

ST BEDE'S CATHOLIC CHURCH – CROXLEY GREEN

NOTES

Parish in Council Meeting Tuesday 10th September 2019 at 7.30pm

PRESENT

Fr John Wiley, Louise McKenna (Chair), Ursula Bartlett (Minutes), John Charnley, Fabian Hiscock, Jennifer Jones, June Jones, David Marston, Robert Phipps.

1 OPENING PRAYER

Fr John opened the meeting with a prayer.

2 APOLOGIES

Apologies received from Paul Bartlett, David Reilly.

3 NOTES FROM THE PREVIOUS MEETING – Tues 14th May 2019

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)

Property & Grounds Maintenance – Damage to Driveway

David Marston enquired whether there had been any progress with regard to the damage to the driveway, caused by lorries offloading to No 183 Baldwins Lane during on-going building works there. Ursula advised us that she had spoken to the builder some while ago, and he had assured her he would ensure the damage was made good when the work is complete. Ursula will make a note to follow this up in due course.

5 FINANCIAL REPORT

Ursula read a report from David Reilly, in his absence.

OPAS appears to be complete to 30th June 2019. The position as at that date is:

Assessable income: £28,981

Non-Assessable Income: £11,193

Expenditure: £28,489

Surplus: £11,685

Bank balance: £33,530

However, the Diocese has not debited £808.33 in respect of Clergy Stipends and Non-Salary Salaries for June 2019 and the figures above should be considered in that context.

Also, in considering the surplus at 30th June 2019 there are three important points:

- 1 There is a 2017/18 Gift Aid tax refund of £6,860. This would have been claimed in the year ending 31st December 2018, but there was a change in Gift Aid personnel in 2018 which delayed this. However, we hope to receive a Gift Aid tax refund for 2018/19 during 2019.
- 2 We received an electricity rebate of £3,802, as we were being charged for electricity used by another parish. Thanks to Ursula Bartlett and Phil Hendrick for dealing with this.
- 3 Payment is due to be made in respect of (a) the new soak-away and drain repairs and (b) repairs to part of the flat roof.

Overall, therefore, finances remain challenging.

Looking at offertories, the total as at 30th June 2019 is £22,121 compared to £21,599 at 30th June 2018. It was hoped, however, that the figure would be £22,682 by 30th June 2019 to reflect an increase in offertories following the Stewardship Campaign in early 2018. This is because the six months to 30th June 2018 includes only two months where the affects of the Stewardship Campaign were seen fully. The offertory income will continue to be kept under review.

6 FATHER JOHN'S REPORT

Fr John reminded us that the earlier part of this year had been rather dominated by his illness, and he expressed his thanks to all concerned for the prayers and support received. He also expressed his gratitude to the priests who supplied cover during this uncertain period; particularly for the First Holy Communion Masses.

Fr John stated that Mass attendance has remained stable, even during the summer months. He also referred to recent work carried out to the section of flat roof between the Presbytery and Hall, the drainage repairs, and various improvements in the Hall.

7 PROPERTY & GROUNDS MAINTENANCE

Brief update on recent work carried out

Ursula advised us of the following:

The flat roof between the Presbytery and Hall has now been replaced.

A new soak-away has finally been installed in the area adjacent to the Remembrance Garden, and drains cleared of weed infestation.

In the Hall, the freezer has been re-located from the alcove in the Hall to the kitchen. We are planning to fit a new wall cabinet in the kitchen, to provide storage for the space lost to the freezer.

The guttering around the Church building is in urgent need of attention. Ursula advised us that some while ago we received a quote of £3500 for refurbishment from Tim Conibear (as recommended by Chris Fanning – Senior Diocesan Surveyor). However, more recently, she contacted Jon Paul (currently cleans Church windows), as he had indicated to Fr John that he would be interested in giving a quote.

We also need to factor in the annual inspection and cleaning out of all gutters on site, to fulfil insurance requirements. Those present felt it would be appropriate to obtain some further estimates for this work before making a decision.

Ursula asked Fr John to address the meeting on the matter of re-surfacing the driveway. He advised us that he had spoken to Chris Fanning about the possibility of attending to this task in the not too distant future. It was generally agreed that we need to co-ordinate any work we plan to do with any 'making-good work' offered by the builder from No 183 Baldwins Lane.

Church Lighting Project – Robert Phipps

Robert Phipps gave a very interesting Power Point presentation regarding his proposed plans to modify the lighting in the Church. He has carried out extensive research, and has liaised with David Reilly on the matter of finance. Robert's plans would drastically reduce the amount of power we currently use, which would in the long term save us a considerable amount of cost. He explained that there were modifications he could implement immediately, such as replacing existing bulbs with new power-saving ones. Further phases of his plans would involve professional advice and financial outlay. Those present unanimously agreed that he should go ahead with the replacement of bulbs as soon as possible, and seek professional advice to enable us to proceed further. Ursula will consult Chris Fanning, with a view to drawing on his experience on lighting in other church buildings. Thanks were expressed to Robert for all his work on this project, and to David for his help with financial analysis.

8 SAFEGUARDING

Ursula had nothing to report at present.

9 REVIEW OF PARISH PROVISION for Children's Liturgy / Preparation for the Sacraments / Recruitment

Children's Liturgy

It was noted that the number of Children's Liturgy Catechists has fallen dramatically, as several have stepped down over the past few months. Appeals have been made in the Newsletter for new volunteers to come forward, and this has resulted in one new volunteer. We were heartened to learn that two of the existing Catechists have taken control of the situation, and a new rota has been put in place; although it may not be possible to provide Children's Liturgy every week, as in the past.

To avoid confusion over when Children's Liturgy will take place, it was suggested that we revert to the practice of the children processing from the Church to the Hall for their Liturgy sessions. This way, everyone will be aware. Fr John was requested to implement this with immediate effect.

Ursula agreed to investigate the source of the children's weekly newsletters, 'Look', for use during Children's Liturgy, as these could not be located in the resources cupboard.

Preparations for the Sacraments of First Holy Communion and Confirmation

Ursula raised the matter of First Holy Communion preparation classes. She advised us that she had been made aware of feedback from some parents of the candidates, which indicated that the present format of our course may not be long enough to deliver sufficient understanding of what is required of the children.

It was noted that some other parishes have already started the application process. There was some discussion. It was agreed that we should first recruit some First Communion Catechists. Several of those present offered to form a sub-committee (Parish Development Committee) to take the matter of recruitment further.

10 OUR COMMON HOME – CAFOD INITIATIVE

Fabian Hiscock gave a presentation on this initiative, which aims to "celebrate what we already have, and take action to do what we can to address climate change and improve our custodianship of our world". He outlined some ideas for parish activities, which hopefully will appeal to all age groups.

There was some discussion on ideas for special Masses / services, hospitality, etc. It was felt that involving the Confirmation candidates would assist with strengthening their commitment to their faith. We agreed that this initiative could be taken forward by the Parish Development Committee. More information can be found at

[www.https://cafod.org.uk/Campaign/Climate/Our-Common-Home](https://cafod.org.uk/Campaign/Climate/Our-Common-Home).

Thanks were expressed to Fabian for his dedication and hard work.

Becoming a Fair Trade Parish

Ursula informed us that she has been in contact with CAFOD, and has now submitted our application to become a Fair Trade Parish. It seems that Westminster is very close to becoming a Fair Trade Diocese, and our membership will assist this goal.

11 PAST EVENTS

Croxley Revels

Paul & Ursula Bartlett once again co-ordinated a stall on The Green, serving tea/coffee & cookies. The sum of £287.30 was raised; half of which was generously donated by Chris Moan for her sale of plants. We were particularly grateful to those who helped – particularly Robert Phipps who provided the portable gas burners, etc. and those who assisted with setting up and clearing away. A few more helpers next year would be good!

Church Spring Clean

Thanks were expressed to the volunteers who turned out to help with the cleaning, and to Louise who provided a delicious lunch.

12 FORTHCOMING EVENTS

Quiz Night – Friday 25th October 2019

Plans are underway for this event. Chris Jones has very kindly offered to take on the task of Quiz Master. Full details to be publicised in the Weekly Newsletter.

Garden Tidy Up

Following the success of last year's garden tidy up, we agreed to repeat this on Saturday 9th November 2019, from 10am to 12noon.

13 ANY OTHER BUSINESS

Participation During Mass

Fabian raised the matter of identifying parishioners who are able to carry out the necessary tasks during Mass. Ursula explained that although there are a number of regular parishioners who take up the collection, engage in the Offertory procession, welcome at the door, etc., we need to recruit people who feel confident enough to get involved when necessary. This is particularly important where the handling of the offertory money is concerned; a requirement highlighted during our recent internal audit. This issue will be taken on board by the Parish Development Committee.

Setting Up of Email / Whatsapp Groups

There was some discussion regarding the way we keep in contact with parishioners. We have on a number of occasions discussed setting up an email group to make it easier to send out notifications. Jennifer highlighted the convenience of Whatsapp groups for sharing information. It was agreed we should consider this; the Parish Development Group will put this on their agenda.

14 DATE OF NEXT MEETING

This was scheduled for Tuesday 21st January 2020 at 7.30pm.

15 CLOSING PRAYER

Father John closed the meeting with a prayer at 9.50pm.

***Ursula Bartlett
(Sept 2019)***