

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

Notes from the meeting held on 3 FEBRUARY 2016

To be approved and signed as a true record

Signed
Date

The meeting was chaired by Michael Kirk

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 Frances Harris
Secretary

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The meeting opened at 7:35 pm with a prayer

1 Apologies for absence have been received from

Joe Murray, Moya Stevenson, Robert della-Spina, Peter Crowe, Mary and Paul Jones.

2 The Chair for this meeting

Michael Kirk

3 Present:

Fr Frank H (PP), Mike K, Linda J, Margaret K, Celestine J, Frances H, Calista H, Mike W

4 Minutes of Previous Meeting

- a. Minutes of the previous meeting held on 2 December 2015 had been circulated by email prior to this meeting.

Matters Arising

- (a) Fire Doors a quote from Edwards Metal Windows has been received and accepted as there is a five week lead time.
- (b) There is also a need for the two fire exits in the hall and corridor to be assessed and alternative solutions found.
- (c) The Management Agency for the house has received a complaint from the tenant about water ingress on the ceiling. The excess condensation may be due to not enough ventilation. However the loft and cavity walls insulation has been carried out this week to help with this situation at a cost of £119
- (d) Marie Luke would like her name to be added to the social committee.

5 Pastoral Plan

- a) This was the main part for tonight's meeting and Michael had circulated a copy for any additional comments prior to the meeting.
- b) Michael K suggested that as a front to the plan there would be the Function Groups formerly Living Stones and this is followed by the committee structures.
- c) There needs to be a review date which is updated as and when required as work is completed and recorded.

6 Safeguarding

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- (a) Hilary reported on procedures that have been put into place to follow for Risk Assessment for Children and Vulnerable Adults at events held.
- (b) There should be a copy for each event held as a record and no event should be publicised until a completed form has been completed and approved by the Chairman, Father Frank, Health and Safety and Safeguarding representative
- (c) Activities for the SVP to be added to the plan.
- (d) Updated sections to be passed to Michael so that he can collate them into the final draft of the new Pastoral Plan

7 Finance

- (a) With Robert and Peter involved with other matters at this time and the fact that Joe will stand down at the end of the financial year it would be helpful if there was anyone who could help out in areas of accounting.

8 Social

- (a) Frances reported on the Social matters and a team of us had met in December to discuss and plan a calendar of events. The first of which was a Party for the children which took place on 30 January and some 15 children had a great time. Before the meeting she was not aware of the risk assessment which has been talked about earlier at this meeting and following emails from Hilary she had followed the procedures as best she could.
- (b) Frances wants to have a Quiz Night in February and would like some help with the Risk assessment. And Hilary said we could meet after Mass on Sunday
- (c) She is now aware of the procedure and that there has to be a form completed for each social event planned so that approval for the event to go ahead can be made.

9 Any other business

There has been another complaint from the tenants in the house as one of their children had put their head through the glass in the inner door and that the glass was not up to the regulation standard although it probably was when the door was installed.

Options for consideration open to us are:-

- 1 Remove the door completely
- 2 Replace with a wooden door approximate cost £100 - £200
- 3 Replace with a door with the appropriate safety glass at an approximate cost of £200 - £300

Hilary asked if there were any plans for the Year of Mercy

There are to be some included within the Social Events

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Hilary asked if the Mercy Prayer be added to the bulletin. It was suggested that space is limited and that more copies of the prayer card could be obtained.

Frances said she would investigate the resources from the Diocesan website and include in the bulletin if space allows.

10 Date for the Next Meeting

The Parish Pastoral Council Meeting has been scheduled as follows:-

- 1st on 6 April at 7:30 pm
- 2nd on 1 June at 7:30 pm
- 3rd on 7 September at 7:30 pm
- 4th on 7 December at 7:30pm

The AGM will take place on Sunday 4th September after 11:30 Mass in the hall

- a. **The date for the next PPC meeting will be Wednesday 3rd FEBRUARY at 7.30pm and this will be for the Pastoral Plan Update from the Committee Structures**
- b. **Reports are required from groups etc, prior to the meeting.**

Close of Meeting The meeting closed with a prayer at 8:40.

Appendices

1. Social Committee Report.

Committees and Membership

Finance – (Mandatory)

This will deal with all matters financial

Father Higgins

Joe Murray - Adviser

Peter Crowe – Committee Chair Control and Financial Administrator

Rob della Spina - Receipt of Monies /Income

Nick Luke - Gift Aid

Mike Ward - Payments out

Michael Kirk

Health and Safety / Buildings and Sites

Includes: Safeguarding, Building and Sites, Cleaning, Statutory H and S, Gas and Electric Inspections, Fire and Emergency, Security.

Michael Kirk - Building and Sites and Health and Safety

Denis Lam – Health and Safety and Building and Sites

Celestine John - Health and Safety and Building and Sites

Michael Shannon - Building and Sites

Hilary Badhams - Safeguarding

Linda John – Cleaning Teams

Faith - Catechetical / Evangelisation

Includes: Sacraments, Catechetical, Evangelisation, SVP, Outreach and Bereavement Support, Liturgy (incl Music, Flowers), Children's' Liturgy, Justice and Peace, Inter-Church activities.

Margaret Kirk - Music, Sacraments, Catechetical

Linda John - Music, Sacraments, Catechetical

Hilary Badhams - SVP Outreach

Frances Harris – Flowers, Confirmation, Catechetical

Marie Luke - Children's' Liturgy, Fair Trade

Calista Harris

Michael Kirk

Rob della Spina

Michael Shannon – SVP Outreach,

Denis Lam - Sacristan, Repository

Communication and Social

Includes: Social Events, Community Events, Website, Facebook, Newsletter, Notice Board, Other Information, Fund Raising

Rob della Spina - Website

Frances Harris – Bulletin/ Newsletter, Social, PPC Secretary, Parish Contact for EM's, Sunday Coffee Rota

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Calista Harris - Facebook page, Social,
Celestine John – Noticeboard Displays, Sick and Retired Priest Representative
Delaney Burton - Social
Rosemary Hale - Social
Linda John - Social
Margaret Kirk - Social
Hilary Badhams - Social
Moya Stevenson – Social
Marie Luke - Social;

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1. Social Report.

Communication and Social

Includes: Social Events, Community Events, Website, Facebook, Newsletter, Notice Board, Other Information, Fund Raising

Rob della Spina - Website

Frances Harris – Bulletin/ Newsletter, Social, PPC Secretary, Contact by email for Churches together information only, Coffee Rotas

Calista Harris - Facebook page

Celestine John - Noticeboard

Delaney Burton - Social

Rosemary Hale - Social

Calista Harris Facebook, Social

Linda John - Social

Margaret Kirk - Social

Hilary Badhams - Social

Moya Stevenson - Social

Marie Luke - Social

Notes from meeting held on 13 Dec 2015.

Present Moya, Marie and Frances

Apologies from Delaney

1 At the meeting it was decided that the priority is the Events Diary for 2016

MONTH	EVENTS	LEAD CONTACT	FUNDS RAISED
	DRAFT Plan For 2016		
30 Dec 15	SVP Christmas Season Party	Michael Shannon Sybil Mellors	
JANUARY			
30 Jan 16	Children's Beach Party	Frances and Delany with	Shared table games

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		Calista and Parents	
FEBRUARY			
21 Feb 16	Quiz Night	Frances and Team	
Launch at Coffee Morning on 28 Feb 16	Fairtrade Fortnight Coffee Morning with Fairtrade Baked Goods	Marie	Donated amount for refreshments
MARCH			
During Lent To be agreed with Father Frank	Year of Mercy / Lenten Reconciliation with First Confession candidates	Priest Music Reader	Donated amount for refreshments
Wednesday in Holy Week	Lenten Supper	Team ?	For Roof Fund
APRIL	A Royal Birthday Celebration		
MAY			
	May Rosary Procession / Mother of Mercy With cream tea	Frances Music	Donated amount for refreshments
JUNE			
TBC	Parish Walk followed by Cheese and Wine evening at the Social club	Book date with Social Club Marie and Team	
JULY			
10 Jul from 1 - 5	Pat and Ted BBQ at their home		
AUGUST	None during August		

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SEPTEMBER			
TBA	Taste from around the world	Moya and Team	Spanish Tapas Italian Chinese Polish English
OCTOBER	Harvest Meal with auction of donated produce for Roof Fund		
NOVEMBER			
TBA	Movie Star Night come dressed as your favourite Movie Character/Star	Moya And Team	Jackets and Toppings
	Bazaar with Christmas Prize Draw		
DECEMBER			
TBA	Children's Christmas Party		
TBA	Carol Service	Music	
	SVP Christmas Season Party	Michael Shannon Sybil Mellor	

- 2 Lead Members for Social Events to be Moya, Marie and Frances for the time being
Others to be co-opted to help with specific events as one event per member would lighten the load.
- 3 Keep a record of what was done - amounts of food supplied - monies raised
Review the event – what went well - what could have been done to make it better
- 4 Should we hold one event in the club? – Who to contact
It was agreed that we would hold one event at the club and link this in with the Parish Walk which would end at the club in June date to be advised

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- 5 Should we be linking fund raising for CAFOD with our events i.e. Lenten Supper and Harvest Festival when they have special envelope second collections for these?
It was agreed that monies raised for CAFOD would be from their special envelope second collection. Any monies raised at the social event would go towards the Roof Fund and this should be publicised.
- 6 Others types of event that we could incorporate into our calendar

Suggestions

Film night

Pudding evening

It was agreed that this would be a draft calendar of events and that we would meet up again to prepare for the January event and also to finalise the plan for the Parish Pastoral Planning Meeting in February.

2. Buildings and Sites Report.
3. Safeguarding Report
4. Finance Report