



Parish Council Meeting MEETING MINUTES

March 2019

Meeting Details

Meeting Name:	St Joseph's Parish Council
Chairman:	Fr Michael Spain
Date:	Tuesday, 5 th March 2019
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	Apologies
Ros Burton	Liturgy & Church Activity Group	Yes
Francoise 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	No
Joan Barham	Secretary	Apologies

Agenda Items

Item	Subject	Presenter
1.	Opening Remarks	John Bates
2.	Matters Arising from Meeting Minutes of 20 th November 2018	John Bates
3.	Review of Action Items	John Bates
4.	Health, Safety & Safeguarding	John Bates
5.	Sponsoring a Refugee Family	Francoise Forster
6.	Premises Improvement & Maintenance Projects	Kevin Murphy
7.	Lent & Easter	Fr Michael Spain
8.	Global Data Protection Regulation (GDPR)	Fr Michael Spain
9.	Matters Arising from Activity Group Reports	Fr Michael Spain
10.	Closing Remarks	John Bates

Meeting Notes

1. Opening Remarks - John Bates

- The meeting began with a welcome and opening prayer by Fr Michael who chaired the meeting. John Bates took the minutes.
- Those present were thanked for their time and effort devoted to the parish and for attending the meeting.
- Apologies were received from Sally Taylor and Joan Barham.

2. Matters Arising from Meeting Minutes of 20th November 2018- John Bates

- As previously stated, the main notice board in St Joseph's Church will be in the side porch. As and when required, a moveable board will be at the back of the church for special events and/or occasions.
- John will continue to assess the Saturday evening parking.

3. Review of Action Items - John Bates

- **Action Items** – A new action list was created – see "*Parish Council Action Items (as at 05Mar19)*".
- **M046** re: *Care of kitchen in First Committee Room* – Initial tidy up is complete. We now need to identify a process for checking suppliers and an owner.
- **M051** re: *Look into audio/visual equipment possibilities for our various spaces* – Focus on the Church as First Committee Room and Parish Centre have visual systems. Quote awaited from two companies and this will then be linked to the audio system.
- **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; Parish Centre is still outstanding.
- **M059** re: *Fairtrade notices and supplies in First Committee Room* – Removed all non-Fairtrade tea and coffee from the kitchen. Keeping a regular check on refreshment supplies.
- **M060** re: *Update how our parish vision/mission is set out on website* – Sally has had several meetings, last one being with Fr Michael and Joan, where new wording was agreed and minor changes to website identified. With Maureen Connell for final "wordsmithing" then will be published on website.

4. Health, Safety & Safeguarding - John Bates

- John and Kevin have reviewed the risk assessments which include the Furniture Market.
- The ramp to the Priory reception area has been completed.
- Once repairs to the church roof and tower have been completed and the scaffold has been removed, the outside changes in level on approach to the main doors will be marked with white paint or removed.
- A quote has been requested for remarking the disabled parking bays which are to be situated beside the entry ramp at the side of the church.
- The disabled door has been forced open again and an alternative is being sought with the supplier to stop this happening again.
- Handrails are being sourced for the side door Priory side and for the front of the church.
- Mary Forsyth is thanked for all her work on safeguarding which seems to be a frequently changing system, particularly as far as the paperwork is concerned.

5. Sponsoring a Refugee Family - Francoise Forster

- Francoise stated the cost would be about £10,000 to fund a family for over two years for accommodation. The Diocesan Co-ordinator for this is Mark Haynes. This type of project is supported by the Pope. There are basically two options 1) paying ourselves and finding the accommodation or 2) other parishes to find the accommodation and give support, with our parish providing finance.
- Kasia reported there had been problems with an initiative at Princess Risborough which was cancelled, now the funding which was raised needs to be returned or re-allocated. Fr Michael had thought about this and the work that the Justice & Peace Group had done and was grateful.
- Someone needs to be found who could carry this forward for our parish.

6. Premises Improvement & Maintenance Projects - Kevin Murphy

- Kevin reported that the church roof problems, mainly leaks and loose tiles, have now been the subject of estimates for repair. The Diocese will pay the bill. The tower is also leaking badly and will require estimates for repair. The Diocese surveyor is coming on Friday to examine, funding will then be decided.
- Kevin and John inspected the Furniture Market and the two end walls appear to have moved and are cracked. The Diocesan surveyor will be asked to look at this when he visits on Friday.
- The disabled parking is to be for two vehicles.
- Estimates are to be obtained for 1) Grasscrete to the side of the Cemetery and Furniture Market to allow for additional parking. 2) Extending the width of the exit of the car park to make it in/out and closing the current entrance to the car park.
- Cemetery Wall – the plaques should be delivered in April. A consecration is then to be arranged after Easter. The prices for the vaults for interment of ashes have been agreed and the application forms, which are being prepared, will reflect this. Prices will then be published.
- The sale of Chalfont St Giles church awaits completion but hopefully it will occur in the next few weeks.
- Francoise raised the development of the Parish Centre which would be discussed further in the Finance Committee.

7. Lent & Easter - Fr Michael Spain

- Fr Michael presented the programme of events over Lent.
- Celebrations of the Easter period will be on the website.

8. Global Data Protection Regulation (GDPR) - Fr Michael Spain

- Fr Michael, Joan, Mary and John attended Diocesan meetings on GDPR.
- We have since had a Data Audit by the Diocesan Data Protection Manager (Brin Dunsire).
- Received a follow up letter, acknowledging we are in good shape and working towards implementing full documentation of our processes (we were found to be adequately compliant in many aspects of what we were doing).
- Last week had meeting with Parish Groups which was reasonably well attended. Joan and Mary will follow up with any group not present (how many people round this table attended?)
- Have devised a one page, four point key principles for groups in the parish to follow for GDPR. This was distributed at group meetings.
- Each group was asked to complete a short form outlining what personal data they have, what it is used for, how it is stored and for how long it is kept. We will use this for our parish data audit.
- Currently reviewing and tightening up our office procedures. Some adjustments will need to be made to working practices.
- We will need to review computer provision in the office and this most likely will require investment as most of the equipment is many years old. Will liaise with the Finance Committee on this.
- 2019 Parish Census – We were found to be quite compliant with our last Census (done ahead our Centenary in 2015. This coming Thursday we will be assembling a mailing to go to every household in the Parish. The purpose of this census is to validate the details held on the Parish Register every household registered and to obtain your consent to use this data for parish related matters.
- For clarification the Data Protection Officer for the parish is the Parish Priest.
- Fr Michael wished it to be noted that the group who have progressed this were a model for the future and he would like his thanks to be noted.

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

- Refer to the following reports received for information about each Activity Group:
 - *"Evangelisation Report Mar19"*
 - *"Outreach Report Mar19"*
 - *"Liturgy & Church Report Mar19"*
 - *"Pastoral Report Mar19"*
 - *"Social Report Mar19"*
 - *"Youth Report Mar19"*
- Françoise reported on behalf of the Justice & Peace Group that £500 has been raised which has been given to the St Vincent de Paul.
- Françoise offered to arrange a talk on Fairtrade by one of the leaders of the campaign if required.
- It was decided that money should not be collected for teas, coffees, etc at post 11am refreshments.
- Françoise informed the meeting of the offer by Brenda O’Gorman who was prepared to organise Saturday evening events at the Hall. It was agreed to allow as a one-off but not as a regular event. She can hire the Hall but any plans to be submitted to Fr Michael.

10. Closing Remarks - John Bates

- John thanked everyone for their time and effort on behalf of the parish.
- Next meeting is Tuesday, 16th July 2019 at 8pm in the Priory.
- The meeting concluded with a prayer by Fr Bob.