



Parish Council Meeting MEETING MINUTES

November 2014

Meeting Details

Meeting Name:	St Joseph's Parish Council
Chairman:	John Bates
Date:	Monday, 24 th November 2014
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	Apologies
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 Bates
2.	Matters Arising from Meeting Minutes of 8 th July 2014	John Bates
3.	Parish Centenary	Fr Michael Spain
4.	Parish Development	Fr Michael Spain
5.	Maintenance Framework	John Forte
6.	Health & Safety and Safeguarding Update	John Bates
7.	Justice & Peace Proposal for "Toilet Twinning"	All
8.	Dates for Parish Council Meetings 2015	All
9.	Review of Action Items	All
10.	Any Other Business	John Bates
11.	Closing Remarks	John Bates

Meeting Notes

1. Opening Remarks - John Bates

- The meeting began with an opening prayer led by Fr Martin.
- Apologies were received from Stephen Forster.

2. Matters Arising from Meeting Minutes of 8th July 2014 - John Bates

- There were no matters arising from the Meeting Minutes of 8th July 2014.

3. Parish Centenary Update - Fr Michael Spain

- Fr Michael began by making it clear that celebrating our centenary and any building refurbishment works are completely separate projects.
- Our centenary year will run from January to December 2015. There is a programme of spiritual, social and community events planned. A draft calendar of events was handed out to those present. The plan is to share key dates via flyer with parishioners over Christmas or early in the New Year so they can "save the date(s)". Our Centenary Mass will be on Sunday, 19th July at 11am where Bishop Peter Doyle will preside. This will be followed by lunch and social for everyone. A question was raised about the numbers expected and whether a marquee could accommodate everyone. It was suggested we look into having a relay from wherever Mass is celebrated to an appropriate over-flow space.
- A Centenary Prayer Card has been prepared and is ready for printing. It features the image of our statue of St Joseph on one side with our parish centenary prayer on the reverse. The Prayer Cards will be distributed in January – there will be one for every family in the parish. Many thanks to Maureen Connell and Sally Taylor for their efforts in producing this.
- Instead of a Centenary DVD which has been mooted previously, we have decided to produce a coffee table style book. This would be a commemorative photo book covering all our centenary celebrations, with relevant inserts on the history of our church. Currently the intention is to produce the book in January 2016. It would be helpful if anyone has any photos from the past 10, 20, 30, 40, 50 years that we could borrow as it would be lovely to have some in the book to link the old and the new.

- It is hoped we will have a special Centenary banner for the Lectern as well as a new musical Mass Setting which can be sung throughout the year. Joan to follow up on both of these.
- We talked about upgrading the statue of St Joseph. This would certainly be the year to give some attention to the statue itself and improve the area surrounding it. Everyone was asked to consider this and share thoughts and ideas with Fr Michael.
- The History Group has traced the descendants of the founders of our Church to America. They have been invited to join us for our Centenary Week in July and we understand that some family members plan to make the journey here to be with us.

4. Parish Development - Fr Michael Spain

- The Oratory is being updated. It has been decided to move the "*Burning Bush*" from the middle of the room to the side. Arrangements have been made to upholster the hard seating around the edge of the room and to put in two rows of five chairs. This means that the Oratory can accommodate up to 35 people seated. The old altar will be restored and brought back in. These changes will make the Oratory more comfortable for prayer and more suitable for para-liturgies. All the orders have been placed and the Tabernacle is to be moved and cleaned this week. All being well, everything will be finished by Christmas. There is a possibility that the daily 7am Mass may be said in the Oratory.
- Those present were shown the Christmas card with Mass times which will be distributed mid-December with the Newsletter and via the School. This information will also be emailed out to everyone the week before Christmas as well as posted on the notice boards and website.
- There was a discussion about the overcrowding that we experience at the 5pm Family Christmas Eve Mass. To alleviate the situation, it was agreed that we will relay the Mass from the Church to the Parish Centre/Hall. It was further agreed that communion for that Mass will be under one kind only and that extra Eucharistic Ministers will be asked to service the Choir Loft and Parish Centre/Hall. Fr Michael, Fr Martin and John Bates to work together to make the necessary arrangements.

5. Maintenance Framework - John Forte

- Refer to "*Proposal for Planned Maintenance Contract*" and "*Planned Maintenance Framework*" distributed in advance of meeting.
- We want our maintenance to be more ordered and better managed. This has been evaluated by the Finance Committee who got four competitive tenders for the work – one being from David Bentley who currently carries out maintenance for us on an ad-hoc basis. David has put together a very comprehensive maintenance manual which covers all the tasks that need to be done on a regular basis, for example, checking fire extinguishers, electrical checks, etc. His quote was the best price and a major advantage for us is that he already knows our premises. We know that he is reliable and conscientious. The plan is to introduce the Planned Maintenance Framework as from 1 January 2015. David will be awarded a three year contract with annual reviews. The contract will make provision for the regular maintenance required as well as emergency situations.
- Implementation of this contract means that there will be specific procedures to be followed and the Council will be asked, in due course, to communicate this to all their working groups and volunteers. Only nominated people will be authorised to instruct David to carry out maintenance works. The process for emergency situations will be included in the communication.
- There is no change to the current system whereby if anyone finds, or becomes aware of, a premises or maintenance issue they report it to the Parish Office.
- The Council appreciated this positive step forward and thanked those involved for their efforts in getting us to this stage. It was felt that taking this approach will save us money in the long run.

6. Health & Safety and Safeguarding - John Bates

- Our Parish Risk Assessments have been reviewed and updated. These were forwarded, as required, to the Diocese and they have been accepted. There are not any matters of contention. We have no significant issues at the moment. Our only outstanding concern is the need to address the electrics in St Joseph's Church by the end next year.
- There is potential to save a lot of time, energy and money as a result of a decision not to carry out DBS checks for Eucharistic Ministers who don't take Communion to hospitals or people's homes. In the past every Eucharistic Minister had to be checked so this change is welcome. Ros to liaise with John and Fr Michael to identify those who need checks going forward.
- We have been notified by the Diocesan insurance company that special arrangements now need to be made for parishes where parishioners take other parishioners to Mass. The work of the St Vincent de Paul is impacted by this. It was agreed that a copy of the document be sent to all Council members and that Fr Michael and John will discuss the implications for our parish.

7. Justice & Peace Proposal for "Toilet Twinning" - All

- Refer to "*Proposal for Toilet Twinning Nov14*" distributed in advance of meeting.
- This proposal put forward by the Justice & Peace Group was discussed. One Council member had seen a similar scheme at a motorway services station. Posters were displayed in toilets publicising the poor sanitation in developing countries. It encouraged people to give via a text-based donation system.
- The Council was concerned about having collection boxes in our facilities and preferred the poster and text scheme as it avoids the administration and security associated with having boxes. It agreed to implementing the alternative scheme and agreed that posters could be displayed in all our facilities. John to talk to Stephen about progressing this initiative.

8. Date for Parish Council Meetings 2015 - All

- After a short discussion, the Council agreed that going forward it would meet three times per year in addition to the AGM. The following meeting dates were decided:
 - Wednesday, 11th March 2015
 - Wednesday, 1st July 2015
 - Monday, 23rd November 2015
- The meetings were moved from Tuesday evenings so as to avoid clashing with RCIA. All meetings will take place in the Priory and will start at 8pm.
- The 2015 AGM was set for Sunday, 27th September, in line with our policy to have it at the end of September/beginning of October. It will be held in the Parish Centre from 3pm to 5pm.
- Joan to check on the rotation of Parish Council members and advise if anyone is due for re-election or re-appointment.

9. Review of Action Items - All

- **Action Items** – A new action list was created – see "*Parish Council Action Items (as at 08Jul14)*".
- It was agreed that four actions be transferred to the new list; youth SVP, SVP use of Priory phones, disabled access to Church/Parish Centre and Sign-Up Sunday.
- The date for our next "Sign-Up Sunday" was set for the weekend of 31st January/1st February. Ros was asked to organise this once again.

10. Any Other Business - John Bates

- **John Forte** – We will need to find a new Treasurer. Tony de Vletter is standing down as from March 2015. It is hoped we can find someone new who can start in February. There is a job specification available but essentially we are looking for a good book-keeper who can act as parish treasurer.
- **John Forte** – We ended the last half year positively, being £9,000 up. However we are fortunate that we have had four or five regular, generous donors who have kept our weekly income well up to what we need. If we lose these then we will be stuck. Sometime in the New Year, we will have to tell the parish that we are looking for increase our offerings by about 10%.
- **Kasia Misiewicz** – Asked when we might have another Healing Service. It was suggested we have one during Lent and, having looked through the calendar for next year, Saturday, 7th March at 3pm was chosen.
- **Kasia Misiewicz** – Highlighted that the sound in the First Committee Room continues to be an issue. Can anything be done to improve the sound? We have looked at this in the past year and concluded that it really needs quite a lot of work done. We would need to take the whole room apart in order to install sound proof insulation and we are not likely to do this until we refurbish the room.
- **Mike Carney** – Queried if there had been any significant changes in the Mass Count which took place during October. Overall our numbers are slightly down on last year but remain consistent with Mass Counts over previous years in that we have approximately 800 people to Mass each weekend.
- **Paul** – Provided an update to a question raised at the AGM. St Joseph's Youth Ministry has been re-energised and is reaching out and has had great support from Margaret Gray. There are new people in youth posts across all the local churches. We are now meeting with them on a more regular basis as well as engaging a group in High Wycombe. Working more closely now with the new Deputy Head at St Joseph's as well as meeting the new head at the Community College. All local youth workers were involved in two big Assemblies for the College. There is a regular session now at St Michael's and an initial meeting with Liam Lynch the Chaplin at Joan of Arc. There is a new display at the back of the Church in response to queries about what the Youth Ministry does. Our next big event is FLAME at Wembley Area on Saturday, 7th March and we have booked 50 places. We have also established a Youth Centenary Fund, in consultation with the Treasurer, to provide money for extra resources money as well as for charities.
- **Christine** – Thanked everyone who helped with the Remembrance Outreach Project. This joint initiative with local churches distributed 5,000 St John's Gospels between services, schools and street evangelisation. There is another meeting coming up where it is hoped something can be organised for Christian Unity Week as well as considering Prayer Walks. The ministers continue to meet monthly at Charles Whitehead's house.
- Refer to the following reports received for information about each Activity Group:
 - "Evangelisation Report Nov14"
 - "Outreach Report Nov14"
 - "Liturgy & Church Report Nov14"
 - "Pastoral Report Nov14"
 - "Social Report Nov14"
 - "Youth Report Nov14"
 - "Finance Report Nov14"

11. Closing Remarks - John Bates

- The meeting concluded with a prayer led by Fr Michael.
- Next meeting is Wednesday, 11th March 2015.