



Parish Council Meeting MEETING MINUTES

March 2015

Meeting Details

Meeting Name:	St Joseph's Parish Council
Chairman:	John Forte
Date:	Wednesday, 11 th March 2015
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	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	Yes
Mike Carney	Mass Representatives	Yes
Joan Barham	Secretary	Yes

Agenda Items

Item	Subject	Presenter
1.	Opening Remarks	John Forte
2.	Matters Arising from Meeting Minutes of 24 th November 2014	John Forte
3.	Parish Centenary	Fr Michael Spain
4.	Parish Development	Fr Michael Spain
5.	Sign-Up Sunday	Ros Burton
6.	Review of Action Items	All
7.	Any Other Business	John Forte
8.	Closing Remarks	John Forte

Meeting Notes

1. Opening Remarks - John Bates

- The meeting began with Fr Michael saying the parish prayer.
- Apologies were received from John Bates.

2. Matters Arising from Meeting Minutes of 24th November 2014 - John Forte

There were some matters arising from the Meeting Minutes of 24th November 2014, as follows:

- **Centenary Banner** – This has been made and is now hung from the Lectern.
- **Oratory** – The refurbishment of the Oratory is complete. The 7am weekday Mass is said here.
- **Maintenance Framework** – The framework as presented last meeting has now been implemented. David Bentley is on board with a contract for the next three years, which includes an annual review. Although we still need to document the new procedure, David has been instructed on what he can and can't do within his remit. The process for reporting issues remains the same – people notify the Reception Desk about any item in need of maintenance of any description.
- **Health & Safety** – We have carried out our annual Health & Safety review and are up-to-date on everything. We have been congratulated by the Diocese on how good our systems are, in particular the way we handled the accident which occurred during our Advent Reconciliation Service.
- **Rotation of Parish Council Members** – This action needs to be followed-up as soon as possible.
- **Parish Treasurer** – Tony de Vletter is standing down as our treasurer. We have identified a possible replacement but are not sure if he will be in place before our financial year end. Fr Michael to speak to the candidate and then follow up with John Forte.
- **Parish Gift Aid Co-ordinator** – Paul Smith is standing down as our Gift Aid Co-ordinator. His successor has been identified and interviewed. Teresa Evans has agreed to take over from Paul, who will be carrying out her induction in this very important role.
- **Thank You** – Both Tony and Paul have done a terrific job during their time serving the parish. Tony has revitalized our financial management system. Paul has substantially increased the percentage of parishioners gift aiding their donations. Tony and Paul deserve our heartfelt thanks. The Parish Council recognises their achievements, appreciates all their effort and hard work and wishes them well in their respective new ventures.

3. Parish Centenary Update - Fr Michael Spain

- Everything has been well publicized and so far, so good. The “*White Rabbit*” play last week was excellent and very worthwhile. Other events planned for the year ahead look promising. The 200 Club take-up has been disappointing but is gaining some momentum – perhaps it was a bad time of year to launch it. The St Patrick’s Day Dinner Dance sold out quickly and there has been a lot of interest in The Priests Concert with tickets now on sale from the Parish Office.
- The centenary mailing with a letter from Fr Michael and centenary brochure has now gone out to all registered parishioners. There has been positive feedback on the brochure which lists the many spiritual and social events we look forward to throughout the rest of the year.
- It was highlighted that we have nothing outside of the church to indicate that we are celebrating our centenary this year – no banner, no posters, etc. Asked if we have contacted our neighbours to let them know and/or invite them to some of our events. This has not happened thus far, but the council decided that we should encourage more/better communication with our neighbours. Fr Michael and Joan to prepare a letter which will be hand delivered.
- Our 40 Hour Vigil takes place next week. We were reminded that we need specific names of individuals for each hour rather than a generic group name.
- It was suggested that after each centenary event we include some feedback in the Newsletter and everyone agreed that this was a really good idea. Those organising various activities to be encouraged to write something up after the event to share with parishioners.
- The SVP has not heard anything since Christmas about the social event on Saturday, 18th July for senior citizens and SVP clients. Waiting for Events Team to make contact.

4. Parish Development - Fr Michael Spain

- We hope that St Joseph’s Church is going to be renovated from August time onwards. We are currently liaising with the Diocese about the required works so as to determine how long the refurbishment will take and how much it will cost. As soon as plans have been finalised, contractors confirmed and a schedule of works agreed, we will let people know. There is plenty of capacity in Denham for extra Masses and we also have the option to use the Hall.
- We had hoped to increase our car parking capacity but we have had a negative reply from the Provincial about using Carmelite space. This means we may only be able to make changes on the Diocesan side of the property. Once we begin to renovate the church, part of the car park will be taken up with supplies and we will need space to accommodate deliveries. Mindful of this, the idea was to increase the size of the car park first, before works began. We will continue to progress this and hopefully by the next Parish Council meeting the way forward will be clearer.
- Looking ahead, we are evaluating many options to see what can be done. Fr Michael’s brief is very clear – we don’t want to re-order the church but we do need to carry out the essential works required on the basis of what we can afford rather than going in to debt. We need to address the fabric of the building and bring it up to current standards, not only to enhance the aesthetics, but to make it more efficient.

5. Sign Up Sunday - Ros Burton

- Sign Up Sunday was more successful than the previous one 18 months ago and we are very pleased with how it went. Thank you to all the volunteers for their help and support and to Fr Michael for promoting it from the pulpit which was key to its success.
- We had a good level of response with approximately 50 individuals or family groups coming forward to volunteer for a variety of tasks. Group Leaders are now in the process of following up with their new volunteers. It was agreed we should identify a similar Sunday for next year and repeat this exercise.
- It was highlighted that we should encourage more of our young people to volunteer for things.
- Two new people have joined the Youth Management Team – Olivia Rzadkiewicz and Draz Sliz.

6. Review of Action Items - All

- **Action Items** – A new action list was created – see “*Parish Council Action Items (as at 11Mar15)*”.
- **M002 re: Establish Youth SVP** – This is on the Youth Management Team’s agenda and Olivia is an advocate for establishing such a group. Plan is to reach out to those in the 15-18 and 18-30 age groups and engage with them. Then identify those who would be interested in Youth SVP.
- **M003 re: SVP Use of Parish Phone** – It was agreed that the SVP can use Parish Phone facilities in order to support their clients. Mindful of the sensitivity of the calls, it was agreed that the SVP can use the Youth Office when Michael not there (varies from day-to-day/week-to-week – check Michael’s Youth Calendar) and the Pastoral Office when Joan is not there (Fridays).
- **M004 re: Disabled Access to Church/Parish Centre** – We await a final decision on refurbishment works before identifying a permanent solution.
- **M009 re: Toilet Twinning** – Awareness posters have been produced and put up in all public facilities.

7. Any Other Business - John Forte

Thanks to everyone for their reports. When you read reports you see how much is going on. Refer to the following reports received for information about each Activity Group:

- “*Evangelisation Report Mar15*”
- “*Outreach Report Mar15*”
- “*Liturgy & Church Report Mar15*”
- “*Pastoral Report Mar15*”
- “*Social Report Mar15*”
- “*Youth Report v2 Mar15*”
- “*Finance Report Mar15*”
- **Evangelisation** – This group met since submitting their report, with one further item arising. During a previous election, we invited local candidates to come along for a question and answer session with parishioners. This was organised by Richard Brumby and went very well. John to ask Richard if he would be willing to do this again.
- **Outreach** – There was a brief discussion on the issue raised in report where we committed ourselves to be a Fairtrade Parish but the tea/coffee served after 11am Mass continues to be non-Fairtrade. It was decided that every group should buy Fairtrade tea/coffee and that the cost of this will be borne by the parish. The tea and coffee can be bought anywhere, as long as they are Fairtrade. People can then submit their receipts to Fr Martin who will reimburse the expense. Nan to talk to Stephen who organises the 11am Coffee Rota and make him aware of this decision. It was also highlighted that the display boards used for Fairtrade Fortnight were not very good and getting a bit dilapidated. This was noted and it was suggested that for next year we use the large centenary notice board for this particular display.
- **Liturgy & Church** – The change to the theme of the Flower Festival was noted – it will be Vestments and Saints rather than Stories from the New Testament as advertised in the centenary brochure. There was also a discussion about the Prayer Intention Book. It was decided to re-instate the Prayer Intention Book and include reference to it in the Bidding Prayers every week. Ros to go back to Peter Mancini with this decision and to work together with him and Karen Peters to bring this to fruition. Paul advised the council that the lack of altar servers is being addressed via school retreats, with several new servers already identified from Year 4. It was suggested that Celia’s Communion Group from last year also be contacted as those children are not at St Joseph’s School. Her current group could be approached from June as they make their First Communion in May. Fr Martin stressed the need for thorough training.
- **Pastoral** – There is a concern that just now we don’t know who to direct new people to regarding DBS Checks and Forms. John Forte and John Bates to discuss this.
- **Social** – Nothing to add over and above report submitted.

- **Youth** – NYMO are coming down to our parish to host a youth event in May (no details as yet). Confirmation will take place on Sunday, 28th June.
- **Finance** – The refurbishment of the Oratory, including new chairs and re-upholstery, has happened with funds raised by the Events Team. These funds have also enabled us to have our Chalices and Monstrance restored. We are very grateful to the many parishioners who support our events and in so doing generate much-needed funds. There is an update on Nancy Deeves house – we had sold it but unfortunately the purchaser’s chain broke down. We therefore have had to start all over again. Can now report that the property went back on the market last weekend and have had some offers that look promising. Before we accept any offer this time, we need guarantee that finances are in place.

11. Closing Remarks - John Forte.

- The meeting concluded with a prayer led by Fr Martin.
- John Forte thanked everyone for their participation and input to the meeting.
- Next meeting is Wednesday, 1st July 2015.