

1. Present (attendance record at Appendix 1)

Father Antony Connelly CP, Deacon Rev David Collins; Chair: Frank Balloch, Susan Collins, Frank McDonald, Cecilia Port (secretary), Lucilla Solly. Observer Fr Emmanuel Kabinga also attended. Apologies: Deputy Chair: Alan Hodgson, Eileen Carew, Cath Manley, Christina Quigley

(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).

Opening Prayer : Fr A opened the meeting with a prayer

2. Parish news

FrA will prepare a note for the newsletter giving an update on our former long serving parish priest Jeroen Hoogland.

3. Previous minutes

Minutes/notes of 24 November 2022 and 21 January 2023 meetings were accepted and will be posted on parish website.

4. Matters Arising

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

4.1 AP6, transfer of safe from walled garden building to parish room for document fire security: the logistics of transferring this heavy, bulky item ourselves are too difficult therefore FM has offered to source another suitable second-hand safe and arrange for direct delivery to the parish room.

4.2 AP46 DC: will check for a diocesan template for a sundry capital and purchase policy

4.3 AP21-22 (refer to summary, **3.2**, 21 July minutes) Parish contribution to Retreat Centre, annual review, current rate £22,500/year. 2023 contribution offer of circa 82% of residual parish income, being the long term average suggested. FB will invite Richard Bridges to April PC meeting to discuss, when the most recent full year figures will be available.

4.4 AP22-12: assess and compare organ clean/repair/wrap quote of £2,000 or other options such as a new digital organ, plus digital hymn player in absence of organist: FrA is meeting Camille Mazarelo on 17 February for initial discussion

4.5 AP22-13 chip and pin card readers as alternative to cash for parish and second collections: SC has discussed with Richard Bridges who has given go ahead. DC presented two options (1) cheap and simple card reader linked to mobile phone, £20 cost; parish and second collections could probably be distinguished through time of donation (2) expensive more versatile card reader like Retreat Centre one, attributing donations to different recipients; example costs £450 plus £15pcm plus % of transaction fee for each donation. It was decided that option (1) would be tried for 2 to 3 months in the parish, informing all about the trial via the newsletter

4.6 AP22-14 Parish cheque only bank account upgrade to internet banking and a debit card to streamline payments mainly to individuals who must wait for claims approval and cheque repayment: the diocese do not normally allow internet banking and debit cards because of the extra expense, but DC will check with Beverley Wainright, head of Finance for diocese, whether this is possible

Faith Development (FD)

5.1 AP22-15 FrA to check visiting clergy credentials where church is to be used; DC to provide standard instructions for church use to visiting groups such as the local scouts.

5.2 A penitential service will be held at Hexham on 28 March. Individual confessions will be available in our parish and times notified in the newsletter.

5.3 Faith development sessions will be held on five Tuesday evenings in lent, to follow immediately after Stations of the Cross, 7pm. The CAFE series *Belong and Believe* – how our Celtic past can help us today, consists of 5 DVDs, each 20 minutes, was considered a good choice for these FD sessions and the set will be bought for the parish (£25).

5.4 Pre-pandemic Jan Loughran ran “Busy Church” for young children during the 8.30am Sunday mass, consisting of gospel related activities and the children’s offertory procession, but is no longer able to do this. Separate family services were held occasionally in the chapel during the pandemic. Christina Quigley is interested in running a children’s liturgy, but would like to gauge the potential support via a questionnaire aimed at families. FB will explore the possibility of using Office 365 to run a poll once trained as a user (due imminently) and will then discuss with Cristina **AP23-2** FB

5.5 Justice and Peace Group will organise a Live Simply/Fix the Food parish coffee morning soon with CAFOD speaker Mark Maughan. February minutes will be circulated and an item to discuss holding a Novena, possibly around the Feast of Blessed Dominic CP, 26 August, will be discussed at the next meeting

5.6 Parish Retreat to Rome: DC suggested that interest in running a parish pilgrimage to Rome should be assessed. The format could be similar to recent years, pre-pandemic. FrA will enquire of Passionist contacts at Rome HQ whether accommodation for parishioners might be available in October when direct flights from Newcastle to Rome are available. **AP23-3**

5.7 Stewards at Sunday masses: this was reviewed and it was agreed that two stewards should continue to be the norm to ensure sufficient capacity to both welcome parishioners and visitors and deal with any queries arising.

5.8 Novena to Blessed Dominic Barberi, Passionist suggested around feast day of 26 August

6. Reaching Out (RO) & Communications

6.1 **AP21-34** FB: parish census to be updated in 2023, following diocesan guidelines. Three PCs have now been provided by the diocese and Microsoft 365 training is imminent. Census information will be input to a database and existing parishioner contact details transferred from the Retreat Centre records;

6.2 Response to Parishioner’s suggestions, ref **3.1-3.7**, 21st January notes: suggestions will be acted upon, some directly as in **AP23-1** favourite hymns poll, and others passed to the relevant sub-groups to develop ideas further. SC will compile a table for the newsletter **AP23-4** One example is a request for an estimate for stripping, polishing and sealing the decorative floor tiles in the church. Another mentioned pastoral care for the sick and housebound and the newsletter could remind readers to contact the Parish Priest to request this support. The parish book containing significant anniversaries of parishioners who chose to give these details will also be used to make announcements and provide gifts from the parish for very special anniversaries.

6.3 Social Committee are due to meet on 5 March to discuss this year’s programme and plan the Passover meal in Holy week. Financial details for the parish Christmas lunch and Burns Night are not yet available, awaiting kitchen food bills.

6.4 Newsletter format and content to be refined by FB and SC **AP23-5**

6.5 Comms. group to discuss notices at back of church, a parish QR code, (ref **5.2**, 21 January notes) and outside church and also installation of pigeon-holes on wall near parish room for posting information to various members of parish groups **AP23-6**. The importance of providing a safeguarding notice in church has been emphasised and a standard format may be available from the diocese. Liz Holmes, parish safeguarding representative, should be consulted.

AOB

7.1 FB requested comments/updates on the Parish Action Plan and Parish Groups documents that he has circulated recently.

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..

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.

2023 Time & dates: 19.30, 16 March, 20 April, 18 May, 15 June, 20 July, 21 September, 19 October (annual parish meeting), 16 November

Final Prayer: Fr Emmanuel closed the 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 | ✓ | ✓ | ✓ | apologies | apologies | ✓ | apologies | ✓ | ✓ | ✓ | FrE |
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APPENDIX 2

Appendix 2.1 Action points completed since last meeting

| Origin | Number/owner/s | Notes | Completed Actions |
|----------|----------------|---|-------------------|
| 30/01/21 | AP21-12 SC | Update request to Richard Bridges, Finance Committee for quarterly Parish balance agreed | Jan 23 |

Appendix 2.2 Current live Action Points

| Origin | Number/owner/s | Notes | Action |
|----------|----------------|--|-----------------------|
| 7/11/19 | AP6 FM | Obtain fireproof safe for delivery to Parish room - document security | ongoing |
| 22/10/20 | AP46 DC | Check whether diocese has template for purchase of sundry capital items | ongoing |
| 20/5/21 | AP21-22 FB | Parish contribution to Retreat Centre annual review, offer of average 82% parish income after other deductions; FB to invite RB to April meeting when annual figures available | ongoing, due for 2023 |
| 18/11/21 | AP21-34 FB | RO, Comms. Parish census 2023 using diocesan guidelines starts soon once Office 365 training received Feb | underway |
| 22/9/22 | AP22-12 FrA | Obtain expert advice to assess/compare organ wrap repair v. new digital organ; investigate digital hymn player | meeting with CM 17/2 |
| 22/9/22 | AP22-13 DC SC | Investigate card reader church collections: trial of cheap basic card reader in church will go ahead | trial, 2-3 months |
| 28/11/22 | AP22-14 DC | Potential for Parish account update to internet banking/debit card: discuss with diocese finance head | ongoing |

| Origin | Number/owner/s | Notes | Action |
|----------|-----------------|---|--------|
| 28/11/22 | AP22-15 DC, FrA | FD FrA to check visiting clergy credentials where church to be used; DC to provide standard instructions for church use to visiting groups such as the local scouts | |
| 21/1/23 | AP23-1 FB CM SC | RO Favourite hymns poll suggestion action | |
| 16/2/23 | AP23-2 FB | FD children's liturgy poll to gauge interest using Microsoft 365 capability | |
| 16/2/23 | AP23-3 FrA DC | FD Parish pilgrimage to Rome, October? accommodation at Passionist HQ? | |
| 16/2/23 | AP23-4 SC | RO Compile table of suggestions/actions for newsletter; publicise birthdays & anniversaries, where parishioners opt in | |
| 16/2/23 | AP23-5 FB, SC | Comms., newsletter – update format | |
| 16/2/23 | AP23-6 | Comms. group discuss church noticeboards, QR code & pigeon-holes Parish room; safeguarding information; | |

Cecilia Port
Secretary to Parish Council