



## Parish Council Meeting MEETING MINUTES

July 2015

### Meeting Details

Meeting Name:	St Joseph's Parish Council
Chairman:	John Bates
Date:	Wednesday, 1 <sup>st</sup> July 2015
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 Martin McDonald	Carmelite Community	Yes
John Forte	Finance Committee	Yes
Christine Cornwell	Evangelisation Activity Group	Yes
Ros Burton	Liturgy & Church Activity Group	Yes
Stephen Forster	Outreach Activity Group	Yes
Kasia Misiewicz	Pastoral Activity Group	Yes
Nan Jacobson	Social Activity Group	Yes
Paul Rayner	Youth Activity Group	Apologies
Mike Carney	Mass Representatives	Apologies
Joan Barham	Secretary	Yes

# Agenda Items

Item	Subject	Presenter
1.	Opening Remarks	John Bates
2.	Matters Arising from Meeting Minutes of 11 <sup>th</sup> March 2015	John Bates
3.	Parish Centenary	Fr Michael Spain
4.	Parish Development	John Bates/John Forte
5.	Youth Worker Vacancy	Paul Rayner
6.	Planning for AGM	Joan Barham
7.	Re-Design of Parish Website	Joan Barham
8.	Review of Action Items	All
9.	Any Other Business	John Bates
10.	Closing Remarks	John Bates

## Meeting Notes

### 1. Opening Remarks - John Bates

- The meeting began with a welcome from John Bates. Fr Michael then led everyone in prayer.
- Apologies were received from Paul Rayner and Mike Carney.

### 2. Matters Arising from Meeting Minutes of 11<sup>th</sup> March 2015 - John Bates

There were no matters arising from the Meeting Minutes of 11<sup>th</sup> March 2015.

### 3. Parish Centenary Update - Fr Michael Spain

- The biggest event is our Centenary Mass which is in the latter stages of preparation. The Spirituality Group meets tomorrow to finalise everything for the Liturgy. Invitations have been sent to both clergy and lay people who have served the parish but no longer live here. A celebration lunch will be served after the Mass in St Joseph's School.
- The last Masses in St Joseph's Church will take place on Sunday, 26<sup>th</sup> July, with the last event being the Centenary Concert. The weekday Masses (7am and 9am Monday to Friday and 10am Saturday) and Sunday Masses will take place in the Hall.
- The Summer Mass Schedule begins the weekend of Saturday 25<sup>th</sup>/Sunday 26<sup>th</sup> July. Normal Mass times (except for Chalfont St Giles which closes on Saturday, 18<sup>th</sup> July) will begin again from Saturday 5<sup>th</sup>/Sunday 6<sup>th</sup> September.

### 4. Parish Development - John Bates/John Forte

- The Parish Centre is currently being worked on. New patio doors will replace the broken windows and the carpet will be removed and a new wooden floor will be laid. These works are scheduled to be complete in time for the weekend of our Centenary Mass.
- We don't want to lose income from Parish Centre/Hall hire whilst the Church is being refurbished. The Hall will be set up as a Mass Centre so that daily and weekend Masses can be said there when the Church is closed. The Parish Centre will be configured to serve us like a Hall so that the majority of regular hirers can continue with their bookings.

- We are improving the flooring and furnishings of the Parish Centre at an economical cost. This will give the building another three to five years life. This will enable us to build up the funds to do something with the building longer term. At a suitable point we will also review the rates of hire.
- We have sufficient funds to cover the Church refurbishment which will begin on Monday, 27<sup>th</sup> July. We will be replacing the roof and re-wiring the building. We will update the lighting and improve the audio visual arrangements in the Church (we will certainly do the wiring for this even if we don't have the equipment just yet). The building will be re-decorated and will have improved insulation, signage and seating. Upgrading/renovating the flooring in the Church is being considered. We will do the best we can with the money we have got – we don't want to "tap" the parish for money for these works.
- Stephen Forster has already provided a good list of things to consider when undertaking these works. For certain aspects of the refurbishment relevant groups will be consulted. John Forte and John Bates are taking comments about any aspect of the works.
- Diocesan approval is needed for anything we want to do with the Church premises – they have to sanction everything even though it is our money that we are spending. It is very challenging dealing with the Diocese and understanding their requirements and rules. The Diocese have now said we cannot add extra car parking without planning permission. We are therefore going to apply for a temporary car park extension because of the parking spaces lost due to the building works.
- We do seek to improve Church access for people with disabilities and will invite the Diocese to advise us on this. Stephen Forster has a professional contact in this area that could visit and provide practical suggestions. Joan to update the website to state that there is only partial access to the building as wheelchairs cannot access the Oratory.

## **5. Youth Worker Vacancy - Paul Rayner**

- As Paul was unable to attend, this agenda item was deferred to the next meeting.
- John Bates reported that there are DBS ramifications when employing a Youth Worker. This feedback came from our Safeguarding Audit and it will have implications on the job description.

## **6. Planning for Annual General Meeting - Joan Barham**

- The AGM will take place on Sunday, 27<sup>th</sup> September at 3pm in the Parish Centre. Following the established timescales, parishioners are invited to submit topics for Any Other Business in writing by Sunday, 13<sup>th</sup> September. The AGM agenda and meeting papers will be available on the website and church notice boards on Sunday, 20<sup>th</sup> September. Parishioners wishing to table questions must do so in writing no later than Wednesday, 23<sup>rd</sup> September. As well as a poster, there will be an article in the Newsletter in the four weeks leading up to the AGM 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. The content and layout will be similar to last year.
- In order to achieve this, all reports need to be submitted to Joan by Wednesday, 9<sup>th</sup> September (ten weeks from this meeting). Reports should broadly cover highlights of what has been achieved this past year as well as plans for the next 12 months.
- Joan to organise production of the Annual Report and make the necessary AGM preparations.

## **7. Re-Design of Website - Joan Barham**

- The current website has served us very well since it was launched five years ago. However, it is now looking tired and dated. It needs to be completely reorganised and we should upgrade our software so that we can benefit from more useful functionality such as a good calendar, search facility, etc.
- After some discussion, the Council decided that we will re-design our website and re-launch it late 2015/early 2016. Ahead of this, we need to give some serious thought to what we want from our website – how it should work, what features it should have and what useful content it should provide.

- All Council members were asked to consult with their respective working groups and provide feedback on what facilities the parish website should have when it is redesigned. The deadline for this was also set for Wednesday, 9<sup>th</sup> September.

## 8. Review of Action Items - All

- **Action Items** – A new action list was created – see “*Parish Council Action Items (as at 01Jul15)*”.
- **M008** re: *Transport of parishioners needing assistance to Mass* – When Chalfont St Giles closes we believe there will be one or two people worried about getting to Mass.
- **M014** re: *Situation for new people requiring DBS Checks and Forms* – John Bates apologised that we are not up-to-date. We really need to have someone to assist with this task.
- On average we are 7% under on our weekly donations as compared to our weekly expenses. It was suggested that we think about updating the wording in the Newsletter about the collection, highlighting where we have a shortfall.
- The Council expressed its sincere thanks to Mike & Kate Hargreaves for their dedicated service to the parish during their many years here. They were involved in several ministries and groups who will miss their commitment, energy, enthusiasm and hard work. We wish them all the best with their move.

## 9. Any Other Business - John Bates

Refer to the following reports received for information about each Activity Group:

- “*Evangelisation Report Jul15*”
- “*Outreach Report Jul 15*”
- “*Liturgy & Church Report Jul15*”
- “*Pastoral Report Jul15*”
- “*Social Report Jul15*”
- “*Youth Report Jul15*”
- “*Finance Report Jul15*”
- **Stephen** – Need to add CAFOD to the Outreach Activity Group. Received online petition calling on world leaders to take action to prevent climate change pushing people deeper into poverty. This has close links to the recent encyclical, “*Laudato Si*”, calling on us to care for the world’s poorest people. The Council agreed to ask the parish to support this by getting parishioners to sign the online petition which can be found at [www.cafod.org.uk/oneclimate](http://www.cafod.org.uk/oneclimate).
- **Christine** – Asked if we can still use the Hall (to be set up for Mass during Church works) and Parish Centre for “The Gift” talks in November/December as originally planned. This was agreed as long as the “Church” side (Hall) is setup ready for morning Mass after each session.
- **Ros** – Need to reconsider what can be done for the Senior Citizen Christmas Party given the setup in the Parish Centre/Hall up until Christmas.

## 10. Closing Remarks - John Bates

- The meeting concluded with a prayer led by Fr Martin.
- Next meeting is Monday, 23<sup>rd</sup> November 2015.

*Subsequent to the meeting it was agreed that **Health & Safety and Safeguarding** should be added as a standing agenda item for every meeting.*