

1. Present (attendance record at Appendix 1)

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

(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: The Chair will be stepping down from the PC after the Open Parish Meeting in October as previously advised and certainly by the January 2024 meeting when the PC annually elects their Chair and deputy. All PC members are asked to actively support any suitable candidates willing to take on this role and also to seek potential new PC members by approaching them and also encouraging them to come to our meetings as observers if they show any interest.

2. Previous minutes

Minutes of 15 June 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.

4. Finance

4.1 AP21-22: The quorate PC voted unanimously to continue the current method of calculating the parish contribution to Minsteracres Retreat Centre, MRC, action completed.

4.2 AP22-12: Church organ: decision made to continue with current organ maintenance schedule overseen by MRC and for FB to discuss organist options with Camille **4.3 AP22-13** Chip and pin card readers as alternative to cash for parish and second collections has proved not practicable at present due to the essential need, but difficulty of attributing, donations to different accounts: action completed.

4.4 AP22-14: Action completed at last meeting, following discussion with Richard Bridges in which it was determined that no alternative was available; it was agreed to keep reimbursement by cheque only.

4.5 AP23-12-1: Social committee accounts were provided after much delay owing to late provision of MRC kitchen invoices (accounts later circulated to PC members by email, 1/8/23 and FB has written to Geoff and Margo asking that invoices are sent promptly to allow settlement).

4.6 AP23-12-2: FB action to place on agenda for next meeting parishioners' suggestions of spending accrued parish funds on necessary projects e.g. improving church tiles, church door and nearby path and grilles, completed on 27/7/23; the follow-on actions are part of **AP23-8**, below.

4.7 AP23-17, DC: new action re church music to research effective digital hymn player such as Synthia, which reproduces music using a PC and sound system and may cost as little as £100-200 approximately. This would provide backing music in the absence of an organist.

5. Faith Development & Liturgy (FD)

5.1 AP22-15: co-ordination to prevent double bookings of church by MRC: currently FB checks online diary for church bookings. FB will advise cleaning and flower teams if clashes may occur. In practice, these measures are imperfect and sometimes fail. In the absence of a perfect method, this action is therefore completed and now becomes an ongoing admin task, currently depending on FB acting for the parish and co-operation from MRC.

5.2 AP23-2 Children's liturgy questions suggested by Christina Quigley (children's liturgy lead) will now be added to the parish census **9.1, AP21-34** below, because the Office 365 poll facility is not usable, despite FB's multiple attempts to obtain a solution from diocesan IT expert, Kevan Dix.

5.3 AP23-3 Parish pilgrimage to Rome, October 2023 or Spring 2024: sufficient parishioners are interested and DC now checking accommodation at Passionist HQ, Rome.

5.4 AP 23-13: FrE and DC reported that there will be a day retreat on the Passionist Charism in the autumn retreat schedule: "The Saving and Transforming Power of The Cross".

5.5 DC reported that administration of Holy Communion under both kinds has continued at Sunday masses and rota for 10.30 mass had been developed.

5.6 FrE reported that there will be a Novena to Blessed Dominic Barberi around 26th August.

6. Justice & Peace (FB)

6.1 AP23-7 Fr E to propose charity initiative in Zambia for parish via J&P group.

6.2 AP23-9 Live Simply/Fix the Food: FB is in contact with Mark, local Cafod representative and attended 4 July J&P sub-group meeting where this was discussed. FB will issue a paper on the Live Simply initiative and suggestions on how to apply some of these principles in our parish.

6.3 J&P parish coffee mornings: topics and dates will be announced following next meeting in September.

7. Social Committee (FM)

7.1 Parishioners' Lunch Club: the first of these was held at Minsteracres on Thursday 20th July and about 40 people (parishioners, guests and community) enjoyed a high quality meal at a modest cost thanks to the excellent chefs, Gary and Tony, and kitchen volunteers. Future proposed dates are Wednesday 20 September and Tuesday 24 October. A Zambian meal has also been proposed, drawing on FrE's expert knowledge.

7.2. Other social events being planned within the parish include a fashion show, a classic car event (the Mooney family have expertise and have taken this on) and a classical music concert (Camille). Additionally, Camille also has about 100 saris to donate and these could be converted into various items for sale such as cushion covers.

8. Church Repairs & Maintenance (AH)

8.1 AP6: the transfer of a safe from a walled garden building to parish room for document fire security, has proved impossible using in-house resources, therefore FM will obtain a second-hand fireproof cabinet for document security and arrange delivery to parish room.

8.2 AP23-8 AH to meet with Geoff Bockett *re* church repair and maintenance procedures, decide priorities and timelines and report back to PC. FB has provided a copy of the church quinquennial report to assist in prioritising jobs to discuss with Geoff on a regular, possibly quarterly basis, rather than submit *ad hoc* requests.

8.3 AP 23-15 FB has raised the issue of the hazardous state of the manhole cover at the corner near the cemetery with Geoff Bockett. Whilst not a PC responsibility, it is of long standing concern to parishioners and updates on the MRC intention to repair this and also grilles near the church path have been mentioned in the newsletter, although no definite timeline has been notified, see **AP23-8** above.

8.4 AP23-16 FM: plans to erect a flower frame around the church door and concerns about the impact on the building have now been abandoned as present method of using existing small, less visible permanent hooks can still be used. Action completed.

8.5 AP23-18 AH, (+FB, DC?) (formerly AP23-4-1) Church floor tiling improvements, arising from parishioners' suggestions: invite the diocesan conservator (Minnie Frazer has contact details) to assess the church tiling and other works to restore the sanctuary; advise us on maintenance and repair specifications and suggest qualified contractors prior to grant application to Historic Churches' Trust.

9. Communications

9.1 AP21-34 FB: Parish census 2023 now proceeding, but using the existing database as a starting point because the new Office 365 poll facility has glitches still remaining unresolved by diocesan IT specialist Kevan Dix over several months. Also see **5.2 AP23-2** above, inclusion of census questions on children's liturgy.

9.2 AP23-4 FB: response to parishioners' suggestions (see examples at **9.2**, 16 March minutes). Progress will continue to be reported to parishioners via parish newsletter. FB is compiling a parish book of significant anniversaries on an opt-in basis, allowing the parish to acknowledge these and where appropriate, provide small gifts on behalf of all. Additionally, pastoral care requests have been invited via the parish newsletter on several occasions over recent months and this type of reminder should continue.

9.3 AP23-5 FB: Any new Parish newsletter content and format refinements will be decided by the future editor as FB is retiring from this role shortly. Action therefore completed.

9.4 AP23-6 FM had completed installation of several pigeon-hole/document holders outside the parish room and it was decided that there was no need for a notice board outside the church, which might look unsightly, given that comprehensive information including a QR code is available inside and on the parish website. Action completed.

9.5 AP23-10 DC: the 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 has explained that this is

due to poor Bluetooth interconnectivity (rather than Wi-Fi failure) and will buy an upgraded system which will negate the need for Bluetooth connectivity..

9.6 AP 23-11 DC, as agreed with current editor FB, discussed newsletter production with Mother Monica who decided that she is not the candidate to take this on. A familiarity with Publisher is one of the desirable attributes. FB will put a note in the newsletter to ask if anyone would be interested in becoming editor.

9.7 AP23-14: Northern Cross copies for Sunday now reduced to 3 to avoid wastage of unsold copies. Action completed.

10. AOB

10.1. EC requested that we consider holding PC meetings during the day especially during the winter months to avoid travel in the dark. The Secretary will survey PC members (by Doodle Poll) to find a suitable September date and time, morning or afternoon, instead of, but close to the existing time of 7pm, Thursday 21 September. It was also agreed that we should continue to subscribe to Zoom, making remote access available to PC members and observers because it is invaluable when travel is difficult or to prevent passing on infectious diseases whilst still well enough to participate. There is a case to train a few others to act as administrators on the parish Zoom account to stand in for DC when he is unavailable.

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 such as. Faith Development & Liturgy, Communications.

11.2 Monthly meetings, normally on third Thursday of month with no meetings scheduled in August and December.

2023 Time & dates: 7pm, 21 September, 19 October (annual parish meeting), 16 November; January 2024 PC Away Day, date to be decided

Final Prayer: The meeting closed with a prayer led by Father Emmanuel.

Cecilia Port
Secretary to Parish Council

APPENDIX 1

Attendance	FrA/Fr E from June	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	
27/7/23*	✓	✓	✓	A	✓		A	✓	✓	✓	

A= apologies

*Apologies to all who attended aborted meeting of 20 July, (Zoom failure) especially if not available for rescheduled meeting, 27 July

FD= Faith Development & Liturgy; Comms. = Communications; J&P= Justice & Peace subgroup
MRC=Minsteracres Retreat Centre

APPENDIX 2

Appendix 2.1 Action points completed since last meeting

20/5/21	AP21-22 FB	Parish contribution to Retreat Centre annual review. A quorate PC voted 27/7/23 to retain present system rather than % of income	completed
22/9/22	AP22-13 FM DC	chip and Pin reader: low cost option thoroughly explored and not practicable at present	completed
28/11/22	AP22-14 DC FB	alternatives to methods of reimbursing miscellaneous purchases on behalf of parish discussed with RB and it was agreed to maintain reimbursement by cheque only.	completed 15/6/23
15/6/23	AP23-12-1 FB	Social committee accounts provided after delays receiving MRC kitchen invoices (later circulated to PC by email, 1/8/23).	completed
15/6/23	AP23-12-2 FB	discussed by PC 27/7/23; now covered by AP23-8, below	completed
28/11/22	AP22-15 FB	FD: co-ordination to prevent double bookings of church: FB checks online diaries & will consult with Geoff Bockett and Margo Mooney to ensure that they notify him of church bookings. FB will advise appropriate cleaning, flower teams if clashes may occur.	completed and becomes an ongoing admin task
27/7/23 16/2/23	AP23-3 DC, EK	FD: there will be a day retreat on the Passionist Charism in the autumn retreat schedule.	completed
16/2/23	AP23-5 FB	Comms. Parish newsletter – update of format placed on hold pending new editor	completed
15/06/23	AP23-14 FB	Comms. Northern Cross copies for Sunday reduced to 3 to avoid wastage of unsold copies.	completed
15/06/23	AP23-16 FM	plan to erect permanent flower frame around the church door now abandoned as present method of existing small hooks can be used	completed

Appendix 2.2 Current live Action Points

Origin	Number/owner/s	Notes	Action
7/11/19	AP6 FM	obtain second-hand fireproof cabinet for document security & arrange delivery to Parish room; old cabinet in walled garden is unsuitable for purpose.	ongoing
18/11/21	AP21-34 FB	parish census 2023 proceeding under diocesan guidelines using old database method as new Office 365 has glitches unresolved by diocesan IT.	from Autumn 2023

Origin	Number/owner/s	Notes	Action
22/9/22	AP22-12 FB	church organ: continue with current organ maintenance schedule overseen by MRC & discuss organist options with Camille then involve Mary Finlinson as appropriate.	ongoing
21/1/23	AP23-1 FB	favourite hymns suggestion action in consultation with Camille to be implemented by newsletter request as Office 365 poll facility not usable	newsletter request for hymn choices
16/2/23	AP23-2 FB	children's liturgy questions to be added to parish census AP21-34 above as Office 365 poll facility not usable	See progress under AP21-34
16/2/23	AP23-3 DC	parish pilgrimage to Rome, October 2023 or Spring 2024, sufficient parishioners' interested; checking accommodation at Passionist HQ.	ongoing
16/2/23	AP23-4 FB (formerly AP23-4-2)	list of actions re parishioners' suggestions for newsletter, (including to publicise significant birthdays, anniversaries where parishioners opt in) FB, as editor, pursuing.	underway
16/3/23	AP23-7 FrE	J&P: Fr E to propose charity initiative in Zambia for parish	await report from J&P meeting
16/3/23	AP23-8 AH	AH to meet with Geoff Bockett re church repair & maintenance procedures, priorities & timelines; also see AP23-15 below	ongoing
20/4/23	AP23-9 FB	Live Simply initiative: FB discussed at J&P, 4 July and with regional Cafod rep. FB will produce implementation paper	await report from FB
20/4/23	AP23-10 DC	Comms: microphone upgrade to overcome poor audio on broadcast & recorded mass. DC to buy kit for parish, install it and reclaim money.	ongoing
15/6/23	AP23-11 FB, DC	Comms: suitable candidate to take on production of parish newsletter sought.	underway
15/06/23	AP 23-15 FB, AH	hazardous state of manhole cover at road corner near cemetery of long standing concern: FB raised with Geoff & now on MRC repair schedule, together with grilles near church; see AP23-8 above	Retain action whilst awaiting completion by MRC
27/7/23	AP23-17 DC	action derived from AP22-12: get quote for digital hymn player such as Synthia, for use in absence of organist	
16/2/23	AP23-18 AH (formerly part of AP23-4, having arisen from parishioners' suggestions)	church floor tiling: invite Minnie Frazer's contact, diocesan conservator, to visit, advise on maintenance, repair specification & qualified contractors prior to grant application	ongoing