

**Parish Council Meeting Minutes
Monday 13TH November 2023**

1. Present:	Catherine Wloch (Chair), Fr. Sean Carroll, Fr. Jose Netto, Eileen Bonnar (Eucharistic Ministers and Readers), Angela Alvares (Folk Group), Ron Burchell (Parishioners Rep), Zoe Elliott (Altar Servers), Jenny Mascarenhas (Mothers prayer group), Daniella Bourke (Senior and Children's Choir), Siobhan Denny (Youth), Harriet Plumb (Jubilee Trust), Noreen Flynn (Minutes).
2. Apologies received from:	Robert Nunn (Cafod), Zoe Elliot (Alter Servers), Yvonne Hillier (Safeguarding) and James Boyle (Seminararian).
3. Welcome and prayer.	Fr. Jose opened the meeting with a prayer.
4. The minutes of the last meeting were approved and signed off.	
5.	The Chairperson welcomed Angela to the meeting as the Folk Group Representative.
6. Previous Actions:	<ol style="list-style-type: none">1. Awaiting update from Yvonne re rules applying to regular events.2. Fr. Sean is progressing with the Altar Servers Portal.3. Discussions are ongoing regarding having a representative from the School and the PTA on the Parish Council.
7. Christmas	<p>The Penitential Service date will be finalised in the next week.</p> <p>Fr. Sean is exploring the possibility of having Prayer Discussions during Advent.</p> <p>Christmas Fayre is on 2nd December 2023 and Raffle Tickets are now available. They will be distributed at the Masses on the weekend of 11th/12th November 2023. Proceeds from the Fayre will be shared between the Foodbank and the purchase of a new piano. This is being sourced at the moment.</p> <p>The Advent Carol Service takes place on Sunday 10th December 2023 at 4 pm. Daniella has the organisation of this in hand and a number of the Parish Groups will present a piece suitable for Advent. Refreshments will be served after the concert.</p> <p>Fr. Sean would like if Advent wreaths were made and brought to the 10 am mass on the 1st Sunday of Advent to be blessed. A notice will be put in the Newsletter.</p> <p>Siobhan is preparing an Advent Drama with the Youth Group.</p> <p>The Christmas Eve Masses will be at 6pm and 9.30pm with Carols at 5.30pm and 9.00pm respectively. Malayalam Mass will be at 11 pm.</p> <p>There will be three Masses on Christmas Morning and the church will close after that.</p>
8. Updates from the groups	
Safeguarding	<p>The DBS documentation for the New Catechists has been processed and sent to the Diocese. All Current DBS Certificates that are due to expire are being reviewed.</p>
Altar Servers	<p>There are 6-7 new members commencing training.</p> <p>The Mass on St. Stephen's Day is bring organised.</p>
Finance committee	<p>World Youth Day in 2025 will be a Parish Project. Funds will be required for this.</p>

The quotations for the sound system are being assessed. Fr. Sean would like to co-ordinate this with the installation on New Screens.

Youth

The Youth Centre is now open on Sunday Mornings. It will be open on a four dates between now and Christmas. Some parents have stayed for the sessions and have expressed an interest in becoming volunteers.

Deanery Teams in Hillingdon are planning a youth event with the parishes in the Borough.

One Youth has applied for a place in the Diocese Upper Room Programme and is hopeful of success.

Siobhan indicated that she would be happy to get a youth team together to prepare the words for the new screens.

Children and Adult Choir.

Preparation for Advent has commenced in both of the Choirs.

Two new members have joined the adult choir.

Folk Group:

Angela, the New Folk Group Representative, attended the meeting and said that Advent Practice has started.

Catechetics

Catechetics for Adults will be discussed at a separate meeting.

Eucharistic Ministers/Readers

New Readers meeting is taking place on Thursday 16th November 2023. There 4/5 new people.

Confirmation and First Communion:

First Communion Programme is under way. There are 91 children on the programme.

Confirmation programme is about to start with 38 candidates. There are a good number of volunteers helping.

Siobhan will be hosting the Northwood Parish Confirmation Group for their Retreat Day.

Mother's Prayer Group.

Jenny raised an issue with the car park not being used properly. The Entrance is being used as an Exit and it is not safe. A reminder will be put in the Newsletter.

Jubilee Trust:

It is hoped that the Event on 18th November 2023 will be successful. Some tickets have been sold in advance and they can also be bought on the door. Proceeds will be donated to the Catholic Childrens Society.

Parishioners' representative

Ron Burchell noted that the Remembrance Service on 10th November 2023 was well attended.

9. Fr. Sean

Fr. Sean has received an email to say that Grants are available for the development of a project within the Parish. He thinks that a having a Caretaker would allow better use of the Hesdin Hall and will apply for a grant to fund it.

Fr. Sean is aiming for the re-introduction of Church Parade for the Scouts, Cubs, Guides and Brownies in January 2024.

Fr. Sean thinks the Facilities offered by the Hall and Bec Suite are very good and is keen to develop their use for the benefit of the Parish.

The response from the Volunteering Programme has been good. People have volunteered for a number of roles including Catechetics, Readers and Youth groups. A job description is being prepared for a Presbytery Receptionist. Repository volunteer is also being sought.

10. AOB.

A request was received to explore if it would be possible for ORCHYD to use the Hesdin Hall facilities for their Summer Holiday. This was agreed in principle but would need detailed discussions and investigation.

It was observed that the Ruislip Appliances Vans are taking up a lot of space in the Car park. The larger ones in particular can make it difficult for people using the car park for the weekend masses. Fr. Sean will make contact with Ruislip Appliances to sort this out.

The Barrier is faulty and not in use at present. Getting it repaired is in progress but it is a costly exercise. It will be combined with the repairs to the Car Park.

11. The next meeting will be 11th December 2023.

The meeting closed with a prayer.

12. Future Dates 2024

- Jan 8
- Feb 12
- Mar 11
- Apr 8
- May 13
- Jun 10 Joint meeting with Finance Committee
- Jul 8
- Aug - none
- Sep 9
- Oct 14
- Nov 11
- Dec 9

13.