

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 & Christina Quigley 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. Previous minutes

Minutes 22 September 2022 were accepted with a correction and will be posted on parish website.

3. Matters Arising

Action Points, **AP**, are also listed at **Appendix 2**

3.1 AP6 FrA: transfer of safe from walled garden building to parish room for better document security awaiting Retreat Centre action.

3.2 AP21-12 The parish bank account is cheque only, but it was agreed that an account with internet banking and a debit card would streamline payments such as the annual Zoom subscription; currently most expenditure is made by individuals who must then wait for claims approval and cheque repayment. SC will discuss with Richard Bridges, new action **AP22-14** and also request that quarterly finance updates be given to the PC, **AP21-12**. [For clarification, the PC proposes and approves expenditure which the Finance Committee agrees to and oversees. Parishes are required to have a finance committee accountable to the diocese].

3.3 AP21-22 (refer to summary, 3.2, 21 July minutes) Parish contribution to Retreat Centre, annual review, current rate £22,500/year, to consider 2023 contribution.

3.4 AP22-2 FB has recruited new cleaning volunteer.

3.5 AP22-12 FrA: assess and compare organ clean/repair/wrap quote of £2,000 or other options such as a new digital organ, consult with expert such as Mary Finlayson on quality of current organ which may not justify repair costs; also include research into buying a programmable digital device that will play hymns in the absence of an organist (example, "Synthia", about £200-300).

3.6 AP22-13 DC has investigated benefits of chip and pin card readers as fewer people carry appropriate cash: potential 30% boost to cash collections from C of E data and costs, £300 plus £15pcm and 1.69% to machine providers. SC will discuss with Richard Bridges and if deemed realistic, ask for parishioners' views. It is unclear whether such a device could easily be used to receive donations to more than one recipient, such as parish plus various second collections and charities and also accommodate Gift Aid requirements.

Faith Development (FD)

4.1 Fr Geoff Dodds will install Fr Antony into the Heavenfield Partnership at an evening mass, 18.30, 14 December.

4.2 The penitential service will be held at Hexham on 15 December. Individual confessions will be available in our parish too on Sundays closer to Christmas.

4.3 FD sessions will be led by DC on Tuesday evenings in advent, starting on 29 November, based on the Sycamore series.

4.4 A parish prayer group led by Cath Manley will start on 30 November

4.5 Christmas services: 18.00 vigil Christmas Eve, preceded by 30 minutes of congregational carol singing; coffee and mince pies in refectory after service. Christmas Day: 9.30 am with children's readings, bidding prayers and crib service; New Year's Eve 16.00 thanksgiving service. Crib assembly in the church will be w/b 12 December and decorations taken down after the Feast of the Baptism, 8 January.

4.6 There is a need to provide written instructions for the Minsteracres Retreat Centre (MRC) to pass to visiting retreat clergy who wish to book and use the church for mass and MRC must

- check that such visitors have the correct credentials, a safeguarding issue. Shortly after recent visitor use DC noticed that the sound system had not been switched off: **AP22-15** DC
- 4.7** Jan Loughran has now stepped down from Busy Church. Christina Quigley has organised a Forest Christmas crafts event at Minsteracres for children and all ages on Saturday 3 December.
- 4.8** Justice and Peace Group will organise a Live Simply/Fix the Food parish coffee morning in January or February with CAFOD speaker Mark Maughn.
- 4.9** Liz Holmes is the new safeguarding parish representative

5. Reaching Out (RO)

- 5.1** **AP21-34** FB: parish census update to be done in 2023, in accordance with diocesan guidelines, using their new cloud based suite of programs including databases (Microsoft 365); a computer will be provided by the diocese for this work which will involve transferring parishioner information (email addresses etc) from the MRC records
- 5.2** Social Committee: Film afternoons have restarted from 27 November. Parish Christmas Fair, Sunday 4 December between and after the masses is going ahead.
- 5.3** Annual Parish meeting was held on 20 October; 18 attended (13 in person, 5 via Zoom). The following topics arose: parish social events: 4 & 16 December Christmas Fair, lunch respectively; 2023: Burns January, Passover March, Family BBQ June (note, no Youth Centre available due to maintenance works until 2024), plus food, quiz nights to be decided; there will no longer be a summer fair given the continuing diminishing returns over the years from a huge parish effort; the parish will support the MRC Open Day in early May as in previous years. Laudato Si coffee morning due 28 October and would be followed up with web content from Minnie. Parish Zoom facility (note 3.2 above), most thought Zoom should be kept post pandemic as it does allow those who cannot attend meetings in person (for a variety of reasons) representation: Zoom availability will be promoted in the newsletter

6. Communications

- 6.1** **AP22-6** Kevin Manley is now updating the parish website
- 6.2** Cath Manley has volunteered to promote various parish services and events using social media channels and in parallel with her marketing role at MRC. Christmas service information will also be sent to local contacts (Slaley, Riding Mill etc) as in previous years.

AOB

- 7.1** The monies recently collected for Fr Jenish's farewell gift will be passed to him so that he can choose how he wishes to use it.

8. PC Agenda, Dates & Times of Next Meetings

- 8.1** Agenda: existing action points at start of meetings, with ongoing actions best dealt with under appropriate key areas i.e. Faith Development, Reaching Out, Communications; new agenda items as required.
- 8.2** 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. Time & dates: "Away Day", a Saturday in January, tba; **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	SC	AH	FB	FM	CP	LS	Observers
19.2.2022		✓	✓	✓	✓	✓	✓	Apologies	
10.3.2022		✓	✓	✓	✓	✓	✓	Apologies	
21.4.2022		✓	✓	Apologies	✓	✓	✓	✓	
19.5.2022		✓	✓	✓	Apologies	✓	✓	Apologies	
23.6.2022		✓	✓	Apologies	✓	✓	✓	✓	
21.7.2022		✓	✓	✓	✓	Apologies	✓	✓	
22.9.2022	✓	✓	✓	Apologies	✓	Apologies	✓	✓	CQ
20.10.2022 ann. parish mtg.	✓	✓	✓	Apologies	Apologies	✓	✓	✓	EC, CM
24.11.2022	✓	✓	✓	✓	✓	✓	✓	Apologies	EC,CM,CQ

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	

Origin	Number/owner/s	Notes	Action
		banking plus debit card with R Bridges	
28/11/22	AP22-15 DC	Provide written instructions for MRC to pass to visiting retreat clergy using church & MRC to check visitors credentials	

Cecilia Port
Secretary to Parish Council