



Parish Council Meeting MEETING MINUTES

March 2017

Meeting Details

Meeting Name:	St Joseph's Parish Council
Chairman:	John Bates
Date:	Tuesday, 14 th March 2017
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
Sally Taylor	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
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 15 th November 2016	John Bates
3.	Health, Safety & Safeguarding	John Bates
4.	Carmelite Chapter	Fr Michael Spain/ Fr Martin McDonald
5.	Proposed Pastoral Area Re-Organisation	Fr Michael Spain
6.	Northampton Cathedral Centre	Fr Michael Spain/ Fr Martin McDonald
7.	Holy Week & Easter	Joan Barham
8.	4 Mikes on Bikes	Fr Michael Spain
9.	Matters Arising from Activity Group Reports	Fr Michael Spain
10.	Review of Action Items	All
11.	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 Doreen Pooley.

2. Matters Arising from Meeting Minutes of 15th November 2016 - John Bates

Amend Paragraph 6.1 of the Parish Council Constitution

The Parish Council Constitution has been updated as agreed last meeting and the revised version posted on the parish website.

It is located on the Parish (Pastoral) Council page under Administration at the following address:

<http://www.stjosephs.org.uk/administration/parish-pastoral-council>

Lectern Microphone

- We did order a new microphone for the lectern but the wrong one was delivered. We have therefore returned it and ordered what we hope will be the correct one. The microphone needs to link to and work with the sound system that we've got. Will see if a meeting can be arranged with the supplier. We were not allowed to do anything with the setup for 12 months because of the warranty. This has now expired.

Improve Priory Security for Priests and Staff

- Further to what was reported last meeting regarding installation of some extra cameras and lights to improve visibility through the front and side doors when dark, it has been since deemed unnecessary as a check has been performed and the current equipment is in working order. The CCTV monitor still needs to be erected in the Reception area; this is to be added to our actions list.

St Joseph's Parish Planner

- Council members were asked to circulate the Parish Planner as requested last meeting.
<https://calendar.google.com/calendar/embed?src=stri5g1kitmt4iakug2heiq7uc%40group.calendar.google.com&ctz=Europe/London>

3. Health, Safety & Safeguarding - John Bates

- Refer to "Safeguarding, Health & Safety Report Mar17" distributed with the agenda.
- We thank the generosity of the person who paid for the accessibility report that was done. We await our parish copy but once received we will evaluate what we can and cannot do and what needs to be done over a longer period of time.
- One item was to have a disabled entrance with a ramp on car park side of the church. However, for that we await diocesan approval. We discussed this earlier and plan to follow up with representatives of the Diocesan Trustees (Charles Whitehead and Margaret Harwood and Hugh Davies). If we don't get approval then we will send letter to diocese.
- We would like to extend the car park. We will need to show the allocated spaces and traffic flow, together with designated spaces for disabled users (adjacent to the disabled entrance). The Justice & Peace Group asked if it is possible to change the signage on the Priory side to say blue badges only. They further commented that the print on the current signage is too small and it is not very welcoming. The priests said that blue badge holders can park Priory side as long as they don't block the driveway so that there is access for emergency services. The signage will altar when the car park and the disabled entrance are done.
- A proposal to improve the cemetery was handed out to those present. We would like to erect a new gate, proving a better entrance which lines up with the war memorial and mausoleum. It is suggested we build a memorial wall opposite the entrance, replacing the hedge adjacent to the Furniture Market. This wall would provide space for commemorative plaques and could be constructed so as to accommodate vaults for the interment of ashes. We plan to consult the parish and get their comments and suggestions on this concept. Ahead of this, all Council Members were tasked with sharing this with their Working Groups and providing feedback to John Bates and/or John Forte. The ball park estimate is £20k. We don't have a sponsor at the moment, but we envisage that people would reserve vaults or take plaques once this becomes more widely known. We do need Diocese approval for this.
- The Parish Centre/Hall also needs improvement. Following a meeting with the priests today, we have come to the conclusion that we will improve the building and re-model it rather than re-build it. We will speak to an architect to see what can be done with the existing building and do things bit by bit as we can afford them. All Council Members to tell their groups about this and ask those that use the facilities to document their requirements and send to John Bates/John Forte.

4. Carmelite Chapter - Fr Michael Spain/Fr Martin McDonald

- The Carmelite Provincial Chapter takes place the first two weeks of May. A lot of preparation has been done already via meetings both in Oxford and Kensington. A layman from Northern Ireland has been appointed to facilitate everything. Fr Michael and Fr Martin will both attend; there will be cover for Masses on the two weekends they are away.

5. Pastoral Area Re-Organisation - Fr Michael Spain

- Extract from Pastoral Area Council Meeting Minutes of Tuesday, 7th March 2017:
"Fr Michael submitted a note he had received from Bishop Peter asking for views on his proposal to amalgamate our pastoral area with those of Mid Bucks and Aylesbury, with the possibility of moving St Joseph's into the South Bucks area instead of the proposed new area. Bishop Peter said that in his view the new arrangement will help the working together of the parishes in the area and enable greater flexibility in the way our priests and deacons can serve the mission of the Church."
- This essentially means taking us away from our current area and putting us with Beaconsfield, Marlow and High Wycombe. The other parishes would be put with Aylesbury and Great Missenden. We are not in favour of this because of the relationship we've built up and our shared sacramental preparation programmes (Confirmation and Marriage). We are especially keen to continue using the forward thinking Marriage programme, influenced by Jack Dominion, a friend of Fr Ken Payne. We have responded to Bishop Peter, asking that we remain with the other three parishes that we share resources and programmes with.

6. Northampton Cathedral Centre - Fr Michael Spain/Fr Martin McDonald

- Fr Mark's presentation last weekend was very clear. It enthused Fr Michael and Fr Martin at the first meeting attended by just five people (including priests).
- In our parish people don't seem to identify with the Diocese and our contact with it has been limited. Now that we go up regularly for meetings we can see Fr Mark is literally a missionary. The area is so poor and lacking in facilities. We don't realise how fortunate we are down here where it is no problem to host a meeting, talk, etc or even give someone a cup of coffee. There is no infrastructure to welcome anyone socially or educationally at the Cathedral on behalf of the Diocese or the Parish. Right now, they have to hire local halls if anything is on. Bishop Peter wouldn't say the project is dear to his heart if he didn't mean it.
- Fr Mark was very happy on Sunday evening with how the day went. Now they are up to £2.2 million and if they can secure an additional £0.4m then they will take an act of faith and start the project.
- Our Parish Christmas Lunch, organised by Fr Martin, raised £1,000 for the campaign. We also have a number of events coming up to raise some more funds for the cathedral.
- Fr Michael and three others visited Norwich Cathedral recently to see what they have done there. It is really beautiful and it helps make money for them. Northampton deserves to have good facilities so it can support not only its parishioners and the local community but also serve parishes within the Diocese.

7. Holy Week & Easter - Joan Barham

- New for this year was our Lenten Garden, designed by Fr Martin, which is evolving into an Easter Garden as Lent progresses. We also re-purposed the Year of Mercy banner to display the children's Lenten Promises.
- Planning and preparations are underway for Holy Week and Easter. Mass and Service times are the same as last year. As in previous years, there will be reduced Masses on the weekdays after Easter.
- This year we will have one card for all parishes in our Pastoral Area, detailing services during Holy Week and Easter. This will be distributed to congregations in the four parishes as well as families in the two schools. Easter Mass times in our own parish will also be emailed out to everyone in advance as well as posted on the notice boards and website.
- The Parish Office will close on Holy Thursday, 12th April at 5:30pm and will not re-open until 9:30am on Monday, 24th April.

8. 4 Mikes on Bikes - Fr Michael Spain

- The "4 Mikes on Bikes" have decided to cycle the Camino half of what was done last year, which will mean 10.5 days in the saddle. The trip will take place from 15 to 28 June. Malcom Johnstone will be providing support again. This will be a fundraising trip for the London and Slough Run.

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 Mar17"
 - "Outreach Report Mar17"
 - "Liturgy & Church Report Mar17"
 - "Pastoral Report Mar17"
 - "Social Report Mar17"
 - "Youth Report Mar17"
 - "Finance Report Mar17"

- No report was received from the London Run; however a brand new van has been donated. Many thanks to the generous donor for their contribution which will make a big difference to the charity.

Mass Representatives Update

Bridgettine Convent – A new mother superior has been appointed to the Bridgettine Sisters in Iver Heath. Mother Jancy is due to arrive soon. Don't know as yet if this will affect Mass times, etc.

St Joseph's Church – Feedback received that the side porch (near the disabled toilet) is somewhat cold, bare and uninviting. Are there any plans to do anything with the space to make it more welcoming? In contrast the space at the main entrance is tight when Mass Reps are handing out newsletters and hymn books. Sometimes there can be a bottle-neck when a group of people enter the church. Finally, it would be good if more people were aware of the alarm, and how to reset it, in the disabled toilet. Mass Reps are more familiar with it now but it has caused some disquiet amongst the congregations when they hear the alarm but don't know what it is.

- John Forte visited the church cleaners to say thank you for their hard work and was extremely impressed with Fiona Davitt, the new leader. She is very enthusiastic, conscientious and has new ideas. Paul Rayner has got the Confirmation Group involved in cleaning, working with Fiona to get them trained up and joining the rota as a new team.
- We are still missing an Events Team. We have lost revenue because we haven't had any fundraisers. Thus far, we have been completely unsuccessful in finding an organiser. Thankfully Celia Tobin has agreed to take responsibility for Parish Day again this year. We are looking more for a co-ordinator who liaises with groups running events, rather than one person who has to organise all the events. We are also without someone to take responsibility for the bar, another key role.
- Celia Tobin, supported by John Bates, has 34 children in her class for Parish First Holy Communion.

10. Review of Action Items - All

- **Action Items** – A new action list was created – see "*Parish Council Action Items (as at 14Mar17)*".
- **M027** re: *Organise training session(s) on new audio system once it is settled* – Review after the new microphone has been installed.
- **M039** re: *Host a brainstorming session on recruiting more parish volunteers* – Date set for Tuesday, 28th March at 7:30pm in Paul's house.

11. Closing Remarks - John Bates

- The meeting concluded with a prayer led by Fr Martin.
- Next meeting is Tuesday, 4th July at 8pm in the Priory.