

1. Present (attendance record at Appendix 1)

Fr Emmanuel Kabinga, Deacon Rev David Collins; Chair: Alan Hodgson, Deputy Chair: Lucilla Solly; Eileen Carew, Frank McDonald 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). Frank Balloch, retired chair, attended the first part of meeting to update us on church tile maintenance issues.

News: We welcomed our new Chair, Alan. Lucilla was appointed as our new Deputy Chair.

2. Previous minutes

Minutes of 21 September 2023 meeting were accepted 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: AP23-4; AP23-13.**

4. Finance, Maintenance & Church Repairs, lead FM

4.1 AP6: source and install (second-hand?) fire-secure document safe in parish room – ongoing, FM.

4.2 AP23-8 FM has now taken the lead and will meet Andrew Pennington, MRC, approximately twice a year to discuss church repairs and maintenance issues. The church quinquennial report will be used to assist in prioritising jobs, and is currently being updated by a qualified surveyor, Minnie Fraser, also a parishioner and diocesan specialist. FM will arrange meeting with Andrew once report completed.

4.3 AP23-18 Church floor tiling renovating polish (arising from parishioners' suggestions): PC had authorized Frank Balloch to go ahead with AVS quote and he reported that job had been started on 14 November, but that after 5 hours work by two operatives, chemical and machine stripping of the old multi layers of coating had only partly succeeded and proved impossible to complete let alone apply sealant and new polish. The work has been halted while FM seeks further quotes to complete the work which will likely involve use of a stronger chemical stripper. The AVC invoice of £150, half original quote of £300, was considered reasonable for work done and approved for payment. FM will check with contractor about necessity of sealing parts of floor where tile stripping successful, near back of church, to protect tiles from damage before completion of work.

4.4 AP23-19 AH will consult Minnie Frazer and Andrew Gillingham, diocesan specialists in relation to proposed MRC major grant application (Andrew Pennington and John Holmes are putting together a Heritage Lottery Fund bid for MRC which could include more extensive renovations in the church sanctuary). Permission would also be required from Fr. Adrian Dixon, lead, diocese historic church committee, if more than like for like repairs are proposed.

4.5 North drive: A request from MRC for a large contribution *re* major drive repairs is anticipated in future with quotes currently being sought by them. **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 (with HGV deliveries and logging operations identified as major contributors to damage) and parishioners are worried about both actual and potential damage to their cars from potholes and large stones placed close to the drive edges. The PC agreed that the remaining £6,500 previously agreed would be ring-fenced for major restoration works. Future parish contributions to expenditure for drive will be discussed once costs are finalised by MRC.

AP23-20 FM will request MRC to make urgent emergency repairs (pothole filling & removal of side stones too close to drive) and also check timescale for major repairs.

4.6 FM reported that Andrew Pennington had mentioned a low level chain barrier set in the grass to "protect" grass and/or flagstones from cars adjacent to drive either side of church entrance path. This is not a firm proposal, but the PC consensus was that it seemed impractical and should be declined

4.7 AP23-21 AH proposed that a brief Parish finance report be presented at each PC meeting. Richard Bridges to prepare report. AH will also ask RB for update of Gift Aid donations to Parish. The annual financial contribution from the Parish to MRC including the Parish Priest's stipend was discussed. There will be further discussions on the matter at the next meeting. The allocation of Christmas/Easter collections will also be discussed at the next meeting.

4.8 DC raised the issue that we may need to purchase some additional vestments (Fr E and DC to advise further). AH suggested using Social Committee funding.

5. Faith Development & Liturgy (FD)

5.1 Churches Together, EC: Advent event will be held at Minsteracres 2pm on Sunday 3 December, and will include prayers for peace. Refreshments for participants to be organised via MRC. The parish will also lead the carol singing event outside Riding Mill village hall on Saturday 23 December. Both events will be promoted in parish newsletters.

5.2 AP22-12 FrE, DC: Music liturgy/church organ: Camille has her own absence cover plan, but details needed before finalising **AP23-17**. DC obtained estimate for modern digital hymn player: £2,349 + VAT, a strong

Jan 26, 24, 3:39 PM

Page 1 of 4

candidate for parish spending as it would provide backing music in the absence of an organist, but wider issues of music liturgy need discussion before proceeding with purchase. The aim is to foster congregational singing rather than choir only.

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

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

5.5 **AP23-13**: a successful day retreat on the Passionist Charism took place Saturday 28 October: "The Saving and Transforming Power of The Cross"; 24 attended. The intention is to form a Passionist companion group. A future event will be led by FrE next year. It was also noted that it will be the 75th anniversary of the Passionists coming to Minsteracres in 2024.

6. Justice & Peace (J&P) EC lead

6.1 **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. Jim Darlington, J&P chair, will be asked to give notice to the Randham Passionists that our charitable support will continue up to March 2024, a total of 3 years, after which the parish will support passionist projects in Zambia. Fr Jenish should also be informed. EC reported continuing difficulties in sending money transfers via the bank, the latest having failed due to a change in Randham bank account number that was not advised to us. She has also sought expert help from a parishioner.

6.2 **AP23-9** **Live Simply**: J&P group to report back to PC with a paper on Live Simply initiative and suggestions on how to apply some of these principles in our parish

6.3 There will be a second collection for the Newcastle refugee centre on a Sunday in January.

7. Social Committee FM lead

7.1 Christmas lunch for Parishioners 19 December

7.2. Future social events: Burns Night, January 2024.

Communications

8.1 **AP21-34**, Frank Balloch, on behalf of PC, will start parish census soon, using existing database and to include Children's liturgy questions, **AP23-2**.

8.2 **AP23-4** Frank Balloch, Newsletter editor, will publish responses to parishioners' suggestions via parish newsletter as and when parish council provides copy. FB is also compiling a parish book of significant anniversaries on an opt-in basis and pastoral care requests continue to be invited via the parish newsletter. Formal action completed and now an ongoing duty for editor. **AP23-1** favourite hymns parishioner suggestion action to be implemented via newsletter requests and in consultation with Camille Mazarelo.

8.3 The constitution requires the PC to update parishioners regularly and this is done via the weekly newsletter, the website and by email where parishioners opt in. **AP23-22** AH will ask Frank Balloch, current newsletter editor, whether or for how long he wishes to retain this role, given recent difficulties of finding a replacement.

9. AOB

9.1 LS was appointed as Deputy Chair, nominated by AH, seconded by EC.

9.2 The Parish Council Constitution was last reviewed and updated 22/10/2020 and a review is now due. All PC members asked to share any comments before January review meeting **AP23-23**.

9.2 Dates of next meetings, a change to frequency and timing of meetings to be introduced from 2024 was proposed and agreed as set out in 10.2 below, with PC annual review moving to November and annual open parish meeting to January.

10. PC Agenda, Dates & Times of Next Meetings

10.1 Agenda: key areas: Faith Development & Liturgy, Communications, Finance & Maintenance, PC sub-groups

10.2 2024 meetings: Proposed time & dates: PC annual review meeting ("away day") Saturday 20 January 2024, all morning. Next annual PC review brought forward to daytime Saturday 16 or 23 November 2024.

Ordinary PC meetings will be every other month in 2024: 21 March 2-4pm, 7-9pm 16 May, 18 July, 19 September. The annual Open Parish meeting will be moved to January 2025 to follow the PC annual review in November 2024.

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	✓	✓	✓	
16/11/23	✓	✓	retired	✓	✓			✓	✓	✓	FB, first part of meeting

A= apologies

APPENDIX 2

Appendix 2.1 Action points completed since last meeting

Origin	Number/owner/s	Notes	Action
16/2/23	AP23-4 Frank Balloch, Newsletter editor	Comms: list of actions re parishioners' suggestions for newsletter, (including to publicise significant birthdays, anniversaries where parishioners opt in) FB, as Newsletter editor, ongoing task.	completed
22/9/23	AP23-13 FrE, DC	FD: day retreat on the Passionist Charism Saturday 28 October	completed

Appendix 2.2 Live Action Points

Origin	Number/owner/s	Notes	Action
7/11/19	AP6 FM	Maintenance: obtain (second-hand?) fireproof cabinet for document security & arrange delivery to Parish room	ongoing
18/11/21	AP21-34 Frank Balloch on behalf of PC	Comms: parish census 2023 starting soon, using old database method as new Office 365 not suitable for purpose; also see AP23-2	November, December 2023
22/9/22	AP22-12 FrE, DC	FD: church organ: Camille has own absence cover plan, but details needed before progressing AP23-17 below	ongoing
21/1/23	AP23-1 DC, FrE	FD, Liturgy Group: favourite hymns parishioner suggestion action in consultation with Camille via newsletter	newsletter

Origin	Number/owner/s	Notes	Action
16/2/23	AP23-2 Frank Balloch on behalf of PC	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, response on accommodation at Passionist HQ awaited	ongoing
16/3/23	AP23-7 FrE & J&P group	J&P group: Fr E to propose charity initiative in Zambia for parish; group to notify Indian Passionists & Fr Jenish	await report from J&P meeting
16/3/23	AP23-8 FM	FM meetings (2/year) with MRC re church repair & maintenance priorities, procedures & timelines	ongoing
20/4/23	AP23-9 J&P group	J&P group Live Simply initiative: to produce implementation paper for PC	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 FM	Repairs: church floor tiling restorative polishing, quotes sought for job completion	ongoing
21/9/23	AP23-19 AH, FM	Maintenance: consult Minnie Frazer & Andrew Gillingham, diocesan conservator specialists in relation to proposed MRC major grant application inc. church	ongoing
16/11/23	AP23-20 FM	Repairs to N drive; urgent request to MRC to fill potholes, move dangerous side stones; check timescale for full repairs	November
16/11/23	AP23-21 AH	Finance: tasks to Richard Bridges & Finance sub-group, re Parish financial balance required for each PC meeting; check interest beneficiary on diocese parish Gift Aid account? investigate lack of onward payments to community from parish contributions to MRC	Finance group to report back
16/11/23	AP23-22 AH	Comms. AH to check with Frank Balloch over newsletter editor role	
16/11/23	AP23-23 All PC members	Review of PC constitution, 20 January 2024, sharing comments in advance	20 January