

Parish Council Meeting Minutes
Monday 10th October 2022

1. Present:	Catherine Wloch (Chair), Colin Frost (Finance and SVP), Jo Marsh (Catechetical co-ordinator), Robert Nunn (CAFOD), Eileen Bonnar (Eucharistic Ministers and Readers), Richard Wloch (Folk Group), Ron Burchell (Parishioners Rep), Zoe Elliott (Altar Servers), Yvonne Hillier (Safeguarding) Jenny Mascarenhas (Mothers prayer group), Margaret Corbett (Walsingham prayer group), Harriet Plumb (Jubilee trust)
2. Apologies received from:	Siobhan Denny (Youth), Noreen Flynn (Minutes), Nicola McGeady (Girl Guiding), Fr. Jose (Assistant PP),
3. Welcome and prayer. Colin Frost opened the meeting with a prayer.	
4. Message from the Dean As there was some unease about the authority of the Council meeting chaired by Richard on 27 th Sep Richard wrote to the dean seeking clarification. The dean confirmed that usually the parish council is dissolved when the priest leaves the parish but given these exceptional circumstances it is important to have some continuity and leadership and he supports the council continuing to meet. The dean would like copies of the minutes and to attend future parish council meetings but due to prior commitments is unable to join us today.	
5. Matters and actions arising from previous meeting No matters arising from previous minutes Previous meetings minutes signed off Actions Action: Jo to ensure mass rota is displayed in the sacristy. Since the meeting Fr Jose has started celebrating some masses so the rota is out of date. However, it was felt that an amended rota would still be useful especially for the weekend masses. Action: Each organisation to review its safeguarding status and take appropriate steps to ensure safeguarding compliance. Yvonne from the Safeguarding team has the list of organisations and will contact their representatives to discuss their safeguarding responsibilities. Action: Richard to liaise with the Parish administrator to produce list of organisations in the parish. The list has been sent to Safeguarding and will also be sent out with these minutes.	
6. Update on Parish plans and issues Safeguarding The diocese continues to struggle with staff shortages with two members off on long term sick leave so matters are being escalated to the Safeguarding lead. Feedback has been received that all priests will have checks and be contacted regarding training and face to face meetings. DBS checks are undertaken at the appropriate time.	

The Safeguarding plan is to prioritise Parish organisations' DBS checks and work is being done with Redcaps, altar servers and catechists. A list of DBS checks is being maintained to keep track of expiry dates.

There is a need to update the commercial agreement dealing with the hiring of Hesdin Hall to include Safeguarding and this has been raised by email to the Parish administrator.

There is some uncertainty regarding the ability to use DBS checks across different organisations within our parish and a definitive statement is being sought from the diocese.

Altar Servers

The number of new recruits is significantly down on pre-covid numbers. A new once a month rota is being produced to allow a greater number of servers to work together enabling better learning and also to allow for additional roles to be performed. It is hoped to combine this with the reintroduction of the Sunday family mass to encourage siblings and friends to join.

Finance committee and budgets

The income / expenditure figures for the first 6 months of the year were reviewed which showed a very small net gain, less than £1k. The parish tradition is not to have budgets so none are available, however the Finance committee chair is confident that sufficient funds exist to meet our parish's needs.

With no Parish Priest in post there is no clear way to approve spend e.g. Altar servers teambuilding event. **Action Colin will liaise with the dean to agree a process for approving small budgetary amounts.**

Mass time survey

This will be carried out at all masses next weekend. The paper forms, A5 size, have been printed and will be placed on the pews before each mass. The congregation will be asked to answer the two questions on the form at the end of mass and the forms will then be collected and processed. The results will be used with the new PP to help decide if any changes are needed.

Jubilee Trust

Bingo night will be held on Saturday 22nd Oct and is open to all, costs and contact details are in the parish newsletter.

The Jubilee trust lottery is being launched and a follow up is planned for 19/20 Nov. To avoid any clash between this and retiring collections **Harriet to email Anne to check and reserve if free.**

Justice and Peace

A zoom conference with various topics and guest speakers was held and well attended.

CAFORD

The collection was well supported, and thanks to Fr Tony who dedicated his sermon to the topic

Sacristan

The supplies have been checked and orders have been put in place as required

SVP

The SVP have their normal meetings on every other Monday so there will be some clashes with the Parish Council meaning there will be no representation from the SVP. In those cases perhaps a written report could be made.

As the Parish Council meetings have now been entered into the parish diary it was suggested that the

SVP meeting be entered too so that appropriate rooms could be allocated. **Colin to reserve dates with Anne.**

It was also noticed whilst identifying parish groups that the SVP do not have any entry on the parish website which seems a great pity as they undertake such good work. **Richard to arrange an SVP tab on the web page if Colin can provide suitable copy.**

Building issues

Several issues regarding the parish buildings were raised: speaker in sacristy not working, leak not fixed in Jo's office, poor or non existent audio on the sanctuary and choir loft, and abuse of car parking. Not clear who owns these issues. **Richard to check with Anne.**

Christmas Fair

The first Christmas fair meeting was well attended and a follow up meeting arranged for 11 Oct. The fair will take place on 3rd December.

GDPR agreement for parish council members

Although previously agreed at the parish council meeting a form was passed round so that there exists a written record of consent of members to have their emails shared within the council group.

7. Date of next meeting:

The next meeting will be 14th November.

Future dates

- Monday 12th December
- Monday 9th January 2023
- Monday 13th Feb
- Monday 13th March
- Monday 17th April (3rd Monday to avoid Easter)
- Monday 8th May
- Monday 12th June
- Monday 10th July

Highlights to go into Parish Newsletter

This did not work last time as insufficient space in the newsletter so it was agreed that the minutes should go on the web site. Richard to liaise with Anne.

Full minutes will be displayed also in the notice board located in the colonnade.

8. The meeting closed with a prayer.