

## 1. Present (attendance record at Appendix 1)

Fr Emmanuel Kabinga, Deacon Rev David Collins; Chair: Frank Balloch, Eileen Carew, Frank McDonald  
Apologies: Deputy Chair: Alan Hodgson, Cath Manley, Lucilla Solly, Fr Antony Connelly, Cecilia Port (Secretary)

(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).

**News :** FB advised the meeting that he would be standing down from the PC after the Open Parish Meeting on 19 October. He also intended relinquishing production of the weekly Newsletter (See item 9.7) He would still be carrying out some of his other parish tasks and would clarify these shortly. FB also advised the meeting that, despite chasing, he had had no update on the Diocese providing a system whereby we could use the new Diocesan Office 365 system for a census update. This affects items 5.2, 9.1, 23.1 and 23.2

## 2. Previous minutes

Minutes of 20 April 2023 meeting were accepted with corrections and will be posted on parish website.

## 3. Matters Arising

Action Points, **AP**, are listed at **Appendix 2** and also minuted below by subject area.

**3.1 AP6**, transfer of safe from walled garden building to parish room for document fire security.

FM had discussed with Andy P but no action agreed. FM has another contact who may be able to supply a new safe.

## 4. Finance

Richard Bridges, Chair of the Finance Committee kindly attended the meeting as per the Constitution which seeks attendance at one meeting each year to discuss the accounts.

**4.1 AP21-22:** Parish contribution to Minsteracres Retreat Centre (MRC). It was put to RB that the contribution could be calculated as 82% of residual parish income, however he queried the need for change as this is a goodwill payment and the present method helps to justify the calculation to the Diocese. There was some support for retaining the present method and a decision will be taken at the next meeting if quorate.

**4.2 AP22-12:** Assess and compare organ clean/repair/wrap estimate of £2,000 or other options such as a new digital organ, plus digital hymn player to cover absence of organist. FB to discuss with Camille and, possibly Mary Finlinson.

**4.3 AP22-13** Chip and pin card readers as alternative to cash for parish and second collections. FM will bring in a suitable phone and DC will explore potential option for a card reading device.

**4.4 AP22-14:** PC Chair had an action point to raise with Richard Bridges at May meeting how best to streamline reimbursements to purchasers of small items necessary for parish, such as Zoom account, candles, small gifts. In the discussion, options such as using the Social Committee account or a petty cash fund were discussed. RB felt that the current system was still preferable whereby he received receipts or paid invoices and reimbursed by cheque and this was accepted.

### 4.5 Annual Accounts.

RB presented copies of the Parish accounts for 2022/23 and ran through the main points. There were no significant queries and, as usual, the accounts will form part of the annual report in the Autumn.

RB was concerned that he had not received the Social Committee accounts and FB said he would pursue. **AP 23-12-1** FB to follow up on Social committee Accounts.

RB advised that Tony Gibson had recommended that the PC consider spending some of our accrued funds on projects that we know need attention, like the Drive,, the Church Floor, the gratings outside church and the Church Door. As this would need approval by a quorate meeting, FB to add to next agenda. **AP 23-12-2**

## 5. Faith Development (FD)

**5.1 AP22-15** Problems with use of church without notice. DC has set up a diary on the diocesan Office 365 link and FB will consult with Geoff Bockett and Margo Mooney to ensure that they notify him of church bookings. In turn FB will advise appropriate cleaning teams if they are likely to be affected.

- 5.2 AP23-2** FB, on behalf of Christina Quigley (children's liturgy lead), proposed questionnaire to families to gauge potential support for children's liturgy: FB is interacting with Kevan Dix, diocesan IT expert, to enable the new system (Office 365) to run polls; ongoing
- 5.3 AP23-3** Rome parish pilgrimage: DC checking with Passionist HQ for accommodation provision in October before assessing parishioner interest
- 5.4** Rota for holy Communion under both kinds. DC had sought interest in this but it was limited so we will just rely on attendees at masses stepping forward.
- 5.5** Novena to Blessed Dominic Barberi around 26<sup>th</sup> August.
- 5.6** DC reported that at a meeting earlier that day discussion had taken place about the possibility of running an event around "The Serving and Transforming Power of The Cross". The aim is to possibly work with Passionists to strengthen knowledge and links between parishioners and the Passionist Charism. The event would hopefully be a Saturday in the near future and the hope is to discuss this with the parish soon. **AP 23-13** DC and EK to report back.

## **6. Justice & Peace**

- 6.1 AP23-9** Live Simply/Fix the Food. FB still to liaise with Jim Darlington re feedback on Live Simply initiative and how we might apply the principles in our parish. Susan Collins has suggested that the parish adopt, say, three initiatives and concentrate on these. FB to discuss at next J&P meeting (4<sup>th</sup> July).
- 6.2** Parish Indian charity. Jim Darlington contacted Fr Paul Wilson CP, Indian Provincial, to obtain a detailed update for parishioners. Subsequently, acknowledgement of £1500 recently received and noted in parish newsletter of 30 April.
- 6.3 AP23-7** Fr E to propose charity initiative in Zambia for parish via J&P group.

## **7. Social Committee (FM)**

- 7.1** Parishioners' Lunch Club at Minsteracres proposed as a new type of social event. Susan and Margo are looking at a suitable date. (Subsequently introductory meal has been organised for Thursday 20<sup>th</sup> July).
- 7.2.** Quiz Night. FM reported that the Quiz Night/Supper held on 1<sup>st</sup> June had been very successful.
- 7.3** Parish BBQ. FM also reported that arrangements were in hand for the Parish BBQ on Sunday 25<sup>th</sup> June.

## **8. Church Repairs & Maintenance**

- 8.1 AP23-8** AH is PC lead and will arrange meeting with Geoff Bockett to discuss repair jobs and bring estimates back to the PC for approval. FB has to provide a copy of church quinquennial report to assist AH with routine maintenance cycle.
- 8.2 AP23-4-1** Parishioner's suggestions included a request to restore church floor tiles; an estimate for stripping, polishing and sealing the decorative floor tiles in the church is underway but not yet received. FB to pursue.

## **9. Communications**

- 9.1 AP21-34:** FB is liaising with Kevan Dix, diocese IT specialist, about census. KD has reported software difficulties in setting up the census from the tag facility under new Office 365, but his expectation that this would be resolved by end of May has not materialised. FB chasing.
- 9.2 AP23-4-2 FB:** Response to parishioners' suggestions, see examples, 9.2, 16 March minutes: suggestions will be acted upon and progress reported to parishioners via parish newsletter.
- 9.3 AP23-5,** FB: Newsletter format and content refinements. Discharged as FB is relinquishing the Newsletter.
- 9.4 AP23-6:** FM has installed two further pigeon-hole/document holders outside parish room and is still working on the external notice board.
- 9.5** Pastoral care requests are being invited via parish newsletter
- 9.6 AP23-10** DC: quality of audio at mass when broadcast via YouTube and on the uploaded recording is variable and sometimes too fragmented to hear the homily; DC explained that this is due to poor Bluetooth interconnectivity rather than Wi-Fi failure and could be overcome by a microphone upgrade.

#### **9.7 Newsletter**

In light of FB relinquishing, some options were discussed and it was agreed that DC would approach Mother Monica to see if she would take it on. It was proposed that if she was happy to do so a monthly sum could be donated to a charity nominated by her. **AP 23-11** DC to discuss production of Newsletter with Mother Monica.

#### **10. AOB**

**10.1** Northern Cross problem. **AP 23.14** FB to discuss with Margo.

**10.2** Problem with drainage grilles outside church. Following concerns raised by parishioners FB has discussed with Geoff Bockett who plans to carry out remedial work within the coming weeks.

**10.3** Manhole cover at the corner near the cemetery. FM raised this issue as it was of long standing concern. **AP 23.15** FB to raise with GB

**10.4** Plan to erect a permanent flower frame around the church door. FM raised an issue of concern about the impact of this on the building. This is not strictly the concern of the parish but FM is to speak to Gerard the volunteer to determine whether the proposed action is appropriate and to offer advice.

**AP 23.16**

#### **11. PC Agenda, Dates & Times of Next Meetings**

**11.1** Agenda: any general action points at start of meetings, with ongoing actions to be dealt with under appropriate key areas i.e. Liturgy & Faith development, Communications.

**11.2** 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:** 19.00; 20 July, 21 September, 19 October (annual parish meeting), 16 November

**Final Prayer:** The meeting closed with a prayer.

Frank Balloch

In the absence of Cecilia Port, Secretary to Parish Council

## APPENDIX 1

Attendance	FrA	DC	FB	AH	EC	SC	CM	FM	CP	LS	Observers
21/1/23	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	
16/2/23	✓	✓	✓	A	A	✓	A	✓	✓	✓	FrE
16/3/23	✓	✓	✓	✓	✓	✓	A	A	✓	A	FrE
20/4/23	A	✓	✓	A	✓	retired	A	✓	✓	A	
15/06/23	A	✓	✓	A	✓	"	A	✓	A	A	FrE

A= apologies

## APPENDIX 2

### Appendix 2.1 Action points completed since last meeting

Origin	Number/owner/s	Notes	Date

### Appendix 2.2 Current live Action Points

Origin	Number/owner/s	Notes	Action
7/11/19	AP6 FM	Obtain fireproof cabinet for delivery to Parish room - document security	ongoing
20/5/21	AP21-22 FB	Parish contribution to Retreat Centre annual review. PC to vote at next meeting on preference for 82% or retaining present system. (if quorate)	ongoing, due for 2023
18/11/21	AP21-34 FB	Comms. Parish census 2023 using diocesan guidelines using new Office 365 capability. FB pursuing with Diocese.	underway
22/9/22	AP22-12 FB	Organ options: to discuss situation with Camille and, possibly, Mary Finlinson.	ongoing
22/9/22	AP22-13 FM DC	Chip and Pin Reader: FM will bring in a suitable phone and DC will explore potential option for a card reading device.	ongoing
28/11/22	AP22-14 DC FB	Alternatives to methods of reimbursing miscellaneous purchases on behalf of parish were discussed with RB and it was decided to maintain reimbursement by cheque.	Completed
28/11/22	AP22-15 FB	FD: Co-ordination of online diary capability to prevent double bookings. FB will consult with Geoff Bockett and Margo Mooney to ensure that they notify him of church bookings. In turn FB will advise appropriate cleaning teams if they are likely to be affected.	ongoing
21/1/23	AP23-1 FB	Comms. Favourite hymns poll suggestion action in consultation with Camille	See AP21-34
16/2/23	AP23-2 FB	FD: children's liturgy poll to gauge interest using Microsoft 365 capability	See AP21-34
16/2/23	AP23-3 DC	FD: parish pilgrimage to Rome, October, check accommodation at Passionist HQ; gauge parishioners' interest	Ongoing

Origin	Number/owner/s	Notes	Action
16/2/23	AP23-4-1 FB	Church floor tiling: FB pursuing	Ongoing
16/2/23	AP23-4-2 FB	Comms: list of actions re parishioners' suggestions for newsletter. (including to publicise birthdays & anniversaries, where parishioners opt in.) FB to pursue.	underway
16/2/23	AP23-5 FB	Comms. Parish newsletter – update of format placed on hold pending new editor.	Completed
16/2/23	AP23-6 FM	Comms: dockets installed; external noticeboard to do	Ongoing
16/3/23	AP23-7 FrE	FD/J&P: Fr E to propose charity initiative in Zambia for parish	Invite to next J&P meeting
16/3/23	AP23-8 AH	AH to meet with Geoff Bockett re church repair & maintenance procedures	Ongoing
20/4/23	AP23-9 FB	FB still to liaise with Jim Darlington re feedback on Live Simply initiative and how we might apply the principles in our parish. Susan Collins has suggested that the parish adopt, say, three initiatives and concentrate on these. FB to discuss at next J&P meeting.	Ongoing
20/4/23	AP23-10 DC	Comms. Microphone upgrade to overcome poor audio on broadcast & recorded mass. DC to buy kit and fit it.	Ongoing
15/6/23	AP23-11 DC	DC to discuss production of Newsletter with Mother Monica.	Underway
15/6/23	AP23-12-1 FB	FB to follow up on Social committee accounts.	Underway
15/6/23	AP 23-12-2 FB	FB to add Tony Gibson parish spending suggestion to agenda	Underway
15/06/23	AP23-13 DC, EK	AP 23-13 to report back on suggestion of day retreat on the Passionist Charism.	Underway
15/06/23	AP 23-14 FB	Northern Cross problem: FB to discuss with Margo.	Underway
15/06/23	AP 23-15 FB	Manhole cover at the corner near the cemetery. FM raised issue as of long standing concern. FB to raise with Geoff	Underway
15/06/23	AP 23-16 FM	AP 23.16 Plan to erect permanent flower frame around the church door: FM is to speak to Gerard the volunteer to determine whether the proposed action is appropriate and to offer advice.	Underway