



Parish Council Meeting MEETING MINUTES

November 2018

Meeting Details

Meeting Name:	St Joseph's Parish Council
Chairman:	John Bates
Date:	Tuesday, 20 th November 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
Francoise Forster	Outreach Activity Group	Yes
Kasia Misiewicz	Pastoral Activity Group	Apologies
Nan Jacobson	Social Activity Group	Yes
Kathy Slattery	Youth Activity Group	Yes
Doreen Pooley	Mass Representatives	Apologies
Joan Barham	Secretary	Yes

Agenda Items

Item	Subject	Presenter
1.	Opening Remarks	John Bates
2.	Matters Arising from Meeting Minutes of 17 th July 2018	John Bates
3.	Matters Arising from AGM Meeting Minutes of 7 th October 2018 <ul style="list-style-type: none"> ▪ Fr Michael to ensure clergy are aware of correct settings for opening/locking door. ▪ John Bates to put notice boards on agenda for discussion at next finance meeting. ▪ John Bates to assess Saturday evening parking situation and determine whether overflow car parking can be provided at the school if required. 	John Bates
4.	Review of Action Items	Joan Barham
5.	Health, Safety & Safeguarding	John Bates
6.	Parish Fairtrade Status	Francoise Forster
7.	St Joseph's Cemetery Memorial Wall	Kevin Murphy
8.	Our Mission	Sally Taylor
9.	Advent & Christmas <ul style="list-style-type: none"> ▪ Advent Events & Activities ▪ Christmas Mass Times 	Joan Barham
10.	Matters Arising from Activity Group Reports	Fr Michael Spain
11.	Meeting Dates for 2019	Joan Barham
12.	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 Francoise Forster to her first Parish Council Meeting. Francoise has taken over from Stephen Forster as the Outreach representative. John thanked Stephen for his time on the council and welcomed Francoise.
- Apologies were received from Ros Burton, Kasia Misiewicz and Doreen Pooley.
- Those present were asked to pray for the increasingly dangerous and volatile situation in Cameroon.

2. Matters Arising from Meeting Minutes of 17th July 2018- John Bates

- There were no matters arising from the Meeting Minutes of 17th July 2017.

3. Matters Arising from AGM Meeting Minutes of 7th October 2018- John Bates

Fr Michael to ensure clergy are aware of correct settings for opening/locking door.

Fr Michael confirmed that all the clergy are aware of the correct settings to be used opening/locking the side door of the church so that it permits "push button" operation for those less able.

John Bates to put notice boards on agenda for discussion at next finance meeting.

This was discussed and the decision reached was that the large notice board in the side porch would be the designated "Church Notice Board". It was acknowledged that this board does need some attention. The red mobile notice board will continue to be used for temporary displays (for example, Adoremus, Fairtrade Fortnight, St Vincent de Paul Awareness Month, etc) inside the church, situated in the alcove between confessionals or at the rear of the church.

When people wish to advertise activities/events then the Parish Administrator can advise them of options and alternatives to reach their audience. Requests to display posters, flyers, leaflets, etc for non-parish groups will be at the discretion of the Parish Priest.

John Bates to assess Saturday evening parking situation and determine whether overflow car parking can be provided at the school if required.

Since the AGM John has checked on several occasions and it does not appear to be a considerable problem. We will continue to monitor the situation and take action accordingly. If, in the meantime, we have a special Mass on a Saturday evening where we expect larger numbers than normal, we will make arrangements for overflow parking at the school.

John thanked all those council members who attended the AGM, observing that it was an interesting meeting and better than some in previous years.

4. Review of Action Items - Joan Barham

- **Action Items** – A new action list was created – see "*Parish Council Action Items (as at 20Nov18)*".
- **M040** re: *Erect CCTV monitor in Reception area* – Done. Queried whether the sound can be changed as currently when the button is pressed it sounds like a phone ringing. Ideally it needs a doorbell sound.
- **M048** re: *Sort out acquisition of new tables for First Committee Room* – Alex Trillo has levelled out all the tables so they are now stable, except in spots where the floor itself is uneven. If anyone has difficulty moving the tables around the room then we will revisit.
- **M051** re: *Look into audio/visual equipment possibilities for our various spaces* – Proposal is to get a meeting of interested parties (Fr Bob, Sally Taylor, Françoise Forster, Richard Cottle) together to meet with possible suppliers. Suggestion is to discuss with three companies.
- **M052** re: *Sort out blinds for the Parish Centre and First Committee Room* – Blinds have now been installed on all windows in the First Committee Room.

5. Health, Safety & Safeguarding - John Bates

- Safeguarding is currently ever changing and evolving, with information coming out on a weekly basis. John and Mary are doing their best to ensure we are as up to date as we possibly can.
- John, Kevin, and David have done a walkabout and examined everything on the existing risk assessment, updating it where necessary. There are a few items to be dealt with (for example, hand rails) and these are on our "to do" list. The disabled spaces in the car park need to be re-marked, enlarging them to allow adequate room either side for someone to get out of a car. This is on our schedule of works.
- John and Fr Michael confirmed that we have sufficient supplies, equipment and manpower to deal with snow and ice over the winter period.

6. Parish Fairtrade Status - Françoise Forster

- Refer to the "*Fair Trade Parish (Outreach)*" paper distributed with the meeting agenda. Although we have been a fairtrade parish for seven years we still have various places with non-fairtrade tea/coffee. If we are fairtrade then the minimum requirement is to serve fairtrade tea/coffee.
- The council was unanimous about the fact that we have not backtracked on fairtrade. We are a fairtrade parish and are committed to do what is required in order to remain so.

- The main concern is the First Committee Room. Agreed we will have the fairtrade parish sign permanently on display there. Also a note that it is a fairtrade kitchenette; where only fairtrade tea, coffee and sugar are served. Fr Michael and Fr Bob confirmed that the parish will either provide or cover the cost fairtrade tea, coffee and sugar for this shared space used by many parish groups.

7. St Joseph's Cemetery Memorial Wall - Kevin Murphy

- The Cemetery Wall is almost completed. There has been a small problem with flooding so the workmen have put in more drainage holes. There is a meeting with architect and builder later this week when the wall build will be signed off in terms of completion.
- The granite plaques are not yet up. These have ordered but will take a while to arrive. They will be put up blank on all the vault frontages. As and when vault is purchased/used it will be engraved.
- Lettering for vaults and memorial plaques will be upper and lower case Times Roman in gold, engraved on the black granite. Each vault will have the name of deceased, their dates of birth and death and RIP. All vaults and memorial plaques will be uniform in appearance.
- There needs to be a further discussion about the price, as well as clarification of terms and conditions. Then the application forms can be released.

8. Our Mission - Sally Taylor

- Refer to the "*Our Mission (Evangelisation)*" paper distributed with the meeting agenda.
- The topic was discussed with everyone being in favour of having a common vision/mission and unity which is expressed suitably on our website.
- Sally was tasked with taking this to the Evangelisation Forum and progressing, refining the content proposed and then arranging to have it incorporated into our new parish website.

9. Advent & Christmas - Joan Barham

- As the meeting was running behind schedule at this point, nothing was discussed regarding Advent or Christmas, other than sharing the Christmas Mass times with those present.

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

- Refer to the following reports received for information about each Activity Group:
 - "*Evangelisation Report Nov18*"
 - "*Outreach Report Nov18*"
 - "*Liturgy & Church Report v2 Nov18*"
 - "*Pastoral Report Nov18*"
 - "*Social Report Nov18*"
 - "*Youth Report Nov18*"
- There was nothing significant to report from the *Mass Representatives*; no issues have been raised by the congregations.
- Francoise enquired if anything could be done to help the situation in the Cameroon, for example, writing to MPs. Sally explained that it is a complicated and delicate state of affairs. Unfortunately writing to MPs at the current time will not alleviate the situation. She urged those present to continue to pray for the people in Cameroon, especially those we are connected to in the Diocese of Kumbo.

11. Meeting Dates for 2019 - Joan Barham

- The Council agreed that it would continue to meet three times a year in addition to the AGM. The following dates were decided:
 - Tuesday, 5th March 2019
 - Tuesday, 16th July 2019
 - Tuesday, 19th November 2019
- All meetings will take place in the Priory and will start at 8pm.
- The 2019 AGM was set for Sunday, 13th October. It will be held in the Parish Centre from 3pm to 4:30pm.

12. Closing Remarks - John Bates

- John thanked everyone for giving up their time to attend the meeting. There was much to go through, with a lot still to do.
- The meeting concluded with a prayer by Fr Bob.
- Next meeting is Tuesday, 5th March 2019 at 8pm in the Priory.