



Parish Council Meeting MEETING MINUTES

July 2017

Meeting Details

Meeting Name:	St Joseph's Parish Council
Chairman:	John Forte
Date:	Tuesday, 4 th July 2017
Time:	8:00pm
Location:	St Joseph's Priory

Invitees/Attendees

Name	Role	Present
John Bates	Chairman Health & Safety and Safeguarding	Apologies
Fr Michael Spain	Parish Priest	Yes
Fr Martin McDonald	Carmelite Community	Apologies
John Forte	Finance Committee	Yes
Sally Taylor	Evangelisation Activity Group	Apologies
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	Yes
Doreen Pooley	Mass Representatives	Yes
Joan Barham	Secretary	Yes
Celia Tobin	Guest – Parish Day	Yes

Agenda Items

Item	Subject	Presenter
1.	Opening Remarks	John Bates
2.	Matters Arising from Meeting Minutes of 14 th March 2017	John Bates
3.	Review of Action Items	All
4.	Parish Day	Celia Tobin
5.	Health, Safety & Safeguarding	John Bates
6.	Access Audit	John Bates
7.	Youth Co-Ordinator	Paul Rayner
8.	Planning for Annual General Meeting	Joan Barham
9.	St Joseph's Cemetery Consultation	John Forte
10	Matters Arising from Activity Group Reports	Fr Michael Spain
11.	Closing Remarks	John Bates

Meeting Notes

1. Opening Remarks - John Forte

- The meeting began with a welcome from John Forte. In his absence John Bates asked John Forte to chair the meeting on his behalf.
- Fr Michael then led everyone in an opening prayer.
- Apologies were received from John Bates, Fr Martin, Sally Taylor.
- Celia Tobin was welcomed as a guest to the meeting.

2. Matters Arising from Meeting Minutes of 14th March 2017 - John Forte

- There were no matters arising from the Meeting Minutes of 14th March 2017.

3. Review of Action Items - All

- **Action Items** – A new action list was created – see "*Parish Council Action Items (as at 04Jul17)*".
- The Chairman has decided that we should review all outstanding actions at the beginning of every meeting. With immediate effect, this will be the case going forward.
- **M004 re: Disabled access to Church & Parish Centre** – There is a meeting tomorrow to finalise the specification for the disabled entrance on the car park side of the church, with works due to commence week beginning 17th July. The required materials have been ordered, however acquiring some specialist supplies might delay us. Plan is to provide ramp access to the Church, with disabled facilities as well as two blue badge spaces and a drop-off point. Also planning to allocate one blue badge space in front of the Parish Centre/Hall. Reference Agenda Item 6, "Audit Access".
- **M026 & M027 re: Evaluate new sound system with 3/4 readers and organise training** – Actions reallocated to John Forte and Ros Burton. It is just two weeks since remedial works were undertaken to address the acoustics and sound system. We are finally in a position where we can look at this more closely. Essentially we need those using the microphone to become familiar with the setup and use the microphone properly (we can now adjust the position of the microphone). This has taken so long because the Diocese wouldn't let us touch anything until we reached the end of the warranty which was end of February. Initial feedback is that the overall sound is much improved.

- **M028** re: *Produce instruction leaflet for hearing loop system* – We need to learn how to use it and write down the instructions. The Mass Reps feel this is quite urgent as people don't know about the loop system and those welcoming at Mass cannot tell them how to use it. It was also noted that we have an enhanced hearing aid system, but again Mass Reps need instructions and training on this before they can help parishioners with hearing difficulties.
- **M039** re: *Brainstorming session on recruiting more parish volunteers* – Two attempts at getting Council members together – one at Christmas and one at Easter – have been unsuccessful. Trying to find another date for the brainstorming during the summer.
- **M040** re: *Erect CCTV monitor in Reception area* – It was reported to the meeting that this was not needed. It appears this decision was made without consulting Fr Michael or talking to the staff. Agreed that action be left open pending further discussion to clarify the situation.
- **M041** re: *St Joseph's Cemetery Improvements* – This involved consulting with the parish at large and the reaction, both to the consultation and the concept, was very positive. Feedback was this process of consultation was a good thing. We received a lot of verbal comments in favour of the proposed improvements. We also had quite a few written comments which are currently being considered ahead of a meeting on 12th July to review the project. The Diocese wants to be sure that we've gone through all the necessary procedures before we start anything. Two generous parishioners have said they will finance the building of the wall on an "interest-free loan" basis. They will cover the cost of building the wall and we pay them back as we sell the vaults/memorial plaques. Quite a few people have already indicated they would like to reserve a vault.
- **M042** re: *Requirements for Parish Centre/Hall refurbishment* – No feedback has been received as yet. Parish groups asked to consider their requirements and send the input to pastoral@stjosephs.org.uk.

4. Parish Day - Celia Tobin

- With a business "hat" on a few things need changing. It is not logical to ask parishioners to support two causes at the same time – "Mikes on Bikes" for the London & Slough Run AND Parish Day for parish funds. Coupled with that we have two second collections – Peter's Pence last weekend and the Apostleship of the Sea next weekend. This is a lot to ask of some families. It is therefore a difficult time to collect raffle money, donations or anything.
- Need to explain that last year the raffle was down by £2.5k. This year, following an appeal at Masses last weekend, we are now (as of tonight) up to £3,778, with donations to cover outgoings totaling £300. We have also bought a hamper as a prize for the raffle with a donation. So it is getting there and hopefully in the end we will exceed what we did last year.
- Did think about investing in JustGiving. Filled in all the forms to get it set up but then hit a problem. In a nutshell, we have one charity number which is the Diocese. This means we have only one gift aid number and it is for all parishes. Spoke to Tim Redding from Finance who said other churches are using BT MyDonate. This is something we need to give some serious thought to as many (especially) young people "click" to donate rather than buying raffle tickets and filling in/returning counterfoils.
- We still need more helpers. Please encourage groups to participate – even if they can only give an hour or so. Celia will be there all day from 8am until 5:30pm. If people cannot come on the day, then perhaps they could make a small donation which can be used to cover some of the outgoings, even £5 contributions add up.
- Due to unforeseen circumstances, the Council was asked for specific help in filling these two roles:
Collecting Money – Someone to regularly visit each stallholder throughout the event and collect money taken, depositing the takings with the counters.
Fire Evacuation – Someone to be a third point of contact in the event of an emergency or situation which necessitates an evacuation.

5. Health, Safety & Safeguarding - John Forte

- The Diocese is exceedingly nervous about health and safety because of previous experiences. It is anxious that we do whatever we need to do so we don't have any mishaps. We have, for some time,

followed a system whereby we review our health and safety risks twice a year and take corrective action as appropriate. The Diocese has adopted a similar "risk management" approach. Our next review is due this month. We are not aware of anything causing major concern as regards our health and safety.

- We have no issues as regards safeguarding. Our DBS checks are all up to date. Many thanks to Mary Forsyth for her continuing support in this area.

6. Access Audit - John Forte

- An Access Audit, commissioned by our Diocese and financed by one of our parishioners (who wishes to remain anonymous) was carried out on 5th December on the Church, Office, Parish Centre/Hall the Graveyard and Furniture Market. The resulting report by the Surveyors and Planning Consultants, Evans and Jones, was made available to us at the end of March. It is 77 pages in length and provides an expert and very useful guide for us to comply with current legal requirements, in what is a very complex area.
- From the Executive Summary that was circulated with the agenda papers for this meeting it is pleasing to note that no major or urgent issues have been identified.
- 75 items in the report fall in the category of low cost and recommended to be dealt with as soon as possible. The majority of these are in the Parish Centre/Hall and are mainly concerned with provision of better facilities for wheelchair users and the visually impaired. The process of implementing the improvements recommended in the report, wherever possible, has been ongoing for some time and will continue to be made and included on future maintenance programmes in the relevant areas.
- Of the 24 items identified for consideration as part of the next refurbishment, most will be dealt with by the construction of the new entrance and the refurbishment of the Parish Centre/Hall. Work on the Church side entrance and disabled parking spaces is due to begin week commencing Monday, 17th July. There is a meeting tomorrow (Wednesday, 5th July) to finalise the specification for this work.
- Consultation on a proposal to improve and develop our Graveyard has taken place and we are in the process of reviewing the original concept following feedback from parishioners. The relevant comments in the Access Report will, of course, be taken into account. A meeting to discuss consultation feedback and agree modifications to the original concept proposal is scheduled for Wednesday, 12th July.
- We will be preparing a consultative proposal on the refurbishment of the Parish Centre/Hall in the coming weeks, following initial consultation with the "Regular Users". It is proposed to refurbish the building in stages, as funds become available, but always working towards and according to the "End Plan" which we intend to produce following parish-wide consultation, as with the Cemetery. We intend to begin the process by refurbishing the entrance and toilet areas, which will enable us to provide the facilities recommended in the Access Audit.
- No items in the report were identified for individual Specific Needs and only one item that may need further specialist advice, i.e. the provision of an alternative singing point at Nave level for disabled choir members is suggested.
- All-in-all, whilst detailing our shortcomings, the report confirms that, with small improvements and relatively affordable finance in various areas, we are well placed to be in compliance with the full requirements of today's legislation, as stated in the following:
 - Equality Act 2010 (Replaces Disability Discrimination Acts 1995 & 2005)
 - Equality Act 2010- Code of Practice on Services, Public Functions and Associations (2011 edition).
 - The Building Act 1984, Approved Document M 2015 Edition Volumes 1 & 2 – Access to and use of buildings.
 - BS8300:2009+A1:2010 – Design of buildings and their approaches to meet the needs of disabled people – Code of Practice.
 - BS9999:2008 Code of Practice for fire safety in the design, management and use of buildings
- The Parish Council extended its gratitude to the generous donor for funding this most useful report which will serve us well for many years to come.

- It was highlighted that the new side entrance will also benefit our many buggy and pram users, particularly at 9am Mass, as well as those parents bringing their babies to the Baptism Sessions. This led on to the fact that the footpath that runs from the car park exit to the Furniture Market gate is quite bad and terribly uneven due to the roots of the trees. The Access Audit advises that we remove the trees and get the Highways Agency to improve the walkway all the way up to the school. Right now it is not only awful for buggies/prams; it is not manageable by a wheelchair or frame user either.
- As there are no disabled facilities in the Parish Centre/Hall, it was asked whether it would be possible for wheelchair users to use the new disabled church toilet until such time as the Parish Centre/Hall was done. It was agreed that there is absolutely no reason we can't open it up in the meantime. Our first priority for the Parish Centre/Hall refurbishment is the entrance and disabled facilities. Although we still need to carry out our parish-wide consultation, we really need to start fundraising for this project now.
- John and Joan to work on communications about this, identifying how best we inform the parish about what is planned and when.

7. Youth Co-ordinator - Paul Rayner

- Isabel has resigned and her last day with us is Friday, 21st July. We are very sad that she is going as we have had excellent feedback about her work from many sources. She is off to New York where the Emmanuel Community is opening a new School of Mission. The priest who ran the school in Rome – where Isabel herself studied – is in charge of setting up this new venture and asked her to join the team. This is a great opportunity for her.
- Paul has been in contact with Human Resources (HR) in Northampton. The Diocese has its own youth ministry group which supports parishes; however our area representative has also resigned. NYMO is looking for someone who is more strategy orientated rather than "hands on" so they are looking for a more experienced individual. We are keeping in touch with them to see if any opportunities arise as a result of their own recruitment drive.
- Paul and Isabel meet with Fr Michael this Thursday evening to discuss the situation and way forward. Permission for recruitment will be sought from Fr Michael. Paula from HR will also set up an exit interview with Isabel. We ask for patience as it is important to wait for the right person.
- The Youth Coordinator Report shares what we learned during Confirmation. This "Pastoral Area" approach, as requested by Bishop Peter, was adopted for the first time this year. The parishes followed the same preparation programme and began with a joint retreat. Candidates were able to attend sessions in either location, so could swap sessions if needs be. We had two Confirmation Masses, with excellent feedback from the Bishop. The other parishes face similar challenges as we do regarding catechists. There will be an update to the Pastoral Area Council Meeting which takes place next week. Before Isabel leaves we will also review the programme that was followed with Fr Michael and decide which one we use next time. We will need to engage catechists from our church for next year.
- We want to continue the Youth Group that has been running on Sunday evenings during term time. There is a meeting with the parents next Sunday, 9th July to discuss and see how we can sustain this going forward.
- The priorities over the coming weeks are 1) Recruitment. 2) Confirmation. 3) Youth Group.
- Regarding a new youth coordinator, it was suggested that we look at what would be fruitful and maybe think "outside the box". Might we consider not replacing like-for-like, but somehow combine youth ministry with "family". The two people who have stayed the longest with us were older and able to connect with families/parents as well as young people. It was also noted that those young people still engaged in the church post-confirmation are those where the families are involved. Serious consideration must be given to figuring out what we really want and we should provide a working environment where the youth coordinator can thrive and flourish. It was highlighted that we have not necessarily made best use of the skills and talents that Isabel had to offer. It was further pointed out that supporting a new person takes time and effort and once they are established they still need direction and guidance. We must be prepared to make the necessary commitment. The idea of establishing a Junior SVP was mentioned as, in times past, this proved successful in engaging teenagers beyond their requirements for Duke of Edinburgh or similar schemes.

- Draz Sliz and his family are also leaving the parish. We will miss Draz a lot as he established a new 5:30 music group as well as making a significant contribution to teen liturgy. He came to us through Sign-Up Sunday and has done great work ever since. The parish will miss the whole family.
- Paul is hoping to organise a Barn Dance fundraiser in November.

8. Planning for AGM - Joan Barham

- The AGM will take place on **Sunday, 1st 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, 17th September. The AGM agenda and meeting papers will be available on the website and church notice boards on Sunday, 24th September. Parishioners wishing to table questions must do so in writing no later than Wednesday, 27th 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 Notices.
- 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.
- In order to achieve this, **all reports need to be submitted to Joan by Tuesday, 12th 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. If we have the content in a timely fashion we then have the opportunity to enhance the presentation and layout – quality, not quantity, is desirable and “a picture is worth a thousand words”.
- Joan to organise production of the Annual Report and make the necessary AGM preparations.

9. St Joseph’s Cemetery Consultation - John Forte

- This agenda item was covered in the Review of Action Item M041 above. We hope that by the end of the year we will have a graveyard we can be proud of, one befitting of our church and parish.

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 Jul17*”
 - “*Outreach Report Jul17*”
 - “*Liturgy & Church Report Jul17*”
 - “*Pastoral Report Jul17*”
 - “*Social Report Jul17*”
 - “*Youth Report Jul17 Youth Coordinator*”
 - “*Youth Report Jul17 Childrens Liturgy*”
 - “*Finance Report Jul17*”
- No update was received from Mass Representatives.
- Reading through the reports submitted, it shows just how much goes on in this parish. We ought to be proud of what we do; something that many other parishes are envious of.
- Forthcoming dates to note:
 - Thank You & Congratulations Celebration for Fr Martin – Sunday, 16th July after 5:30pm Mass in the Parish Centre. Organised by Maura Fagan and Mary Hankins.
 - St Joseph’s Golf Day at Oakland Golf Club in Chalfont St Giles – Friday 4th August. Tee off times from 1pm to 3pm, with presentation dinner at 7:30pm. Organised by Liam Foy.
 - Cream Tea with “bring and buy” sale and raffle in aid of Thames Valley Hospice – Wednesday, 9th August. Organised by the CWL.

- Kitchen Area in First Committee Room – This gets into a mess with a lot of things just left there which clutters it. The cream mugs are still missing and the flower vases that were borrowed have not been returned. There doesn't appear to be anyone specifically looking after this space and the supply of the various bits needed (sponge, washing-up liquid, etc). Joan to look into what can be done about this.

11. Closing Remarks - John Forte

- Everyone present was thanked for their time and for making it easy to run the meeting and get through the topics on the agenda.
- The meeting concluded with a prayer and blessing by Fr Michael.
- Next meeting is Tuesday, 21st November at 8pm in the Priory.