

1. Present (attendance record at Appendix 1)

Father Emmanuel Kabinga CP, Rev Deacon David Collins; Chair: Alan Hodgson; Deputy Chair: Lucilla Solly; Eileen Carew, Tony Gibson, Frank McDonald, Cecilia Port (secretary). (Note: membership is 2 clergy ex-officio members, plus a minimum of 5 other members; *quorum* is two-thirds of all voting members, which includes *ex-officio* members.

2. Opening prayer & Welcome

Fr Emmanuel; Alan Hodgson, Chair, welcomed new Parish Council member, Tony Gibson.

3. Parish Council minutes & matters arising

3.1 PC Away Day notes 20 January 2024 passed with corrections, to upload to website.

Matters arising dealt with under specific headings below; also see Action Points, AP, summary at Appendix 2.

4. Parish Finance, Purchases & Priorities (FM & AH)

4.1 AP6 fire-proof cabinet essential for protection/storage of important parish documents: FM has quotes of circa £1000 to buy and install, subject to it meeting our needs: approved by PC to make purchase as soon as possible using current account funds.

4.2 AP23-8 FM to arrange meetings (2/year) with Andrew Pennington, MRC re church repair and maintenance priorities, procedures and timelines, including low cost items such as door and kneeler repairs flagged up last year

4.3 AP23-17 DC has a quote for a digital hymn music player (£2,500) which could be used in absence of organist to continue to support congregational hymn singing **AP23-1**. The PC had agreed to go ahead with this purchase, but a cheaper, (more complicated) option has been suggested by EC and Camille, using a system such as that at St James Riding Mill: this was demonstrated to Camille by Rev. Diana Johnson who has now loaned us a comprehensive library of hymn music tracks on MP3 files (needs some re-organisation by Minnie Fraser) but could be tested on our existing sound system. If successful, the parish must buy access to this music library to satisfy copyright issues, AH is liaising with Camille and Minnie and will speak with Rev. Diana.

4.4 AP23-18 FM will discuss church floor tiling renovation quotes with Frank Balloch who has been pursuing this on behalf of PC, to decide the best approach.

4.5 AP23-19 Priorities arising from Church Inspection Report November 2023 (Minnie Fraser): at Minsteracres January board meeting approval was given for Minsteracres Retreat Centre, MRC to fund a closer inspection of church roof using a cherry picker, very soon. Church repair priorities will then depend upon MRC repair obligations under their 25 year lease with the Province, together with the Province and parish potential contributions towards necessary repairs. The parish would require diocesan approval for spending, whether from current or savings accounts. A PC representative will arrange to meet with Claire Morgan and the board trustees to discuss funding of church repairs over the next 5 year period covered by the report.

4.6 AP23-20 Major renovation of North Drive: MRC has a quote of £72,000 and has requested a contribution of £20,000 from the parish. The works will start in April and we understand payment will be underwritten by the Province. It was agreed by the PC that the parish, given our previous regular and lump sum contributions to drive upkeep and being only one of many user groups, we could offer a £10,000 contribution, consisting of £6,500 already approved by the diocese in July 2020 (in 2020, PC approved £10,000 towards full repairs of £60,000, of which only £3,500 used on cattle grid replacements and road through field, leaving full repairs until now) and a further £3,500. It was noted this would require diocesan approval. The Chair will now offer a £10,000 parish contribution to MRC.

4.7 AP23-21 It was agreed that it was customary for monies from Easter and Christmas collections (excluding regular SOs) to be given to the Minsteracres Community, but in future it should always be publicised in the newsletter at the time of the collections as this has not necessarily happened and some parishioners may not be aware of this tradition.

4.8 The annual organ service arranged by MRC took place in early March and the service engineer is retiring. CP will check with MRC that a qualified replacement will be found for the annual service and the PC kept informed. **AP24-1**

5. Faith Development (FD) & Liturgy

5.1 Four Faith Development sessions took place, Tuesdays evenings in Lent, following Stations of the Cross. Attendance numbers were very small, but the video material produced by Bishop Robert Barron (various topics: understanding the mass & Eucharist, forgiveness, what is Catholicism) had promoted lively discussion and the format would be worth repeating later in the year encouraging more attendees.

5.2 Passionist Companions – 15 participants had attended a recent monthly meeting at Minsteracres, comprised mainly of MRC volunteers plus 2 clergy.

5.3 AP23-1 favourite hymns poll not yet underway

5.4 AP23-3 Rome visit is on hold due to ongoing renovation works at Passionist HQ. 2025 date proposed.

5.5 Two Passionist priests should arrive at Minsteracres soon, visa issue dependent. Fr E will be away on leave late April-early June and the Province will provide parish cover and priestly support for the new arrivals.

5.6 The 75th anniversary of the Passionists coming to Minsteracres is to be celebrated this year by flagging this at FD/parish social events. A celebration around the feast of St Paul of the Cross in October is one possibility. However, the main onus is on MRC although the current *inter-regnum* may rule this out over the next few months.

6. Parish council Groups

6.1 Social Committee, FM: Passover Meal on 25 March; Quiz (AH) 2 May; Zambian Meal due 13 April, cancelled for now.

6.2 Justice & Peace, EC: the January parish appeal resulted in £600 raised for refugees/asylum seekers; March coffee morning raised £100 for CAFOD additional to Family Fast Day; 5 April coffee, talk and frugal lunch, speaker Fred De Sam Lazaro; **AP23-9**, Live Simply, Small Steps proposal to be followed up and EC will discuss with Jim Darlington in April.

6.3 AP23-7 Priority parish charity focus on Zambia: FrE is visiting his home country early April – 5 June and may be able to scope out a suitable recipient charity via his local Passionist colleagues as a successor to our Indian charity.

7. Communications

7.1 AP21-4 Frank Balloch has now closed the Parish census and will be asked by CP to report back by May 2024. We will then have a clearer idea of actual parishioner numbers.

7.2 Parish website: DC suggests that given the shortcomings of parish website, we could upgrade asking website engineer Terry Walsh who has recently upgraded the MRC website. An estimate of £950 to include handover was suggested. AH will contact Mr Walsh to obtain a quote **AP24-2**.

7.3 DC will ask newsletter editor to remove children's liturgy and prayer groups as not currently operating.

8 Churches Together:

8.1 EC represents our parish and asks that parishioners be reminded of events in newsletter/end of mass announcements and encouraged to attend. Good Friday, Walk of Witness starts at 10am Methodist Chapel, walk to St James Church, followed by refreshments. 21 June, Pimms & Hymns songs of praise event at St James Church.

9. Review of PC constitution:

9.1 AP23-23 members discussed several amendments: LS proposed and FM seconded changes which were passed unanimously; the parish website will be updated and parishioners advised via the parish newsletter.

10. Final Prayer

Fr Emmanuel closed the meeting with a prayer.

11. PC Agenda, Dates & Times of Next Meetings

11.1 Agenda: key areas are Faith Development & Liturgy, Communications, Finance & Maintenance, PC sub-groups, Churches Together

11.2 2024 meetings: Proposed time & dates: Next annual PC review brought forward to daytime Saturday 16 or 23 November 2024. Ordinary PC meetings will be every other month in 2024 at **2-4pm, which has recently changed from past practice of evening meetings, by majority decision**: 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.

Cecilia Port

Secretary to Parish Council

APPENDIX 1

Attendance	FrE	DC	AH	LS	EC	TG	FM	CP	Observers
20/1/24	✓	✓	✓	✓	✓		✓	✓	
21/3/24	✓	✓	✓	✓	✓	✓ appointed 3/24	✓	✓	
16/5/24									
18/7/24									
19/9/24									
16 or 23/11/24 PC Away Day, Saturday									

APPENDIX 2

Appendix 2.1 Actions completed

Origin	Number/owner/s	Notes	Action
16/2/23	AP23-2 Frank Balloch on behalf of PC	FD: no children's liturgy questions provided for parish census AP21-34. Action withdrawn	January 2024
16/11/23	AP23-23 All PC members	Review of PC constitution completed	21 March 2024

Appendix 2.2 Live Action Points

Origin	Number/owner/s	Notes	Action/Timescale
7/11/19	AP6 FM	Maintenance: £1000 for fireproof cabinet for document security for Parish room approved by PC	purchase asap
18/11/21	AP21-34 Frank Balloch on behalf of PC	Comms: parish census 2023 started Jan 2024, now closed; report to PC May 2024	Report May 2024
21/1/23	AP23-1 DC, FrE	FD, Liturgy Group: favourite hymns parishioner suggestion action in consultation with Camille via newsletter	?
16/2/23	AP23-3 DC	FD: parish pilgrimage to Rome postponed to 2025	2025
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	Waiting for J&P group response, by July?
16/3/23	AP23-8 FM & AH	FM meetings (2/year) with MRC re church repair & maintenance priorities, procedures & timelines; church quinquennial report published Jan 2024	ongoing
20/4/23	AP23-9 EC & J&P group	J&P group Live Simply initiative: PC recommends promote Simple Steps initially	J&P to action
27/7/23	AP23-17 DC & AH	FD: action derived from AP22-12: £2,500 quote digital hymn player (use in absence of organist) versus cheaper St James church system, being investigated	May 2024
16/2/23	AP23-18 FM	Repairs: church floor tiling restorative polishing, quotes sought for job completion, FM liaising with FB; potential for grant aid?	ongoing
21/9/23	AP23-19 AH, FM	MRC board approved detailed roof survey asap and roof + church inspection items to be discussed with MRC re parish contribution	ongoing
16/11/23	AP23-20 AH	Renovation to N drive starts April & £10k parish contribution offer, subject to Diocese' approval	April-May
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 Customary parish contributions to MRC community at Easter & Christmas to be advertised to parish beforehand on each occasion	Finance group to report back to AH
21/3/24	AP24-1 CP	Confirmation of new organ service engineer from MRC, next due March 2025	
21/3/24	AP24-2 AH	Comms: quote for website upgrade from Terry Walsh	