**MINUTES OF ST PETERS PARISH PASTORAL COUNCIL MEETING 4**

**TUESDAY 11 October 2022**

**PARISH CENTRE at 7pm**

**Present:**

John Smart (Chair), Helen Marsh (Vice Chair), Liz Lally, Mike Hart, Tim Ryan, Steve Blakemore, Angela Johnson, Teresa Kehoe, John Lally, Terry Monaghan, Yvonne Rendell, Frank Fallon, Natasha Esparon, Rosina Rutter, Margaret Dance, Julian Kuzminski, Paul Hebblethwaite (Secretary) (17)

**Agenda**

Opening Prayer

The meeting opened with a prayer and reflection asking for spiritual support and guidance for the PPC to be successful in its role and actions.

**1. Apologies for absence**:

Father Thomas, Celia Hubble, John Newbold, Denis Fannon, Angela Johnson and Adam Billig. (6)

**2. Agree Minutes of Last Meeting**

There are two minor amendments to the Minutes concerning Helen Marsh’s email address and the MST following Fr. Thomas’ name.

Subject to this the Minutes were approved and signed.

**2.1 Matters Arising not covered on this Agenda**

The Secretary asked for approval that a quorate meeting of the PPC should constitute 50% plus 1 of the membership. Currently we have 23 permanent members so that 12 members in attendance would mean the meeting was quorate. **The proposal was agreed.**

The Secretary asked for approval that in future all email correspondence would be blind copied to the members. This prevents your emails from being visible to the group. Should you answer that email your reply will only go to the Secretary. **The proposal was agreed.**

**3. St Peter’s PPC Handbook**

John Lally presented a completed draft of the St Peter’s PPC Handbook. He reported that the initial pages were bespoke to St Peters but that in essence there was little substantive difference to the model guidelines we have used to date.

A number of points were raised:

- we would prefer to reach decisions by consensus but there will be occasions where a majority vote will suffice.

- it was agreed to add “normally” serve to cover the duration of terms of office.

- the handbook will be available on the web site; it would be printed on individual request, and available for reference at the back of church on the PPC board.

- the process of election/re-election of members and the management of the PPC rotation of members requires more discussion. The guidelines actually require the PPC to start the process at the end of the first year of operation.

- the document is not fixed and we reserve the right to change to reflect our experience and best practice.

**John Lally to proceed with a final draft and publication.**

**4. PPC Who’s Who**

JL had received photo jpegs from **the majority of members.**. **Those who haven’t yet responded were asked to do so ASAP. John Lally’s email is jel43@btinternet.com**

**The Who’s Who will be printed and displayed at the church.**

**5. Parish Directory**

Helen Marsh presented the final draft of the revised Parish Directory. Thanks were due to both Helen and Steve for their work on this.

**It was agreed that the directory in hard copy could contain all the contact information but the web site version would only have contact names. This is consistent with our current policy.**

**The directory would available for parishioners to collect from the back of church.**

**Helen would now liaise with Teresa for the finalisation of the design, which would then be circulated to the PPC members for their approval before printing.**

**6. Children and Youth Sub-Committee Report**

Teresa gave a short report of the initial thinking of the sub-committee on the issue of improved engagement with the schools of the Academy.

**Teresa will provide a summary of her report for circulation to the PPC (to follow) and the item will be revisited at the next meeting, where more time for discussion will be available.**

**7. Progress and Updates on Actions**

**7.1. Newsletter Resourcing**

There has been no progress on the use of addition resource for the newsletter production due to family circumstances. Review next time.

**7.2. Community Centre Refurbishment**

The Finance and Property Committee agreed to start the project by instructing a building surveyor to inspect the building and provide a detailed report, to define a scope of works and some budget costs to complete. There will be some internal and external improvements, including new windows, doors, toilet facilities, re-decoration, new curtains, security etc.

There is a six-week window in 2023 when our main user, Castle Kids, is on holiday so we are aiming for this. The timescale is very tight. We will need to work with the Council and Diocese on our proposal with a view to going out to tender for the work and placing Contracts in early 2023.

When we have a finalised proposal we can present to a Parish Meeting for their input.

Steve reported that Castle Kids had asked if they could be informed about meetings that are taking place in the evenings. This is so that they don’t have to move and store equipment unnecessarily at the end of a day.

**Darren Griggs is requested to inform them accordingly.**

 **7.3 Servers and Eucharistic Ministers**

It was agreed to continue to advertise for volunteers in the bulletin.

Pat Comer and John Newbold would provide training and re-training of Eucharistic Ministers.

Christine Lewis had also asked for more volunteers for visiting those at home or in care. Could a separate request be made for this?

 **7.4. Welcome and Greeting Teams**

Andrew Maund had now taken over the rota for this and readers and Eucharistic Ministers. **Once again there is a need for additional volunteers.**

**7.5. Community De-fibrillator**

Steve Blakemore gave some background to the installation of the de-fibrillator in the Community Centre porch. Part funded by a grant from the British Heart Foundation the device has to be openly available, registered on the database and training provided.

There is an acknowledged risk that the need for an open system might be vulnerable to damage or theft – a risk that we cannot insure against. We would need to review the open and always available requirement in the event of problems.

**With regard to training we have had an offer to hold a session on an evening, which would be open to all parishioners. Steve will identify a date and time and prior to this requested that someone could speak at each Mass to advertise both the training and the arrival of the de-fibrillator.**

**7.6. Parish Census**

**Further progress awaits Fr. Thomas’s return to set a date for the launch of the initiative.**

**8. Parish Secretary Proposal**

 Teresa introduced the topic but given the time **it was decided to leave detailed discussions to the next meeting.**

The issue was prompted by a frustration that a detailed diary of events and bookings was often absent leading to double-bookings. **The detail of what the job description might look like should be circulated if available. It was reported that some parishes share resources and it would be useful to understand how that might work for us.**

**9. John XXIII Room**

 Teresa referred to the photograph of the room being used for storage. On inspection it appeared that the issue had been noted and the storage had been removed! **Access to the room could be further restricted by the use of a key safe it was felt to be necessary.**

**10. Parish Pilgrimage 2023**

**11. Open Week at St Peters 2023**

 Due to time constraints it was decided to add items 10 and 11 to the agenda for the next meeting in January.

**12. Date of Next Meeting: Tuesday 31 January 2023 at 7pm in the Parish Centre**