

Saint Joseph the Worker Catholic Church
Sutton in Ashfield
Pastoral Parish Council

Notes from the meeting held on 28 OCTOBER 2015

To be approved and signed as a true record

Signed

Date

The meeting was Chaired by Robert della-Spina

Circulation:

Ex Officio Members

Father Frank Higgins (FFH)
(Parish Priest)
Peter Crowe (PC)
(Finance Chair)

Parishioner Members

Hilary Badhams (HB)
Delany Burton (DB)
Rosemary Hale (RH)
Calista Harris (CH)
Frances Harris (FH)
John Hudson (JH)
Dr Celestine John (CJ)
Linda John (LJ) (Musicians)
Paul Jones (PJ)
Mary Jones (MJ)
Michael Kirk (MK)
Margaret Kirk (MaK) (Catechists)
Dennis Lam (DL)
Marie Luke (ML)
Joe Murray (JM)
Michael Shannon (MS)
Robert della-Spina (Rd-S) **(Chair)**
Moya Stevenson (MSt)
Michael Ward (MW)

Observer

**Notes prepared by Michael Kirk
Acting Secretary**

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The meeting opened at 7:20 pm with a prayer

1 Chair for this meeting

The new Chair of the PPC, Robert della-Spina, chaired the meeting.

2. Present:

Fr Frank H (PP), Robert d-S (Chair), Peter C (Finance), Joe M, Mike K, Linda J, Margaret K, Rosemary H, Celestine J, Mike S, Moya St, Mike W. (12)

3 Apologies

Frances Harris, Denis Lam, Delany Burton, Calista Harris, John Hudson, Hilary Badhams, Marie Luke.(7)

4 Minutes of Previous Meeting

a. Minutes of the previous meeting held on 5 August 2015 had been circulated by hand prior to this meeting. (Some members continue to be unable to receive emails)

5 Matters Arising

Minutes will in future be posted on the website, in addition to being circulated to members. Finance information will also be posted. As Fr H said, "All information must be provided transparently".

6 Proposed Committee Structure

- a) Rd-S submitted proposals for a new structure of Committees to coincide with the structure of the Parish Pastoral Plan. Discussion followed and the Structure was agreed as set out below:
- b) **Finance** – This will deal with all matters financial
- c) **Faith** – Includes: Sacraments, Catechetics, Evangelisation, SVP, Outreach and Bereavement Support, Liturgy (incl Music, Flowers), Childrens' Liturgy, Justice and Peace, Inter-Church activities.
- d) **Health and Safety** – Includes: Safeguarding, Building and Sites, Cleaning, Statutory H and S, Gas and Electric Inspections, Fire and Emergency, Security.
- e) **Social and Communications** – Includes: Social Events, Community Events, Website, Facebook, Newsletter, Notice Board, Other Information, Fund Raising.
- f) Committee Groups will initially be as identified at the last meeting and appended hereto. Rd-S will join the Faith Group. Members to review their roles and possible changes to group membership.
- g) Each group was asked to meet and review the Pastoral Plan as it applies to their area of responsibility. A report is to be brought back to the PPC at the end of January 2016. (Each group will need to meet during November 2015 to commence this process.)
- h) Draft Group Membership is set out in appendix 1.

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7. Financial update

- a) Report received from Peter Crowe,(Committee Chair).
A copy of this report is attached hereto at appendix 2.
- b) A meeting is to be held with at least one member from each Counting Team, to go through the procedures to ensure conformity. The Meeting will be held on Monday 30th November 2015.
- c) A formal set of Procedural Guidance notes will be prepared by MK in conjunction with JM, with the aim of achieving 100% adherence, as this is the foundation of the whole financial “edifice”.
- d) PC proposed that the 3 “super-counters” arrange to sit in with the teams initially to give assistance.
- e) Details of the distribution of copies of the Finance Forms is to be agreed by MK/JM.
- f) Provision is to be made in the procedure (MK/JM), to ensure that a weekly summary goes to the Bulletin Editor (FH).
- g) The matter of the Transport Subsidy was raised and it was agreed to discontinue this provision. It will be replaced by a Building Refurbishment Fund.

8. Building and Sites

- a) MK provided an update report on building matters. A copy is appended hereto at appendix 3. The report introduced the potential for significant expenditure on Renewal of the Roof to the Church and on Redecoration.
- b) Fr H referred to the matters of the Fire Doors (One from the Church and the two from the Hall), which need to be upgraded. MK is to address these issues.
- c) In addition, the Security Alarm System is due for an annual inspection.(MK)
- d) FR H considered that the issue of potential replacement of the main Heating Boiler should be incorporated into future considerations.
- e) Garden Working Party – This will carry out clearance of the rear Garden on Saturday 14th November from 11.00am to 1.00pm. PC has arranged for the supply of a Builders Skip at £180. A team of 4 to 6 will be involved.

9. Social Activities

- a) LJ reported on the Bollywood Evening and the Harvest Lunch and Auction, both of which were successful raising funds for the Church Funds and for CAFOD.
- b) The proposed Quiz for November has been cancelled due to lack of numbers.
- c) A future Quiz will be held during February 2016.
- d) The Annual Christmas Bazaar will take place on Saturday 28th November.
- e) The SVP Party will be held on 29th November.

10. Safeguarding

- a) HB had submitted a written report, which is attached hereto at appendix 4.
- b) It was noted that Hilary was concerned that volunteer appointments have been made prior to DBS clearance, which is not good practice.
- c) The DBS process is now well established. The programme is also available for access on the web, for anyone who is interested.
- d) The meeting accepted the report with thanks to Hilary for all her efforts.

11. Health and Safety

- a) CJ reported that all the H and S items have been completed and the Risk Assessment has been reviewed and signed off by Fr H.
- b) Any H and S issues must be referred to the group members (DL, CJ, MS, MK)
- c) The Gas Inspection has been completed and certificate posted on Notice Board.
- d) The Electrical Inspection to be reviewed (MK).

12. Catechetical and Evangelisation Matters

- a) MaK reported on the instructions carried out for Sacrament of Baptism and Marriage.
- b) Follow-up meetings are proposed for those parents of children baptised in the previous year – suggested for feast of the Baptism of Our Lord, 10th January 2016.

13. Communications

- a) Website – The NEW WEBSITE was introduced by Rd-S. All agreed it was very good. Thanks were expressed by the meeting for the work put in to this by Rob.
- b) Access for editing will be shared within an “Editing Group” to be set up.
- c) Rd-S appealed for all details of Events and Activities to be passed on to him for insertion on the Website. The Newsletter will be posted each week. Rd-S will make arrangements with FH.
- d) Notice Board – the PPC notice board is to be updated by CJ with new photos. The external board will be updated with Mass Times and presentation. (MK)

14. Any other business

- a) **Proclaim 15** – MaK and MK have attended the resource Day organised by the Diocesan Adult Formation Commission. This is intended to provide ideas and materials to support Parishes in their activities as part of the Proclaim 15 evangelisation programme.
It is proposed to hold a meeting for all who would be interested in participating in this programme. The date of the meeting will be published.
- b) **Confirmation 2016** – Fr H has announced the need for possible Candidates for Confirmation to contact him to register their interest. So

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far only 4 people have come forward. Confirmation will not go ahead in the Parish unless more people sign up.

c) Sick and Retired Priests Fund

CJ reported that the current Fund from St Joseph's Parish totals £11,708-17

This is 38% of the target and leaves £18,550 yet to raise. The anticipated campaign total for St Josephs is £20k.

The Campaign as a whole has currently raised £2,511,673-76 towards the target of £3M.

15. Date for the Next Meeting

- a. **The date for the next PPC meeting will be Wednesday 2nd DECEMBER at 7.30pm**
- b. **Reports are required from groups etc, prior to the meeting.**

Close of Meeting The meeting closed with a prayer at 9.10pm..

Appendices

- 1. Committee Membership**
- 2. Finance Report.**
- 3. Buildings and Sites Report.**
- 4. Safeguarding Report**

1. Committees and Membership

Finance – (Mandatory)

Father Higgins
Joe Murray - Adviser
Peter Crowe – Committee Chair
Rob della Spina
Nick Luke
Mike Ward
Michael Kirk

Health and Safety / Buildings and Sites

Michael Kirk
Denis Lam – Health and Safety
Celestine John
Michael Shannon
Hilary Badhams - Safeguarding

Faith - Catechetical / Evangelisation

Margaret Kirk
Linda John
Hilary Badhams
Frances Harris
Marie Luke - Childrens' Liturgy
Calista Harris
Michael Kirk
Rob della Spina
Michael Shannon – SVP Outreach

Communication

Rob della Spina - Website
Frances Harris - Bulletin
Calista Harris - Facebook page
Celestine John - Noticeboard

Social

Delaney Burton
Rosemary Hale
Frances Harris
Calista Harris
Linda John
Margaret Kirk
Hilary Badhams
Moya Stevenson

Draft List subject to amendment – members to confirm