

**Parish Council Meeting Minutes  
Monday 14th of November 2022**

<b>1. Present:</b>	Catherine Wloch (Chair), Fr. Nicholas Scholfield, Fr. Jose Netto, 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), Daniella Bourke (Senior and Children’s Choir), Siobhan Denny (Youth), Noreen Flynn (Minutes), Nicola McGeady (Girl Guiding)
<b>2. Apologies received from:</b>	Harriet Plumb (Jubilee Trust).
<b>3. Welcome and prayer.</b> Fr. Nicholas opened the meeting with a prayer.	
<b>4. Message from the Chair and Committee</b> Sincere thanks was extended to everybody involved in the funeral arrangements for Father Duncan. Particular mention was given to Anne O’Connor and Fr. Paul and Jo Marsh for their huge efforts. Also mentioned were the Caterers, Alter Servers and everybody who worked behind the scenes. Everybody agrees that the Memorial Fund set up in Fr. Duncan’s memory is a very worthwhile project.  <b>4a. Message from Fr. Nicholas Scholfield.</b> The diocese has said that it hopes a New Parish Priest will be appointed in January 2023. Until then no major decisions will be taken within the parish. In the meantime, it is important for the ministers of the church and the laity to work together as well as they can in order to keep the parish healthy and thriving. Fr. Nicholas informed the meeting that Jo Marsh will be leaving her post as Catechetical co-ordinator on 30 <sup>th</sup> November 2022. The New Parish Priest will appoint her successor in due course. Both the First Holy Communion and Confirmation programmes are underway and will continue as normal.	
<b>5. Matters and actions arising from previous meeting</b> The Minutes of the last meeting were approved and signed off.  A list of Organisations using the Hall has been compiled and circulated.  Yvonne from the Safeguarding team is continuing to contact the representatives of the various organisations to ensure that they have the appropriate safeguarding measures in place for their organisation.  The CAFOD family fast day raised a total of £1,150.62. A cheque will be sent off in the near future.	
<b>6. Update on Parish plans and issues</b>	

## **Safeguarding**

There is still a staff shortage within the diocese and this continues to slow down the updating of the Safeguarding Procedures.

The planned talk at the weekend masses on 5/6<sup>th</sup> November 2022 did not take place due to illness. A new date needs to be set.

A note needs to be put in the Newsletter to highlight the fact that Masses are being livestreamed.

Permission Forms for the Alter Servers are in the process of being distributed.

People with enhanced DBS status are eligible to act as support for the younger servers.

All Safeguarding Training is now online only.

## **Altar Servers**

There are a number of issues to be addressed around Safeguarding:

- The door to the Presbytery needs to be kept open when the servers are present.
- The Bathroom is out of bounds for now.
- One DBS checked Alter Server needs to be present at each Mass. There are currently only three such people and this makes things a bit difficult.

Zoe has made a request for some funds to finance an Alter Servers Event on 10<sup>th</sup> December 2022. The amount needed is £40 per head for about 30 children. Colin said she should ask Anne in the Office to issue a cheque on his authorisation.

## **Finance committee and budgets**

The Parish Finances remain robust. While the weekly collections have dropped there is regular income from the rental properties and the parish has been the recipient of some legacies. People are being encouraged to use regular Standing Orders and there is evidence that this is happening.

There are a number of maintenance issues that need to be addressed and Fr. Nicholas has suggested that smaller jobs can be approved by the Finance Committee while larger outlays will need to be cleared by the Diocese.

There are three areas that need attention at the moment:

- The Fire Exit Door in the Church.
- The redecoration of the Interior of the Church.
- The relining of the Car Park.

## **Mass time survey**

There were 503 replies to the survey. The results will be posted on the notice board.

Any changes that may be made will be done by the new Parish Priest.

## **Jubilee Trust**

The follow up for the Jubilee Trust Lottery will take place this weekend 19/20<sup>th</sup> November.

The Committee are proposing having a St. Patricks Night Ceile. Details will be given at a later meeting.

## **Christmas Fair**

There has been a good response and arrangements are at an advanced stage.

Donations from the supermarkets have dropped considerably. Donations from the parishioners will be required. Raffle Tickets are on sale now.

All of the proceeds were going to be allocated to the SVP this year but it was felt among some of the members that, as the parish has been supporting the SVP throughout the year consideration should be given to splitting the proceeds with other organisations. Richard suggested that if the proceeds are

given to the SVP then, possibly, a matching donation could be given to the Fr. Duncan Memorial Fund from the parish funds.

### **Girl guiding**

Nicola said that the external lighting around the Hut is not working and the alleyway leading to the Hut is very dark particularly at this time of year. It was agreed that she would email Anne requesting that Andy Loughman would look into it.

### **Youth**

Siobhan is organising monthly guest speakers to give encouragement to the young adults and also to provide a social outlet for them.

The youth group is in the process of preparing a Memorial Wall in memory of Fr .Duncan.

### **Christmas Carol Service.**

Daniella is organising the service this year which takes place on 11<sup>th</sup> December 2022 at 4pm.

Both the Adult and Children's Choir are already prepared.

She will contact the various Parish Groups to ask them if they wish to participate.

She will also establish if a priest and some readers will be available.

Refreshments will be served in the Coffee Lounge afterwards.

### **7. A.O.B.**

- Richard now has access to the Website and is in the process of updating it. He is liaising with the Diocese.
- The Car Park Barrier needs to be adjusted and amended. Somebody is due to come and have a look at it and Sylvester Mascarenhas has agreed to be there at the time.

### **8. Date of next meeting:**

The next meeting will be 12<sup>th</sup> December.

Future dates:

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

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

### **9. The meeting closed with a prayer.**