

1. Present (attendance record at Appendix 1)

Fr Emmanuel Kabinga, Deacon Rev David Collins; Chair: Frank Balloch, Deputy Chair: Alan Hodgson Eileen Carew, Frank McDonald Cecilia Port (Secretary), Lucilla Solly. Cath Manley resigned 20.09.23 (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 19 October as previously advised and our current Deputy Chair has agreed to become Chair. All PC members are asked to actively seek potential new PC members, encouraging them to come to our meetings as observers if they show any interest.

2. Previous minutes

Minutes of 27 July 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. Actions completed since previous meeting at **Appendix 2.1**: **AP23-10**, church microphone for broadcast; **AP23-11**, newsletter editor FB continues; **AP 23-15**, manhole & grille repairs by MRC.

4. Faith Development & Liturgy (FD)

4.1 AP22-12: Church organ: Camille has absence cover plan, but details required before finalising **AP23-17** below; Mary Finlinson covers weddings as needed.

4.2 AP23-17, DC obtained estimate for modern digital hymn player, which reproduces music using a PC and sound system: about £2,349 + VAT and a strong candidate for parish spending. This would provide backing music in the absence of an organist, but is on hold pending outcome of **AP22-12** above.

4.3 Children's liturgy questions suggested by Christina Quigley (children's liturgy lead) will now be added to the parish census **AP21-34** below

4.4 AP23-3 Parish pilgrimage to Rome, May 2024: DC checking accommodation at Passionist HQ, Rome.

4.5 AP 23-13: free day retreat on the Passionist Charism scheduled Saturday 28 October: "The Saving and Transforming Power of The Cross"; 10am-5pm, plus vigil mass.

4.6 Novena to Blessed Dominic Barberi held in August

5. Justice & Peace (J&P)

5.1 AP23-7 Fr E to propose charity initiative in Zambia for parish via J&P group, taking account of current parish support for Indian Passionist projects.

5.2 AP23-9 Live Simply: FB will issue a paper on Live Simply initiative and suggestions on how to apply some of these principles in our parish; advice will also be obtained from Minnie Frazer, parishioner and diocesan representative.

5.3 J&P parish coffee morning: 31 October, update from MRC manager, Geoff Bockett.

6. Social Committee

6.1 Parishioners' lunch held 20 September; Tuesday 24 October final one of season. A Zambian meal, drawing on FrE's expert knowledge, proposed for 28 November

6.2. Other social events planned: Vintage Fashion Show in aid of Minsteracres and Children's Liver charity, Saturday 28 October; Music evening 5 November; Christmas lunch followed by evening carol service, 10 December?; Burns Night, January 2024.

7. Church Repairs & Maintenance

7.1 AP6: fire-secure document safe purchase ongoing.

7.2 AP23-8 AH has arranged to meet with MRC (Andrew Pennington) approximately twice a year to discuss church repairs and maintenance issues. The church quinquennial report will be used to assist in prioritising jobs, but now needs updating which will require the services of a qualified surveyor.

7.3 AP23-18 Church floor tiling improvements, arising from parishioners' suggestions: quotes being obtained for minor repairs and polishing.

7.4 Andrew Pennington and parishioner and specialist conservator, John Holmes, are putting together a Heritage Lottery Fund bid for MRC which could include more extensive renovations in the church

sanctuary. **AP23-19** AH will consult with the diocesan team, including Minnie Frazer and Andrew Gillingham about this. Permission would be required from Adrian Dixon who leads the diocese historic church committee, if more than like for like repairs are proposed. Historic Churches' Trust is another potential funding body to consider.

7.5 A request from MRC for a large contribution re drive repairs is anticipated soon with quotes currently being sought. **Note:** the parish council agreed a contribution of £10,000 towards extensive repairs to the whole north drive in 2019 and subsequently contributed £3,500 towards the repairs of part of the drive (through field and new cattle grids, with diocesan permission, PC minutes, 9/7/2020). The rest of the north drive has deteriorated significantly since then.

Communications

8.1 AP21-34, FB: parish census will start soon, using existing database and to include Children's liturgy questions (**AP23-2**)

8.2 AP23-4 FB: response to parishioners' suggestions (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 and pastoral care requests continue to be invited via the parish newsletter. **AP23-1** favourite hymns parishioner suggestion action to be implemented via newsletter requests and in consultation with Camille

8.3 AP23-10 DC: quality of audio at mass when broadcast now improved as DC has bought and installed upgraded system which overcomes problem with Bluetooth.

8.4 AP 23-11 FB has agreed to continue as newsletter editor into 2024. Action completed

9. AOB

9.1. Churches Together event will be held at Minsteracres 2pm on Sunday 3 December, first Sunday of Advent. EC will add Fr E as contact on Riding Mill Parish News.

9.2 The Parish Council Constitution was last reviewed and updated 22/10/2020, **AP12**. A review is now due.

10. PC Agenda, Dates & Times of Next Meetings

10.1 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.

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

2023 Time & dates: 2pm, 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	✓	✓	✓	
21/9/23	✓	✓	✓	✓	✓		retired	✓	✓	✓	

A= apologies

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

Origin	Number/owner/s	Notes	Action
15/06/23	AP23-15 FB, AH	Repairs: manhole cover at road corner near cemetery and grilles near church completed by MRC	completed
20/4/23	AP23-10 DC	Comms: improvement after microphone upgrade to overcome poor audio on broadcast & recorded mass	completed
15/6/23	AP23-11 FB, DC	Comms: no alternative suitable candidate to take on production of parish newsletter, therefore FB will continue into 2024.	completed

Appendix 2.2 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	ongoing
18/11/21	AP21-34 FB on behalf of PC	Comms. parish census 2023 proceeding under diocesan guidelines using old database method as new Office 365 has glitches unresolved by diocesan IT.	from Autumn 2023
22/9/22	AP22-12 FrE	FD: church organ: Camille has absence cover plan, but details required; Mary Finlinson covers weddings as needed.	ongoing
21/1/23	AP23-1 FB	FD: favourite hymns parishioner suggestion action in consultation with Camille to be implemented by newsletter	newsletter request for hymn choices
16/2/23	AP23-2 FB	FD: children's liturgy questions to be added to parish census AP21-34 above	See progress under AP21-34
16/2/23	AP23-3 DC	FD: parish pilgrimage to Rome, May 2024, sufficient parishioners' interested; checking accommodation at Passionist HQ.	ongoing
16/2/23	AP23-4 FB	Comms: list of actions re parishioners' suggestions for newsletter, (including to publicise significant birthdays, anniversaries where parishioners opt in) FB, as Newsletter 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

Origin	Number/owner/s	Notes	Action
16/3/23	AP23-8 AH	AH meetings (2/year) with MRC <i>re</i> church repair & maintenance procedures, priorities & timelines	ongoing
20/4/23	AP23-9 J&P: FB	J&P Live Simply initiative: Frank B will produce implementation paper	await report
27/7/23	AP23-17 DC	FD: action derived from AP22-12: quote obtained for digital hymn player for use in absence of organist, but await AP22-12 plan details before purchase	waiting for AP22-12
16/2/23	AP23-18 AH FB (re-numbered)	Repairs: church floor tiling quotes sought	ongoing
21/9/23	AP23-19 AH	invite Minnie Frazer's contact, diocesan conservator, to visit, advise on maintenance, repair specification & qualified contractors prior to major grant application	