak about what they had learnt during their session. This idea was very well received. June agreed to pass this idea to her daughter Erica, who is one of the Children's Liturgy Catechists.

## 11 PARISH EVENTS

### **PAST**

Fair Trade Event/Coffee Morning – 13<sup>th</sup> May

60<sup>th</sup> Anniversary Celebration Dinner – 18<sup>th</sup> May

First Holy Communion 2018

St Bede's Feast Day Parish Breakfast and Blessing of new garden bench – 27<sup>th</sup> May

Afternoon Tea in the Hall – 15<sup>th</sup> June

Croxley Revels – 23<sup>rd</sup> June

Confirmation 2018

The above occasions were all very successful, and the events where funds were raised have provided a much needed financial boost for the parish. Thanks were expressed to all who have made these events possible. David Reilly shared his feeling that we need to highlight the efforts of the organisers, and create some kind of visual display. Parishioners would then be aware of the excellent contributions being made. June will approach the Berry Lane Art Group, with a view to producing a suitable chart, or something similar.

### **FORTHCOMING**

#### **60<sup>th</sup> Anniversary Mass of Thanksgiving – Sunday 16<sup>th</sup> September 2018 at 6pm**

Plans are well underway for our special Mass, but we now need to plan the Order of Service, as Bishop Paul McAleenan will require a copy well in advance. The 60<sup>th</sup> Anniversary sub-committee will meet to take this forward.

#### **Adoremus – National Eucharistic Pilgrimage & Congress (Fri 7<sup>th</sup> to Sun 9<sup>th</sup> Sept 2018)**

Fabian Hiscock will be attending this event in Liverpool, on behalf of St Bede's. There was some discussion regarding recognition of the event within the parish. It was agreed that we should display some publicity in preparation, so the congregation is aware. Ursula agreed to check the Adoremus website for resources. Fabian will give feedback on his return, in the form of a presentation. The weekend of 6<sup>th</sup>/7<sup>th</sup> October was suggested for this.

#### **Quiz Night**

A Quiz Night is being planned Friday 2<sup>nd</sup> November 2018.

#### **Advent Parish Breakfast**

June advised us that there will be a Parish Breakfast, following 10am Sunday Mass, in early December. Date to be confirmed.

**12 ANY OTHER BUSINESS*****Father Philip***

Fr John requested prayers for Fr Philip, who had recently been admitted to hospital due to a mini stroke. His health has been failing for some time. Ursula will place this request in the Weekly Newsletter.

***Long-Standing Parishioners***

There was some discussion regarding the more senior members of the parish; particularly those who are founder members. Ursula agreed to place an item in the Weekly Newsletter, appealing for parishioners to get in touch if they fall into this category, or know of anyone else who does.

**13 DATE OF NEXT MEETING / CLOSING PRAYER**

The next meeting was scheduled for Monday 22<sup>nd</sup> October 2018 at 7.30pm.

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

***Ursula Bartlett (August 2018)***