

1. Present (attendance record at Appendix 1)

Father Antony Connelly CP, Deacon Rev David Collins; Chair: Susan Collins; Deputy Chair: Alan Hodgson; Frank Balloch, Frank McDonald, Cecilia Port (secretary); Observers Eileen Carew & Cath Manley also attended. Apologies: Lucilla Solly
(Note: membership is 2 clergy ex-officio members, plus a minimum of 6 other members; *quorum* is two-thirds of all voting members, which includes *ex-officio* members).

2. Reflection on 2022

Sunday mass attendance is now around 70 (8.30 & 10.30 masses combined) therefore still below pre-Covid numbers. Efforts have continued over the year to refine the parish contact list, with information regularly emailed to most and a parish census will be undertaken soon. Fewer young families and children regularly attend and it is hoped that "Busy" church can soon be re-launched to encourage younger children. Reasons for the absence of older children might include clashes with Sunday morning sports activities; family preference for parishes with e.g. music input for young people in the liturgy.

3. Parishioners' Suggestions

3.1 Maintenance: hooks needed sacristy inner door for flower team equipment; church floor tiles need a major polish; sporadic roof leak and poor state of North drive - to be added to Andrew Pennington's to do list; Youth Centre use: will be closed all year; roof done, but internal renovation, plumbing etc needed: fund-raising, grants, events?

3.2 Laudato Si/Live Simply: start a group: pass to Justice & Peace group (Minnie Frazer is potential lead)

3.3 Marriage preparation : suitable for a retreat, both pre and post marriage?

3.4 Pastoral care for sick and housebound: on Parish Priest's to do list

3.5 Liturgy, singing at 10.30 mass, Minnie, Geeta, Clare & Neil are choral leaders; hymn choices sometimes criticised as obscure, range too high etc. A Parishioners' favourite hymns poll will be launched to get wider feedback **AP23-1 volunteer needed**

3.6 Liturgy, universal peace prayer: a quirk at St Elizabeth's is that many congregants join in with the priest in reciting this prayer, sometimes to the confusion of visitors. Differing views expressed amongst PC....

3.7 Seasonal ideas from other parishes: parishioners' Christmas crib displays, both Humshaugh and Slaley C of E; donations of Poinsettia plants to decorate church for Christmas.

4. Parish Groups 2023

4.1 Main groups are Finance (it is a diocesan rule that every parish should have one); Faith Development & Liturgy; Justice & Peace; Social. Additionally, church restoration and cemetery are not parish groups, but the remit of the Minsteracres Estate. However, there are certain church works that the parish would contribute towards such as repairs to main door threshold, professional floor tile polishing. The quinquennial review is due soon.

4.2 PC group representatives: Finance, EC; Faith Development & Liturgy, FrA, DC & Churches Together representative, EC; Justice & Peace, FB, EC; Social, SC & FM; Repairs and maintenance lead, AH.

5 Priorities

5.1 Faith Development: "Salvation of the Soul"

5.2 Communications, incorporating Reaching Out: Parish census will start soon (**AP21-34 FB**); The Office 365 rollout in the diocese will start in February and allow transfer of the parish database and finances from Minsteracres RC hardware. Three computers and a printer will be provided to the parish by the diocese. Review whether to continue Zoom subscription or switch to Teams (Zoom paid until October 2023). Parish information at back of church to include QR code; external parish noticeboard suggestion

6. Parish Council Elections 2023

6.1 Current Chair SC retired after 3 year term and agreed to continue as PC member. FB elected as Chair (proposed FrA, seconded SC)

6.2 Deputy Chair, AH (proposed FM, seconded SC)

6.3 Secretary CP reappointed

6.4 Two new members Eileen Carew and Cath Manley were appointed; observer, Christina Quigley would like to continue as a PC observer for a while longer; Jan Loughran may be interested in observing meetings and the secretary will extend an invitation.

6.5 The new Chair FB and the PC thanked Susan wholeheartedly for all her very hard work on behalf of the parish council over the last 3 years.

6.6 FB appointed CM to lead a PC Communications priority task group. The parishioners' suggestions box at back of church will continue. FB also suggested that each action point (**AP**) should have a lead and buddy to ensure it happens, with CP to act as chair's buddy.

7. PC Agenda, Dates & Times of Next Meetings

7.1 Agenda: existing action points at start of meetings, with ongoing actions best dealt with under appropriate key areas i.e. Faith Development/Liturgy, Communications; new agenda items as required.

7.2 Monthly meetings, normally on third Thursday of month (soon after monthly Heavenfield Partnership meetings for ease of feedback) with no meetings scheduled in August and December. **2023 Time & dates:** 19.30, 16 February, 16 March, 20 April, 18 May, 15 June, 20 July, 21 September, 19 October (annual parish meeting), 16 November

Final Prayer

Fr Antony closed the PC meeting with a prayer.

APPENDIX 1

Attendance	FrA	DC	FB	AH	EC	SC	CM	FM	CP	LS	Observers
21 /1/23	✓	✓	✓	✓	✓	✓	✓	✓	✓	apologies	
16/2/23											

APPENDIX 2

Appendix 2.1 Action points completed since last meeting

Origin	Number/owner/s	Notes	Completed Actions
19/2/22	AP22-2 FB	New cleaning volunteer recruited following several requests in newsletter	Nov 2022
21/4/22	AP22-6 SC, FB	RO, Comms. upload of docs to website: parish volunteer K Manley recruited	Nov 2022
21/4/22	AP22-7 SC	request for sub group annual reports for 20 Oct Parish Meeting	Oct 2022

Appendix 2.2 Current live Action Points

Origin	Number/owner/s	Notes	Action
7/11/19	AP6 FrA	Arrange transfer of safe from walled garden building to parish room for better document security	awaiting MRC action
22/10/20	AP46 DC	Produce a sundry capital and purchase policy for consideration by PC	future meeting
30/01/21	AP21-12 SC	Update request to Finance Committee for quarterly Parish balance	ongoing
20/5/21	AP21-22 SC	Parish contribution to Retreat Centre annual review, consult on % parish income to be offered as stipend to Retreat Centre	Ongoing, due for 2023
18/11/21	AP21-34 FB	RO, Comms. Parish census 2023 using diocesan guidelines due soon	underway
22/9/22	AP22-12 FrA	Obtain expert advice to assess/compare organ wrap repair v. new digital organ; investigate digital hymn player	
22/9/22	AP22-13 DC SC	Investigate card reader or diocesan web portal for non cash church collections: SC discuss with R Bridges	
28/11/22	AP22-14 SC	Discuss Parish account update to internet banking plus debit card with R Bridges	
28/11/22	AP22-15 DC	Provide written instructions for MRC to pass	

Origin	Number/owner/s	Notes	Action
		to visiting retreat clergy using church & MRC to check visitors credentials	
21/1/23	AP23-1	Favourite hymns poll	

Cecilia Port
Secretary to Parish Council