



## Parish Council Meeting MEETING MINUTES

July 2018

### Meeting Details

Meeting Name:	St Joseph's Parish Council
Chairman:	John Bates
Date:	Tuesday, 17 <sup>th</sup> July 2018
Time:	8:00pm
Location:	St Joseph's Priory

### Invitees/Attendees

Name	Role	Present
John Bates	Chairman Health & Safety and Safeguarding	Yes
Fr Michael Spain	Parish Priest	Yes
Fr Bob Davies	Carmelite Community	Yes
Kevin Murphy	Finance Committee	Yes
Sally Taylor	Evangelisation Activity Group	Yes
Ros Burton	Liturgy & Church Activity Group	Apologies
Stephen Forster	Outreach Activity Group	Yes
Kasia Misiewicz	Pastoral Activity Group	Yes
Nan Jacobson	Social Activity Group	Yes
Kathy Slattery	Youth Activity Group	Yes
Doreen Pooley	Mass Representatives	Yes
Joan Barham	Secretary	Yes

# Agenda Items

Item	Subject	Presenter
1.	Opening Remarks	John Bates
2.	Matters Arising from Meeting Minutes of 6 <sup>th</sup> March 2018	John Bates
3.	Review of Action Items	Joan Barham
4.	Health, Safety & Safeguarding	John Bates
5.	Car parking situation 9am & 11am Masses ( <i>agreed in March meeting to discuss again in July</i> )	Fr Michael Spain
6.	Parish Council Constitution	Stephen Forster
7.	Preparations for the Annual General Meeting	Joan Barham
8.	Matters Arising from Activity Group Reports	Fr Michael Spain
9.	Closing Remarks	John Bates

## Meeting Notes

### 1. Opening Remarks - John Bates

- The meeting began with a welcome from John, followed by an opening prayer by Fr Michael.
- John welcomed Kathy Slattery to her first Parish Council Meeting. Kathy has taken over from Paul Rayner as the Youth representative.
- Apologies were received from Ros Burton.

### 2. Matters Arising from Meeting Minutes of 6<sup>th</sup> March 2018 - John Bates

- There were no matters arising from the Meeting Minutes of 6<sup>th</sup> March 2017.

### 3. Review of Action Items - Joan Barham

- **Action Items** – A new action list was created – see “*Parish Council Action Items (as at 17Jul18)*”.
- **M027 re: Organise training session(s) on new audio system** – Françoise organised a very helpful session for readers where she engaged everyone and took us in hand. She helped us suss out the sound and gave us good, practical advice right down to simple basics such as ensuring the microphone is right opposite your mouth. Very many thanks for Françoise for doing this. Everyone present felt that reading at Mass has improved as a result. It was invaluable and something we should do again in the future.
- **M028 re: Instruction leaflet on hearing loop system** – There was a lengthy and passionate discussion about acoustic panels and sound arising from this action item; noting feedback in Richard Cottle’s report on this topic. Upshot was that anything to do with panels is on hold pending remedial works to the roof.
- **M040 re: Erect CCTV monitor in Reception** – This topic is very much under discussion/debate still. Kevin undertook to look at Priory safety and take this forward, liaising with the clergy and staff.
- **M048 re: Sort out acquisition of new tables for First Committee Room** – Many thanks to Alex Trillo for fixing tables which are much more stable and safer. We still need to add furniture protectors on feet to enable them to slide on the floor – they are very heavy to lift and need to be moved frequently.
- **M051 re: Look into audio/visual equipment possibilities for our various spaces** – Made some initial enquiries but no quotes back as yet. This is a work in progress alongside **M052 Sort out blinds for the Parish Centre and First Committee Room**.

#### 4. Health, Safety & Safeguarding - John Bates

- The Disabled Entrance has now been repaired. It has also been independently confirmed to us that we do not need to have automatic doors on the inside of the church.
- We now have the template for the Disabled Parking spaces and this is on the list of works to be done. There will be 2/3 spaces allocated with criss-cross yellow lines at the end of the ramp.
- Health, Safety & Safeguarding assessments have to be submitted to the Diocese on a regular basis, as well as one-off assessments for big events such as Parish Day. We continue to receive excellent feedback.

#### 5. Car Parking Situation 9am & 11am Masses - Fr Michael Spain

- We have had a meeting with local residents, led by Fiona McMullen. The tone was varied; from constructive suggestions to people sharing their frustration and angst. As a result, Malcolm Johnstone took on the job of putting out cones in and around the Church/Priory entrances and exits for weekend Masses. Our neighbours have been nothing but complimentary about how free and clear the local roads were on Parish Day.
- Since the initial meeting we have had a lot of contact with the group. John Bates and Malcolm Johnstone had a further meeting with resident representatives. It was agreed that we would provide stewards for Masses, courtesy of Dan Taylor, largely speaking for the 11am Mass when there is most congestion. We have permission to use the school for overflow car parking and have been given our own set of keys for easy access. These measures have largely alleviated the problem.
- From the neighbours' point of view, everything that has happened thus far has been extremely positive. Fr Michael's initial invitation to a social was the beginning of breaking down barriers, misconceptions and confusion from the past. There is now a better understanding amongst all parties and that nothing is entirely straightforward. The neighbours have decided to form a Neighbourhood Association. They were delighted to be invited to Parish Day and those who came enjoyed themselves and were taken aback by how lovely it was.
- For the time being, Fr Michael's decision is to retain the current Mass times. Car parking is still an issue, but not a burning one as it once was. The situation will be reviewed again in due course.

#### 6. Parish Council Constitution - Stephen Forster

- Stephen Forster was assigned M050 - Review constitution re: terms of office for Chair & Chair of Finance at the last Parish Council Meeting. When he set out to amend the constitution he found it was not possible to tinker with it because it contained inconsistencies. He has therefore produced a shorter and simpler version which was circulated to all council members before the meeting for their review.
- The unanimous feedback was that the new version was much more concise and easier to understand, whilst being more practical as regards representation. Fr Michael is in favour of making things as simple and uncomplicated as we can.
- **Fr Michael, as Parish Priest, approved the adoption of the new Parish Council Constitution (endorsed by the Parish Council) with immediate effect.** Joan to publish on website and update any associated documentation.

#### 7. Preparations for the Annual General Meeting - Joan Barham

- The **Annual General Meeting (AGM) will take place on Sunday, 7<sup>th</sup> October** at 3pm in the Parish Centre. Following the established timescales, parishioners are invited to submit topics for Any Other Business in writing by Sunday, 23<sup>rd</sup> September. The AGM agenda and meeting papers will be available on the website and in church porches on Sunday, 30<sup>th</sup> September. Parishioners wishing to table questions must do so in writing no later than Wednesday, 3<sup>rd</sup> October. We will promote the AGM by means of a poster, the website, an article in the Newsletter in the four weeks leading up to the meeting and it will also be included in the Announcements.

- Ahead of the meeting we will produce a **Parish Annual Report** which will be made available both electronically via the website and in paper format by means of an A5 booklet. This document is not just used for the AGM; it is also sent to all new parishioners as part of their Welcome Pack. It is a great opportunity to showcase the great work done by volunteers here in our parish and recognise their contribution to our community.
- In order to achieve this, **all reports need to be submitted to Joan by Tuesday, 18<sup>th</sup> September** (nine weeks from this meeting). Reports should broadly cover highlights of what has been achieved this past year as well as any plans for the next 12 months. If we have the content in a timely fashion we then have the opportunity to enhance the presentation and layout of the final report.
- Joan to organise production of the Annual Report and make the necessary AGM preparations.

## 8. Matters Arising from March Activity Group Reports - Fr Michael Spain

- Refer to the following reports received for information about each Activity Group:
  - "*Evangelisation Report Jul18*"
  - "*Outreach Report Jul18*"
  - "*Liturgy & Church Report Jul18*"
  - "*Pastoral Report Jul18*"
  - "*Youth Report Jul18*"
- There was nothing significant to report from the *Mass Representatives*; no issues have been raised by the congregations. From a *Social* perspective there was nothing new to report; all the focus and effort has been on Parish Day.
- Fr Michael said that he really enjoyed Parish Day and thanked everyone involved. Special thanks to Celia Tobin and Christine Gosling who organised the event – our largest social occasion as well as being our biggest fundraiser. It was a very successful day; with current indications that it raised in the region of £9,000 including the raffle. Final figures won't be available for a few weeks yet. It was suggested that we advertise it as St Joseph's Summer Fete, open to everyone, rather than Parish Day which some people may feel (incorrectly) that it is just for parishioners.
- The Justice & Peace report highlighted the use of cloth towels in the ladies and gents toilets near the First Committee Room/Sacristy. The retired nurses from amongst this group feel this is unhygienic. This was discussed briefly and suggested alternatives were electric hand dryers or paper towels; both of which have their pros/cons. Kevin to investigate and cost alternatives and decide how best to address this issue via the Finance Committee.
- Kevin has met with the builder and architect for new cemetery wall. We have now got Diocesan approval to proceed. We just need approval for the lynch gate – this needs planning permission which is being dealt with. The work is due to start work on 10 September and it will take approximately 12 weeks. It will impact on the Furniture Market; Kevin meeting with David Parkhouse to explain what is likely to happen and when. Builders won't be on-site working on a Saturday but during the week the access will be restricted. There will be a link fence which will be moved to accommodate the works.
- Kevin reported that the Infant of Prague is still on the market. The Diocese has it with an agent on basis of it being used for a community project. They have been told by the planners that if they continue to advertise on that basis with no response then they would be granted residential permission in due course. There have been two half hearted offers from developers. Ideally we would like an independent estate agent/architect/builder to advise us on its potential.

## 9. Closing Remarks - John Bates

- John thanked everyone for giving up their time to attend the meeting and was grateful for all the important work done by everyone in our parish groups.
- The meeting concluded with a prayer and blessing by Fr Michael.
- Next meeting is Tuesday, 20th November 2018 at 8pm in the Priory.