

1. Present (attendance record at Appendix 1)

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

(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 : Susan Collins has recently retired from the Parish Council, but will continue with her many other parish duties. The Chair, on behalf of all, expressed gratitude to Susan for all her hard work over several years, the last three as chair of the PC.

2. Previous minutes

Minutes of 16 March 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: note that some church documents date from 1776; the logistics of transferring this heavy, bulky item ourselves are very difficult and FM thinks that the same constraints would apply more so to obtaining a second hand safe through business contacts. FM will discuss with Andrew Pennington whether it might be possible to move the safe from the walled garden and if not feasible will obtain 2-3 quotes for buying a new safe including delivery and installation in the parish room.

4. Finance

4.1 AP21-22: Parish contribution to Minsteracres Retreat Centre (MRC) current rate is £22,500/year. 2023 contribution offer of circa 82% (long term average of residual parish income) suggested. Richard Bridges, parish finance lead, will attend 18 May PC meeting, to update us with full year's figures and give advice. (refer to summary, **3.2**, 21 July minutes)

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: ongoing; note that current Yamaha digital piano in choir loft does have an organ setting.

4.3 AP22-13: chip and pin card readers as alternative to cash for parish and second collections: FB will discuss this again with Richard Bridges as it is now apparent that there might be more practical difficulties than first envisaged.

4.4 AP22-14: Parish cheque only bank account upgrade to internet banking and a debit card to streamline miscellaneous payments to purchasers: no debit card is allowed under diocesan financial guidelines. PC chair 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. Would a petty cash float be allowed under diocesan guidelines, instead of cheque for small amounts?

5. Faith Development (FD)

5.1 AP22-15 progress to date: FrA to check visiting clergy credentials if church is to be used; DC to provide instructions for church use to visiting groups; FB will consult with parish priest/MRC rector about access to church diary so that bookings placed by retreat centre will also be known to the "Parish Secretary" in this case FB who has diary access via Office 365

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 FB congratulated the Liturgy Group for this year's Easter and Holy Week services which were very well appreciated and attended by many.

5.5 Holy communion under both kinds resumed on Maundy Thursday with one Eucharistic minister assisting. A new Eucharistic ministers' rota is being compiled having consulted all potential ministers.

6. Justice & Peace

- 6.1 AP23-9** FB will liaise with Jim Darlington re feedback on Live Simply initiative and how we might apply the principles in our parish
- 6.2** Parish Indian charity: Jim Darlington has 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, with a promise to send a more detailed account soon)
- 6.3 AP23-7** Fr E to propose charity initiative in Zambia for parish via J&P group

7. Social Committee (FM)

- 7.1** 4th April demonstration of Easter flower arrangements by Flower team, fund raiser for church flowers was very successful
- 7.2** parishioners' lunch club at Minsteracres proposed as a new type of social event when dining room has sufficient capacity depending upon retreatant use; Geoff Bockett requests more details on type of lunch required so that a guide price can be provided, but in principle, this could go ahead

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** FB: parishioner's suggestions included 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.

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 expects that this will be resolved by end of May
- 9.2 AP23-4** 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 underway
- 9.4 AP23-6:** FM to source an outside church noticeboard and install two further pigeon-hole/document holders outside parish room
- 9.5** Pastoral care requests will be invited via parish newsletter
- 9.6** Northern Cross query: 5 copies provided weekly, but unclear how many are sold?
- 9.7 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

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 i.e. Liturgy & Faith development, Communications.
- 10.2** 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, 18 May, 15 June, 20 July, 21 September, 19 October (annual parish meeting), 16 November

Final Prayer: The meeting closed with a prayer.

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	

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 safe for delivery to Parish room - document security	ongoing
20/5/21	AP21-22 FB	Parish contribution to Retreat Centre annual review, offer of average 82% parish residual income; RB will attend May PC meeting	ongoing, due for 2023
18/11/21	AP21-34 FB	Comms. Parish census 2023 using diocesan guidelines using new Office 365 capability	underway
22/9/22	AP22-12 FrA	Quote/s needed to purchase digital hymn player; organ repair/renew: more expert advice needed on necessity	ongoing
22/9/22	AP22-13 DC	trial of basic card reader in church on hold while practicalities assessed	under discussion
28/11/22	AP22-14 DC FB	Parish debit card ruled out under diocesan guidelines; discuss best methods of reimbursing miscellaneous purchases on behalf of parish with RB	May
28/11/22	AP22-15 DC, FrA	FD: FrA to check visiting clergy credentials where church to be used; DC to provide instructions for church use? Co-ordinate on-line diary capability to prevent double bookings	ongoing
21/1/23	AP23-1 FB	Comms. Favourite hymns poll suggestion action in consultation with Camille	
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 check accommodation at Passionist HQ; gauge parishioners' interest	
16/2/23	AP23-4 FB	Comms. list of actions re parishioners' suggestions for newsletter to compile; publicise birthdays & anniversaries, where parishioners opt in	underway

Origin	Number/owner/s	Notes	Action
16/2/23	AP23-5 FB, SC	Comms. parish newsletter – update format	underway
16/2/23	AP23-6 FB	Comms. actioned church QR code & safeguarding information; noticeboards, & more pigeon-holes outside parish room to be done	Items to complete
16/3/23	AP23-7 FrE	FD/J&P: Fr E to propose charity initiative in Zambia for parish	
16/3/23	AP23-8 AH	AH to meet with Geoff B re church repair & maintenance procedures	
20/4/23	AP23-9 FB	Discuss applying Live Simply principles to parish with J&P group	
20/4/23	AP23-10 DC	Comms. microphone upgrade to overcome poor audio on broadcast & recorded mass	